



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend an extraordinary meeting of the Town Council which will be held at the George Watson Memorial Hall, Barton Street, Tewkesbury on **Monday 29th November 2021 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
23rd November 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 8th November 2021
8. Matters arising from the minutes – for information only
9. To note the following Committee Minutes: Planning - 13th & 27th October 2021
10. To consider and agree the draft Equality and Diversity Policy
11. To receive a report on the feedback from the 2030 event and agree any next steps

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 a meeting of the Full Council
held at the George Watson Memorial Hall on 8th November at 6.00pm

Present: Cllrs J Raywood (Chair), P Aldridge, K Brennan, P Brookes, C Cody, H Davis, P Devine, R Gurney, K Powell, S Raywood, M Sztymiak, V Smith

In attendance: D Hill (Town Clerk) & J King (Assistant Town Clerk), Rev Cannon P Williams & one member of the public

21/22 - 80 To receive apologies for absence
Apologies were received from Cllr Bowman (personal) & Cllr Danter (health).

21/22 - 81 To receive declarations of interest
Cllr Sztymiak – Tewkesbury Borough Councillor
Cllr Cody – Tewkesbury Borough Councillor & Gloucestershire County Councillor
Cllr S Raywood – Employed by the Planning Inspectorate

21/22 - 82 To consider requests for dispensation
Dispensation granted to Cllr S Raywood to speak on item 21/22-92.

21/22 - 83 To receive written questions from member of the public
No questions were received.

21/22 - 84 Public Participation
There was no public participation.

21/22 - 85 To note the Mayor's Announcements

- Recent Mayoral engagements – Festival of Lights at Tewkesbury Abbey, opening the new galley for Sea Cadets, COP march and lighting the Town bonfire.
- Remembrance Parade reminder – Cllrs to meet at the Town Hall at 9am.
- Short of marshals for the Remembrance Parade. If anyone would like to volunteer, please contact the office.

21/22 - 86 To approve the minutes of the meeting held on 11th October 2021
It was RESOLVED to approve the minutes of the meeting held on 11th October 2021. Proposed by Cllr Cody, seconded by Cllr Powell.

21/22 - 87 Matters arising from the minutes – for information only
20/21-224 – Welcome back funds. Town Clerk has had a follow up meeting and the information on the funds remaining has been provided. It is hoped to obtain funding for cycle racks, improved Riverside Walk signage, deep cleansing of alleys and main streets and possibly a winter festival.

21/22-46 - Cllrs requested information on the objections previously raised regarding the Mythe Planning Application - complete

21/22-74 – Museum Update – Cllr Sztymiak requested report on works done and associated costs – ongoing, pending final funding from historic England

The health and safety work required to facilitate a return to the Council chamber is due to take place in November.

21/22 - 88 To note the following Committee Minutes: Planning – 1st, 16th & 29th September 2021, Environment & Amenities – 7th September 2021, Buildings & Moorings – 22nd September 2021, Severn Ham – 23rd September 2021, Staffing – 27th September 2021, Finance – 30th September 2021

The above minutes were noted.

A Cllr asked about CIL funding and asked if it could be on the agenda, even if it was to record that there was no funding received. Cllr S Raywood advised that a twice yearly item would be sufficient, as it is only paid in April or September.

Action: CIL funding to be added to the Planning agenda each April & September

21/22 - 89 To receive Councillor reports for Tewkesbury Borough Council and Gloucestershire County Council

Cllr Smith provided the report from GCC

- Cllr Smith congratulated the Town Council on winning 'Build Back Better' grant and also congratulated the Abbey on the Festival of Lights.
- Traffic lights at Morrisons – the first phase of the flood alleviation scheme has started. Work will take until 26th November and there will be some disruption. Phase two will be the installation of a sump and will be carried out in partnership with the Environment Agency.
- Cllr Aldridge asked if the traffic lights could be altered on the 21st November (Christmas Lights Switch On) in order to facilitate a better flow of traffic into and out of the town. Cllr Smith will raise this with Highways.

Cllr Sztymiak provided the report from TBC which covered:

- Planning application on Bredon Road
- Public consultation on the Tewkesbury Borough local plan
- Use of the Welcome Back Fund
- Free parking in the Town on 21st November and 4th & 18th December
- High Court challenge on the bridge over the railway line at Ashchurch

21/22 - 90 To receive the finance reports for September 2021 and earmarked reserve report
The finance and earmarked reserve reports were received.

Main item to highlight is that the full amount of precept has now been received.

Cllr Smith left the meeting at 6.25pm

Following the recent Finance Committee meeting, question has been raised with GAPTC regarding how movements from earmarked reserves should be treated and what is best practice.

A Cllr asked about stock balance for Watson Hall and why there is not an opening balance, sales and then closing balance. The Town Clerk advised that the accounting rules for Councils are different, but that there are regular stock takes and the stock is accounted for at year end. **Action:** Town Clerk to investigate whether it is possible to show this information in the accounting package.

- 21/22 - 91 To receive the payments report for September 2021**
The payments report was received.
- 21/22 - 92 To consider and agree the Planning Committee's response to planning application 20/00008/OUT at land east of Bredon Road off Tewkesbury Road**
Prior comments have been looked at by the Planning Committee and the only changes submitted were regarding transportation.
- The Town Council continues to object to the planning application in the strongest possible terms. Councillors were advised that it is only possible to object to matters that can be backed up by planning policy.
- It was noted that the developer has stated that the development is outside the scope required for an Environmental Impact Assessment. Cllrs felt that this should be carried out.
- It was RESOLVED to approve the Planning Committee's response to the planning application, subject to the inclusion of a request that an Environmental Impact Assessment be carried out. Proposed by Cllr Brennan, seconded by Cllr Cody.
- 21/22 - 93 To consider and agree to remove the upper limit on the number of Councillors on a Committee but to retain the current quorum for each Committee**
Cllrs put forward many views regarding this topic. Overall it was felt that being on a committee gives new Cllrs a way of getting involved quickly with areas that interest them and that if someone is interested in joining a committee, that should be encouraged.
- It was RESOLVED to remove the upper limit on the number of Councillors on a Committee but to retain the current quorum for each Committee (with the exception of the Staffing Committee, which will remain as at present)
Proposed by Cllr Sztymiak, seconded by Cllr Devine.
- 21/22 - 94 To note that the review of the Employee Handbook will be undertaken by the Town Council's HR Adviser**
The review was noted.
- 21/22 - 95 To review the Publication Schedule**
The publication schedule was reviewed and accepted without change.
- Action:** It was requested that contact details and information about publication schemes be placed in the noticeboards for those who do not have internet access. The Town Clerk advised that this would have to be a small notice, as the noticeboards are generally quite full with the legally required documents.
- 21/22 - 96 To consider and agree the minor updates to the Planning Pre-Application Discussions Policy**
Changes were regarding clarity, spelling, punctuation and grammar. It was RESOLVED to approve the minor updates to the above policy. Proposed by Cllr S Raywood, seconded by Cllr Gurney.

21/22 - 97 To consider and agree grant applications

There were no grant applications.

21/22 - 98 To resolve that the press and public are excluded due to the confidential nature of the business under Public Bodies (Admissions to Meetings Act) 1960 s.1 (2)

It was RESOLVED to exclude the press and public due to the confidential nature of the business under Public Bodies (Admissions to Meetings Act) 1960 s.1 (2)

Proposed by Cllr Brennan, seconded by Cllr Davis.

21/22 - 99 To receive the report on the prospects for fundraising in support of 64 Barton Street, Tewkesbury and to agree any next steps

Cllr J Raywood declared an interest and left the meeting at 7.05pm.

The Chair was taken by Cllr S Raywood.

The Town Clerk advised that all recent reports on the building condition had been provided to Orchard Fundraising.

Cllrs discussed the findings of the report and the next steps for the process. It was felt that there was insufficient information at present to decide on a way forward.

It was RESOLVED that Town Clerk should seek legal advice on this matter.

Proposed by Cllr Aldridge, seconded by Cllr Devine.

There being no further business, the meeting closed at 7.36pm

Signature of Chairman upon approval of the minutes



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 13th October 2021

Present: Cllrs. J Raywood, S Raywood, R Gurney, C Danter, Mr R Maggs and Mr R Carey

Also present: One member of the public, for part of the meeting

MINUTES

The meeting commenced at 7.00pm

P.21/22.109 Welcome and introductions.

The meeting commenced at 19:00. The chairman welcomed all present, ensuring that each person present is known to the others.

P.21/22.110 To receive apologies for absence

Cllr. H Bowman

P.21/22.111 To receive declarations of interest

None

P.21/22.112 To receive and consider requests for dispensations

None

P.21/22.113 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.21/22.114 To approve the minutes of the Planning Committee meeting held on 29th September 2021

21/22086 – minutes remove water

Proposed by Cllr. R Gurney Seconded by Mr R Carey

It was **resolved** to approve the **minutes**



P.21/22.115 To receive updates on matters arising from the minutes – for information only

None

P.21/22.116 To note correspondence

The next meeting of the Tewkesbury Town Regeneration Partnership will take place on the 24th November.

P.21/22.117 Replacement of existing timber window units with UPVC double glazed units throughout the building.

Planning Application

The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN

Ref. No: 21/00652/FUL

Observations:

No objection

A member of the public arrived, wishing to know the outcome of item P.21/22.117. He described the worry experienced by residents of the building, due to a lack of clear communication from the management company. The chairman will write to the management company, asking that residents be relieved of this uncertainty. The member of the public then left the meeting.

P.21/22.118 Erection of a single storey rear extension.

Planning Application

30 Warwick Place Tewkesbury Gloucestershire GL20 5EG

Ref. No: 21/00780/FUL

Observations:

No objection

P.21/22.119 To note any additional applications on the Planning Portal which will expire before 27th October 2021 and agree further actions

None

P.21/22.120 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None



P.21/22.121 To note decisions made in September 2021 on planning applications to Tewkesbury Borough Council

Noted

P.21/22.122 To consider the proposed response to Tewkesbury Borough's Draft Heritage Strategy Consultation and agree further actions
www.tewkesbury.gov.uk/heritage#heritage-strategy

A draft response was circulated prior to the meeting.

Proposed by Cllr. S Raywood Seconded by Mr R Carey

It was **resolved** to **approve** the response, subject to the inclusion of public toilets in the list of public realm assets belonging to the Town Council

P.21/22.123 To consider the proposed response to Tewkesbury Borough's Shopfronts, Shutters and Signage: Design Guidance for Tewkesbury Borough. Supplementary Planning Document – Consultation and agree further actions
www.tewkesbury.gov.uk/local-plan#draft-shopfronts,-shutters-and-signage:-design-guidance-for-tewkesbury-borough-spd.

A draft response was circulated prior to the meeting.

Proposed by Cllr. R Gurney Seconded by Mr R Carey

It was **resolved** to **approve** the response

P.21/22.124 To consider Tewkesbury Borough Council's review of its Statement of Community Involvement and agree further actions

The committee discussed the following points:

- The effectiveness of public events, such as Tewkesbury 2021 and the HAZ event. These encourage residents to discuss planning issues and, the more that happens, the more people become drawn-in to the discussions.
- The importance of widespread publicity (via posters, social media, radio and local press) for such events
- The need to continue with collaborative work between TTC, TBC and GCC
- The need for TTRP to be more open and for their meetings to have more meaningful content and a clearer purpose
- The need for the planning authorities to understand more clearly how parish councils operate
- The need for the public and local organised pressure groups to engage with developing and emerging policy at an early stage, while there is still scope for change
- The need to ensure that people who do not use digital technology can still have ready access to planning information
- Opportunities to improve communication, such as:
 - Ensuring the clarity of maps and plans
 - Use of shop window displays and noticeboards
 - Development of social media platform pages about planning issues



- Shareable policy maps
- Review of the design of green notices to improve accessibility
- The need to ensure that planning authorities and their officers are perceived to be supportive of the neighbourhood planning process
- The need for planning authorities to review how they deliver support to NDP groups and to explore best practice in other places

Cllr. J Raywood will formulate a draft response from the above, for review at the next meeting.

All business being completed, the meeting closed at 8.10pm

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 27th October 2021

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

Also present: 1 member of the public

MINUTES

P.21/22.125 Welcome and introductions.

The meeting commenced at 19:00. The chairman welcomed all present, ensuring that each person present is known to the others.

P.21/22.126 To receive apologies for absence

R Carey

P.21/22.127 To receive declarations of interest

None

P.21/22.128 To receive and consider requests for dispensations

None

P.21/22.129 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.21/22.130 To approve the minutes of the Planning Committee meeting held on 13th October 2021

Proposed by RG Seconded by SR
It was **resolved** to approve the **minutes**



P.21/22.131 To receive updates on matters arising from the minutes – for information only

Re P.21/22.117, JR has written to Sanctuary Housing, to alert them to the concerns of some residents. Her email has been acknowledged and passed onto their housing department.

Re P.21/22.122 and P.21/22.123. The agreed responses to the Borough Council's consultations have been submitted.

P.21/22.132 To note correspondence

We have received a reminder to comment on the latest version of the Ashchurch Rural submission draft Neighbourhood Development Plan. We don't seem to have had a request for further feedback since we last commented on 9th June. However, there don't appear to have been any changes since then either, at least, none that are relevant to the comments we made. JR to email ARPC to inform them that we have nothing further to add. (The committee's agreement that this should be done will be ratified on 10th November)

P.21/22.133 Change the name of shop sign.

Planning Application

154 High Street Tewkesbury Gloucestershire GL20 5JP

Ref. No: 21/01165/LBC

Observations:

No objection

P.21/22.134 Felling of two Eucalyptus trees in the garden.

Planning Application

10 Bredon Road Tewkesbury Gloucestershire GL20 5BZ

Ref. No: 21/01196/TCA

Observations:

No objection

P.21/22.135 To note any additional applications on the Planning Portal which will expire before 10th November 2021 and agree further actions

None



P.21/22.136 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

1800771/OUT – Land east of Bredon Road

The applicant has contacted Wychavon District Council to say that, if a decision cannot be made on 11th November 2021, then an appeal process will be initiated, on grounds of non-determination. The main sticking points seem to relate to the proposed development's potential impact on Gloucestershire roads. Following a lengthy discussion of the changes that have been made to the application since the council last responded it was agreed that JR and SR will write a draft response, to be circulated amongst committee members for sense checking before being submitted to Full Council on 8th November 2021.

Given that the deadline is later that week, the admin officer will be asked to write and inform Wychavon District Council that a response will be forthcoming.

P.21/22.137 To consider the proposed response to Tewkesbury Borough Council's review of its Statement of Community Involvement and agree further actions

Some small tweaks were made to the draft response.

Approval of the final document proposed by HB, seconded by RG and **unanimously agreed**.

P.21/22.138 To review the Pre-Applications Policy and agree any necessary amendments.

A few minor changes were made and agreed in the interests of clarity in communication.

There being no further business the meeting ended at 8.25pm.

Signature of Chairman

date



TEWKESBURY TOWN COUNCIL

EQUALITY & DIVERSITY POLICY

Adopted at the Full Council Meeting on

Amendment and Version History

Version: Draft

Publication Date: N/A

Last review date:

Next review date:

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 1.0	Assistant Town Clerk	Initial version based on similar policies locally		

1. Our Commitment

Tewkesbury Town Council is committed to providing equal opportunities in employment and to avoid unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice.

Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2. The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief or because someone is married or in a civil partnership. These are known as “protected characteristics”.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation, or alternation of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violation a person's dignity; or creating an intimidation, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4. Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract

variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

5. Dignity at work

The council has a separate Employee Handbook which covers the issues of bullying and harassment on any ground and how complaints of this type will be dealt with.

6. People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

7. Training

The council will (provide training in / raise awareness of) equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will (provide training to / raise awareness of) all staff engaged to work at the council to help them understand their rights and responsibilities under the Employee Handbook and what they can do to help create a working environment free of bullying and harassment. The council will provide additional support to managers (via HR consultancy) to enable them to deal more effectively with complaints of bullying and harassment (if requested).

8. Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying and victimisation may constitute gross misconduct and could lead to dismissal without notice.

9. Grievances

If you consider you have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the Employee Handbook. The council will take any complaint seriously and will seek to resolve and grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

10. Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

DRAFT