



14th September 2021

To Members of Environment Committee Working Group

You are hereby invited to a virtual MEETING OF THE ENVIRONMENT COMMITTEE WORKING GROUP **to be held on** Tuesday, 21st September 2021 at 7.30pm, **to conduct the following business.**

Helen Bojaniwska
Town Clerk

The meeting will be held via the [Zoom meeting platform](#)
To attend the meeting please use ID 876 4262 1623 – password - Community
For more information please refer to the [guidance on our website](#)

AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To receive questions from members of the public
4. To approve the minutes of the meeting of 13th July 2021 previously circulated
5. To receive the Green Spaces Manager report
6. To receive the budget monitoring report to end July 2021
7. To receive an update from Climate Action & Nature Recovery Officer (VERBAL)
8. To consider a request from the Grove regarding Uplands Playing Field
9. To approve the location for the Happy to Chat bench project with Stroud Youth Forum
10. To note the remaining funds in the Carbon Reduction Grant Fund
11. To receive the following notes of the meetings;

Stroud Town CAN – 20th July 2021

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

GSM REPORT SEPT 2021

Covers period 5 July – 13 Sept

AUTHOR

Chris Woolner – Green Spaces Manager (GSM)

CONSULTEES

Green Spaces Team (GST)

FOR MEETING

Environment Committee

DATE

21/09/2021

RECOMMENDATIONS

None

REPORT

Biodiversity

- Cut and collects have started
- A weasel was seen chasing rabbits at the New Cemetery
- GST have started talking about options to improve biodiversity at the West end of the Leazes. We have installed some terraced nest boxes for House Sparrows and planted a hedge of Hawthorn, Berberis and Pyracantha to provide refuge. (See events).

GS Team Maintenance

- All of the team have been on annual leave at various points over the last couple of months. Maintenance has taken up the majority of GST time over this period.
- Mowing needs have been high over the last couple of months. As this is a period of high use of greenspaces, we have paid extra attention to good standards of maintenance and presentation.
- We have completed a full de-weed of the wheel in park Gardens and will be replanting parts of it in the next few months with the aim to have it back to its best next spring.
- There continues to be general good feedback to less mowing. Over the winter I will look at revising the mowing regime and bring a proposal for further regime change to the committee.
- We have made repairs to play equipment at Daisy Bank
- We refurbished a bench in Bank Gardens. This has made all the others look worse! I have sourced materials to refurb the others, some of which will be funded by the “happy to talk bench” grant that Seb from the District council has led on. The rotary group have also expressed an interest to help with bench refurbishment at the depot.

- Following a condition report regarding the Sub Rooms, we sealed off one side of the building to pedestrians with Heras fencing.

Contracted works

- We had a contractor mark out the new football pitch at Uplands. The GST installed (and tested, see media) new goalposts. Minchinhampton Rangers under 14s have had their first training sessions and have their first home game in September.
- I have worked with Yakub at GCC Highways to resolve an issue with surface floodwater drainage at Bisley Road into the top of the Old Cemetery
- Sutcliffe Play are booked to remove and replace new play equipment in The Leazes in November
- I have not found a contractor for to install railings in Bank Gardens yet despite contacting all the local companies. This is now a priority.

Training / Team Development

- Pete, Sam and I undertook Fire Safety Training
- Sam has now started his Royal Horticultural Society Level 2 training in Bristol.
- We have started doing a piece of work to move to a new system of task management which is based on Kanban system and will use MS Planner as our day-to-day tool for capturing, planning and prioritising tasks. This started with a couple of half-day sessions at the depot and has been quite a big piece of work. GST are all supportive of this approach and we expect it to make a significant positive difference to the way we work together in future, enabling us to work more efficiently, collaboratively and transparently.
- I have set up a schedule of monthly 1-2-1s with the team. I have also put professional development plans in place for the GST.
- I have developed a new system for managing the burials process using MS Planner. The Burials team (Sheral, Pete and I) all had input into the process. We are going to trial it with for the next few months and then review. I felt there were too many risks in the existing process around process communication. The new system should address these. It is simpler and makes it easier for other staff to cover roles when people are on leave.
- GST did a couple of councillor tours of the main greenspaces for new and existing councillors and new GST members of staff. These were well attended and seemed useful for all.

Vehicles and machinery

- See section on CO2 implications.

Community Engagement

- GST supported Stroud Pride in Bank gardens. Helping with set-up and breakdown and providing Toilets, bins, a tent for first aid and fencing.
- GST worked with Emily to plan and deliver an event at The Leazes for families to help construct House Sparrow nest boxes and plant a hedge. This was funded by the 2021 Holidays, Activities and Food programme.

- I have assisted the Friends of Daisy Bank with the planning and delivery of their Harvest Fair. The proceeds of this will contribute to funding a future climbing frame upgrade.

Media

- The new uplands football pitch got some good social media and picked up by the local press.

News

10th September

Football returns to Uplands

By [Matty Airey](#) | [@matty_gaz](#)

Reporter



The Green Spaces team testing the nets after installing them at Uplands. First match is Sept 18.



Football is returning to Uplands Playing Fields in Stroud, giving more young people the opportunity to play the 'beautiful game'.

From this weekend Minchinhampton Football Club Under 14s will be based at Uplands, which is managed by Stroud Town Council.

Jon McGinty, a spokesman for the club, said the new base would mean that more children will be able to play football.

Known vandalism/ antisocial behaviour/damage

- Some minor graffiti in Bank Gardens and Park Gardens.
- A few bits of furniture fly tipped in Bank Gardens
- Some of the stonework in the terrace in Bank Gardens was kicked off. We repaired it.

Project priorities for next period

- Sub-Rooms forecourt greening has stalled. Helen and I agreed that it needs a re-start with a clearer project structure and a better stakeholder engagement plan. Helen will set a start-up meeting that Chris will facilitate.

- Second priorities are installing railings and lighting at Bank Gardens and delivering new play equipment at the Leazes play area.
- Other projects I expect to take forward before the next report include a review and prioritised repair of all our walls and installing French drains at the new cemetery

New Projects

The following are projects and ideas that have not started yet. I have put them in order of priority as I see them currently (based on importance, urgency, timing, strategic fit, need and return in investment). I would welcome any thoughts from the Committee on prioritisation.

1. A better “project management framework” for prioritising, approving, planning and delivering GST projects
2. Signage and Interpretation review and refresh
3. How we might grow our own plants rather than buying them.
4. Biodiversity improvements at The Leazes
5. The potential for a “wet” wildlife area at the Long Ground.
6. Green Flag status for Cemeteries + Daisy Bank + Spider Lane Allotments
7. Drinking water supply at Daisy Bank

LEGAL IMPLICATIONS

None

FINANCIAL AND STAFFING IMPLICATIONS

None

EQUALITY IMPLICATIONS

None

CO2 IMPLICATIONS

- On the back of the recent IPCC report GST met to analyse and discuss possible carbon-saving measures that we could make in addition to things we do currently. Agreed to an audit and revision of some of our tools and processes. GST can probably replace some of our diesel machinery/vehicles with electric at no (or little) net financial spend whilst retaining our operational capability. I aim to bring a proposal to the next committee meeting about this.

Expenditure July 2021

ENVIRONMENT COMMITTEE	Budget	Spent	Committed	Balance
Staff costs	129,349	37,538		91,811
Training	2,000	1,890	595	485
Travel/expenses	200	-		200
Rates	9,149	4,271		4,878
Rent (Depot)	10,000	10,000		-
Health safety security	3,000	1,189	-	1,811
Utilities	2,000	592		1,408
Tel/post/communications	2,000	260		1,740
Insurance/Legal expenses/Consultanc	2,000	2,139		139
Site materials	7,500	1,807	275	5,418
Small tools and equipment	2,750	167	26	2,557
Equipment hire	1,500	-		1,500
Equipment maintenance	1,000	258	-	742
Fuel and oil	1,400	433		967
Vehicle lease	300	50		250
Vehicle maint./MOT/Tax	3,500	331	96	3,073
Planting	10,000	10,174	1,485	1,659
Consumables	600	514	669	583
Legal expenses	-	420	1,186	1,606
Contracted grass maintenance	14,350	5,912	4,489	3,949
Contracted infrastructure	10,000	1,888	418	7,695
Contracted grave digging	12,000	1,340	-	10,660
Contracted waste management	8,000	7,471	263	266
Contracted play equip works	25,000	1,096	-	23,904
Contracted tree reports&works	3,000	633	583	1,785
Environment projects	35,000	50	-	34,951
Stroud Valleys Project	1,000		250	750
Community engagement	1,800	246	500	1,054
Climate change grants	10,000	1,690		8,310
Loan repayments	15,484	9,881		5,603
Graffiti removal / vandalism	500	-		500
Contingencies/liabilities	4,000	-		4,000
TOTAL	328,382	102,238	10,835	215,309

REPORT TITLE

AUTHOR

Kate Montgomery

CONSULTEES

Chris Woolner – Green Spaces Manager

Helen Bojaniwska – Town Clerk

FOR MEETING

Environment Committee

DATE

21st September 2021

RECOMMENDATION

To designate to the Clerk and Green Spaces Manager to review the use of Uplands playing field on October 25th and approve its further use should there be no detrimental impact on the site

REPORT

During the pandemic lockdown, the Clerk was contacted by The Grove out of school provision, based at Oakbrook Farm to ask if they could use Uplands Playing Field on a Tuesday afternoon. Permission was granted in November 2020 and use was on going until July 2021 for groups of up to ten children.

The Green Spaces Manager has spoken to the applicant to get more details on the increased numbers of children mentioned in the most recent application of up to 40. The application is included as Appendix A to this report. The Grove representative reassured the Green Spaces Manager that the larger groups were for meetings not for sports and that there would little if any additional impact to either the wear and tear or the biodiversity of the site. The Green Spaces Manager, the Clerk and the applicant agreed to proposing a review in October before further permission is granted for the rest of the year.

LEGAL IMPLICATIONS

The usual checks for insurance and risk assessments have been undertaken

FINANCIAL AND STAFFING IMPLICATIONS

No additional staffing or financial impact

EQUALITY IMPLICATIONS

No adverse equality implications

CO2 IMPLICATIONS

Negligible

DECISION



Application for the Hire of Council Land by Third Parties

<u>Event Details</u>	
Name of event	The Grove games sessions and first week of term, also Thursday final session each week
Type of event	Small groups of home educated children using the playing field for games and sports, also for final circle time of the week
Date of event (Please note; at least two weeks' notice is required)	Use between 9.30am and 2.45pm on a Tuesday, and on 2.30pm to 3pm on a Thursday 7 th , 8 th and 9 th September from 9am to 10am and 2.30pm to 3pm
Nature of event	The Grove is a learning project for 3 days a week based between All Saints Church and Oakbrook Farm. We would like to continue using Uplands Playing Field for games and sports sessions on a Tuesday, and to finish our week on a Thursday – plus be the central start and end point for our first week of term.
Description of event activity	Different group games and sports, including running games, strategic games and some regular ball games eg rounders, volleyball, football etc
Anticipated numbers	Up to 40 children on a ratio of at least 1 adult to 10 children
Event start/finish times	9.30am to 2.45pm on a Tuesday; 2.30 to 3pm on a Thursday; 9am-10am and 2.30-3pm 7 th ,8 th and 9 th September
Is there a charge to the public? (If yes, please provide details)	We charge each family for the children to attend The Grove, which is a not-for-profit community group. From the money taken, we pay our mentors and tutors and any other expenses.

<u>Event Details</u>	
Has the event been held before? (If yes please confirm when)	Yes during 2020-2021, with permission from yourselves

<u>Event Organiser</u>	
Name of event organiser/manager	REDACTED
Name of organisation	REDACTED
Address	REDACTED
Email	REDACTED
Telephone (Daytime and emergency/out of hours)	REDACTED
Has your organisation and/or event manager ever been convicted or found negligent in the planning or staging of an event?	No

<u>Location</u>	
Location of event (include map if possible)	Uplands Playing Field
Other relevant location details (highways, additional public space)	

<u>Licensing</u>	
Does your event require a licence from Stroud District Council?	(Licences are required if you are providing alcohol and for some regulated entertainment – see https://www.stroud.gov.uk/business/licensing-permits for more info) No
If yes please provide details:	

<u>Health and safety</u>	
Have you provided a risk assessment?	Please see the 'Hire of Public Spaces Document' for detail about what to include in your risk assessment yes
Have you provided a method statement?	Please see the 'Hire of Public Spaces Document' for detail about what to include in your method statement yes
Have you provided a copy of your public liability insurance certificate?	Please note that the minimum requirement for public liability insurance is £5million yes

Supporting information:

Please ensure you have submitted the following

Public Liability Insurance

Risk Assessment

Method Statement

DECLARATION

I confirm that the information contained in this document is accurate and correct to the best of my knowledge. I understand that Stroud Town Council cannot accept any responsibility for any aspect of my/our event. I understand that the responsibility for safety at my/our event remains solely with the event organiser

PRINT NAME Verity McLellan

ROLE WITHIN EVENT: Project Coordinator

SIGNED: REDACTED

DATE: 1st September 2021

Please send completed forms and supporting information to;
The Town Clerk, Stroud Town Council, Thanet House, 58 London Road, Stroud GL5 2AD or
council@stroudtown.gov.uk

ITEM 9 HAPPY TO CHAT BENCH

AUTHOR

Kate Montgomery – Deputy Town Clerk

CONSULTEES

Chris Woolner – Green Spaces Manager
Seb Williams – Stroud District Council Youth Worker
Stroud Youth Forum

FOR MEETING

Environment Committee

DATE

21st September 2021

RECOMMENDATION

To approve a Happy to Chat bench designation in St Laurence Churchyard

REPORT

Stroud Youth Forum have been considering a Happy to Chat bench for the town to combat loneliness and isolation. The Happy to Chat bench idea is popular in towns and cities across the UK as a way to connect people.

Stroud Youth Forum have selected a location in St Laurence Cemetery for the bench. They have successfully applied for a grant from the Senior Citizen Liaison Team (SCLT) Charity for £400 which will go towards the refurbishment of a bench in Bank Gardens.

The benches in the Bank Gardens are of a standard design and the grant fund will be used to renovate an existing bench with an additional plaque added to indicate its purpose. The chosen bench sits at the bottom of the St Laurence Church tower. Representatives from St Laurence Church have been informed of the initiative.

This project is being led by the youth group with the Green Spaces Team working in partnership with the District Council Youth Work Officer, Seb Williams.

If approved, there will be further press and PR around the project when the bench is installed.

LEGAL IMPLICATIONS

The Town Council operates under the General Power of Competence which means it is able to do anything a person can legally do, and includes ability to provide benches in public spaces.

FINANCIAL AND STAFFING IMPLICATIONS

Restoration of the benches in Bank Gardens must be undertaken by our Green Spaces team in the coming months so there is no additional impact on staff. The grant will be used to purchase items for refurbishment.

EQUALITY IMPLICATIONS

The bench is in an accessible location near the centre of town.

CO2 IMPLICATIONS

Minimal impact

DECISION

ITEM 10 CARBON REDUCTION FUND

AUTHOR

Kate Montgomery – Deputy Town Clerk

CONSULTEES

None

FOR MEETING

Environment Committee

DATE

21st September 2021

RECOMMENDATION

For information

REPORT

The Committee operates the Carbon Reduction grant fund for the Council which stands at £10,000 for the year 2021-22.

This year a total of £1,690 has been spent.

ST CAN Website; £1,305 – April 2021

Nailsworth CAN; £385 – June 2021

The remaining fund stands at £8,310

LEGAL IMPLICATIONS

The Council operates under the General Power of Competence which means it is legally able to do anything an individual can do. This includes grant giving.

FINANCIAL AND STAFFING IMPLICATIONS

N/A

EQUALITY IMPLICATIONS

N/A

CO2 IMPLICATIONS

N/A

DECISION

Stroud Town CAN

Zoom meeting

20th July 2021 2pm

In Attendance:

Fred Barker	Transition Stroud
Adrian Oldman	Transition Stroud
Stella Parkes	Stroud Town Council / SVP
Cllr Rob Green	Stroud Town Council
Kate Montgomery	Stroud Town Council
Tricia Watson	Stroud Town Council
Steve Roberts	Stroud Nature

1. Apologies:

Nick Turner	Landwise
Clare Mahdiyone	Stroud Valleys Project

2. Agree notes from 11th May 2021

The notes from the meeting on 11th May were agreed.

3. Review options for development of ST CAN and member organisation ongoing commitment

The group discussed options for the way forward. An inclusive network idea was introduced and the group recognized that the current style and function wasn't working.

The group agreed to engage an impartial facilitator to bring forward some of the views put forward into a more cohesive plan.

All agreed to proceed with launch, with caveat that more input is needed from constituent bodies, make it more than a council stand.

4. Approve 'Boiler Plate' & Protocol for 'delegated authority' of non-member group event promotion

The social media text was approved by the members present, however members recognized that it may need amending in the future.

5. Project Review from Task & Finish Groups

The ST CAN project list was received very positively by the Stroud Town Council Environment Committee and agreed that it is a useful source to gather info on what has been achieved in the parish over the past year by constituent groups and the Town Council.

a. Communications & Engagement

Web site/social media setup 75% complete.

Next STC newsletter will highlight the web page as a place to go to get started/volunteer for partner events they may not have come across in current 'silos'.

ACTION: Request for ALL to contact TW with documents, activities, photo archives, current & planned activity schedule. TW to arrange access to shared storage to best suit contributions.

b. Transport & Energy

New member confirmed, Community Rail.

Recent surveys have had a good response, thanks to extended network for sharing more widely.

Solar project needs volunteers to get off the ground, hoping virtual and in person ST CAN launch raises some interest.

Upcoming topic areas/projects in progress in the county/district: EV charging locations; E-scooters currently being trialed in larger towns; renewable heat.

c. Land & Nature Recovery

The project list was reviewed and update with swifts being a new addition, retrofitting boxes on suitable tall buildings and ensuring sympathetic construction/ refurbishment.

Footpaths are a major interest to nature and active travel supporters; a sub group was suggested AO/SR/CW (Cllr) suggested with Kevin Cranston also working on opening up a key path between town and the canal (alongside Homepage).

Park event was a success and provided a model for Garden Guardians across 6+ highly visible sites across town, to empower people on their own turf and in particular what can be done in a small space.

Planning commenced for Stroud Nature Festival next year, a 3-month rolling sequence linking biodiversity and climate.

d. Resources & Waste

Meeting postponed

e. Local & Sustainable Food

Convenor & attendees not present

6. Core group actions to support timely web site & social media launch

ALL: Provide copy to populate web site.

ALL: Commit resource to providing/sharing social media content, liaise with TW to plan timely comms & re-share partner events.

7. Retrofit Event, Sub Rooms ST CAN launch – Attendee commitment & Activity/ Handout Provision, to inspire broader community participation

The group discussed the potential displays and how to engage with a wider audience on the day.

ACTIONS: ALL sign up for a slot on the sub rooms stand 11th Sept (Doodle poll to be circulated)

ALL provide material/activities to TW ASAP by email or printouts to STC office by Thurs 9th Sept.

8. Date for next meeting – Tuesday 21st September. STC to convene.