



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held remotely via Zoom, on **8th February 2021 commencing at 6:00 pm.**

Zoom meeting ID: 951 1687 3462 Password: 561023

Members of the public and press are welcome to attend. Telephone dial in details are available on request, please contact the office for more information.

Debbie Hill
Town Clerk
3rd February 2021

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 18th January 2021
8. To note the following Committee Minutes: Buildings & Moorings –10th December 2020, Staffing –1st December 2020, Finance – 8th December 2020, Planning - 2nd & 16th December 2020
9. Matters arising from the minutes – for information only
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr Reid and Gloucestershire County Council from Cllr Cromwell
11. To receive the finance report for December 2020

12. To receive the bank reconciliation reports for Q3 2020/21 as reviewed by the Finance Committee
13. To consider and agree an increase in membership from eight to nine Councillors on the Buildings & Moorings Committee
14. To consider a request from Cllrs Gurney and Devine to join the Buildings & Moorings Committee
15. To consider a request from Cllr Devine to join the Environment & Amenities Committee
16. To recruit additional internal control checkers
17. To agree the response to the government consultation: - Right to Regenerate: reform of the Right to Contest
18. To receive reports from members representing the Town Council on outside bodies
19. To review and agree grant applications
20. To approve the payments list
21. Correspondence

The next Full Council meeting will be
March 8th 2021 at 6pm remotely via Zoom

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

MINUTES
of the Full Council meeting held remotely via Zoom
on 18th January 2021 at 6pm

Present: Cllrs P Aldridge (Chair), H Davis, S Raywood, M Sztymiak, J Raywood, K Powell, C Cody, H Bowman, C Danter, S Raywood, R Gurney, T Fowler, K Brennan, A Rudge, V Smith, A Carter

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk), County Cllr Cromwell, Borough Cllrs Workman & Reid.
Three members of the public.

20/21 - 142 To receive apologies for absence
Apologies were received from Cllr Devine.

20/21 - 143 To receive declarations of interest
Cllr J Raywood and Cllr Brennan declared an interest in items 20/21-153 & 154 regarding Tewkesbury Museum.

20/21 - 144 To consider requests for dispensation
None requested.

20/21 - 145 To receive written questions from member of the public
No questions have been received.

20/21 - 146 Public participation
There was no public participation.

20/21 - 147 To note the Mayor's announcements

- The Mayor wished everyone a Covid free and happy new year.
- The White Bear is listed as a community asset and Tewkesbury Borough Council has been advised that it has been put up for sale. Community Groups now have until 22nd February to register their interest in purchase it.

20/21 - 148 To approve the Minutes of the meetings held on 14th December 2020
It was RESOLVED to approve the minutes of the meeting held on 14th December 2020.
Proposed by Cllr Brennan, seconded by Cllr J Raywood.

20/21 - 149 To note the following Committee Minutes:

- Environment & Amenities – 3rd November 2020**
- Buildings & Moorings – 4th & 26th November 2020**
- Planning – 5th & 18th November 2020**
- Staffing – 10th November 2020**
- Severn Ham – 12th November 2020**

The above minutes were noted.

20/21 - 150 Matters arising from the Minutes – for information only

There were no matters arising, all items are covered on the agenda.

20/21 - 151 To receive Councillor reports for Tewkesbury Borough Council from Cllr Workman and Gloucestershire County Council from Cllr Smith

Cllr Workman provided an update from Tewkesbury Borough Council.

- The latest Government grants are available via the Borough.
- Environmental Health are increasing enforcement for shops regarding Covid compliance.
- Garden Town consultation has been delayed until Summer 2021. However the planning application for the new bridge should be heard in February.
- Tewkesbury Borough Council is looking for residents to join their 'Citizens' Panel' <https://www.tewkesbury.gov.uk/forms/citizens-panel-signup>
- Minor injuries unit in Tewkesbury is temporarily closed whilst staff are redeployed to help Covid support.
- Elections expected in May.

Cllr Smith provided an update on behalf of GCC:

- Highways update and GCC report circulated to Councillors.
- Key performance indicator on Highways will be distributed.
- Contact numbers for Flood Assistance:
 - GCC 24 hours 08000 514514
 - Tewkesbury Borough Council 01684 295010 or 01684 293445 (out of hours)
- Vaccination programme rate is above the national average.

Cllrs discussed the latest flooding and the potential impact of the building of the Garden Town. Environment Agency data shows that levels on the Severn during the recent flooding were equal to 2007. Cllr Smith will circulate the final data when available.

Cllrs asked about the cycle path improvements. The three Tewkesbury schemes are currently in planning.

A Cllr advised that the links to the budget and scrutiny committee details in the provided report were not working. Cllr Smith to resend the links.

20/21 - 152 To receive the finance reports for November 2020

The finance reports were received.

Two grants have been received for the Watson Hall and with the third grant applied for it is expected that Watson Hall income will be on track for 2020/21.

20/21 - 153 To retrospectively approve the appointment of Nick Joyce Architects Ltd., White & Gilbert Limited as CDM Adviser and to obtain a Demolition Asbestos Survey, Bat Roost Assessment and any other surveys or reports as recommended in order to progress urgent roof repairs at Tewkesbury Museum and to comply with the funding requirements from Historic England

Expected costs are as follows:

Bat survey - £280

CDM - £900

Architects – 15% of the final cost which is yet unknown.

It was RESOLVED to retrospectively approve the appointment of Nick Joyce Architects Ltd., White & Gilbert Limited as CDM Adviser and to obtain a Demolition Asbestos Survey, Bat Roost Assessment and any other surveys or reports as recommended in order to progress urgent roof repairs at Tewkesbury Museum and to comply with the funding requirements from Historic England.

Proposed by Cllr Danter, seconded by Cllr Gurney.

£6000 contingency was released at Finance meeting in order to make the roof as watertight as possible. The issue has escalated since Christmas. The contingency will cover immediate costs, but the total cost for the work is as yet unknown.

20/21 - 154

To consider a proposal from Cllr Brennan that:

- i. that a professional is appointed to raise the money to undertake urgent repair works and associated damage at Tewkesbury Museum**
- ii. that all other work continues in parallel and not consecutively**
- iii. that a tight timeframe is adhered to and work is completed within the year**

Cllrs discussed the issue of the replacement of the roof at the Museum. Cllr Brennan shared a video of the damage to the building. Cllrs agree that urgent action is required and there is a need to preserve the building. It is anticipated that the works could cost in excess of £200,000.

Cllrs asked why no action was taken ten years ago when the first report was received. They were advised that there was no appetite from the Town Council at the time to do the work. The building is now in a perilous condition and as the landlord, Tewkesbury Town Council is responsible for it.

Cllr Sztymiak proposed an amendment that the £10,000 be spent on structural surveys and a fundraiser engaged at a later date. The motion was not carried.

It was RESOLVED that:

- i. that a professional is appointed to raise the money to undertake urgent repair works and associated damage at Tewkesbury Museum
- ii. that all other work continues in parallel and not consecutively
- iii. that a tight timeframe is adhered to and work is completed within the year

Proposed by Cllr S Raywood, seconded by Cllr Fowler.

Cllr S Raywood proposed an extension to 8pm. This was agreed by all.

20/21 - 143

To review and approve the budget for financial year 2021-22 as recommended by the Finance Committee

Cllrs discussed at length the budget for the next financial year. Years of underfunding, project work that has already been cut from the budget, requesting an increase above inflation and the issue of using reserves as an ongoing way of maintaining a low precept request were all discussed.

Cllr Sztymiak proposed an amendment to the budget for the financial year 2021-22. That the Watson Hall project budget be reduced by £8000 and the Tudor Bar income be increased by £500. Expenditure will be £476,544, income will be £133,828 and

the difference £342,716. £22,000 of reserves will be used leaving a funding requirement of £320,716.

It was RESOLVED to approve the amended budget for financial year 2021-22 as above.

Proposed by Cllr Sztymiak, seconded by Cllr Smith.

A recorded vote was requested.

For: Cllrs Smith, Danter, Fowler, Gurney, Sztymiak, Rudge & Carter

Against: Cllrs J Raywood, S Raywood, Brennan, Bowman, Aldridge & Powell

Abstained: Cllrs Cody & Davis

- 20/21 - 144 To agree the Council's precept request for financial year 2021-22**
It was RESOLVED to approve the Council's precept request of £320,716 (an increase of 2.11%) for the financial year 2021-22.
Proposed by Cllr Sztymiak, seconded by Cllr Rudge.
- 20/21 - 145 To note the programme of events for Tewkesbury 20:21 and to agree to release the grant of £10,000**
The programme of events was noted and it was RESOLVED to agree to release the grant on £10,000.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.
- 20/21 - 146 To consider and agree a response for the Tewkesbury Borough Local Plan Examination**
The boundaries on Policy TEW4 (100 homes at Healings Mill) were incorrect. A statement of common ground has been prepared to ensure that the inspector knows what Tewkesbury Town Council have agreed with regard to the site. The joint statement is now correct.
It was RESOLVED to agree the proposed response from the Planning Committee to the Tewkesbury Borough Local Plan Examination
Proposed by Cllr J Raywood, seconded by Cllr Aldridge.
- 20/21 - 147 To consider and agree a response to the Government's White Paper on supporting housing delivery and public service infrastructure**
It was RESOLVED to agree the proposed response from the Planning Committee to the Government's White Paper on supporting housing delivery and public service infrastructure.
Proposed by Cllr J Raywood, seconded by Cllr Bowman.
- 20/21 - 148 To receive reports from members representing the Town Council on outside bodies**
Cllr S Raywood reported back regarding the GAPTC AGM.
Our motion regarding gender neutral pronouns was amended to a note in standing orders that any reference to he or him, should be also taken to mean she or her.
Recent Government advice will supersede this, and NALC are looking into the use of gender-neutral pronouns.
- Cllr Brennan reported back on the Tewkesbury Cultural Consortium – Heritage Action Zone. The initial grant received was used to create light boxes for Christmas

display, made in conjunction with local schools. The next bid for £120,000 is due to be submitted shortly.

20/21 - 149 To review and agree grant applications

There were no grant applications.

Action: Town Clerk to follow up with Tewkesbury in Bloom regarding the grant conditions.

20/21 - 150 To approve the payments list

There was no payments list.

20/21 - 151 Correspondence

Thanks were received from Tewkesbury Sea Cadets for the grant from Tewkesbury Town Council.

A request has been made by the Medieval Festival. There will be no parade this year, but they would like to commission local artists to do create three new models, which will be on display in the Abbey. The Town Council currently store three large models in the cellar and have been asked if they would consider storing the additional new models. There is some space now that the Town Band are no longer using it for storage.

There being no further business, the meeting closed at 7.55pm.

Signature of Chairman upon approval of the minutes 8th February 2021

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 10th December 2020 via Zoom

The meeting commenced at 18:04

Present: Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Rudge

In attendance: Cllrs P Devine, R Gurney, J Raywood, D Hill (Town Clerk), R Blockley (Events Officer) and three members of the public

B&M.20.103 Receive apologies for absence
Cllr A Carter

B&M.20.104 Receive declarations of interest
None.

B&M.20.105 Receive dispensations
None.

B&M.20.106 Approve the minutes of the Building & Moorings Committee meeting held on 26th November 2020
It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 26th November 2020. Proposed by Cllr Powell, seconded by Cllr Danter.

B&M.20.107 Matters arising from the minutes
B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. Cllr S Raywood to progress. Carried forward.
B&M.20.093 – Defibrillator quotes: Events Officer to progress and bring to future meeting.
B&M.20.096 – Back of Avon wall Structural Engineer Report: Town Clerk awaiting response from Structural Engineer in respect of queries raised.
B&M.20.096 – ANT re regular maintenance: Cllr Brennan progressing.

B&M.20.108 Receive correspondence relating to the Buildings & Moorings Committee
Correspondence has been received in respect of the new buoys installed by The Environment Agency adjacent to the Millbank and the recently installed flood proof posts at the Old Ferry mooring.
Local residents are unhappy with the aesthetics and impact on the area of the new style buoys and the number, height and appearance of the flood proof posts. Residents were also under the impression that a condition determining the use of the Old Ferry Mooring may still apply. Cllr S Raywood pointed out that the flood proof posts may look better painted black.
There was also a query concerning future plans from Avon Navigation Trust for operating the lock going forwards.

Correspondence had been received from Tewkesbury Borough Council concerning the use of the Watson Hall following a concern raised with them. The Events Officer explained that Environment Health had been in contact to discuss risk assessments and arrangements put in place for the safe running of events permitted in accordance with government guidelines. These queries have been answered and some additional measures will be put in place as recommended by Environmental Health. The Town Clerk added that there were no concerns about the use of the Watson Hall.

B&M.20.109 Public Participation

See correspondence above.

B&M.20.110 Approve payments to be made

It was RESOLVED to approve payments totalling £93. Proposed by Cllr Rudge, seconded by Cllr Danter.

B&M.20.111 Set the budget for 2021-22, 2022-23 and 2023-24

The Committee considered the budget requirements for 2021/22 and agreed a draft budget which will be reviewed together with the other committee budgets at the Finance Committee meeting in January 2021.

In accordance with Standing Order 3y it was RESOLVED to extend the meeting by half an hour. Proposed by Cllr Brennan, seconded by Cllr Rudge.

B&M.20.112 To review the Work Programme

Deferred.

There being no further business the meeting closed at 8.03pm.

Signature of Chairman upon approval of the minutes 27th January 2021

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON TUESDAY 1ST DECEMBER 2020 VIA ZOOM AT 4.00 PM

Present: Cllrs J Raywood (Chair), K Brennan, S Raywood, D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr Davis. Cllr Powell was absent.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 10th November 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 10th November 2020. Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- 5) **Public participation**
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**
Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- 7) **Matters arising from the last meeting – for information only**
Details of furlough rebates received to date were shared with the Committee.
- 8) **Staffing Matters**
 - i. **Mobile Phones** – The purchase of mobile phones was discussed. It was pointed out that following the installation of a landline at the Watson Hall, the Events Officer may not now require a mobile phone. **Action:** Town Clerk to speak to the Events Officer about the requirement for a mobile phone.
 - ii. **Finance Assistant** – Town Clerk to discuss options regarding sickness and furlough with the Council's HR Adviser.
 - iii. **Furlough** – Bar staff to be brought off furlough once bar in Watson Hall re-opens.
 - iv. **Town Clerk** – The Town Clerk's recovery from her injury was continuing well.
 - v. **Annual Leave** – The remaining annual leave for staff was discussed. Staff are aware of the requirement to use their annual leave before 31st March 2021 and that up to one week (pro-rata) may be carried forward to the next year.
 - vi. **Town Crier** – The current situation for the Town Crier was discussed and it was suggested that the portable PA system in the Town Hall could be made available for the

TEWKESBURY TOWN COUNCIL

Town Crier to use outside the Town Hall. **Action:** Town Clerk to discuss with the Town Crier.

- vii. **Staffing Budget** - It was noted that some entries were to be journaled for the Watson Hall bar staff that had posted incorrectly to the Staffing Budget.
- viii. **Union Membership** – The Committee were not aware of whether staff were members of a Union.
- ix. **LGPS Annual Report** – It was noted that this had been received.
- x. **LGPS Invoice** – It was noted that this invoice in respect of a redundancy situation would require payment from the 2020/21 budget.

There being no further business the meeting closed at 5.07pm.

Signature of Chairman upon approval of Minutes 26th January 2021

MINUTES

of the

Remote Finance Committee meeting held on 8th December 2020 at 4:00PM via Zoom

Present: Cllrs P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood, M Sztymiak

In attendance: D Hill (Town Clerk)

F.20.063 To receive apologies

Cllr K Brennan

F.20.064 To receive declarations of interest

None

F.20.065 To receive dispensations

None

F.20.066 To approve the Minutes of the Finance Committee meeting held on 1st October 2020

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 1st October 2020. Proposed by Cllr Bowman, seconded by Cllr J Raywood.

F.20.067 Matters arising from the Minutes – for information only.

20.044 **Applying for a Lloyds Charge card:** Carry Forward

20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward

20.054 **Chatty Thursday unrepresented payment:** Now corrected. Complete.

20.055 **Check Museum window expenditure and provide report with furlough income:** Complete

20.060 **Outstanding Mayor's Charity money:** To be paid to Focus Cancer

F.20.068 To receive correspondence relating to the Finance Committee

The Town Clerk reported that tax base information had been received from Tewkesbury Borough Council.

F.20.069 Public Participation

None.

F.20.070 To review the bank reconciliations to 31st October 2020

Deferred to the next meeting.

F.20.071 To review budget report to 31st October 2020

The budget reports were reviewed.

F.20.072 To note furlough income received to date.

A report showing furlough income to date was noted.

- F.20.073** **To review the half year financial position of the Town Council in respect of the COVID-19 pandemic.**
The half year financial position was noted. The Town Clerk confirmed that an additional grant of £1,334 was expected to be received in relation to the Watson Hall.
- F.20.074** **To consider and agree grant applications from outside bodies**
None.
- F.20.075** **To agree to the payments list**
It was RESOLVED to approve the payments list totalling £15,008.56. Proposed by Cllr Brennan, Seconded by Cllr J Raywood.
- F.20.076** **To receive an update from the Town Clerk in respect of the External Audit 2019/20**
The Town Clerk advised that the audit had not yet been completed and so a notice ensuring compliance with the regulations had been posted on the Town Council website.
- F.20.077** **To receive an update from the Town Clerk in respect of the budget setting process for 2021/22**
The Town Clerk reported that all committees, except for Buildings & Moorings have now set their budget requirements. Buildings & Moorings Committee will be setting their budget requirements on 10th December.
- F.20.078** **To agree a budget for the Finance Committee for 2021/22 and forward budget for 2022/23 and 2023/24**
The Committee considered the budget requirements for 2021/22 and agreed a draft budget which will be reviewed together with the other committee budgets at the next Finance Committee meeting in January 2021.

There being no further business the meeting closed at 5:30 pm.

Signature of Chairman upon approval of the minutes 11th January 2021



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 2nd December 2020

Present: Cllrs. J Raywood, S Raywood and H Bowman.

In attendance: Mrs D. Hill (Town Clerk).

Also present: One member of the public.

MINUTES

The meeting commenced at 19:05.

P.20.217 Welcome and a reminder of how the meeting will be conducted.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

P.20.218 To receive apologies for absence

None.

P.20.219 To receive declarations of interest

P.20.227(11) – Tewkesbury Cricket Club – S and J. Raywood (Agent is a neighbour. However, there is no personal connection so it was considered that there is no pecuniary or prejudicial interest.)

P.20.220 To receive and consider requests for dispensations

None

P.20.221 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None



P.20.222 To approve the minutes of the Planning Committee meeting held on 18th November 2020

Proposed by Cllr. S. Raywood

Seconded by Cllr. H. Bowman

It was resolved to approve the minutes.

P.20.223 To receive updates on matters arising from the minutes – for information only

None

P.20.224 To note correspondence

The Town Council has been contacted by Clara Yeung, who is currently engaged in helping to produce a neighbourhood Development Plan for Highnam Parish Council. She would like us to consider commissioning her in the event of us deciding to progress our own NDP further and has provided this link for our information

<https://myneighbourhoodplan.co.uk>

The Town Council has been contacted by Anita Syvret of Robert Hitchens Ltd, to inform us that enabling works on their site south of the A46 have commenced, prior to the construction of the proposed Designer Retail Outlet and thanking us for our continued support. The Mayor is very disappointed because, in actual fact, we have not been very supportive at all and our responses so far have been:

July 2020 - we asked for more information regarding impacts of a temporary car park. That has not been forthcoming.

July 2020 - we made no objection to their landscaping plan.

2019 - we were not asked for our opinion regarding scale and appearance of the proposed development.

January 2018 - we objected to the design principles.

Prior to that, there had been no consultation since 2013 and it's not possible to tell whether we responded or not, because the information no longer exists on the portal.

JR has written to the Borough enforcement officer to enquire what form the enabling works are taking. He has replied that he will investigate, but the result of those investigations is not yet available.

P.20.225 Erection of single storey front, side and rear extensions

Planning Application

89 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8DW

Ref. No: 20/01095/FUL

Observations:

No objection



P.20.226 Erection of a rear terrace to replace existing patio and steps, replacement windows and doors and installation of new metal flue pipe.

Planning Application

1 Harbour View Tewkesbury Gloucestershire GL20 5AZ

Ref. No: 20/01099/FUL

Observations:

The Town Council has no objection, subject to the opinion of the Lead Local Flood Authority in respect of the impact of the terrace construction on surface water run-off.

P.20.227 Installation of replacement gates and railings

Planning Application

Tewkesbury Cricket Club Swilgate Ground Gander Lane Tewkesbury Gloucestershire GL20 5PQ

Ref. No: 20/01029/FUL

Observations:

No objection

P.20.228 Installation of 3no. illuminated fascia signs, 3no. non-illuminated fascia signs and 2no. graphic signs

Planning Application

Tesco Stores Ltd Bishops Walk Tewkesbury Gloucestershire GL20 5LS

Ref. No: 20/01120/ADV

Observations:

The Town Council has no objection in principle to the design and positioning of the new signs except that it objects to the internal illumination that is proposed for three of the signs as this is not appropriate for the premises' location within the Conservation Area.

P.20.229 30% reduction of 2 Lombardy Poplars and removal of dead wood

Planning Application

Tewkesbury Rugby Club Gander Lane Tewkesbury Gloucestershire GL20 5PG

Ref. No: 20/01158/TPO

Observations:

No objection



P.20.230 To note any additional applications on the Planning Portal which will expire before 16th December 2020 and agree further actions

20/001128/TCA – No objection

P.20.231 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.20.232 To receive an update on the Tewkesbury Garden Town Masterplan Evolution

Cllrs. J and S Raywood and the Town Clerk attended a Zoom meeting with the Borough's Urban Design Officer and a representative from BDP, the consultancy that has been engaged to develop the Masterplan. There is a new overall plan that takes into account recent changes in circumstance, but that plan is not yet available for general circulation. The discussion focused largely on infrastructure and on the potential impact of the recent Government White Paper on Changes to the Planning System.

P.20.233 To receive feedback from the Town and Parish Council seminar on the white paper – Planning for the Future

Cllr. J Raywood attended a seminar hosted by the Head of Development Services and provided the committee with an update on the seminar.

P.20.234 To receive feedback from the TTRP meeting held on 27th November 2020

Cllrs J and S Raywood and C Cody attended this meeting, along with other stakeholders. There was an update on the COVID situation and some discussion about the Healings Mill site. Most of the discussion focused on the HAZ – in particular, the Cultural Consortium.

P.20.235 To review the Planning Committee's forward Plan and agree further actions

The forward plan was discussed. Suggestions were made with regard to community planning initiatives, which will be considered and the plan brought back to the committee later.

There being no further business, the meeting closed at 20:20

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 16th December 2020

Present: Cllrs. J Raywood, S Raywood, H. Bowman, R. Carey

In attendance: Mrs J King (Assistant Town Clerk).

Also present: One member of the public.

MINUTES

The meeting commenced at 19:00

P.20.236 Welcome and a reminder of how the meeting will be conducted.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

P.20.237 To receive apologies for absence

None

P.20.238 To receive declarations of interest

None

P.20.239 To receive and consider requests for dispensations

None

P.20.240 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None



P.20.241 To approve the minutes of the Planning Committee meeting held on 2nd December 2020

Proposed by Cllr. H. Bowman Seconded by Cllr. S. Raywood

It was resolved to approve the minutes.

P.20.242 To receive updates on matters arising from the minutes – for information only

None

P.20.243 To note correspondence

JR wrote to TBC with HB's question about green notices and also to ask why the Town Council had been allowed fewer only thirteen days in which to respond to application ref. 20/01158/TPO. The reply, from the Development Manager, was as follows: *'All applications should have a green notice so if there are any that the Town Council are aware of which don't appear to have had them displayed for then please do let the case officer know.*

In terms of tree applications there isn't a requirement to notify consultees but we do so as a matter of good practice. We have had some delays in registering applications and the one at Tewkesbury Park wasn't registered until 2 weeks after receipt. We only have 6 weeks to intervene on these if we have any concerns which explains the shorter consultation. If we don't intervene then the works can be carried out in any event. We are getting close to being back on track in terms of timescales so hopefully this was a bit of a one off.'

The Town Council is aware of two more planning consultations to which we should respond:

- TBC Local Plan
- Supporting housing delivery and public service infrastructure

Both have a closing date just before the end of January. An email containing the relevant internet links will be sent to committee members so that a draft response can be agreed on January 6th, ready to present to Full Council on 18th January.

Cllr. Smith has informed me that, due to a delay by Highways England, GCC's proposed consultation on M5J9/A46 cannot now take place in January. Because of the local elections that are due to take place next spring, this will mean that the consultation cannot now happen before the early summer of 2021.



P.20.244 Erection of a single storey side extension, demolition of detached garage and extension of boundary wall/fence

Planning Application

51 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8EL

Ref. No: 20/01168/FUL

Observations:

Objection.

The Town Council has no objection to this extension itself but has concerns regarding the parking arrangements. The Town Council is concerned with visibility around the rear corner of the property into the turning head and also the proximity of the proposed drop kerb to the junction. The Town Council would also like to know if a normal height kerb could replace the existing drop kerb.

P.20.245 Variation of condition 6 of 18/00588/FUL and 5 of 18/00589/LBC (outdoor furniture) to allow for tables, chairs, parasols and umbrellas to remain outside, outside of opening hours.

Planning Application

Riverside Cafe The Gazebo Back Of Avon Tewkesbury Gloucestershire GL20 5AJ

Ref. No: 20/01106/FUL

Observations:

Objection.

Whilst the Town Council can understand the difficulty that the proprietor is experiencing it considers that the reasons for this condition are still valid.

P.20.246 Installation of a non-illuminated shop sign.

Planning Application

9 Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 20/01163/LBC

Observations:

No objection

P.20.247 To note any additional applications on the Planning Portal which will expire before 6th January 2021 and agree further actions

None



P.20.248 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

There being no further business, the meeting closed at 19:48

The Chairman thanked all attendees for their hard work and support during the year before wishing them a very happy Christmas.

Signature of Chairman

Date

TBC Update from Cllr Reid – February 2021

Ubico have had their contract extended for another 5years.

Cleeve hill golf club`s future is looking promising as The Borough and Cleeve common trust have selected their preferred bidder to take on the New tenancy.

The new lease will start from 1st April.

Cotswold hub co have plans for the future to include new restaurant cafe and accommodation lodges.

Tewkesbury Borough are inviting applications from local businesses to apply for the new lockdown grant.

To be eligible for the grant you must have been required to close as a result of lockdown restrictions that started on 5th January.

Also you must operate a business related property registered on the councils business rated system and no longer serving customers.

For more information on this visit the councils website and look under COVID-19 national lockdown grant.

Summary Income & Expenditure by Budget Heading 03/02/2021

Month No: 9

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	98	314,270	314,337	67		
	Expenditure	1,894	33,677	74,410	40,733		40,733
	Net Income over Expenditure	<u>(1,796)</u>	<u>280,594</u>	<u>239,927</u>	<u>(40,667)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(1,796)</u>	<u>280,594</u>				
130 Mayor's Charity	Income	0	1,100	0	(1,100)		
	Expenditure	0	4,000	0	(4,000)		(4,000)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,900)</u>				
	Finance Income	98	315,370	314,337	(1,033)		
	Expenditure	1,894	37,677	74,410	36,733	0	36,733
	Net Income over Expenditure	<u>(1,796)</u>	<u>277,694</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(1,796)</u>	<u>277,694</u>				
Building & Moorings							
200 Moorings	Income	101	2,493	5,500	3,007		
	Expenditure	8,353	14,697	10,600	(4,097)	650	(4,747)
	Movement to/(from) Gen Reserve	<u>(8,252)</u>	<u>(12,204)</u>				
210 Museum	Expenditure	(208)	12,641	15,000	2,360		2,360
220 Town Hall	Income	146	3,513	18,100	14,587		
	Expenditure	1,981	12,002	38,100	26,098	800	25,298
	Movement to/(from) Gen Reserve	<u>(1,835)</u>	<u>(8,490)</u>				
230 War Memorial	Income	0	0	300	300		
	Expenditure	0	0	1,000	1,000		1,000
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Building & Moorings Income	247	6,005	23,900	17,895		
	Expenditure	10,126	39,340	64,700	25,360	1,450	23,910
	Net Income over Expenditure	<u>(9,879)</u>	<u>(33,334)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(9,879)</u>	<u>(33,334)</u>				

Environment & Amenities

Summary Income & Expenditure by Budget Heading 03/02/2021

Month No: 9

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks	Income	0	500	0	(500)		
	Expenditure	0	2,576	16,000	13,424		13,424
	Net Income over Expenditure	<u>0</u>	<u>(2,076)</u>	<u>(16,000)</u>	<u>(13,924)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,076)</u>				
310 Spring Gardens	Expenditure	509	5,468	10,650	5,182		5,182
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(509)</u>	<u>(5,468)</u>				
320 Gloucester Road	Expenditure	395	3,605	5,000	1,395		1,395
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(395)</u>	<u>(3,605)</u>				
330 Cleaning & Consumables	Expenditure	216	2,932	5,200	2,268		2,268
340 Outside Spaces	Expenditure	252	9,451	32,095	22,644	6,684	15,960
	plus Transfer from EMR	0	2,596				
	Movement to/(from) Gen Reserve	<u>(252)</u>	<u>(6,855)</u>				
700 Memorial Benches	Income	78	803	0	(803)		
	Expenditure	78	1,003	0	(1,003)		(1,003)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(200)</u>				
	Environment & Amenities Income	<u>78</u>	<u>1,303</u>	<u>0</u>	<u>(1,303)</u>		
	Expenditure	<u>1,449</u>	<u>25,035</u>	<u>68,945</u>	<u>43,910</u>	<u>6,684</u>	<u>37,227</u>
	Net Income over Expenditure	<u>(1,372)</u>	<u>(23,732)</u>				
	plus Transfer from EMR	<u>0</u>	<u>2,596</u>				
	Movement to/(from) Gen Reserve	<u>(1,372)</u>	<u>(21,136)</u>				

Planning

400 Planning	Expenditure	0	0	2,500	2,500		2,500
	Planning Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

Severn Ham

500 Severn Ham	Income	36,763	40,981	37,328	(3,653)		
	Expenditure	850	11,222	27,869	16,647	3,200	13,447
	Movement to/(from) Gen Reserve	<u>35,913</u>	<u>29,759</u>				

Summary Income & Expenditure by Budget Heading 03/02/2021

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Severn Ham Income	36,763	40,981	37,328	(3,653)		
Expenditure	850	11,222	27,869	16,647	3,200	13,447
Movement to/(from) Gen Reserve	35,913	29,759				

Watson Hall

600 Watson Hall						
Income	2,527	22,115	72,135	50,020		
Expenditure	1,203	33,160	61,700	28,540	2,069	26,471
Movement to/(from) Gen Reserve	1,324	(11,044)				
Watson Hall Income	2,527	22,115	72,135	50,020		
Expenditure	1,203	33,160	61,700	28,540	2,069	26,471
Movement to/(from) Gen Reserve	1,324	(11,044)				

Staffing

110 Staffing						
Expenditure	15,412	140,934	192,576	51,642		51,642
Staffing Income	0	0	0	0		
Expenditure	15,412	140,934	192,576	51,642	0	51,642
Movement to/(from) Gen Reserve	(15,412)	(140,934)				

Grand Totals:- Income	39,712	385,775	447,700	61,925		
Expenditure	30,934	287,367	492,700	205,333	13,403	191,930
Net Income over Expenditure	8,778	98,408	(45,000)	(143,408)		
plus Transfer from EMR	0	2,596				
Movement to/(from) Gen Reserve	8,778	101,004				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2020		300,265.02
			<u>300,265.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/06/2020 18340 Hy-Clean Supplies Limited		32.33	
22/10/2020 DEBT107869 Tewkesbury Borough Council		210.00	
10/11/2020 2413 Tewkesbury Sea Cadets		300.00	
24/11/2020 HAR001 NOV Harcourt Players		250.00	
08/12/2020 PER001 NOV Ben Perry		350.00	
08/12/2020 PER001NOV2 Ben Perry		850.00	
08/12/2020 MCF11NOV The Royal British Legion Poppy		71.00	
			<u>2,063.33</u>
			298,201.69
<u>Receipts not Banked/Cleared (Plus)</u>			
29/09/2020 501241		210.00	
			<u>210.00</u>
			298,411.69
		Balance per Cash Book is :-	298,411.69
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/12/2020	37	112,065.29
			<hr/> 112,065.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			112,065.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			112,065.29
		Balance per Cash Book is :-	112,065.29
		Difference is :-	0.00