



# TEWKESBURY TOWN COUNCIL AGENDA

## To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Council Chamber at the Town Hall, High Street, Tewkesbury on **Monday 12<sup>th</sup> September 2022 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill  
Town Clerk  
6<sup>th</sup> September 2022

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To consider the application(s) for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant(s)
5. To receive written questions from members of the public
6. 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.)*
7. To note the Mayor's announcements
8. To approve the minutes of the meeting held on 11<sup>th</sup> July 2022
9. Matters arising from the minutes – for information only
10. To note the following Committee Minutes: Buildings & Moorings – 21<sup>st</sup> June & 28<sup>th</sup> July 2022, Planning – 15<sup>th</sup> & 26<sup>th</sup> June, 13<sup>th</sup> & 27<sup>th</sup> July 2022, Finance – 30<sup>th</sup> June 2022, Environment & Amenities – 5<sup>th</sup> July 2022, Severn Ham – 21<sup>st</sup> July 2022
11. To receive the finance reports for June & July 2022 and earmarked reserves report

12. To receive the payments report for June & July 2022
13. To receive the Q1 bank reconciliations
14. To receive an aged debtors report
15. To note that Tewkesbury Town Council continues to use the code of conduct provided by Tewkesbury Borough Council; dated July 2012, and there have been no changes
16. To consider and agree a request from Councillor Jones to join the Planning, Environment & Amenities, and Buildings & Moorings Committees
17. To approve the minor change regarding the use of debit cards under financial regulation 6.17
18. To consider and agree grant applications from outside bodies
19. To consider a motion from Cllr Smith, seconded by Cllr Cody that Tewkesbury Town Council will actively support the organisation of Tewkesbury Live 2023 in terms of financial support if required, petitioning for car parking support from Tewkesbury Borough Council and potentially closure of the High Street for part or all of the festival
20. Further to the January resolution that meetings should be held in the Watson Hall and reviewed once the council chamber was safe to use and the screen had been installed in the court room, the council will consider and agree the best location for future meetings
21. To consider and agree the Grants Policy
22. To consider and agree the Community Engagement Policy
23. To approve the payments list
24. Correspondence

The next Full Council meeting will be  
**10<sup>th</sup> October 2022**

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.

**MINUTES**  
**of a meeting of the Full Council**  
**held at the Tewkesbury Town Hall on 11<sup>th</sup> July 2022 at 6.00pm**

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

**In attendance:** D Hill (Town Clerk), J King (Assistant Town Clerk), Rev D Coulton & 1 member of the public.

**22/23 - 52 To receive apologies for absence**  
Apologies received from Cllr Gurney (personal), Cllr Devine (personal), Cllr Smith (personal), Cllr Cody (health)

**22/23 - 53 To receive declarations of interest**  
Cllr Brennan & Cllr Bowman declared an interest in the TRI grant application.  
Cllr S Raywood declared an interest in the planning application and s.106 responses.  
Cllr J Raywood declared an interest in the Historical Society request.

**22/23 - 54 To consider requests for dispensation**  
None required.

**22/23 - 55 To consider the applications for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant**  
It was RESOLVED to co-opt Paul Jones to Tewkesbury Town Council.  
Voting was by a show of hands and it was unanimously carried.

**22/23 - 56 To consider and agree the grant application from Tewkesbury Rejuvenation Initiative**  
It was RESOLVED to award a grant of £1000 to Tewkesbury Rejuvenation Initiative.  
Proposed by Cllr Aldridge, seconded by Cllr Brookes.

Cllr Brennan left the meeting.

**22/23 - 57 To receive written questions from members of the public**  
None received.

**22/23 - 58 Public Participation**  
There was no public participation.

**22/23 - 59 To note the Mayor's Announcements**

- Thank you to all Councillors who came along to the Medieval Festival and took part in the parade.
- Reminder that the Councillor visit to the Mythe Nature Reserve is on 19<sup>th</sup> July.
- Tewkesbury Live takes place on July 22-24<sup>th</sup>
- Update on grant funding for 64 Barton Street – application for £10,000 from Sommerfield Trust has not been successful. Waiting to hear from the grant application made to Historic England for £154,574 and the MEND expression of interest for £430,383.

- Mayoral events attended – Milestone production, Handlebards at Watson Hall, Medieval Festival.

- 22/23 - 60 To approve the minutes of the meeting held on 13<sup>th</sup> June 2022**  
It was RESOLVED to approve the minutes of the meeting held on 13<sup>th</sup> June 2022  
Proposed by Cllr J Raywood, seconded by Cllr Brookes.
- 22/23 - 61 Matters arising from the minutes – for information only**  
21/22-120 – Bar working group – Independent auditor to meet with bar working group – happened on Thursday 7<sup>th</sup> July – complete.  
21/22-147 – Town Clerk to follow up on the progress on the cycle storage and Riverside Walk signs – ongoing, action with Cllr Cody.  
22/23-41 – Query as to whether the precept figure had been included in the finance committee number – resolved and completed.  
22/23-49 – TRI invited to attend this meeting - complete.
- 22/23 - 62 To note the following Committee Minutes: Buildings & Moorings – 31<sup>st</sup> May 2022 Planning – 4<sup>th</sup> & 18<sup>th</sup> May 2022, Finance – 26<sup>th</sup> May 2022, Environment & Amenities – 3<sup>rd</sup> May 2022, Severn Ham – 12<sup>th</sup> May 2022**  
The above minutes were noted.
- 22/23 - 63 To receive the finance reports for May 2022 and earmarked reserves report**  
The reports were received. The Town Clerk advised that the first instalment of the precept had been received.  
  
It was noted that expenditure for Mayoral events had come from finance codes. The Town Clerk advised that this was a known error and a transfer was being made from Mayor’s Charity account.
- 22/23 - 64 To receive the payments report for May 2022**  
The report was received.  
The Town Clerk advised that the payment to the Fine Art Restoration Company appears on the payment list, but that there was a successful insurance claim for it.
- 22/23 - 65 To receive updates from Gloucestershire County Council and Tewkesbury Borough Council**  
The reports were received.  
  
Actions were raised regarding the GCC long term cycle plan:
- Request a hard copy of the walking and cycling plan – very difficult to read online.
  - Question as to where in Tewkesbury Borough the cycling workshops were held, as report says Tewkesbury Town Hall, but there was no event.
  - Invite GCC to come to Full Council to talk about cycling plans.
- 22/23 - 66 To consider and agree the Community Engagement Policy**  
Deferred to the next meeting.

**22/23 - 67 To consider and agree the options to be applied for under Speedwatch grant funding**

Deferred to next meeting.

**22/23 - 68 To nominate Councillor(s) to organise the future volunteer recruitment days**

Cllr Danter and Cllr Brookes would like to be involved. This year the event was held during Volunteer Week. It was noted that the library is also interested in being involved.

Cllr S Raywood left the room and Cllr Sztymiak took the chair.

**22/23 - 69 To consider and agree a response to planning application Ref. No: 22/00610/OUT- Residential Development (up to 235 dwellings) associated works, including infrastructure, open space and landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures**

Cllrs discussed the planning application and noted that it is quite different to the earlier application. The site is the same size, but the housing density has increased, although it is difficult to tell with outline plans.

It was RESOLVED to approve the draft response provided by the Planning Committee subject to the inclusion of the following points:

- Disappointment that there has been no ecological report
- Comment on the impact on the landscape

Proposed by Cllr Aldridge, seconded by Cllr Bowman.

Cllr Danter thanked the Planning Committee for their detailed response.

**22/23 - 70 To consider any feedback to be submitted to Tewkesbury Borough Council regarding s.106 mitigation for what the new community will require if the above planning application is approved (Ref NO: 22/00610/OUT)**

Councillors were advised that this is not an indication of support for the project, but requests feedback on what would be required if the project went ahead in terms of s106 mitigation. Both Tewkesbury Town and Twynning Councils have been approached.

Anything requested must meet national planning policy test which are:

- Be necessary in planning terms
- Be directly relevant to the proposed site
- Be in scale and kind to the proposed development.

Suggestions raised were:

All building sites require archaeological survey and finds are given to Tewkesbury Museum. There is now limited space available, so provision of an appropriate environmentally-controlled storage facility for archaeology finds should be considered.

New residents will expect to find lots of local organisation to join and local events to attend. Many local organisations are finding it increasingly difficult to find affordable spaces in which to store props, costumes, banners. Provision of a storage

facility, perhaps in conjunctions with an arts / craft space for making the items that is both affordable and accessible for local groups to use.

Improve the junction to Bushley and footpath & / or cycleway along the road to Twynning.

Flood protection from the River Avon due to the new houses.

These suggestions will be submitted as feedback.

Cllr S Raywood re-joined the meeting and took the chair.

**22/23 - 71 To consider and agree to allow Tewkesbury Historical Society to publish copies of two paintings of the Severn Ham and Quayside within the Historical Society Bulletin (Copyright will remain with Tewkesbury Town Council)**

It was RESOLVED to allow Tewkesbury Historical Society to publish copies of the two prints. Proposed by Cllr Danter, seconded by Cllr Sztymiak.

**22/23 - 72 To consider and agree grant applications from outside bodies**

It was RESOLVED to award the Town Band £2000  
Proposed by Cllr Aldridge, seconded by Cllr Powell

**22/23 - 73 To approve the payments list**

There was no payments list.

**22/23 - 74 Correspondence**

The Town Clerk has received information from Tewkesbury Borough Council (TBC) on the Welcome Back Fund and how it was spent across the town. An itemised breakdown was not provided, just an estimate of £25,000. Councillors were unhappy with this and have requested better information.

**Action:** The Town Clerk requested that any specific feedback be sent to the office for collation and a response to TBC.

The Town Clerk advised that TBC have been allocated £1,011,978 from the Shared Prosperity Fund. Tewkesbury Town Council have not been invited to be part of the shareholder group. TBC advised that they have appointed a representative for all Town Councils in the Borough and that is the chair of GAPTC. Town Councils were not asked about this arrangement and the chair of GAPTC was only given two days' notice of the first meeting and was unable to attend.

**Action:** Town Clerk to request details of other stakeholders and why Town Council's have not been invited directly.

There being no further business, the meeting closed at 7.47pm.

Signature of Chairman upon approval of the minutes ..... 12<sup>th</sup> September 2022

## MINUTES

### *of the*

## **Buildings & Moorings Committee meeting held on 21<sup>st</sup> June 2022 at 6pm in the Town Hall, Tewkesbury**

**Present:** Cllrs C Danter (Chair); K Brennan, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk), two members of the public and R Blockley

**B&M.22.020 Receive apologies for absence**

Cllr Gurney, Cllr Devine, Cllr Powell and Cllr Bowman

**B&M.22.021 Receive declarations of interest**

Cllr J Raywood and Cllr Brennan in relation to items 22.030 and 22.033.

**B&M.22.022 Receive dispensations**

None.

**B&M.22.023 Approve the minutes of the Buildings & Moorings Committee meeting held on  
31st May 2022**

It was RESOLVED to approve the minutes of the meeting held on 31st May 2022, with two small amendments - to add K Brennan and 2 members of the public in attendance.

**B&M.22.024 Matters arising from the minutes – for information only**

**20.093 Defibrillator** – Two units are being bought for the Town Hall and the Watson Hall as building specific units due to recent incidents at the Town Hall and the nature of use of the Watson Hall. Respond to Freemasons, need is for High Street, as already a defibrillator at Roses Theatre and Quay Street

**20.127 Repairs to window at 64 Barton Street** – ongoing

**20.139 WH balcony handrail** – work being undertaken end June/beginning of July

**20.143 Back of Avon retaining wall quote** – ongoing

**20.187 Lease to Avon Navigation Trust** – ongoing

R Blockley gave events update:

- Events being cancelled generally due to cost of living crisis
- Watson Hall, promoters have cancelled some events
- Concrete entrance area at front entrance to be reduced in size due to health and safety concerns
- Concerns on safety of wooden structure in Potters Court. **Action:** raise with Conservation Officer for advice
- Doors and floors projects now at final stage. **Action:** final costs to be confirmed once complete

**B&M.22.025 Receive correspondence relating to the Buildings & Moorings Committee**

Two emails were received as follows:

### First email

On behalf of Tewkesbury Civic Society, I would like to make a few observations for your consideration concerning matters within your remit and the agenda of the extraordinary meeting of the Buildings and Moorings committee on the 21st June. Item 10 is:

Agree the preferred style of replacement fencing at St Mary's Road mooring and to apply for planning permission for the preferred option

As already said by myself at your last meeting, isn't it appropriate to first agree what the purpose for this parcel of land (and any others too) should be? Normally, we feel this would have best been done in your working group after exhaustively debating the alternatives, we think it still should? This detail of fencing choice only makes sense once the future use of the area has been formally agreed and documented which to our knowledge is not the case?

We acknowledge that at this site almost anything could be an improvement on the present ugly wire fencing, unmanaged and broken moorings strewn grass area. You could just erect any sort of new fencing and let the Victoria Gardens folk put in and maintain a few flower beds. It would be better aesthetically than now.

But here is an opportunity to show ambition and imagination and as the custodian of public land along our valuable Riverside Walk is it not your duty to deal with it a little more creatively than as just an adjunct to moorings.

The Civic Society and others have made the case to you that the space in question should be accessible to the public. We do this because it borders the Riverside Walk which we feel should be high on TTC's priority list. It and the TBC owned piece in front of Tannery Mews are perfect places to rest along that Walk and view the river, but both are ignored presently.

Should you decide to agree to the Civic Society's recommendations there may still be hurdles to overcome, perhaps budget, perhaps overhead wires, perhaps underground voids so, if real, a plan needs to be developed to overcome them. We accept that that may take time and effort, you may have to work out a phased approach, but surely that's what you are constituted for?

The Riverside Walk only recently was improved hugely by connection of the missing link behind Wetherspoons and Elliot Court. The Walk is not perfect and one has to leave the riverside in several places but at least now one does not have to use Church Street and High Street any more.

However, TTC played no part in that achievement, it was the Civic Society and Historical Society first lobbying then working together with TBC (one senior officer particularly) that achieved that. Clearly TTC had not sufficient interest in the Riverside Walk then. You do have the opportunity to change that.

For fencing, we advocate it be sited along the river edge, not the road, with bollards, flowerbeds or some-such to prevent fly-parking. The fence style should be metal three bar as at Mill Bank, along the old "missing link" behind Wetherspoons, Back of Avon and round the slipway on the Hangings. The Conservation Officer has told you he strongly prefers metal three bar fencing too. It gives unity to the Riverside Walk concept.

Certainly, the old Riverside Partnership had determined that wherever new fencing was erected with public money along the Walk, it should be three bar metal. That includes behind Priors Court of course.



Referring to Priors Court moorings, the Society trusts that quotes referred to in B&M.22.017 in the draft minutes of your meeting of 31/05/22, will include metal three bar fencing? Item B&M.22.015 refers to the Architect who had offered a year and a half ago to help with any redrafting of the Planning Application, he is unable to do so now, too much time has elapsed! He may be in a position to offer advice after October. The Civic Society however continues to offer help both in this instance and in the Moorings Working Group generally.

Anyway, we hope these observations are helpful and look forward to reading your documented deliberations and decisions.

#### Email2

1. With regard to item 11 on the agenda, will the Tewkesbury Museum Trustees pay for any additional insurance required if the request to store items in the Town Hall basement is approved? What assessment has been made of any increased risks e.g. fire from storing the Museum items in the basement?

2. How much time do members of the Town Council staff spend on managing the Watson Hall, the Town Hall and the Moorings, respectively?

3. What is the progress of the legal work being paid for by the Town Council to consider the ownership of the Watson Hall and associated assets? What is the target date for completion of this work? Is it likely that this will be complete before the Town Council elections in 2023?

4. In the absence of any phasing of the Watson Hall budget, it seems that the income from the Tudor Bar is significantly below the budgeted amount at month 3; why is this? In contrast, the total of the actual and committed expenditure on "Events & Services" seems to be considerably higher than budgeted at month 3; why is this? Why is there no commentary against these items in the budget report?

5. What is the apparently unbudgeted "Doors and Floors Project"? Is there a proposal document setting out the aims and objectives of this project, together with a cost/benefit analysis?

6. The committed expenditure on projects for the Watson Hall seems to have exceeded the budgeted amount (£18000) after only three months of the budget cycle. What controls does the B&M Committee use to manage its budget? Where will the money for this apparent overspend come from? Why is there no commentary (i.e. to explain this apparent overspend) against these items in the budget report?

6. The actual and committed expenditure on maintenance of the Moorings appears to be almost double the budgeted amount for this item for the entire year. Why has this apparent overspend been allowed to happen? Why is there no commentary against this item in the budget report to explain the apparent overspend?

7. Is there any risk that the requirements to repair 64 Barton Street and provide the ongoing maintenance of the building, will bankrupt the Town Council?

- B&M.22.026 Public Participation**  
None.
- B&M.22.027 Approve payments to be made**  
It was RESOLVED to approve the payments list totalling £9,017.06. Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.22.028 Review the budgets report and earmarked reserves report**  
The reports were reviewed. **Action:** Moorings maintenance Earmarked Reserve 323 and 64 Barton Street Fundraising Earmarked Reserve 364 need to be released – add to next agenda.
- B&M.22.029 Agree the preferred style of replacement fencing at St Mary’s Road mooring and to apply for planning permission for the preferred option**  
It was RESOLVED to instal hoop top black metal fencing and to apply for planning permission if required. Proposed by Cllr Danter, seconded by Cllr S Raywood. The fence will be in the same location as the existing fence and the grass area will be made more attractive, hopefully through partnership working.
- B&M.22.030 Consider a request from Tewkesbury Museum Trustees to use the Town Hall basement for storage, cataloguing and conservation of items owned by or on loan to Tewkesbury Museum including artefacts, other objects and exhibits and equipment required for their storage**  
Tewkesbury Museum Trustees are awaiting a response from Tewkesbury Borough Council who currently owns the artefacts in question. Item deferred until response received.
- B&M.22.031 Receive an update from the Town Clerk in respect of grant funding applications for works at 64 Barton Street**  
Two grant applications have been submitted to date; Summerfield Trust £10k for repairs to the decorative ceiling and Historic England £154,574 for external repairs. An Expression of Interest has been submitted to the MEND fund through Arts Council England £430,383 for external and internal repairs and for internal reconfiguration work.
- B&M.22.032 Retrospectively approve the appointment of Nick Joyce Architects and PDQS Ltd. to undertake a costed condition survey of the exterior and interior of 64 Barton Street**  
It was RESOLVED to retrospectively approve the appointment of Nick Joyce Architects and PDQS Ltd to undertake a costed condition survey of the exterior and interior of 64 Barton Street. Proposed by Cllr Danter, seconded by Cllr S Raywood.
- B&M.22.033 Note the condition report no. 2 of 64 Barton Street and to agree the additional proposed works as requested by the Museum Trustees**  
This item was deferred to the next meeting.

**B&M.22.034 Approve the purchase of stage curtains and track at a cost of £2,044 plus £450 site visit fee at the Watson Hall**

It was RESOLVED to purchase stage curtains and track at a cost of £2,044 plus £450 site visit fee. Proposed by Cllr Danter, seconded by Cllr S Raywood.

**B&M.22.035 Approve the purchase of blackout replacement window curtains at a cost of £1,842 at the Watson Hall**

Look at alternative options locally.

**B&M.22.036 Approve removal and alterations to the stage blacks/tabs/legs at a cost of £625**

Look at alternative options locally.

**B&M.22.037 Receive the Structural Engineer's report on the walls to the rear of the Watson Hall**

This item was deferred to the next meeting.

There being no further business the meeting closed at 19.25.

Signature of Chairman upon approval of the minutes ..... 6th September 2022

**MINUTES**  
*of the*  
**Buildings & Moorings Committee meeting held on 28<sup>th</sup> July 2022 at 5.30pm in the Town Hall, Tewkesbury**

**Present:** Cllrs C Danter (Chair), H Bowman, K Brennan, P Devine, S Raywood

**In attendance:** D Hill (Town Clerk)

Cllr Bowman chaired the meeting in the absence of Cllr Danter.

**B&M.22.038 Receive apologies for absence**  
Cllr Gurney.

**B&M.22.039 Receive declarations of interest**  
None.

**B&M.22.040 Receive dispensations**  
None.

**B&M.22.041 Approve the minutes of the Buildings & Moorings Committee meeting held on 21st June 2022**  
It was RESOLVED to approve the minutes of the meeting held on 21st June 2022.  
Proposed by Cllr Brennan, seconded by Cllr S Raywood.

**B&M.22.042 Matters arising from the minutes – for information only**  
**22.024**  
**20.093 Defibrillator** – purchases complete  
**20.127 Repairs to window at 64 Barton Street** – ongoing  
**20.139 WH balcony handrail** – should be installed in the next week or so  
**20.143 Back of Avon retaining wall quote** – Town Council to chase Ian Bishop  
**20.187 Lease to Avon Navigation Trust** – chase solicitor

Cllr Danter joined the meeting at this point and took over as Chair.

R Blockley will provide an update at the next meeting.  
Cllr Devine asked for clarification of the preferred fencing at St Mary's Road. It was confirmed that the committee had opted for a metal style fencing.

**B&M.22.043 Receive correspondence relating to the Buildings & Moorings Committee**  
Email from member of the public regarding responses to previous email.

**B&M.22.044 Public Participation**  
None.

- B&M.22.045 Approve payments to be made**  
It was RESOLVED to approve the payments list totalling £3,017.35. Proposed by Cllr Brennan, seconded by Cllr Devine.
- B&M.22.046 Review the budgets report and earmarked reserves report**  
The report was reviewed.
- B&M.22.047 Agree the release of earmarked reserves**  
Release earmarked reserves 323 moorings maintenance £335, 363 WH doors & floors proj £3,402 and 364 64 BS fundraising proj £6,788. Proposed by Cllr Brennan, seconded by Cllr Bowman.
- B&M.22.048 Consider a request from Tewkesbury Museum Trustees to use the Town Hall basement for storage, cataloguing and conservation of items owned by or on loan to Tewkesbury Museum including artefacts, other objects and exhibits and equipment required for their storage**  
It was agreed that the Museum Trustees could use some space in the basement, but the basement needs to be cleared and an area designated for their use. Also, Museum Trustees to provide shelving and contents insurance. **Action:** to agree who will look at what can be cleared from the basement.
- B&M.22.049 Receive an update from the Town Clerk in respect of grant funding applications for works at 64 Barton Street**  
The Town Clerk reported that the application for £10,000 to Summerfield Trust had not been successful. The £430,383 expression of interest to the Arts Council MEND fund has been successful and will progress to a full application by the deadline date of 30<sup>th</sup> September 2022.
- B&M.22.050 Approve the appointment of Nick Joyce Architects to act as Project Manager for the technical aspects of the full application to the MEND 2 fund for exterior and interior repairs to 64 Barton Street**  
It was RESOLVED to appoint Nick Joyce Architects. Proposed by Cllr Danter, seconded by Cllr Devine.
- B&M.22.051 Agree the proposed internal reconfiguration works as requested by the Museum Trustees to 64 Barton Street**  
It was RESOLVED to agree the internal reconfiguration works. Proposed by Cllr Devine, seconded by Cllr Brennan.
- B&M.22.052 Receive the Structural Engineer's report on the walls to the rear of the Watson Hall**  
The report was received. **Action:** Town Clerk to obtain quotes for recommended remedial measures.

There being no further business the meeting closed at 18.35.

Signature of Chairman upon approval of the minutes ..... 20<sup>th</sup> September 2022

DRAFT



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 1<sup>st</sup> June 2022

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

### MINUTES

- P.22/23.026 Welcome.**  
The meeting started at 7.20pm, the committee not being quorate until then.
- P.22/23.027 To receive apologies for absence**  
Mr R Carey, Mr R Maggs  
Cllr S Raywood likely to arrive late, due to work commitments
- P.22/23.028 To receive declarations of interest**  
SR – General DPI – employed by the Planning Inspectorate
- P.22/23.029 To receive and consider requests for dispensations**  
None
- P.22/23.030 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.22/23.031 To approve the minutes of the Planning Committee meeting held on 18<sup>th</sup> May 2022**  
**Proposed by HB and seconded by SR**  
It was resolved to **approve** the minutes
- P.22/23.032 To receive updates on matters arising from the minutes – for information only**  
JR has written to TBC to pass on HB's observation that there were no planning notices in evidence. There has been no response.
- P.22/23.033 To note correspondence**  
JR has been asked by Mr Purkiss of the Civic Society if she will work with him to discuss with the Borough the problem of development for which no permission has been sought. His accompanying report lists 37 such properties within the town centre. JR has replied in the affirmative.

Councillors have been informed that Tewkesbury Borough Council will host a Town and Parish Seminar on 15<sup>th</sup> June at 5.30 for 6.00pm. This is the same evening as our next Planning Committee meeting.

**P.22/23.034** **Removal and replacement of signage to the front of the building - High Street elevation, as described in the attached documents.**

Planning Application

Cheltenham And Gloucester Building Society 142 - 143 High Street Tewkesbury

Gloucestershire GL20 5JR

Ref. No: 22/00500/LBC

**Observations:**

No objection

**P.22/23.035** **Erection of covered area.**

Planning Application

16 High Street Tewkesbury Gloucestershire GL20 5AL

Ref. No: 22/00173/LBC

**Observations:**

Objection. The Town Council is concerned that the space standards for the proposed use are not met.

**P.22/23.036** **Erection of covered area.**

Planning Application

16 High Street Tewkesbury Gloucestershire GL20 5AL

Ref. No: 22/00172/FUL

**Observations:**

Objection. The Town Council is concerned that the space standards for the proposed use are not met.

**P.22/23.037** **Propose to change the shop sign.**

Planning Application

Nice Tea 154 High Street Tewkesbury Gloucestershire GL20 5JP

Ref. No: 22/00442/LBC

**Observations:**

Objection. The Town Council concurs with the comments of the Conservation Officer.

**P.22/23.038** **Demolition of single storey rear extension and internal alterations.**

Planning Application

Flat 9 Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 22/00508/LBC

**Observations:**

No objection



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**P.22/23.039 19/0081/TWMAJM**

Proposal: Proposed new vehicular access off A38, plus haul road, weighbridge/office, processing plant and equipment (including concrete batching plant), creation of clean water ponds,

silt ponds, stock piles and other works and ancillary development associated with the extraction of sand and gravel and import of inert materials with restoration using site derived material to wetlands, nature conservation and agriculture (cross-boundary application with Worcestershire).

Location: Land At Bow Farm, Bow Lane, Twyning, Tewkesbury, Gloucestershire,

**Observations:**

The Town Council considers that the additional impact caused by the development north of the M50 will be of little significance within its own parish but there may well be additional noise and dust impacts on the parishes of Twyning and Ripple.

**P.22/23.040 To note any additional applications on the Planning Portal which will expire before 15<sup>th</sup> June 2022 and agree further actions**

None

**P.22/23.041 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.22/23.042 To consider possible candidates to put forward for the Local Heritage List (standing item)**

The old railways platforms behind Cotteswold Gardens were suggested.

An old stone trough has been discovered during the clearing of brambles on St Mary's Road. This should be investigated further, to see if this was its original location.

There being no further business, the meeting closed at 8.30pm.

Signature of Chairman

Date



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 15<sup>th</sup> June 2022

**Present:** Cllrs. J Raywood and S Raywood (later in the meeting), Mr R Maggs and Mr R Carey

**Also present:** 2 members of the public

### MINUTES

- P.22/23.043 Welcome.**  
The chairman welcomed everyone to the meeting, thanking them for noting the later start time. The meeting started at 7.34pm
- P.22/23.044 To receive apologies for absence**  
Cllr Bowman, Cllr Gurney  
Cllr S Raywood – likely to be late, due to delays on the railway
- P.22/23.045 To receive declarations of interest**  
SR – DPI – employed by the Planning Inspectorate
- P.22/23.046 To receive and consider requests for dispensations**  
None
- P.22/23.047 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.22/23.048 To approve the minutes of the Planning Committee meeting held on 1<sup>st</sup> June 2022**  
**Proposed by RC seconded by RM**  
It was resolved to **approve** the minutes
- P.22/23.049 To receive updates on matters arising from the minutes – for information only**  
P.22/23.033 - Cllrs Brennan and Danter are attending the Parish and Town Council Seminar. JR asked if she could brief them prior to the meeting and has been able to have a short discussion with Cllr Brennan.
- P.22/23.050 To note correspondence**  
JR has received an email of complaint from the Civic Society, regarding this committee's response of no objection to the revised signage at 104-5 High Street.

7 Oldbury Road - The town Council has been informed that the applicant has appealed against TBC's refusal of permission to replace the existing windows with UPVC which, though very similar, do not exactly match the ones next door. (This committee did not object to the application.)

Notification has been received that there will be a Gambling Act 2005: Statement of Principles (Policy) consultation by TBC, deadline for responses September 4<sup>th</sup> 2022  
Also a Licensing Act 2003: Statement of Licensing Policy consultation, deadline for responses September 4<sup>th</sup> 2022

The Town Clerk has been notified that the Borough Plan has been adopted.

**P.22/23.051 Erection of a single storey front extension, two storey side extension and single storey and two storey rear extensions. Plus new garage (part retrospective).**

Planning Application

8 Carrant Road Mitton Tewkesbury Gloucestershire GL20 8AD

Ref. No: 22/00417/FUL

**Observations:**

No objection

**P.22/23.052 Replacement and extension of existing garage to create living space**

Planning Application

2 Brookside Mitton Tewkesbury Gloucestershire GL20 8BE

Ref. No: 22/00542/FUL

**Observations:**

No objection

**P.22/23.053 Proposed single storey front extension**

Planning Application

73 Carrant Road Mitton Tewkesbury Gloucestershire GL20 8AA

Ref. No: 22/00548/FUL

**Observations:**

No objection

**Cllr S Raywood arrived at 7.58pm**

**P.22/23.054 To note the decisions made in May 2022, in respect of planning applications to Tewkesbury Borough Council**

Noted

**P.22/23.055 To note any additional applications on the Planning Portal which will expire before 29<sup>th</sup> June 2022 and agree further actions**

None

**P.22/23.056 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

**21/01473/FUL 13 East Street**

**Observations:**

Objection. The Town Council considers that there is insufficient clarity with regard to the issues presented by this development proposal. The town Council would like to know the opinion of Severn Trent Water PLC, regarding the feasibility of the drainage proposal. It has been noted that the drainage strategy indicates a high water table. The removal of trees to accommodate the development is likely to make the water table higher.

The Town Council also considers that the proposed development constitutes an inappropriate overdevelopment of the site and it also notes that the issue of car parking has not been addressed.

**Additional Information (Regulation 25) - Proposed Quarry at Bow Farm (cross-boundary application) - Ref: 19/000048/CM**

**Observations:**

The Town Council considers that the additional impact caused by the development north of the M50 will be of little significance within its own parish but there may well be additional noise and dust impacts on the parishes of Twyning and Ripple.

**P.22/23.057 To consider possible candidates to put forward for the Local Heritage List (standing item)**

No further items to add at this stage.

There being no further business, the meeting closed at 8.34pm

Signature of Chairman

Date 29<sup>th</sup> June 2022



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 29<sup>th</sup> June 2022

**Present:** Cllrs. J Raywood and R Gurney, Mr R Maggs and Mr R Carey

**In attendance:** Mrs D Hill, Town Clerk

### MINUTES

- P.22/23.058 Welcome.**  
The chairman welcomed everyone to the meeting. The meeting started at 7.32pm
- P.22/23.059 To receive apologies for absence**  
Cllr. H Bowman (holiday)  
Cllr. S Raywood (will probably be late, due to work)
- P.22/23.060 To receive declarations of interest**  
Cllr. S Raywood – DPI – employed by the Planning Inspectorate
- P.22/23.061 To receive and consider requests for dispensations**  
None
- P.22/23.062 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.22/23.063 To approve the minutes of the Planning Committee meeting held on 15<sup>th</sup> June 2022  
Proposed by RC seconded by RM**  
It was resolved to **approve** the minutes
- P.22/23.064 To receive updates on matters arising from the minutes – for information only**  
None that are not covered elsewhere on this agenda
- P.22/23.065 To note correspondence**  
Cllr Cody has circulated a link to the Tewkesbury Local Cycling and Walking Infrastructure Plan which has just been published by GCC.  
<https://www.gloucestershire.gov.uk/media/2115397/tewkesbury-lcwip-final.pdf>  
RM and RC requested details of the link.

22/00384/FUL - 7 Howells Road

The following response to our comments has been received from the Planning Officer.  
*'These comments have been noted but the proposed addition of the rooflights onto the principal elevation is something that the applicants could do under permitted development rights which this property is afforded. Therefore, the objection raised is not a substantive planning issue and this application will be determined under delegated powers.'*

Email from the Civic Society re. 19/00686/FUL

*'The Civic Society notes that in the latest (Feb.22) iteration of these proposals the room which was to be used to store cycles is no longer to be so used, we welcome that change.*

*However we remain opposed to this application for all the other reasons detailed in our earlier objection.*

*We also note that in the revised drawings for waste/recycling and cycle storage, there seems no differentiation nor accommodation for food waste containers? Is the assumption that food waste is merged with other waste? This application should not be considered further until this matter is addressed and shown on drawings.'*

The committee will consider the revised proposals during the next meeting.

22/00615/FUL (retrospective) & 22/00616/LBC

JR has received an email from a resident in St Mary's Lane, describing the current state of relationships between residents and the course of events over recent weeks. The writer asks this committee to consider the whole background to the application.

**P.22/23.066 Change use from office to a single dwelling house.**

Planning Application

Thomson And Banks 27 Church Street Tewkesbury Gloucestershire

Ref. No: 22/00664/FUL

**Observations:**

No objection

**P.22/23.067 Attach 2 CCTV cameras to external walls.**

Planning Application

3 Turners Court Tewkesbury Gloucestershire GL20 5RU

Ref. No: 22/00616/LBC

**Observations:**

No objection, subject to the conservation officer's opinion.

**P.22/23.068 2 CCTV cameras to external walls (retrospective).**

Planning Application

3 Turners Court Tewkesbury Gloucestershire GL20 5RU

Ref. No: 22/00615/FUL

**Observations:**

No objection, subject to the conservation officer's opinion.

Councillor S Raywood left the meeting at this point.

**P.22/23.069 Residential Development (up to 235 dwellings), associated works, including infrastructure, open space and landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.**

Planning Application  
Land East Of Mythe Road, Tewkesbury  
Ref. No: 22/00610/OUT

**Observations:**

The following issues were discussed and it was agreed that JR would write a formal draft response, based on the issues raised below, which would then be confirmed by committee members via email, before being suitably amended if necessary and submitted for the consideration of the Full Council on 11<sup>th</sup> July.

**Objection.**

Issues of concern are:

Future management of SUDS, open spaces and recreation spaces – a failure to manage the SUDS could have flooding implications in the town.

The practicality of relying on the permeability of private gardens to manage surface water

A lack of strategies for the reduction of energy use and carbon emission

Lack of information on how a net gain in biodiversity can be achieved

No consideration of the nearby Mythe Railway Nature Reserve

References to outdated policies

Potential for suburban sprawl to the north of Tewkesbury and consequent harm to Tewkesbury's identity

Paragraph 2.10 of the Travel Plan refers to 'Melksham' - how much of this document is based on data specific to Tewkesbury and how much to another town altogether?

A dependence on transport strategies that cannot be enforced.

A lack of recognition that this site is not conducive to active and/or sustainable travel modes

Lack of evidence to say many cars must be planned for

Potential impacts on the Tewkesbury's road network, especially around the Black Bear roundabout Potential negative impacts on air quality in Tewkesbury town centre

An apparent lack of consideration for the fact that the site is up a significant hill slope

A lack of safe road crossing points

Local accident 'black spots'.

Commuting times

Access by construction traffic and number of deliveries

Councillor S Raywood returned to the meeting at this point.

**P.22/23.070 To determine a response to the Gambling Act 2005: Statement of Principles (Policy) consultation by TBC, deadline for responses September 4<sup>th</sup> 2022**

[Statement of Principles](#) (please scroll to top of web page to find the consultation document)

**Observations:**

This is a very thorough document except that the borough-wide population figure is now out of date and should be amended to reflect the findings of the 2021 census.

**P.22/23.071 To determine a response to the Licensing Act 2003: Statement of Licensing Policy consultation, deadline for responses September 4<sup>th</sup> 2022**  
[Statement of Licensing Policy](#) (please scroll to top of web page to find the consultation document)

**Observations:** This is a very thorough document which accurately reflects recent legislative changes.

**P.22/23.072 To receive an update on the Parish and Town Councils Seminar that took place at the Borough Council Offices on 15<sup>th</sup> June 2022**

Committee members were provided with notes and slides from the meeting, which seemed mostly to reiterate planning procedure. Some of the points made in the slides suggest a change in approach to responses from Parish Councils although assurance has been received from a Borough Councillor that this is not the case.

**P.22/23.073 To note any additional applications on the Planning Portal which will expire before 13<sup>th</sup> July 2022 and agree further actions**

None

**P.22/23.074 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

**Observations:**  
None that have not already been mentioned.

**P.22/23.075 To review the list of possible candidates that have been suggested to this committee for the Local Heritage List**

Suggestions so far are:

- The Mythe Water Works
- Mythe Toll House – already listed grade 2
- Mythe Tute – already features on the Heritage Gateway
- Tewkesbury Borough Council Offices
- The Bolt Hole and its neighbour on Swilgate Road
- Interwar house frontages on Howells Road, although the proposed works to 7 Howells Road will render them unsuitable for this
- Mount Pleasant House, off Chance Street
- North East Terrace
- Sports Club on East Street
- The railway platforms behind Cotteswold Gardens
- The Maltings, Station Street
- Stone trough on St Mary's Road, currently used as a planter

With the exception of the Mythe Toll House and the Mythe Tute, further research is required to determine whether they should be offered for inclusion on the list.

**There being no further business, the meeting closed at 8.58pm.**

Chairman's signature

13<sup>th</sup> July 2022





## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 13<sup>th</sup> July 2022

**Present:** Cllrs. J Raywood, S Raywood, H Bowman, R Gurney, and Mr R Carey

### MINUTES

- P.22/23.076 Welcome.**  
The chairman welcomed everyone to the meeting. The meeting started at 7.30pm
- P.22/23.077 To receive apologies for absence**  
Mr R Maggs (work commitment)  
Cllr. S Raywood (will probably be late, due to work)
- P.22/23.078 To receive declarations of interest**  
Cllr. S Raywood – DPI – employed by the Planning Inspectorate
- P.22/23.079 To receive and consider requests for dispensations**  
None
- P.22/23.080 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  
  
RC arrived in the meeting at 7.33pm.
- P.22/23.081 To approve the minutes of the Planning Committee meeting held on 29<sup>th</sup> June 2022**  
**Proposed by RG seconded by HB**  
It was resolved to **approve** the minutes
- P.22/23.082 To receive updates on matters arising from the minutes – for information only**  
None that are not covered elsewhere on this agenda
- P.22/23.083 To note correspondence**  
None

**P.22/23.084 Residential Development (up to 235 dwellings), associated works, including infrastructure, open space and landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.**

Planning Application

Land East Of Mythe Road, Tewkesbury

Ref. No: 22/00610/OUT

**Observations:** The following response has been approved by the Full Council.

Objection, on the grounds that there is insufficient information to enable the Town Council to reach a conclusion.

- The applicant suggests that the SUDS and open spaces could either be managed by a management company or adopted by the local authority. The Town Council is concerned that, unless they are adopted by the local authority, there could be difficulties in ensuring clarity of responsibility in the future. It is really important to us to be assured of the appropriate ongoing maintenance of the SUDS in particular, to ensure that properties downhill and downstream of this development are protected from the possibility of flooding due to development on this site.
- One of the strategies for the management of surface water offered by the applicant is the use of permeable surfaces in the gardens. Unless it can be conditioned that subsequent developments in and modifications to those gardens, (for example, the laying down of paving and sealed surfaces,) do not adversely affect permeability, then this is not a realistic strategy at all.
- The Town Council considers that it is not appropriate for the recreational facilities to be privately managed either, because play facilities should be available to all children, regardless of where they live, whereas it has been known for privately-managed facilities to be exclusively for children who live on the development, plus their friends. An example of this has recently been publicised in the press.
- The Landscape and Visual Impact Assessment suggests that the long term benefits to landscape features and green infrastructure combined with the improved PRow links would outweigh any long term, residual effects on the landscape character of the Site and surrounds or effects on visual amenity. The Town Council considers that, at this stage, when we don't know how large the houses will be, or how tall, it is difficult to know whether or not this opinion can be verified. There is concern that the view from vantage points within the town, such as the Abbey tower, which is a significant tourist draw, will be impaired by this development.
- The energy plan lacks strategies for the reduction of energy use and carbon emissions. The Town Council is dismayed that the developer has not made a commitment to, for example, the provision of electric car charging points, the incorporation of solar panels, the use of heat pumps, or grey water recycling.
- The Town Council is disappointed that the Planning Authority does not deem an Environmental Statement to be necessary for this application. It is also difficult for us to assess the potential impact on wildlife and flora in the area because the surveys that would give us this information have not been required at this stage. The Town Council regrets that the applicant does not seem to have anticipated forthcoming environmental legislation in the preparation of this application

- The necessity to fell at least three trees has been noted. TTC would want to see a significant net gain in biodiversity as a result of this development and wishes to know how this will realistically be achieved.
- We cannot find, within any of the documents provided, any consideration of the Mythe Railway Nature Reserve, which is very close to the site. Consideration must be given to whether or not this proposed development will have an impact on the wildlife within the nature reserve.
- The Town Council would expect this development to be in accordance with the latest Borough Plan (June 2022), but many of the reports provided cite the 2006 plan. The latest plan has been in circulation for long enough prior to adoption, along with its timetable for adoption, that the Town Council believes it should have been a prime consideration in the planning of this proposed development.
- The Town Council is concerned that the location of this site will encourage suburban sprawl to the north of the town that would overwhelm the identity of Tewkesbury as a small market town with a built environment that is rich in historical heritage.
- Paragraph 2.10 of the Travel Plan refers to 'Melksham'. This is clearly a copied and subsequently tweaked document and it raises the question for us of how much of this travel plan is based on data specific to Tewkesbury and how much to another town altogether. The proposed strategies to encourage active and sustainable travel are not obligatory on householders so cannot be cited as a strategy. In any case even if, initially, householders opt for active and/or sustainable transport, they are not obliged to encourage the same in future buyers of their property. However, the options for householders to manage without recourse to a car are so small in this location as to be almost negligible for most people. The available bus service merely provides the opportunity for a short shopping or social trip into Tewkesbury on a Monday only and it is understood that the local demand shopper bus has an uncertain future. Thus, the current service provision is totally unsuitable for commuters and secondary school pupils. The cost of providing a sufficiently comprehensive bus service to enable households to live at this location without a car is understood to be prohibitive.
- This application is for 235 houses but we do not know how big the houses will be and therefore we do not know how many car owners they will accommodate. Therefore, there is insufficient reliable data on which to base a robust transport assessment. There is already an issue with air quality where Mythe Road meets Bredon Road and the top end of the High Street. Traffic from this development is highly likely to exacerbate that, and indeed the Transport Assessment acknowledges that there will be increased queuing on the approaches to the Black Bear mini roundabout. There is already significant queuing here during peak times.
- The Transport Assessment suggests that there is plenty of provision for active modes of transport such as cycling and walking. This is simply not the case. The assessment does not seem to take account of the local terrain, the rivers and the floodplain. While there are a lot of footpaths located near the site, most of them lead away from local services and many of them are not accessible. Some of them are impassable during floods and no walking or cycling routes into town can avoid the A38 Mythe Road/A38 High Street/B4080 Bredon Road mini roundabout. This roundabout cannot easily and safely be negotiated by walkers and cyclists, particularly schoolchildren

and there is no nearby pedestrian crossing. The proposed development is half-way up a hill; in places there is a footpath on one side of the road only and the speed limit is 40mph at the entrance to the site. On the downhill side of the road, motorists will only just have reduced their speed from 50mph.

- Ascending the hill to the site will be a challenge to many cyclists, people carrying shopping, very young, elderly, or disabled walkers and also to users of mobility scooters.
- A safe crossing to the western side of the Mythe Road is a necessity, in order to create safe sustainable access to the Garden Centre and the Mythe Railway Nature Reserve.
- This development is likely to make the Mythe Road busier and visibility is already not good for people turning into the road from the garden centre. Just down the hill from the site, the Ledbury junction is known to local people as an accident 'black spot'.
- According to the transport assessment, the MSOA data indicates that 8% of commuters cycle in Tewkesbury. This does not take into account the fact that the terrain in the northern part of the area (within which this site is situated) is totally different from that in the southern part. The Mythe area is almost exclusively different from the rest of the MSOA, which is much flatter, more densely populated, and contains elements of a suitable network of routes for cycling on. A more detailed interrogation of the data will show that the 8% figure is largely due to the unusually high proportion of people who commute by cycle from Priors Park, which is at the other end of town. In the Town Council's opinion therefore, this statistic does not demonstrate that residents of this site are likely to commute by bicycle.
- With regard to local rail services, the local railway station is not realistically accessible from this site by active or sustainable travel means unless travellers have plenty of spare time. Car journeys to the station can also take a long time, especially at peak times, due to traffic congestion and this is exacerbated during times of flood. The commute time by rail to Cheltenham may only be 10 minutes but the journey from the Mythe to the railway station will take very much longer. In any case, not many trains currently stop at Ashchurch and it is not clear when, or by how much, this will improve.
- Construction traffic and delivery lorries will have to access the site from the north ie. not via the Mythe Bridge or through the town, because of weight restrictions. The Town Council is concerned by the statement in the waste strategy that promotes the idea of regular small deliveries of materials to site, on the grounds that damage during storage will be reduced. The benefit of this may well be outweighed by the additional fuel costs inherent in more frequent delivery journeys, not to mention the additional pollution and congestion that is caused by the increased number of vehicles on the road.

The Town Council recommends that much more substantive 'on the ground' research needs to be carried out by the applicant in order to demonstrate the suitability of this site for a housing development if, indeed, it can be considered suitable. Although the Town Council acknowledges that the Borough as a whole faces a shortfall in the supply of land to meet its future housing needs, development on this site would potentially create more problems than it would solve, and the people who already live in this parish would bear the brunt of those problems, with respect to a deterioration in air quality, and additional strains on road and drainage infrastructures that are already overstretched. That is a prospect which the Town Council cannot support.

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**P.22/23.085 Proposed two storey side and single storey rear extensions plus replacement doors and windows**

Planning Application

12 Carrant Road Mitton Tewkesbury Gloucestershire GL20 8AD

Ref. No: 22/00630/FUL

**Observations:**

No objection

SR arrived in the meeting at 7.48pm.

**P.22/23.086 Proposed change of use of offices to a mixture of 9 no. one and two bedroom flats and studio apartments with conversion of outbuildings to provide two dwellings.**

69-70 High Street Tewkesbury Gloucestershire GL20 5LE

Ref. No: 19/00686/FUL

**Observations:**

The Town Council thanks the applicant for providing the bat survey.

However, there is still considerable concern regarding the proposed provision of waste management on the site. The block plan would seem to indicate that the alleyway through which the wheelie bins would need to be dragged is not wide enough to accommodate them. In addition, there seems to be no provision for food waste bins. The town Council is concerned that this aspect of this proposal has still not been considered in sufficient detail to demonstrate that it will work.

The room which had previously been designated as a cycle store appears to have been absorbed into one of the ground floor flats. It is not clear what role this room now has and how it will now contribute to the vitality of the street scene in a more positive way than a cycle store would.

**P.22/23.087 To note any additional applications on the Planning Portal which will expire before 27<sup>th</sup> July 2022 and agree further actions**

None

**P.22/23.088 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.22/23.089 To note the decisions made in June 2022, in respect of planning applications to Tewkesbury Borough Council**

Noted

There being no further business, the meeting closed at 8.20pm

Chairman's signature

27<sup>th</sup> July 2022



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 27<sup>th</sup> July 2022

**Present:** Cllrs. J Raywood, S Raywood, R Gurney, P Jones, Mr R Maggs and Mr R Carey

### MINUTES

- P.22/23.090 Welcome.**  
The meeting began at 7.32pm in the Court Room of Tewkesbury Town Hall. The chairman welcomed all present and thanked them for their time.
- P.22/23.091 To receive apologies for absence**  
Cllr. H Bowman
- P.22/23.092 To receive declarations of interest**  
SR – general DPI – employed by the Planning Inspectorate  
PJ – item 10 (P.22/23.099) - resident
- P.22/23.093 To receive and consider requests for dispensations**  
None
- P.22/23.094 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.22/23.095 To approve the minutes of the Planning Committee meeting held on 13<sup>th</sup> July 2022**  
Proposed by Cllr. R. Gurney seconded by Mr R. Carey  
It was resolved to **approve** the minutes
- P.22/23.096 To receive updates on matters arising from the minutes – for information only**  
None
- P.22/23.097 To note correspondence**  
Further to the request of Full Council, a hard copy of the Tewkesbury Local Cycling and Walking Infrastructure Plan is now available on the table in the Corn Exchange.

Re. **22/00172/FUL & 22/00173/LBC - 16 High Street**, the planning officer replied:

'For space standards, Policy SD11 from the Joint Core Strategy is applied. The space standards in this instance only relates to householder development. Therefore, in this application Policy SD11 does not apply. I am currently liaising with Environmental Health for their opinion on the matter. Notwithstanding this, the commercial use of the building would be required to meet Environmental Health legislation.'

Re. **22/00384/FUL - 7 Howells Road**, the planning officer replied:

'Our interpretation ... is that you are referring to Schedule 2, Part 1, Class AA of the General Permitted Development Order. Which can be found below.

Class AA - enlargement of a dwellinghouse by construction of additional storeys.  
Permitted development

AA. The enlargement of a dwellinghouse consisting of the construction of—  
(a) up to two additional storeys, where the existing dwellinghouse consists of two or more storeys; or  
(b) one additional storey, where the existing dwellinghouse consists of one storey, immediately above the topmost storey of the dwellinghouse, together with any engineering operations reasonably necessary for the purpose of that construction. This relates to the construction of a new additional storey and does not relate to the conversion of internal loft space.

Due to this, the installation of the rooflights can be done through permitted development. Therefore, we are still of the opinion that the objection raised is not a substantive planning issue and this application will be determined under delegated powers.'

**P.22/23.098 T1 Lime: Pollard back to old pollard points by 3m. To maintain good tree health and longevity.**

Planning Application  
10 Oldbury Road Tewkesbury Gloucestershire GL20 5NA  
Ref. No: 22/00800/TCA

**Observations:**

No objection

Cllr Jones stepped out of the room at this point.

**P.22/23.099 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: 22/00532/FUL

**Observations:**

No objection subject to the Conservation Officer agreeing with the colour and texture of the uPVC frames.

Cllr Jones returned to the room at this point.

**P.22/23.100** Demolition of existing rear conservatory. Erection of a first floor side extension, single storey front extension, single storey rear extension and alterations to the fenestration.

Planning Application

21 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8EL

Ref. No: 22/00613/FUL

**Observations:**

No objection

**P.22/23.101** To increase the size of side dormer.

Planning Application

11 Tretawn Gardens Newtown Tewkesbury Gloucestershire GL20 8EF

Ref. No: 22/00529/FUL

**Observations:**

No objection provided the Planning Officer is content that there is no issue with overlooking the neighbouring property.

**P.22/23.102** Erection of a rear extension

Planning Application

Royal Hop Pole Hotel Church Street Tewkesbury Gloucestershire

Ref. No: 20/00894/LBC

**Observations:**

No objection

**P.22/23.103** Erection of a rear extension

Planning Application

Royal Hop Pole Hotel Church Street Tewkesbury Gloucestershire

Ref. No: 20/00893/FUL

**Observations:**

No objection

**P.22/23.104** To note any additional applications on the Planning Portal which will expire before 17<sup>th</sup> August 2022 and agree further actions

Change of use application from C2 (residential school) to F1(a) (learning and non-residential institution) at the former Abbey Rose School, Gloucester Road, Tewkesbury.

Planning Application

Former Abbey Rose Gloucester Road Tewkesbury Gloucestershire GL20 7DG

Ref. No: 22/00666/FUL

**Observations:**

No objection



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**P.22/23.105 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

Re. **The Bolt Hole, Swilgate Road, Tewkesbury (reference 21/01451/FUL)**, the planning officer replied:

'I refer to the above planning application, for the proposed siting of a Shepherd's Hut for short term holiday rental and an extension to the boundary fence. This application was formerly allocated to Isobella Howell, who has recently left the Council, and this application has been re-allocated to me.

In the comments dated 4<sup>th</sup> May, Tewkesbury Town Council requested additional information on this application before making further comments and requested to know what the fence would look like. You further commented that the Council would like to know the Conservation Officer's current opinion based on the drawings submitted recently.

The Conservation Officer had originally suggested that the applicant erect a couple of vertical battens on the property, accurately marking the height of the eaves of the hut along Swilgate Road in order to more accurately judge the impact of this particular hut, and also suggested that the applicant include in their application the finished boundary features enclosing the hut so that this can also be assessed.

The applicant's agent responded to this request, advising that the height of the eaves of the hut relative to the fencing and existing building are shown on the plan on the second page of the attached document. On this basis the Conservation Officer has since confirmed that he offers no objection to this application.'

**Observations:**

The Town Council defers to the opinion of the Conservation Officer.

There being no further business, the meeting was closed at 8:27pm.

Chairman's signature

17<sup>th</sup> August 2022

**MINUTES**  
*of the*  
**Finance Committee meeting held on 30th June 2022 at 9:00AM in the Town Hall,  
Tewkesbury**

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

**In attendance:** D Hill (Town Clerk)

- F.22.018 To receive apologies**  
Cllr Bowman.
- F.22.019 To receive declarations of interest**  
Cllr S Raywood in relation to payment of the Mayor's allowance, item 22.027.
- F.22.020 To receive dispensations**  
None.
- F.22.021 To approve the Minutes of the Finance Committee meeting held on 26th May 2022**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 26<sup>th</sup> May 2022. Proposed by Cllr Brennan, seconded by Cllr J Raywood.
- F.22.022 Matters arising from the Minutes of 26<sup>th</sup> May 2022 – for information only**  
**21.015 Quarterly bar audits** – Finance Officer to create a cost code for this.
- F.22.023 To receive correspondence relating to the Finance Committee**  
None.
- F.22.024 Public Participation**  
None.
- F.22.025 To review the budget report and earmarked reserves report**  
Create an income code for 64 BS fundraising  
Query c.£10 from teas and coffees marathon to Town Hall garden income  
Watson Hall doors and floors project income code  
310 (510 refund) related to Watson Hall or something else.
- F.22.026 To review the bank reconciliations for April and May 2022 and payments report for May 2022**  
The reports were reviewed.
- F.22.027 To approve the payments list**  
It was RESOLVED to approve the payments list totalling £10,606.57. Proposed by Cllr Brennan, seconded by Cllr Aldridge.

**F.22.028 To agree to apply for a debit card for the Town Clerk and Assistant Clerk on the Lloyds business account and to agree the limits for use**  
It was RESOLVED to apply for a debit card for the Town Clerk and Assistant Town Clerk. There will be a £250 limit or £500 on referral to the Finance Committee Chair. Proposed by Cllr J Raywood, seconded by Cllr Danter.

**F.22.029 To review quotes for insurance for the Town Council from 1st July 2022 and to agree the preferred option**  
The insurance quotes were reviewed. It was RESOLVED to accept the quote from Hiscox Insurance at a cost of £15,155.10 and to enter into a three year rate arrangement. Proposed by Cllr Brennan, seconded by Cllr Aldridge.

Cllr Brennan left the meeting at this juncture.

**F.22.030 To consider a proposal from Cllr Danter that the money in the budget for the buffet at Mayor Making that has not used, be added to our Grants budget or donated to Tewkesbury Food Bank, Priors Park Pantry, and the Salvation Army for their community work and/or their luncheon club**  
It was agreed that it is too early in the financial year to decide whether to agree to this proposal. Item will be added Finance committee agenda at the end of November/beginning of December.

**F.22.031 To consider and agree grant applications from outside bodies**  
None.

**F.22.032 To review the Internal Audit report for financial year 2021/22**  
Code of conduct – readopt existing  
**3.2** Risk Management – upload to website  
3.3 Finance Committee  
Update buildings on website  
\*check 20/21 – 230\*  
**3.7** agenda item to investments – 32 day notice account. To review signatories  
**3.8** evidence from this meeting  
**4.1** budget on website - actioned  
**6.7** add agenda item to note exercise of public rights  
**7.1** already in existence – check  
**7.5** add to next agenda when appointing auditor

There being no further business the meeting closed at 10:22.

Signature of Chairman upon approval of the minutes ..... 1st September 2022



**TEWKESBURY TOWN COUNCIL**

MINUTES

*of the*

Environment & Amenities Committee meeting  
Held at Tewkesbury Town Hall on 5<sup>th</sup> July 2022 at 6pm

**Present:** Cllrs S Raywood (Chair), J Raywood, P Devine, K Powell, M Sztymiak, P Aldridge

**In attendance:** J King (Assistant Town Clerk)

**E&A 22/001 To receive apologies for absence**

No apologies for absence.

**E&A 22/002 To record declarations of interest**

None received.

**E&A 22/003 To consider requests for dispensations**

None received.

**E&A 22/004 To approve the minutes of the meetings held on 3<sup>rd</sup> May 2022**

It was RESOLVED to approve the minutes of the meetings held on 3<sup>rd</sup> May 2022.  
Proposed by Cllr J Raywood, seconded by Cllr Devine.

**E&A 22/005 Matters arising from the minutes – for information only**

**19/036 Community right to bid** – ongoing.

**19/082 Drinking water refill point** – ongoing.

**21/027 New toilet doors** – on order.

**21/031 Swap box** – ongoing - waiting for box to be completed.

**21/033 Arrival inspections** – recommended company has been approached

**21/048 Studies on signs and behaviour** – Cllr Devine is investigating effective signs.  
Committee agreed that work would continue on finding an effective sign to prevent repeat vandalism in the toilet blocks – ongoing.

**21/048 Lincoln Green Lane Noticeboard Path** – referred to Mayor's charity – complete.

**E&A 22/006 To receive correspondence relating to the Environment & Amenities Committee**

Note of thanks from resident on Churchill Grove – further to action to request for additional bin / move bin in Churchill Grove.

Note of thanks from individual who had requested a memorial bench.

A Councillor requested that the benches on the High Street be painted black – responded that the committee had made the decision; several years ago, to have them all stripped and treated with ozmo protector, as it makes maintenance easier.



## TEWKESBURY TOWN COUNCIL

Cllr Aldridge had received really positive reports about the public toilets and that users have said that they are fantastic.

Dog bin on Green Lane was set fire to and destroyed. It has been removed. New mixed waste bin has just been installed next to the start of the cycleway, so no current requirement to replace the bin.

### **E&A 22/007 Public Participation**

None

### **E&A 22/008 To review the work programme and agree any actions**

Items from work programme:

- CCTV – Gloucester Road. Close this item and liaise with the Police about actual requirements as original need for CCTV for coin collecting at Gloucester Road is no longer required.
- Water dispenser – Spring Gardens – costs have increased to £1723 to install with the timer. On hold – budget dependent later in the year.
- Bus shelter cleaning – investigating options. Agreed to try new provider at £30 per clean.
- Issue of berries falling in the park at Mitton and getting squashed into the matting.

It was RESOLVED to get the ballast bin repaired at a cost of £1740 and to allocate up to £300 to provide a base for 4 posts, should it be decided to move, following feedback from residents. Proposed by Cllr Powell, seconded by Cllr Aldridge.

**Action:** Write to residents to gain feedback on proposed location of Churchill Grove.

### **E&A 22/009 To receive the committee budget report (including earmarked reserves)**

The budget was received.

### **E&A 22/010 To receive updates on Play Areas and agree any actions**

#### **i. Derek Graham Memorial Park**

Future plans – any decisions need to be supported by the local community.

Suggestions for engagement are:

Contact the local schools and visit

Councillors to photograph items in other parks that they see as interesting

– Pershore and Drakes Broughton mentioned as good examples

Advice required on MUGA – depth required to dig down in particular.

Attend councillor surgeries

Councillors to leaflet drop around Newtown

Have an information evening in the park

Hold an online poll for various ideas

Could there be more parking – proper layby?



## TEWKESBURY TOWN COUNCIL

It was noted that the slide piece had been replaced following further vandalism at a cost of £903 due to health and safety concerns.

It was RESOLVED to replace the cable tensioner and a support strut of the zip wire at a cost of £923.

Proposed by Cllr J Raywood, seconder by Cllr Devine.

### ii. Mitton Play Area

Grass has been damaged again – repairs have been ripped up.

Will need to repair again – waiting on cost and options

### iii. Warwick Place Play Area

Location agreed for new tree – next to the noticeboard.

Work to be carried out under delegated authority.

Cllr S Raywood had received positive feedback about Warwick Place Play Area during the Jubilee celebrations.

### **E&A 22/011 To discuss and agree the location of the mural following the installation of the new toilet doors.**

It was RESOLVED to locate the mural on the side of the Spring Gardens Toilet Block following the installation of the new toilet doors.

Proposed by Cllr Devine, seconded by Cllr J Raywood.

### **E&A 22/012 To receive an update on proposed bus shelters near the Odessa and agree any actions**

Gloucestershire County Council will fund 50% of the northbound bus shelter opposite the Odessa, together with the required groundworks. It was felt that a sedum roof was too high risk – at present no other bus shelter in Gloucestershire has a sedum roof.

It was RESOLVED to authorise up to £2500 to fund a new bus shelter on the northbound side of the A38 opposite the Odessa.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

Unfortunately, the proposed southbound bus shelter falls outside the parish boundary and Elmstone Hardwicke Parish Council should be petitioned regarding provision.

### **E&A 22/013 To approve the adoption of the bench in St Mary's Road car park**

It was RESOLVED to adopt the bench in St Mary's Road car park.

Proposed by Cllr Sztymiak, seconded Cllr Devine.



**TEWKESBURY TOWN COUNCIL**

**E&A 22/014 To consider the refurbishment of the bench on Digby Drive / Arundel Road at a cost of £345**

It was RESOLVED to refurbish the bench on Digby Drive / Arundel Road at a cost of £345. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

**E&A 22/015 To discuss future items for attention and agree any next steps**

Items to be considered included:

- Final bench refurbishments – 4 benches in AA garden
- Future CCTV needs
- Bus shelters – roof on the Gupshill Bus Shelter  
**Action:** Would Gloucestershire County Council fund 50%?
- Noticeboards – Newtown & Mitton. Priority is Mitton, not big enough.  
**Action:** Investigate options for Mitton.
- Smart Clock faces
- Gloucester Road toilet door replacements – longer term when funds allow
- Litter issue by bus stops. **Action:** Councillors to report 'hotspots'.
- Murals - Post Office Lane?

It was RESOLVED that, if possible, the Council would adopt the bench on Link Road / Queen's Road from Tewkesbury Borough Council.

Proposed by Cllr Devine, seconded by Cllr J Raywood.

**E&A 22/016 To approve the payments list**

It was RESOLVED to approve the payments list of £19,235.14.

Proposed by Cllr J Raywood, seconded by Cllr Devine.

Post meeting note: It was subsequently noted that Cllr Devine had expenses on this payments list. This item has been removed from this payments list, so the revised amount approved is £19,206.89.

The meeting closed at 7.31pm

Next meeting: 4<sup>th</sup> October 2022 at 6pm

Signature of Chairman upon approval of the minutes ..... 4<sup>th</sup> October 2022



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Severn Ham Committee meeting**

Held at George Watson Memorial Hall on 21<sup>st</sup> July 2022 at 9.30am

**Present:** Cllrs C Danter (Chair), C Cody, Ms C Corsie, Mr T Perry, Mr M Cornwell-Kelly, Mr S Kerr (Severn Trent), Ms M Gaden, (Fisher German), Mr P Herickx (Environment Agency), Mr P Chamley (Jackson Civil Engineering)

**In attendance:** J King (Assistant Town Clerk), one member of the public.

**SH 22/017 To receive apologies for absence**  
Apologies were received from Mr Lucas, Mr Cluley, Cllr J Raywood, Cllr P Brookes, Cllr Aldridge, Cllr Gurney & Mr Fielding.

**SH 22/018 To record declarations of interest**  
Mr Cornwell-Kelly – Clerk to the Commoners  
Mr Perry – Restoration project

**SH 22/019 To consider requests for dispensations**  
None received.

**SH 22/020 To approve the Minutes of the meeting held on 12<sup>th</sup> May 2022**  
It was RESOLVED to approve the minutes of the meeting held on 12<sup>th</sup> May 2022.  
Proposed by Cllr Cody, seconded by Mr Perry.

**SH 22/021 Matters arising from the previous minutes – for information only**  
SH19/056 Land ownership issue – registration complete  
SH20/024 ELMS Model for the Severn Ham – ongoing  
SH21/008 Futureproofing project – Karen Colbourne – ongoing  
SH21/011 Hay spreading on bund –ongoing  
SH21/040 GCC Biodiversity Officer – ongoing  
SH21/042 Mythe Nature Reserve adoption – ongoing  
SH22/008 Crossing mats for hay making – complete  
SH22/008 ST Legacy damage proposal – ongoing – Severn Trent and Mr Cluley to bring back proposal  
SH22/009 Access point for hay making – complete  
SH22/010 Strip of natural regen left – not possible - complete  
SH22/011 Dock management strategy – on next agenda following Rootwave demonstration.  
SH22/014 Replacement benches on the Ham – no benches need replacing – referred to Cllr Cody re: Stonehills - complete





## TEWKESBURY TOWN COUNCIL

SH22/015 Tewkesbury Popular Anglers Association – written to regarding one vehicle access – complete

The committee had previously requested that access for paddleboards and canoes be improved where possible around the Abbey Mill. The Town Council has opened up some previously hidden steps on St Mary's Road and improved the access for small craft.

### **SH 22/022 Public Participation**

A member of the public raised a question about the eel pass and whether there were any plans to make them more visually attractive.

The Environment Agency responded that there are no plans for the pass to be painted, it is black based on advice on heritage applications. The black ramp at the bottom is permanent, but the top side will just be a filter, the temporary structure that is currently there will be removed.

### **SH 22/023 Correspondence**

Tewkesbury Library are running a series of events throughout the summer including making Green Gadgets in the Town Hall garden on Thursday 16<sup>th</sup> August (2-4.30pm)

### **SH 22/024 To receive an update from Severn Trent and agree any actions**

Mr Kerr provided an update. The haul road has been removed and GEDA have completed their work and demobilised from site. Green hay has been spread down the site – it now becomes a monitoring situation. Part of the fence will be removed in mid-August.

Severn Trent are prepared to pay half of the Commoners losses for their being no cattle allowed on the Ham this year.

Next steps:

Management plan for the reinstatement. **Action:** Mr Kerr to check with Mr Pullen. Legacy Issues. **Action:** Mr Kerr and Mr Cluley to discuss proposals and bring back to the committee.

### **SH 22/025 To receive an update from the Environment Agency and to agree any actions**

A written report had been provided by the Environment Agency (EA). Mr Herickx provided the following update:

There has been a slight delay with the pipe lift, additional work was required for the bottom of the ramp which was critical as eels migrate along the periphery of the bank. The work is back on track and aiming for completion at the end of August. The track will be removed at the beginning of August and then the reinstatement work will begin.



## TEWKESBURY TOWN COUNCIL

The committee asked what kind of maintenance will be needed to maintain it. The intention is to make it as passive as possible, with little maintenance and vehicle access required approximately once every twenty years. The wall is the responsibility of the Environment Agency and ramp maintenance will be done from the river side. required to maintain it.

Blocks are required for health and safety reasons to ensure that any vehicle on the Ham cannot drive over the eel pass. There are two options – natural or uniform shape. They need to be large enough to be seen and will need to stand 50cm proud of the ground. The maintenance around the stones was discussed and the EA confirmed that they would be responsible for the maintenance and would confirm with Natural England that it did not cause any issues. The committee discussed both options and there are positive and negative options to both. Cllr Cody stated that she preferred the natural option.

It was RESOLVED to accept whichever option Natural England would prefer for the safety blocks. Proposed by Cllr Danter, seconded by Mr Perry.

Compaction tests will take place as soon as the track is removed, which will give the benchmark to work with. Mr B Perry to cut the bund once the track has been removed.

**SH 22/026**

**To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions**

Kym Jackson from Marshlands has extended an invitation to the committee to visit the site. This will be arranged for Spring 2023.

Tewkesbury Nature Reserve are working with the Wildfowl and Wetlands Trust to develop a future plan. **Action:** Severn Ham Committee to meet with Tewkesbury Nature Reserve Committee.

Ms Corsie has attended the 'Flourishing floodplains' training course. It may be of interest to run this in Tewkesbury in conjunction with the Nature Reserve.

**Action:** Investigate options for running the course.

Porpoises were seen by the weir on the Severn Ham last week. The British Diving Marine Rescue Centre attended and the porpoises have now been spotted moving back towards Gloucester.

Landscape Recovery Scheme Application – decision due any day. Fifty one applications were received by DEFRA. The extension of the Higher Level Stewardship scheme has been confirmed until end of December 2023.



## TEWKESBURY TOWN COUNCIL

The Committee would like to thank the secret army of litter pickers who help to keep the Severn Ham clean.

The Gloucestershire County Council 'Restoring our Rivers' report has been circulated to the Committee. **Action:** Report to be sent on to Severn Trent and Environment Agency for feedback at the next meeting.

Mr Cornwell-Kelly asked why one hay maker had not completed works by 14<sup>th</sup> July.  
Action: To be referred to Mr Cluley for follow up.

**SH 22/027**      **To receive an update from Mike Cluley, Carver Knowles**  
Items covered elsewhere on the agenda.

**SH 22/028**      **To receive the committee budget report**  
The budget report was received.

**SH 22/029**      **To consider a request for ashes to be scattered on the Severn Ham**  
Due to the Severn Ham being a SSSI, it is not possible for ashes to be scattered on the Severn Ham.

**SH 22/030**      **To agree to pollarding of the willow trees close to fishing peg 58 at a cost of £850**  
It was noted that permission from Natural England will be required before any tree work can be undertaken.

It was RESOLVED to agree the pollarding of the willow trees close to fishing peg 58 at a cost of £850. Proposed by Cllr Cody, seconded by Cllr Danter.

**SH 22/031**      **To note the changes that were required to the tree work following the falling of the ash tree near the weir**  
It was noted that following the committee decision to appoint the first contractor to fell the tree near the weir, the quotation was withdrawn. It was therefore decided to accept the original quotation provided by Ben Perry for the felling of the tree at a cost of £3300. Subsequently the tree fell down in the storms creating a health & safety issue. The instruction was therefore made to remove the fallen tree and make the area safe. The final cost for this work was £2900.

**SH 22/032**      **To agree any actions required to facilitate the hay restoration project for this year**  
The committee discussed the hay restoration works. It was noted that the yellow rattle should be applied to the higher ground where there are less phosphate issues.

It was RESOLVED to:

Purchase 1kg of yellow rattle from Emorsgate seeds at a cost of £340

Purchase 100 bales from Kym Jackson at a cost of £550



**TEWKESBURY TOWN COUNCIL**

Approve £1650 for the work to collect bales, grass harrow, spread and roll and yellow rattle seeding.

Proposed by Cllr Cody, seconded by Cllr Danter.

**SH 22/033**

**To approve payments list**

It was RESOLVED to approve the payments list totalling £6,580.55.

Proposed by Cllr Cody, seconded by Cllr Danter.

Post meeting note: Minor typographical error on payments list. Haywards invoice was £250.77, not £250.00. Total payments therefore approved are: £6581.32.

The meeting closed at 10.46am

Next meeting: 22<sup>nd</sup> September 2022

Signature of Chairman upon approval of the minutes ..... 22<sup>nd</sup> September 2022

DRAFT

## Summary Income &amp; Expenditure by Budget Heading June 2022

Month No: 3

## Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<b>Finance</b>						
120 Finance	Income	210,144	419,979	209,835		
	Expenditure	29,424	67,839	38,415	11	38,404
	Net Income over Expenditure	<u>180,720</u>	<u>352,140</u>	<u>171,420</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>180,720</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Finance Income	<b>210,144</b>	<b>419,979</b>	<b>209,835</b>		
	Expenditure	<b>29,424</b>	<b>67,839</b>	<b>38,415</b>	<b>11</b>	<b>38,404</b>
	Net Income over Expenditure	<u>180,720</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>180,720</u>				
<b>Building &amp; Moorings</b>						
200 Moorings	Income	2,155	5,722	3,567		
	Expenditure	6,420	12,323	5,903		5,903
	Movement to/(from) Gen Reserve	<u>(4,265)</u>				
210 64 Barton Street	Expenditure	3,952	40,300	36,348		36,348
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(3,952)</u>				
220 Town Hall	Income	6,213	20,104	13,891		
	Expenditure	12,788	40,978	28,190	1,896	26,294
	Movement to/(from) Gen Reserve	<u>(6,574)</u>				
230 War Memorial	Expenditure	0	1,040	1,040		1,040
	Building & Moorings Income	<b>8,368</b>	<b>25,826</b>	<b>17,458</b>		
	Expenditure	<b>23,159</b>	<b>94,641</b>	<b>71,482</b>	<b>1,896</b>	<b>69,586</b>
	Net Income over Expenditure	<u>(14,791)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(14,791)</u>				
<b>Environment &amp; Amenities</b>						
300 Play Parks	Expenditure	0	11,243	11,243		11,243
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
310 Spring Gardens	Expenditure	456	13,969	13,513	13,325	188
	plus Transfer from EMR	0				

## Summary Income &amp; Expenditure by Budget Heading June 2022

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(456)</u>				
320 Gloucester Road Expenditure	1,132	3,313	2,181		2,181
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,132)</u>				
330 Cleaning & Consumables Expenditure	1,440	5,410	3,970	49	3,921
340 Outside Spaces Expenditure	1,895	25,115	23,220	1,515	21,706
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,895)</u>				
700 Memorial Benches Income	278	0	(278)		
Expenditure	195	0	(195)		(195)
Movement to/(from) Gen Reserve	<u>83</u>				
Environment & Amenities Income	<u>278</u>	<u>0</u>	<u>(278)</u>		
Expenditure	<u>5,118</u>	<u>59,050</u>	<u>53,932</u>	<u>14,888</u>	<u>39,044</u>
Net Income over Expenditure	<u>(4,839)</u>				
plus Transfer from EMR	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(4,839)</u>				

**Planning**

400 Planning Expenditure	0	1,500	1,500		1,500
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>0</u>				
Planning Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>
Net Income over Expenditure	<u>0</u>				
plus Transfer from EMR	<u>0</u>				
Movement to/(from) Gen Reserve	<u>0</u>				

**Severn Ham**

500 Severn Ham Income	0	35,828	35,828		
Expenditure	4,325	35,226	30,901	359	30,543
Net Income over Expenditure	<u>(4,325)</u>	<u>602</u>	<u>4,927</u>		
plus Transfer from EMR	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(4,325)</u>				

## Summary Income &amp; Expenditure by Budget Heading June 2022

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Severn Ham Income	<u>0</u>	<u>35,828</u>	<u>35,828</u>		
Expenditure	<u>4,325</u>	<u>35,226</u>	<u>30,901</u>	<u>359</u>	<u>30,543</u>
Net Income over Expenditure	<u>(4,325)</u>	<u>223,377</u>	<u>66,612</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>(4,325)</u>				

Watson Hall

600 Watson Hall					
Income	17,155	80,108	62,953		
Expenditure	17,844	86,709	68,865	14,612	54,253
Net Income over Expenditure	<u>(688)</u>	<u>(6,601)</u>	<u>(5,913)</u>		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(688)</u>				
Watson Hall Income	<u>17,155</u>	<u>80,108</u>	<u>62,953</u>		
Expenditure	<u>17,844</u>	<u>86,709</u>	<u>68,865</u>	<u>14,612</u>	<u>54,253</u>
Net Income over Expenditure	<u>(688)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(688)</u>				

Staffing

110 Staffing					
Expenditure	47,150	216,776	169,626		169,626
Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>47,150</u>	<u>216,776</u>	<u>169,626</u>	<u>0</u>	<u>169,626</u>
Movement to/(from) Gen Reserve	<u>(47,150)</u>				

Grand Totals:- Income	<u>235,946</u>	<u>561,741</u>	<u>325,795</u>		
Expenditure	<u>127,019</u>	<u>561,741</u>	<u>434,722</u>	<u>31,766</u>	<u>402,956</u>
Net Income over Expenditure	<u>108,927</u>	<u>0</u>	<u>(108,927)</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>108,927</u>				

## Summary Income &amp; Expenditure by Budget Heading July

## Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<b>Finance</b>						
120 Finance	Income	218,136	419,979	201,843		
	Expenditure	48,963	67,839	18,876	11	18,866
	Net Income over Expenditure	<u>169,174</u>	<u>352,140</u>	<u>182,966</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>169,174</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Finance Income	218,136	419,979	201,843		
	Expenditure	48,963	67,839	18,876	11	18,866
	Net Income over Expenditure	<u>169,174</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>169,174</u>				
<b>Building &amp; Moorings</b>						
200 Moorings	Income	2,409	5,722	3,313		
	Expenditure	9,137	12,323	3,186		3,186
	Movement to/(from) Gen Reserve	<u>(6,728)</u>				
210 64 Barton Street	Expenditure	4,427	40,300	35,873		35,873
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(4,427)</u>				
220 Town Hall	Income	6,697	20,104	13,407		
	Expenditure	14,355	40,978	26,623	1,896	24,728
	Movement to/(from) Gen Reserve	<u>(7,657)</u>				
230 War Memorial	Expenditure	0	1,040	1,040		1,040
	Building & Moorings Income	9,106	25,826	16,720		
	Expenditure	27,918	94,641	66,723	1,896	64,827
	Net Income over Expenditure	<u>(18,812)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(18,812)</u>				
<b>Environment &amp; Amenities</b>						
300 Play Parks	Expenditure	0	11,243	11,243		11,243
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
310 Spring Gardens	Expenditure	588	13,969	13,381	13,325	56
	plus Transfer from EMR	0				



## Summary Income &amp; Expenditure by Budget Heading July

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(588)</u>				
320 Gloucester Road Expenditure	1,235	3,313	2,078		2,078
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,235)</u>				
330 Cleaning & Consumables Expenditure	1,800	5,410	3,610	49	3,561
340 Outside Spaces Expenditure	2,965	25,115	22,150	1,515	20,635
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(2,965)</u>				
700 Memorial Benches Income	278	0	(278)		
Expenditure	195	0	(195)		(195)
Movement to/(from) Gen Reserve	<u>83</u>				
Environment & Amenities Income	278	0	(278)		
Expenditure	6,783	59,050	52,267	14,888	37,378
Net Income over Expenditure	<u>(6,505)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(6,505)</u>				
<u>Planning</u>					
400 Planning Expenditure	0	1,500	1,500		1,500
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>0</u>				
Planning Income	0	0	0		
Expenditure	0	1,500	1,500	0	1,500
Net Income over Expenditure	<u>0</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>0</u>				
<u>Severn Ham</u>					
500 Severn Ham Income	3,701	35,828	32,127		
Expenditure	4,833	35,226	30,393	359	30,035
Net Income over Expenditure	<u>(1,132)</u>	<u>602</u>	<u>1,734</u>		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,132)</u>				

## Summary Income &amp; Expenditure by Budget Heading July

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Severn Ham Income	3,701	35,828	32,127		
Expenditure	4,833	35,226	30,393	359	30,035
Net Income over Expenditure	<u>(1,132)</u>	<u>223,377</u>	<u>80,652</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>(1,132)</u>				
<u>Watson Hall</u>					
600 Watson Hall					
Income	20,953	80,108	59,155		
Expenditure	21,597	86,709	65,112	14,612	50,499
Net Income over Expenditure	<u>(644)</u>	<u>(6,601)</u>	<u>(5,957)</u>		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(644)</u>				
Watson Hall Income	20,953	80,108	59,155		
Expenditure	21,597	86,709	65,112	14,612	50,499
Net Income over Expenditure	<u>(644)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(644)</u>				
<u>Staffing</u>					
110 Staffing					
Expenditure	63,659	216,776	153,117		153,117
Staffing Income	0	0	0		
Expenditure	63,659	216,776	153,117	0	153,117
Movement to/(from) Gen Reserve	<u>(63,659)</u>				
Grand Totals:- Income	252,175	561,741	309,566		
Expenditure	173,753	561,741	387,988	31,766	356,222
Net Income over Expenditure	<u>78,422</u>	<u>0</u>	<u>(78,422)</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>78,422</u>				

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	6,709.00	0.00	6,709.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 EMR B&M Moorings Maintenance	335.00		335.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	12,604.00		12,604.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial	5,857.73		5,857.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	2,300.00		2,300.00
333 EMR E&A Toilet Block Project	7,902.00		7,902.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		2,640.00
336 EMR FIN Regalia	0.00		0.00
337 EMR FIN Website	2,160.00		2,160.00
338 EMR FIN Professional	0.00		0.00
339 EMR FIN Legal	9,087.00		9,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	7,500.00		7,500.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR PLA Comm. & Display	1,306.00		1,306.00
348 EMR PLA Outreach Sessions	271.00		271.00
349 EMR B&M Moorings Projects	6,363.00		6,363.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352 EMR FIN Insurance	1,556.00		1,556.00
353 EMR FIN Shop Windows Project	3,290.02		3,290.02
354 EMR B&M TH Maintenance	9,761.00		9,761.00
355 EMR B&M WH Projects	10,040.00		10,040.00
356 EMR B&M WH Bar Equipment	1,619.00		1,619.00
357 EMR B&M 64 Roof Project	0.00		0.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	1,000.00		1,000.00
360 EMR B&M TH Projects	12,100.00		12,100.00
361 EMR FIN Community Grants	1,822.00		1,822.00
362 EMR FIN Tewkes Live Music Fest	9,892.50		9,892.50
363 EMR B&M WH Doors & Floors Proj	3,402.00		3,402.00
364 EMR B&M 64 BS Fundraising Proj	6,788.00	0.00	6,788.00
	<u>222,744.48</u>	<u>0.00</u>	<u>222,744.48</u>

## List of Payments made between 01/06/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Blue Moon Cleaning	1	170.00		Bus Shelter Cleaning
01/06/2022	GAPTC	2	30.00		Webinare -recruitment
01/06/2022	Gloucester Brewery	3	117.54		bar Stock
01/06/2022	Plain English Accounting	4	490.68		Year end processing and rollov
01/06/2022	SLCC Enterprises Ltd	5	102.00		Training seminar
01/06/2022	Debbie Hill	BACS	111.20		Expenses
01/06/2022	Cellar Supplies Cheltenham Ltd	430897	376.17		Bar stock
01/06/2022	Tesco Mobile	June 2022	22.98		June phones
06/06/2022	Opus Gas Supply Limited	27379170	82.10		Town hall Gas
06/06/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
06/06/2022	TBC - St Marys Lane	51055668	57.00		St Marys Lane Business Rates
08/06/2022	Inty Limited	INV0042871	96.18		SERVICE FEE
08/06/2022	Bulb Energy - Town Hall	JUNE 2022	281.48		Town hall energy
08/06/2022	Bulb Energy - Watson Hall	JUNE 2022	489.16		Watson Hall Energy
08/06/2022	Bulb Energy - Gloucester Rd To	JUNE 2022	82.39		Glos Rd Energy
08/06/2022	Bulb Energy - Spring Gardens T	JUNE 2022	85.11		Spring Gardens Energy
08/06/2022	Priors Park Community Church	2470	200.00		Grant awarded
13/06/2022	James Kerry Music	HCB315	1,215.00		Event Artist
13/06/2022	PJB Plumbing and Building	2	95.00		fit new cooker extractor
13/06/2022	Tewkesbury Manor Players	2469	1,000.00		Grant Awarded
13/06/2022	Tewkesbury Medieval Festival	2468	2,000.00		Grant Awarded
13/06/2022	Waterplus (Trough B. Avon - 08	INV0628084	8.18		Water BoA Trough
13/06/2022	Waterplus (Town Hall - 0385036	INV0628205	83.42		Water Town hall
13/06/2022	Waterplus (Toilet Block - 0513	INV0627931	91.37		Water Glos Rd Toilets
14/06/2022	GAB	Std Ord	5,666.66		Contractor costs
15/06/2022	Clavell and Hind	11109	120.00		bar stock
15/06/2022	Gloucester County Council	FPO	1,864.38		Penisons May P2
15/06/2022	HMRC	FPO	1,342.55		Tax/Ni May P2
15/06/2022	Juice It	1006	498.00		banners tewkesbury live
15/06/2022	Cellar Supplies Cheltenham Ltd	431420	289.14		Bar Stock
17/06/2022	Smith's (Gloucester) Limited	C386658	16.80		June recycling Watson hall
20/06/2022	Initial Washroom Hygiene	34304992	1,172.34		22-23 service contract
20/06/2022	Staff Salaries	BACS	7,317.33		Office Net Wages June P3
20/06/2022	Staff Salaries	BACS	1,619.49		Bar Net Wages June P3
20/06/2022	Charlton Networks	166.20	166.20		IT
21/06/2022	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
22/06/2022	Caroline Corsie	1	1,250.00		severn ham
22/06/2022	Countrywide Grounds Maintenanc	2	227.59		grass cutting
22/06/2022	Matt Hale Tree Surgery Ltd	3	96.00		tree trimming
22/06/2022	Haywards Tewkesbury Ltd	4	161.14		May invoice packet
22/06/2022	Hewer Facilities Management Lt	5	273.20		heating broken
22/06/2022	Hughes Flooring	6	1,295.00		flooring work
22/06/2022	Hy-Clean Supplies Limited	7	183.89		spring gardens supplies
22/06/2022	Orchard Fundraising Ltd	8	1,140.00		May fundraising
22/06/2022	Ben Perry	9	2,900.00		Diseased Tree removal SH
22/06/2022	The Photo Studio (Tewkesbury)	10	19.50		mayors photos
22/06/2022	Proactive Business Supplies Lt	11	57.56		office supplies

## List of Payments made between 01/06/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/06/2022	SPA Security	12	180.00		Meatloud security
22/06/2022	Trade UK (T/A Screwfix)	13	25.42		sink kit
22/06/2022	Victoria Regalia Ltd	14	64.50		black mourning rosettes
22/06/2022	Vimto Out of Home	15	252.52		bar stock
22/06/2022	Debbie Hill	BACS	282.99		Expenses
22/06/2022	Rebecca Blockley	BACS	14.75		Expenses
22/06/2022	Cellar Supplies Cheltenham Ltd	432047	465.50		Bar Stock
22/06/2022	G K Engineering & Marine Servi	deposit	260.00		P/Ledger Electronic Payment
22/06/2022	Waterplus (Watson Hall Bar- 03	INV0633745	51.87		June water Watson hall Bar
23/06/2022	NEST	DD	149.62		Pensions June P3
27/06/2022	Digital Telecom Ltd	203278	51.00		watson hall Phones
27/06/2022	Digital Telecom Ltd	203277	529.13		Town Hall Phones
28/06/2022	Juice It	1011	356.99		Tewkes Live Banners
28/06/2022	Diversity Business Services Lt	4649	165.00		HR Retainer - May
28/06/2022	Opus Gas Supply Limited	27434090	28.04		Watson hall gas
28/06/2022	Lloyds	BACS	27.19		Lloyds service charged June P3
29/06/2022	Cellar Supplies Cheltenham Ltd	432472	220.74		Bar Stock
30/06/2022	Securitas Security Services (U	1	1,795.17		WH Multipoint Detector replace
30/06/2022	Clavell and Hind	2	185.88		Bar Stock
30/06/2022	Elusive Press Screenprint Stud	3	501.12		Tewkes Festival Merch
30/06/2022	G K Engineering & Marine Servi	4	1,285.00		Replacement shelves bar storag
30/06/2022	Gloucester Brewery	5	363.60		Bar Stock
30/06/2022	Hy-Clean Supplies Limited	6	305.31		Cleaning Supplies Watson hall
30/06/2022	Liz O'Sullivan	7	160.00		Lettering on Board 22
30/06/2022	Nick Joyce Architects	8	2,114.10		Survey 64 Barton St
30/06/2022	PAYROLLS UK LTD	9	59.40		Payroll Office Staff
30/06/2022	Wiggins Design	10	980.00		Logo Designs
30/06/2022	M Kean-Price	BACS	1,000.00		Town Crier Stipend
30/06/2022	Waterplus (Watson Hall - 03850	June water	62.54		Water Watson Hall
01/07/2022	Tesco Mobile	July 2022	22.98		July mobile phones
04/07/2022	Opus Gas Supply Limited	27453487	18.69		High Street Gas
05/07/2022	Juice It	1012	409.50		A1 poster for venues
06/07/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
06/07/2022	TBC - St Marys Lane	51055668	57.00		St Marys Lane Business Rates
06/07/2022	Cellar Supplies Cheltenham Ltd	432843	289.19		bar stock
07/07/2022	Tewkesbury Borough Council	002471	101.00		Garden waste stickers x2
08/07/2022	Inty Limited	440455	101.88		July Service charges
11/07/2022	Bulb Energy - Watson Hall	July 2022	489.16		July energy
11/07/2022	Bulb Energy - Gloucester Rd To	July 2022	82.39		July energy
11/07/2022	Bulb Energy - Spring Gardens T	July	126.66		July Energy
11/07/2022	Bulb Energy - Town Hall	July 22	281.48		July Energy
12/07/2022	Waterplus (Toilet Block - 0513	INV0641003	1.42		Glos Rd Water
13/07/2022	Waterplus (Town Hall - 0385036	INV0642083	175.15		Town hall Water
13/07/2022	Waterplus (Trough B. Avon - 08	INV0641936	8.39		Back of Avon Water
14/07/2022	Securitas Security Services (U	1	92.40		Alarm System repair
14/07/2022	British Heart Foundation	2	2,557.99		Defibrillator x2
14/07/2022	Kevin Clarke	3	110.00		Gutters Maintenance

## List of Payments made between 01/06/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2022	Countrywide Grounds Maintenanc	4	227.59		Grounds Maintenance
14/07/2022	Arthur J. Gallagher Insurance	5	15,155.09		Insurance
14/07/2022	Timber & Hardware Supplies Ltd	6	47.86		TH Garden Shed
14/07/2022	Laithwaites Wine Gloucester Sh	7	78.72		Bar Stock
14/07/2022	Proactive Business Supplies Lt	8	122.31		Office Supplies / festival sup
14/07/2022	Tewkesbury Direct	9	129.00		Tewkes Live ad
14/07/2022	TKR Refrigeration Ltd	10	276.43		Bottle cooler repair
14/07/2022	P. Devine	BACS	28.25		Expenses -Tewks Live
14/07/2022	Gloucester County Council	FPO	1,963.04		Pensions June P3
14/07/2022	HMRC	FPO	1,445.79		Tax/Ni June P3
14/07/2022	GAB	Std Ord	5,666.66		Contractor costs
15/07/2022	Smith's (Gloucester) Limited	S1016914	206.40		TH garden skip
18/07/2022	Juice It	1014	195.50		Staff Shirts
19/07/2022	Non Jovi - UK Bon Jovi Tribute	015	729.00		Performance 16/7/22
19/07/2022	Tewkesbury Live Bands	FPO	12,635.00		Tewkesbury Live bands
20/07/2022	Cellar Supplies Cheltenham Ltd	433437	92.94		Bar Stock
20/07/2022	Staff Salaries	BP	7,214.41		Office Net Wages JULY P4
20/07/2022	Staff Salaries	BACS	1,372.89		Bar Net Wages JULY P4
21/07/2022	ABComplete Ltd	1	108.00		Pest Control June-august
21/07/2022	Dormakaba	2	180.00		WH Door maintenance
21/07/2022	GAPTC	3	35.00		Chairmanhsip training day
21/07/2022	G K Engineering & Marine Servi	4	2,500.00		Mooring Work
21/07/2022	Gloucester Brewery	5	150.00		Bar Stock
21/07/2022	Glos Rural Community Council	6	25.00		Membership renewal
21/07/2022	Haywards Tewkesbury Ltd	7	250.77		Assorted June invoices - Maint
21/07/2022	Music Sound & Lighting LTD	8	38.00		Cables
21/07/2022	Orchard Fundraising Ltd	9	570.00		June fund raising work
21/07/2022	SPA Security	10	180.00		Event Security
21/07/2022	Woodworker and Craftsman	11	530.00		Restore 2 noticeboards
21/07/2022	Tewkesbury Direct	12	420.00		1 page ad Tewks Live
21/07/2022	Wybone Limited	13	339.11		Litter Bins
21/07/2022	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
21/07/2022	Charlton Networks	37809	166.27		Phones
21/07/2022	Debbie Hill	FPO	13.50		Expenses
21/07/2022	Tewkesbury Live Bands	FPO	3,590.00		Tewkesbury Live Bands
22/07/2022	Waterplus (Watson Hall Bar- 03	INV0647843	50.28		Watson Hall Bar Water July
25/07/2022	NEST	DD	149.62		Pensions July P4
27/07/2022	Tewkesbury Live -Bands	FPO	400.00		Tewkes Live -Bands
28/07/2022	Diversity Business Services Lt	4692	165.00		HR June
28/07/2022	Opus Gas Supply Limited	27510969	13.54		July Gas Watson Hall
28/07/2022	Lloyds	BACS	48.62		Lloyds Service Charges JULY P4
29/07/2022	Digital Telecom Ltd	203467	77.40		July Office Phones
29/07/2022	Digital Telecom Ltd	203468	51.00		July Phones Watson hall

Total Payments	<u>110,442.38</u>
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Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 1 - Lloyds - Business Account

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/06/2022		345,587.47
			<u>345,587.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			345,587.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			345,587.47
		Balance per Cash Book is :-	345,587.47
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 4 - Lloyds - 32 Day Notice A/C

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2022	55	112,135.43
			<hr/> 112,135.43
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			112,135.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			112,135.43
		Balance per Cash Book is :-	112,135.43
		Difference is :-	0.00



**Aged Debtors Report (Outstanding Balances over 28 days)**

A/C Code	Customer Name	Balance
<b>Ledger No 1, Debtors</b>		
ANC001	The Anchor	237.50
BELL001	The Bell	162.50
BOAT001	The Boathouse	148.75
CRE001	Creators of Craft	168.00
PUB	Tewkesbury Pub Singers	84.80
TRFC001	Tewkesbury RFC	292.50
TUD001	The Tudor House Hotel	136.25
	<b>Total Sales Ledger No 1</b>	<b>1,230.30</b>
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>1,230.30</b>



# **TEWKESBURY BOROUGH COUNCIL**

## **CODE OF MEMBERS' CONDUCT**

**Adopted on 26 June 2012 taking effect on  
1 July 2012**

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## **I. Introduction**

1. This Code of Conduct (Code) is adopted pursuant to the Authority's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

## **II. Scope of the Code of Conduct**

2. The Code applies to Members whenever acting in their official capacity as a Member of Tewkesbury Borough Council, including
  - (a) when engaged in the business of Tewkesbury Borough Council including Ward business or representing the Council externally;
  - (b) when behaving so as to give a reasonable person the impression of acting as a representative of Tewkesbury Borough Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Authority and any Protocols and Policies which may be adopted from time to time by the Authority.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.<sup>1</sup>

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<sup>1</sup> Section 34 Localism Act 2011

### III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of breaches of the provisions of the Code.

- *Selflessness*
- *Integrity*
- *Objectivity*
- *Accountability*
- *Openness*
- *Honesty*
- *Leadership*

### IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.

7. Members shall observe the following rules:-

#### General Requirements

- (1) **Do** treat others with respect.
- (2) **Do not** bully any person.
- (3) **Do not** do anything which may cause your Authority to breach any of the equality enactments.

- (4) **Do not** use your position improperly, to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code of Conduct.
- (5) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, your Authority.
- (6) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is –
    - (a) reasonable and in the public interest; and
    - (b) made in good faith and in compliance with the reasonable requirements of the Authority.
  - (v) before making any disclosure under the provision and (iv) above, the written advice of the Borough Solicitor must be sought and considered.
- (7) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- (8) **Do** promote and support high standards of conduct when serving in your public post by leadership and example.

When using the resources of the Authority, or authorising the use of those resources by others:

- (9) **Do** act in accordance with the Authority's reasonable requirements including the requirements of the Authority's ICT Policy.

- (10) **Do** make sure that such resources are not used improperly for political purposes (including party political purposes).
- (11) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- (12) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When making decisions on behalf of, or as part of, the Authority:

- (13) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (14) **Do** have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer where such advice is offered pursuant to his or her statutory duties.
- (15) **Do** be as open as possible about your own decisions and actions and those of your Authority and be prepared to give reasons for those decisions and actions.
- (16) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

## **V. Registration of Interests**

- 8. Members shall observe the following rules when registering their interests.
  - (1) **Do**, within 28 days of the adoption of this Code by the Council or within 28 days of taking Office as a Member (or Co-opted Member), whichever is sooner, notify the Monitoring Officer of any disclosable pecuniary interest as defined in Appendix A and any other interest as defined in Appendix B.

- (2) **Do**, within 28 days of re-election as a Member or re-appointment as a Co-opted Member, notify the Monitoring Officer of any disclosable pecuniary interest as defined in Appendix A and any other interest as defined in Appendix B which has not already been entered in the Authority's Register in accordance with (1) above.
- (3) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(1) of this Code, notify the Monitoring Officer of the interest (unless it is the subject of a pending notification).
- (4) **Do** notify the Monitoring Officer of any changes to interests required within 28 days of the date of that change to be registered under Appendix B.
- (5) **Do** approach the Monitoring Officer if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

## **VI. Declaration of Interests and Restrictions on Participation**

Members should observe the following rules:-

### 9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-



- (1) **Do** ensure that, if your interest is not entered in the Authority's Register, you disclose the interest to the meeting (unless the Authority's Monitoring Officer considers that it is a sensitive interest in which case you do not need to disclose the nature of the interest); and that you notify the Monitoring Officer of the interest within 28 days in accordance with Paragraph 8(3) of this Code.
- (2) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted).

#### 10. Other Interests

Where a matter, in which

either you have an interest as specified in Appendix B (other interests),

or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate,

arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (3) **Do** ensure that you disclose the interest to the meeting.

(4) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,

(a) it affects your financial position or the financial position of an interest specified in Appendix B (other interests) or the member of your family or person with whom you have a close association described above or who has a contractual relationship as described above

or

(b) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described above

and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

## **VII. Duties in respect of the Standards Committee**

11. Members shall observe the following:-

- (1) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by the Authority pursuant to the Act<sup>2</sup> .
- (2) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with his or her Authority's Code of Conduct.

## **VIII. Dispensations**

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Borough Solicitor for a dispensation.
13. The Authority may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

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<sup>2</sup> Section 28(b) of the Localism Act 2011

## **IX. Definitions**

The following are definitions which apply for the purposes of this Code of Conduct.

1. "The Act" is the Localism Act 2011.
2. "The Authority" is Tewkesbury Borough Council.
3. "Meeting" is a meeting of the Authority, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Authority.
4. "Standards Committee" is the Standards Committee of Tewkesbury Borough Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority.
6. "Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.
7. "Monitoring Officer" is the Monitoring Officer to Tewkesbury Borough Council.
8. "Pending notification" is an interest which has been notified to the Monitoring Officer but which has not been entered in the Authority's Register in consequence of that notification.
9. "Member of your family" means:

- Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
  - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
  - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.
10. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
11. "well-being" means general sense of contentment and quality of life.
12. Excepted functions are functions of the Authority in respect of
- (i) housing, where the Member is a tenant of your Authority provided that those functions do not relate particularly to the Member's tenancy or lease;
  - (ii) an allowance, payment or indemnity given to Members;
  - (iii) any ceremonial honour given to Members; and
  - (iv) setting Council tax or a precept under the Local Government Finance Act 1992.

### Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify the Monitoring Officer in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member or of any of the following**:

- the Member’s spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either –  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011;
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- (c) "director" includes a member of the committee of management of an industrial and provident society;
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- (e) "M" means a member of a relevant authority;
- (f) "member" includes a co-opted member;
- (g) "relevant authority" means the authority of which M is a member;

- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.



### Other Interests

The interests set out below are "other interests" which must be notified to the Monitoring Officer in accordance with Paragraphs 8(1), 8(2) and 8(4) of this Code of Conduct.

A Member must notify the Monitoring Officer of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management and to which he/she is appointed or nominated by the Council.
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union).  of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of his Office, gifts or hospitality worth an estimated value of £50 or more.

## **Item 17 - Financial Regulation Amendment**

At the Finance Committee meeting held on 30<sup>th</sup> June 2022, the following resolution was passed:

### **To agree to apply for a debit card for the Town Clerk and Assistant Clerk on the Lloyds business account and to agree the limits for use**

It was RESOLVED to apply for a debit card for the Town Clerk and Assistant Town Clerk. There will be a £250 limit or £500 on referral to the Finance Committee Chair. Proposed by Cllr J Raywood, seconded by Cllr Danter.

Accordingly Financial Regulations will need to be amended.

Section 5 of Financial Regulations, Banking arrangements and authorisation of payments confirms the circumstances where the Clerk/RFO has delegated authority to authorise the payment of items and the debit card is covered by point 5.5 e).

5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

e) payments which fall within budgetary control and authority to spend, but which have to be paid in advance

Section 6 covers instructions for the making of payments and specifically states the following in respect of debit cards:

Current Regulation:

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of £250 unless authorised by council or finance committee in writing before any order is placed.

The proposed amendment is as follows:

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO or in their absence; the Assistant Town Clerk and will also be restricted to a single transaction maximum value of £250, or £500 if agreed in advance with the Chair of the Finance Committee.

Model Financial Regulations wording:

Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

## **Grant requests – September 2022**

Tewkesbury Christmas Lights - £1000

Tewkesbury in Bloom - £2000

Total budget is £10,000 (plus £1822 in EMR)

To date grants given in 2022/23 year:

£800 Tewkesbury Big Weekend.

£1000 Manor Players

£2000 Medieval Festival

£1000 Tewkesbury Regeneration Initiative

£2000 Tewkesbury Town Band

£291.57 Priors Park Community Church

Total to date £7091.57

Amount remaining (including EMR) £4730.43



**TEWKESBURY TOWN COUNCIL**

**GRANT POLICY**

**Adopted at the Full Council Meeting on...**

**DRAFT**

Version: Draft

Publication Date: July 2022

Last review date:

## **Introduction**

Tewkesbury Town Council is committed to encouraging community development and aims to work closely with organisations and groups by financially supporting projects that benefit local residents and make a difference to the quality of life of people living in Tewkesbury.

The General Power of Competence enables the Town Council to grant monies to qualifying organisations to support projects.

## **Eligibility**

The Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting the Parish in a positive way

The Town Council will not award grants to:

- private individuals
- commercial organisations
- general appeals
- purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- medical research
- animal welfare
- political parties

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Grants will not normally be made retrospectively.

## **Availability of funds**

The availability of funds to support voluntary activity is dependent on the Council’s overall financial position and the choices it makes when allocating its resources. It is not just the role of the Town Council to award grants. Where possible, the Town Council actively encourages organisations to also seek grants from other agencies to finance projects.

The financial year runs from April – March and grant requests will be considered in the order they are received. Grant requests for under £1000 are considered by the Finance Committee and grant requests over £1000 are considered by Full Council.

### **Application Procedure**

All applications must be made using the grant application form available on the Town Council's website ([www.tewkesburytowncouncil.gov.uk](http://www.tewkesburytowncouncil.gov.uk)) supported with the necessary requested documentation.

The Town Council reserves the right to request additional information to aid determination of the grant.

### **Feedback**

Applicants are required to submit an end of project report and to attend the town's Annual Meeting (held in late March / early April) to give an update on their project and how the funding has helped facilitate its work. Failure to do so may impact on the grants awarded in future years.

The Town Council's decision will be final.

This policy will be reviewed every three years.

DRAFT



**TEWKESBURY TOWN COUNCIL**

**COMMUNITY ENGAGEMENT POLICY**

**Adopted at the Full Council Meeting on...**

**DRAFT**

Version: Draft

Publication Date: July 2022

Last review date:

## Statement of Intent as to Community Engagement

### 1. Aims and Objectives

Tewkesbury Town Council aims to build on the way it engages and consults on important issues by ensuring that it:

- Represents and promote the interests of Tewkesbury and all its people.
- Works more closely with residents, businesses and community groups, to understand their concerns and effectively use those views as an integral part of the decision-making process
- Engages with as many people as possible who want to participate in decision-making, monitoring services and planning for the future
- Ensures that residents have the opportunities to be heard
- Promotes equality of opportunity and opposes discrimination
- Is open and accountable in all it does (total transparency)
- Supports development which is environmentally, socially and economically sustainable.
- Services and facilities that are more responsive to community needs

This strategy is part of the council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

The outcomes the Council hopes to achieve include:

- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services/ and the inclusive discussion as to what additional services the council should look to implement.

### 2. Defining the Community

The Council considers the community of Tewkesbury to consist of:

- All residents of the town, including residents of care or residential homes
- All users of the Town Council's services
- All those who work within the town
- All those who own businesses within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represents some, or any, of the above cross sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Tewkesbury and aims to maintain excellent working relationships with these bodies, including: Gloucestershire Police, the NHS and



various voluntary care organisations, other tiers of local government, and neighbouring town and parish councils.

### **3. Provision of information to the community and opportunities for community involvement.**

Information provided by the Town Council complies with The Transparency Code and Data Protection legislation.

Information is provided by the Town Council to the community in a number of ways, including via:

- The Town Council offices; Town Hall, High Street, Tewkesbury GL20 5AL, are open to the public on Monday to Thursday between 9.30am and 3pm, providing a wide range of information both on Council services and other Tewkesbury activities and issues.
- The Town Council's website [www.tewkesburytowncouncil.gov.uk](http://www.tewkesburytowncouncil.gov.uk) which provides comprehensive information on the work of the Town Council.
- The Town Council's social media pages on Facebook "Tewkesbury Town Council" and "Watson Hall" and "Severn Ham" and via Twitter @TewkTownCouncil
- Various notice boards around the town which are used to display agendas for Council meetings and contact details for local councillors as well as other information of interest to the local community.
- The Town Council's Newsletter, which is published three times a year and available from the Town Council offices, local library and online.
- Public meetings, called to gauge public opinion concerning important issues affecting the town.
- The local community is welcome to attend council meetings and public participation is provided for on the agendas

### **4. Opportunities for Formal Representations to the Council**

Formal representations to the Council may be made at any time in writing to the Town Clerk or at a Town Council/Committee Meeting.

### **5. Involvement in Partnerships**

The Town Council often works in partnership with other organisations such as Tewkesbury Borough Council, Gloucestershire County Council, the Police, the Environmental Agency, Severn Trent, local schools and many voluntary and charitable sectors.

The Town Council is also actively involved with the following local organisations:

Trustees of Tewkesbury Museum

Tewkesbury Commoners

Tewkesbury in Bloom

Tewkesbury Christmas Lights  
Gloucestershire Association of Parish & Town Councils (GAPTC)  
Society of Local Council Clerks (SLCC)  
Gloucestershire Chartered Parish Group (run by Gloucestershire County Council)  
The Almhouse Trust  
League of Friends of Tewkesbury Hospital  
Tewkesbury & District Wheelchair Bus Association  
Gloucestershire Market Towns Forum  
Tewkesbury Town Band  
Friends of the Town Hall Garden  
War Memorial Committee Tewkesbury  
Royal British Legion  
Prior's Park Neighbourhood Project  
Gloucestershire Playing Fields Association  
Campaign for the Protection of Rural England  
Gloucestershire Rural Community Council

And other groups as necessary.

#### **6. Role of Council Members and Officers**

Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices and on the Town Council website.

Members of the public are welcome to contact Councillors to raise any issues. The Council's Officers are employed by the Council to carry out the day to day functions of the Council, making sure the council effectively and efficiently service the local community.

The Town Clerk is the Proper Officer of the Council and is responsible for ensuring procedural/financial protocol is correct and has overall responsibility for managing the council's affairs on a daily basis and its employees.

This policy will be reviewed every three years.