



**TEWKESBURY
TOWN COUNCIL**

AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held at the Town Hall, High Street, Tewkesbury on **Monday 10th July 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
5th July 2023

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 12th June 2023
8. To note the following Committee Minutes: Buildings & Moorings – 30th May 2023, Planning – 3rd, 17th & 31st May 2023
9. Matters arising from the minutes – for information only
10. To receive the budget and earmarked reserves reports for May 2023
11. To receive the payments report for May 2023
12. To consider the options for a hydrology study for land off Bredon Road and to agree the next steps

13. To receive and approve the proposed response to planning application Ref 22/00610/OUT Land East Of Mythe Road, Tewkesbury Residential Development (up to 165 dwellings), associated works, including infrastructure, open space, landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.
14. To note the findings of the internal audit report
15. Review of the Council's and / or staff subscriptions to other bodies
16. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
17. Correspondence

The next Full Council meeting will be
11th September 2023

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 12th June 2023 at 6.00pm

Present: Cllrs C Danter (Chair), J Baddams, H Bowman, P Brookes, C Cody, M Dimond-Brown, A Hayes, P Jones, R Langdon, K Moran, J Raywood, S Raywood, C Robertson, M Sztymiak, V Smith.

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

23/24 - 36 To receive apologies for absence
Apologies received from Cllr Ash (work).

23/24 - 37 To receive declarations of interest
Cllrs Sztymiak, Bowman & Cody – Tewkesbury Borough Councillors
Cllrs Cody & Smith – Gloucestershire County Councillors
Cllr S Raywood – employed with the Planning Inspectorate
Cllrs Bowman & Dimond-Brown – Tewkesbury Borough Council Planning Committee.
Cllr Bowman – Manor Players Grant Application
Cllr Cody – Medieval Festival Grant Application

Cllr Dimond-Brown joined the meeting.

23/24 - 38 To consider requests for dispensation
None required.

23/24 - 39 To receive written questions from members of the public
There were no written questions.

23/24 - 40 Public Participation
There was no public participation.

23/24 - 41 To note the Mayor's Announcements
The Mayor introduced her chaplain – Reverend Charles Whitney.
Cllr S Raywood was presented with his past Mayor's badge.
The Mayor outlined her recent visits.

23/24 - 42 To approve the minutes of the meetings held on 15th May 2023
Subject to the addition of Cllr Jones to the Buildings & Moorings Committee membership list and a note about VAS being stolen. It was RESOLVED to approve the minutes of the meeting held on 15th May 2023.
Proposed by Cllr Cody, seconded by Cllr J Raywood.

23/24 - 43 To note the following Committee Minutes – Buildings & Moorings – 5th April 2023, Planning – 4th & 19th April 2023, Finance – 11th & 27th April
The above minutes were noted.

- 23/24 - 44** **Matters arising from the minutes**
21/22-147 **Cycle storage and Riverside Walk signs** – ongoing as part of the High Street Action Zone work.
22/23-95 **Accessibility of Town Hall**. Investigating streaming options – ongoing.
23/24-19 **General Power of Competence** – Town Clerk circulated details – complete.
23/24-21 **Vehicle Activated Signs** – add to insurance and asset register. Ongoing as costs still needed.
- 23/24 - 45** **To receive the finance reports for April 2023 and earmarked reserves report**
The reports were received.
The Town Clerk drew attention to a couple of matters:
The first half of the precept income has been received from Tewkesbury Borough Council. The end of year accounting has been completed and the committed expenditure in 2022/23 has been accrued.
Earmarked reserve 347 has final figures for the display screen in the Old Court Room and the surplus has been released into general reserves.
- 23/24 - 46** **To receive the payments report for April 2023**
The report was received.
Action: The issue with the Severn Ham figures from Rialtas has returned – report to Rialtas.
- 23/24 - 47** **To receive the financial reports and bank reconciliations for the Town Council for the year ending 31st March 2023**
The reports and reconciliations were noted.

The High Street Heritage Action Zone (HSHAZ) works have had an impact on year end figures, particularly the general reserves. There was £53,080.33 that was paid out of general reserves that will be reimbursed by the HSHAZ funding, but it had not been received at year end. This accounts for the significant decrease in general reserves.

The earmarked reserve reports shows the movements over the year and this is the year end position.
- 23/24 - 48** **To approve the balance sheet and income and expenditure account for 31st March 2023**
It was RESOLVED to approve the balance sheet and income and expenditure account for 31st March 2023.
Proposed by Cllr Brookes, seconded by Cllr Cody.
- 23/24 - 49** **To consider and approve the Annual Governance Statement 2022-23**
Councillors considered each assertion on the Annual Governance Statement in turn. The internal auditors have asked the council to carefully consider items 2 & 5. Discussions were had about compliance with LGA 1972 s.117(1)

It was RESOLVED to approve the Annual Governance Statement 2022-23 as follows:
Item 1 – Yes
Item 2 – No
Item 3 – Yes (Cllr Sztymiak wished to record his no vote on this item)
Item 4 – Yes
Item 5 – Yes
Item 6 – Yes

Item 7 – Yes

Item 8 – Yes

Item 9 – No - due to the trust situation with the Watson Hall.

Proposed by Cllr Bowman, seconded by Cllr S Raywood.

A Cllr stated that; as a new councillor, it would have been easier to follow this item if the chair of finance or the Clerk had taken them through it. This was noted and will be changed for next year.

23/24 - 50 To consider and approve the Accounting Statements 2022-23

It was RESOLVED to approve the Accounting Statements 2022-23

Proposed by Cllr S Raywood, seconded by Cllr Bowman.

23/24 - 51 To consider and agree grant applications from outside bodies

It was RESOLVED to award the following grants:

Tewkesbury Medieval Festival - £2000

Proposed by Cllr Cody, seconded by Cllr Dimond-Brown.

Tewkesbury in Bloom - £2000

Proposed by Cllr Jones, seconded by Cllr J Raywood.

The Town Clerk will ensure that the Town Council logo appears on the planters.

Manor Players - £1000

Proposed by Cllr Sztymiak, seconded by Cllr Dimond-Brown.

Councillors discussed the application form and the amount of information provided in the 'supporting information' box. It was agreed that it should be possible to make representations for grants in other ways, as an application form is not accessible to all, for example as a presentation or film.

Action: Officer to look at options for updating the application form.

23/24 - 52 To approve the Town Council's Community Engagement Policy

Subject to some minor typographical changes, it was RESOLVED to approve the Town Council's Community Engagement Policy.

Proposed by Cllr Dimond-Brown, seconded by Cllr J Raywood.

Cllr S Raywood withdrew from the meeting.

23/24 - 53 To review and approve the proposed response to planning application W/23/00682/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick - Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access

Subject to the inclusion of details on the Transport Management Act 2004, section 16, it was RESOLVED to approve the proposed response to planning application

W/23/00682/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick. Proposed by Cllr Hayes, seconded by Cllr Cody.

Cllrs further discussed the application and the ongoing flood risk that future development poses. It was requested that a resolution be passed to appoint a hydrologist to consider this particular planning application. As it is often the case that pluvial and fluvial water levels are not both considered.

Councillors were advised that this was not within the scope of the resolution and at present there are not costings for this work. Cllr Smith recommended a contact and the University of Bristol as a potential for a hydrology report. Cllr Smith also stated he would be prepared to part finance the report from his GCC Build Back Better funding.

Action – Clerk to contact Bristol University regarding hydrologist availability and costs. Costs to go to Planning or Full Council for approval depending on timing.

Cllr S Raywood rejoined the meeting.

23/24 - 54 To note the date of the GAPTC AGM (22nd July at 10.30am) and the call for resolutions

It was RESOLVED to request that GAPTC make Councils aware of their responsibilities of Local Government Act 1972 s.117 and that Councils have a procedure in place. Proposed by Cllr Jones, seconded by Cllr Danter.

23/24 - 55 Review of representation on or work with external bodies and arrangements for reporting back

It was reviewed and membership updated.

23/24 - 56 To receive a recommendation from the internal control checkers for councillors to carry out a check of a sample of council assets and reconcile back to the asset register

Recommendation for all councillors to get involved checking the fixed asset register for their area. This is the street furniture condition check that has been done previously. It is part of a good audit to check that the fixed asset register reflects the actual assets.

Action: Asset register lists to be generated ready for checking – E&A Committee / Assistant Town Clerk.

23/24 - 57 Review of the Council's and / or staff subscriptions to other bodies

Defer to the next meeting.

23/24 - 58 Review of the Council's complaints procedures

There were no changes recommended to the Council's complaints procedures.

It was RESOLVED to accept the Council's complaints procedure.

Proposed by Cllr Danter, seconded by Cllr Dimond-Brown.

23/24 - 59 Review of the Council's policy for dealing with the press / media

It was RESOLVED to accept the Council's policy for dealing with the press / media, subject to minor updates to the list of organisations that the Council works with.

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

23/24 - 60 To note the reports from Tewkesbury Borough Council & Gloucestershire County Council

The reports were noted.

23/24 - 61

Correspondence

Correspondence was received from the Rural Market Town Group regarding their 'Sounding Board' groups for younger and older people. All Councillors are invited to join and further details are available from the office.

There being no further business, the meeting closed at 8pm

Signature of Chairman upon approval of the minutes 10th July 2023.

DRAFT

MINUTES
of the
**Buildings & Moorings Committee meeting held on 30th May 2023 at 6.00pm in the Town
Hall, Tewkesbury**

Present: Cllrs C Danter (Chair), P Jones, S Raywood, H Bowman, R Langdon, C Robertson, K Moran

In attendance: D Hill (Town Clerk)

B&M.23.001 Receive apologies for absence
None.

B&M.23.002 Receive declarations of interest
None.

B&M.23.003 Receive dispensations
None.

B&M.23.004 Approve the minutes of the Buildings & Moorings Committee meetings held on 5th April 2023
It was RESOLVED to approve the minutes of the meeting held on 5th April. Proposed by Cllr Jones, seconded by Cllr Bowman.

B&M.23.005 Matters arising from the minutes – for information only

- 20.127 Repairs to window at 64 Barton Street** – ongoing
- 20.143 – Back of Avon wall** – email from architect updating
- 22.048 – Town Hall basement storage** – defer to condition report
- Replacement tree** – complete, however residents may fundraise for an additional tree
- Lease to ANT** – reassurance to be sought that insurance cover is adequate
- Town Hall heating improvements** – pipes in basement now lagged. Override function for heating outstanding
- 22.115 Mooring structure at Priors Court** – structure has not been removed as yet due to objections from neighbour
- 22.116 Parking on St. Mary's Road** – complete
- 22.130 Watson Hall replacement flooring** – complete
- 22.137 Moorings contract** - carried forward. **Action:** add to next agenda
- 22.142 HSHAZ Structural Engineer and Architect** – complete, no additional expenditure incurred for Tewkesbury Town Council
- 22.145 – Works to Back of Avon moorings** - Cllr Danter has met with contractor. More works at jetty and Back of Avon. Boat trip handrail design amended to allow for better access.

B&M.23.006 Receive correspondence relating to the Buildings & Moorings Committee
None.

B&M.23.007 Public Participation

A member of the public asked for clarification on whether any update on 22.144 registration of moorings and slipway. The Town Clerk responded that no update yet. Moorings working group – will be meeting again, no date set. Congratulations on the new moorings railings from the Civic Society. Thanks also for St. Mary's Road having been tidied up.

B&M.23.008 Approve payments to be made

None.

B&M.23.009 Review the budget report and earmarked reserves report

The Town Clerk highlighted the discrepancy in expenditure relating to moorings projects and Town Hall projects due to HSHAZ expenditure.

B&M.23.010 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works

Railings – complete.

Town Hall – ground level work and roofing outstanding.

Back of Avon – nearly complete, roadside works to be done.

B&M.23.011 Approve expenditure relating to the removal of mooring structure at Priors Court

Deferred to the next meeting due to delay in completion of the work.

B&M.23.012 Approve expenditure relating to repairs/improvements due to health and safety issues at the moorings at the Back of Avon and the Jetty mooring

Cllr Danter has met with the contractor and agreed works required to both sites.

Action: Cllr Danter to provide an update on costs at the next meeting.

B&M.23.013 Approve expenditure relating to the replacement of the carpet on the stairs and corridor leading from the stage to the changing rooms due to health and safety issues at the Watson Hall

It was RESOLVED to approve expenditure of £1,696.68. Proposed by Cllr S Raywood, seconded by Cllr Robertson. To be coded to Watson Hall projects.

B&M.23.014 Consider accessibility issues at the Town Hall and neighbouring Lloyds Bank building and agree actions

Lloyds Bank planning application is on hold. An email has been received from the Architect for the project. **Action:** Respond to architect to see if meeting can be arranged.

B&M.23.015 Appoint a lead member for the Town Hall and Watson Hall

It was RESOLVED to appoint Cllr Robinson as lead member for the Watson Hall.

Proposed by Cllr Bowman, seconded by Cllr Langdon. Events & Venues Manager to arrange tour of the Watson Hall for Cllr Robertson.

It was RESOLVED to appoint Cllr Jones as lead member for the Town Hall. Proposed by Cllr Langdon, seconded by Cllr Bowman.

B&M.23.016 Receive condition surveys for the Town Hall and Watson Hall and agree actions

The condition reports were reviewed and priorities noted. It was agreed that the first task in relation to the Town Hall will be to start clearing the basement. Councillors to meet on 17th June at 10am to look at items in the basement in terms of what is no longer required, what can be recycled or disposed of.

Action: Town Clerk to arrange for gutters to be cleared at Town Hall and Watson Hall. Contact fundraiser to advise that assistance will be required in respect of obtaining funding for the works required to the Town Hall and Watson Hall.

Town Clerk to liaise with Architect in terms of fees to obtain planning permission and or listed building consent for works identified in the condition surveys.

There being no further business, the meeting closed 19:40

Signature of Chairman upon approval of the minutes 25th July 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 3rd May 2023

Present: Cllrs. J Raywood, S Raywood, H Bowman, P Jones, M Sztymiak, Mr R Maggs and Mr R Carey

Also present: Cllr P Workman (TBC)

MINUTES

P.23/24.001 Welcome.

The chairman opened the meeting at 7.30pm by welcoming all present.

P.23/24.002 To receive apologies for absence

Cllr S Raywood – may be late, due to work commitments

P.23/24.003 To receive declarations of interest

Cllr S Raywood – Item 13 – employed by the Planning Inspectorate

P.23/24.004 To receive and consider requests for dispensations

None

P.23/24.005 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.23/24.006 To approve the minutes of the Planning Committee meeting held on 19th April 2023

Proposed by Mr Carey and seconded by Cllr Jones.

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

P.23/24.007 To receive updates on matters arising from the minutes – for information only

P.22/23.387 – Re. designer outlet, A copy of our letter to Hitchins was sent to the local resident and he has acknowledged receipt.

Re. Electric car chargers, Cllr Grey has informed us of the following steps that GCC is taking to mitigate the risks (this committee) raised on the impact of the chargers:

- Selecting a chargepoint product that is small – the Connected Kerb gecko is one of the smallest on the market;

- Identifying sites with sufficient footway width to enable a charger to be located such that there is at least 1.2m width remaining for prams, buggies, wheelchair users to pass; and
- Where there is insufficient footway width and alternative sites aren't available then installing the charger on a small build out next to the kerb so it doesn't impinge on the footway and amenity of pedestrians.

'The officer team are aware that some residents have concerns about the introduction of the chargers and will always try to make sure that GCC acts in as responsible way as possible.'

P.22/23.392 – The Borough conservation officer has replied to say that this is a complex case. Further details have been requested from the applicant and he will be liaising with the case officer before offering updated comments.

P.23/24.008 To note correspondence

An email has been received from a regular visitor to the Town, complaining about the design of signage at a recently opened take away pizza outlet and wonder how we could have allowed such a thing. A reply has been sent, giving hyperlinks to the applications for the outlet, on the TBC planning portal. An explanation was also supplied, detailing the differences between the Town Council as a statutory consultee and the Borough Council as the local planning authority.

Re. Healings Mill - The agent for the owners of Healings Mill have asked for a letter of support from Tewkesbury Town Council pushing for a speedy decision on the demolition of the part of Healings Mill that has to be demolished on submission of outline planning permission for the site.

The Assistant Town Clerk will be asked to reply to the developers, asking to know how soon a scheme for the site will be ready for submission, as it is understood that there should be a scheme for redevelopment prepared before demolition takes place. However, it is also understood that the demolition is a matter of urgency. The committee considers that the public should be consulted on the proposed demolition and redevelopment of the site.

P.23/24.009 Erection of a single storey side and rear extension

Planning Application
21 Theocs Close Tewkesbury Gloucestershire GL20 5TX
Ref. No: 22/01246/FUL

Observations:

No objection

P.23/24.010 Internal alterations to the configuration of the second floor.

Planning Application
66A And 67 Church Street Tewkesbury Gloucestershire GL20 5RX
Ref. No: 23/00287/LBC

It has been noted that the title of this application has been amended but the associated documents have not. None of the Town Council's questions about the proposal have been answered, even though the chairman has directly contacted the

planning officer. Therefore the Town Council's objection remains, without any amendment at this stage.

P.23/24.011 To note any additional applications on the Planning Portal which will expire before Wednesday 17th May 2023 and agree further actions

T1 - Sugar Maple - Has outgrown its surroundings and encroaching the neighbouring property - 3 metre crown reduction as shown in photograph T2 - Willow - To be reduced back to previous pollard approx 2m reduction and lower limb to be removed from over driveway. T3 - Sycamore - Large stem overhanging the ambulance station to be reduced back to trunk, and crown reduction of approx 4m as shown in photograph

Planning Application

Berkeley Antiques 132 High Street Tewkesbury Gloucestershire

Ref. No: 23/00163/TCA

Observations:

Although the Town Council appreciates that these trees do need to be cut back, we feel that the proposal is quite draconian. We would ask that a tree specialist's report provide the justification for the extent of this work. We also ask the owner to be mindful of nesting birds and delay this work until after the end of the nesting season.

P.23/24.012 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

19/00002/CONDIS | Application for approval of details subject to conditions 4 (External Joinery), 5 (Schedule of materials/finishes and Samples), 8 (Foul and Surface Water Drainage) 9 (Secure Cycle Storage Facilities) & 10 (Waste & Recycling Storage Facilities) of the planning application ref number 16/01175/FUL | 66 High Street Tewkesbury Gloucestershire GL20 5BJ

Item added in error – no further comment to make at this stage.

Cllr S Raywood left the meeting at this point – 8.05pm

P.23/24.013 W/23/00683/OUT

Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick

Outline application with all matters reserved for a primary school (with up to seven classrooms) and ancillary facilities to serve the local community – use class D1. (Consultation ends on 13th May)

This application cannot be considered in isolation from application **W/23/00682/OUT** because details concerning access to the site from the road network are contained within the second application.

The application is essentially the same as the one that was refused permission by Wychavon District. The appeal against that refusal was dismissed last November in an appeal hearing of the Planning Inspectorate, except that some additional reports have been added, on the subjects of ecology, energy and landscape and visual impact, plus a planning statement, and a flood risk assessment which doesn't vary provision from what was in the last application. It is noted that surface water will be collected in

ponds that lie largely within the flood zone, from where it will drain into the River Carrant.

It was noted that the planning statement contains the extraordinary assertion that there is a bus service running between Bredon and Tewkesbury at ten-minute intervals! We do not believe this to be true.

This committee is of the opinion that the response it gave to that application in February 2020, in essence, still stands, as none of its concerns have been addressed within the new application. It is also aware that the timing of this application could be considered strategic, since the forthcoming election could see new councillors elected to the local district and borough councils, who may view it more favourably.

Observation:
Objection.

Tewkesbury Town Council objects to this proposal, mainly due to its prematurity, because the context within which this school would sit is entirely lacking. Therefore, it cannot be shown how the school will be safely accessed by active travel and vehicular traffic from the local highway network, its impact on local traffic cannot be assessed with any certainty and consequently the Town Council cannot tell what the impact will be on highway safety, air quality and traffic congestion. The Town Council is also concerned about the possible impact of the proposal on flooding downhill from the proposed development, around the River Carrant.

Local capacity to deal with sewerage is currently overstretched, so the addition of a school to the existing network is a concern.

These points echo the concerns that were raised by the Town Council regarding the wider development of the site, through the South Worcestershire Development Plan Review and the outline planning application for 500 dwellings on the site that was consulted on between 2018 and 2021. The Town Council notes that the appeal against the refusal of the outline planning application for the wider site was dismissed and therefore at this point there is no established need for the additional educational provision that this school would provide.

W/23/00682/OUT

Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick

Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access.

(Consultation ends on 26th May)

This application will be considered by the Planning Committee on 17th May and a draft response created for Full Council approval as soon as is possible. As this is unlikely to happen before the deadline date for the consultation, a request will be made to Wychavon District Council for an extension of time.

After the conclusion of this item, Cllr S Raywood returned to the meeting.

P.23/24.014 To consider potential strategies and actions by which the Town Council can support the creation of a thoroughly comprehensive flood risk analysis for Tewkesbury and neighbouring parishes

During a lengthy and detailed discussion the following points were raised:

- We need to be very clear about what the Town Council's role and commitments will be with regard to this work. The Town Council has the facility to employ a specialist in order to analyse and challenge planning applications that are considered to be problematic, but we are not a planning authority and therefore it is not our role or responsibility to commission the flood risk analysis ourselves.
- We should continue to put pressure on our local planning authority to engage in creation of a flood risk analysis for Tewkesbury and neighbouring parishes.
- We should support Tewkesbury Borough Council, Gloucestershire County Council and other authorities involved in the JSP, to ensure that a thoroughly comprehensive bank of data is collected, on which to base future planning policy with regard to flooding.
- We should remind Borough Councillors, especially those on the Planning Committee to interrogate the advice they are given and not take at face value evidence provided by 'experts'.
- At the moment the future is unclear, in terms of potential impacts on planning policy from the Regeneration and Levelling up Bill, which has not yet been passed by Parliament.
- Planning policy doesn't tend to encourage the consideration of possible impacts downstream, but it should do.
- Although the behaviour of water is not as difficult to predict, the events that cause too much of it to be in the same place at the same time are, eg prolonged periods of high rainfall, exceptionally heavy downpours, how these may coincided with high tides. The impact of actions by individuals and organisations upstream also need to be taken into account.
- There needs to be control of actions that significantly reduce the porosity of private garden spaces.
- We need advice on what we, as a parish council can effectively do.
- One thing we can usefully do is to collect anecdotal evidence of what happens to the water when it's in our floodplain. Where does it go? How many properties are below the 2007 flood level?

The following actions were agreed:

- The chairman will write to Laurence Robertson MP, asking for his recommendations on who can advise us, particularly with regard to the management of the River Severn.
- The chairman will write to Ian Bowen at TBC to ask for a progress report.
- All committee members will carry out research to find out how floodplains in developed areas are managed elsewhere.

There being no further business, the meeting closed at 9.15pm

Chairman's signature

17th May 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 17th May 2023

Present: Cllrs. J Raywood, S Raywood, H Bowman, P Jones, M Dimond-Brown, E Ash, Mr R Maggs and Mr R Carey

In attendance: Mrs D Hill, Town Clerk (arrived at 7.36pm)

MINUTES

P.23/24.015 Welcome.

The meeting opened at 7.34pm.

The chairman welcomed everyone and arranged for introductions to be made.

P.23/24.016 To receive apologies for absence

Cllr A Hayes (family event)

Cllrs H Bowman and M Dimond-Brown – may be delayed due to attendance at another meeting.

P.23/24.017 To receive declarations of interest

Cllr S Raywood – item 10 – employed by the Planning Inspectorate

Cllr M Dimond-Brown – member of TBC Planning Committee

P.23/24.018 To receive and consider requests for dispensations

None

P.23/24.019 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)*

With reference to item 13 (see P.23/24.027), a member of the public made the observation that he and his family had recently made a booking there, but the resulting experience was not what was anticipated when the booking was made, due to the fact that there is no disability access into, and within the hotel building. Members of staff were very helpful, but it was impossible for him to access the room where the event was scheduled to take place and he and his party had to be accommodated elsewhere. At the end of the event, departure was via a service exit.

He made the point that, before embarking on developments such as that described in the application, the proprietors should focus on making their premises wheelchair accessible.

The Town Council will pass this observation on to the applicant.

P.23/24.020 To approve the minutes of the Planning Committee meeting held on 3rd May 2023

Proposed by Cllr Jones and seconded by Mr Carey

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

P.23/24.021 To receive updates on matters arising from the minutes – for information only

Re. **P.23/24.013** The agreed response to W/23/00683/OUT has been submitted by on our behalf by the administration assistant.

Re. P.23/24.010 - There has been no further information forthcoming on 23/00287/LBC

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC

P.23/24.022 To note correspondence

The chairman of the Civic Society has written to all councillors, in a follow-up to his oral representation to Full Council on Monday, requesting that the Council create a set of ambitions/objectives in the form of an NDP or other alternative.

The Borough tree officer has written in response to this committee's comments on 23/00163/TCA, saying - 'Thank you for your comments, I have asked the tree surgeon to contact me so we can ensure the works proposed can reduce the overhang but do not have a detriment to the health of the trees but also maintain the amenity value they offer within the conservation area. I will update you once discussed which will probably be at the latter end of next week as I am on leave.'

The above application has demonstrated to the members the need to retain a tree warden. The Clerk will arrange for a Parish Tree Warden to be formally appointed.

The chairman has been contacted by Myers-Insole Local Learning Community Interest Company to say that the work done by children of Tewkesbury C of E Primary on the history of Healings Mill will be on display at the Watson Hall this coming weekend, alongside a photographic display about Tewkesbury's historic buildings. The town museum, next door to the Watson Hall, has also put a mini display on Healings Mill in its front window, with a signpost to the children's work on display and also a link to the application under discussion at item 14 (see **P.23/24.028**)

An email has been received from TBC's Planning Department - 'Please find below the officer recommendations for the 25th May Planning Committee.'

22/00834/OUT - Land To The South-east Of Bluebell Road And East Of Rudgeway Lane, Wheatpieces, Tewkesbury - Delegated permit

The Town Clerk has received an email of complaint regarding the non-compliance of a recently-opened fast-food outlet, with respect to their hours of activity. This will be passed on to the Borough Council's enforcement team.

P.23/24.023 To approve the payments list.

Total payments - £12,653.13

Proposed by Cllr S Raywood and seconded by Cllr Jones

It was resolved to **approve** the payments list.

Post meeting note: the payment of £475 to Juice IT was a net figure and should have totalled £570, thus making the payment list total £12,748.13.

Councillor S Raywood left the meeting at this juncture – 8.05pm.

P.23/24.024 W/23/00682/OUT

Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick

Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access.

There was a lengthy discussion of the Council's responses to the previous application for this site. That application was refused and an appeal against that refusal was dismissed by the Planning Inspector. Committee members have noted that the current application is essentially the same as the previous one, particularly with regard to the issues which cause concern. Committee members raised new points of concern, which mainly arise from the planning statement, which is a new document.

The chairman will produce a draft response based on those discussions, which will then be circulated to members for any further amendments, so that the responded which will be recommended to Full Council (in accordance with our Terms of Reference) on 12th June 2023. We therefore cannot meet the deadline for responses (23rd May 2023). The Town Clerk will write to Wychavon District Council to say that we do intend to respond and to ask for an extension of time until after the next Full Council meeting.

During the discussion of this item, Cllrs H Bowman and M Dimond-Brown arrived at the meeting, at 8.23pm.

Cllr S Raywood returned to the meeting after the conclusion of this item, at 8.39pm.

P.23/24.025 Update existing fascia and hanging site with new restaurant name

Planning Application

Flat 84 - 85 Church Street Tewkesbury Gloucestershire GL20 5RX

Ref. No: 23/00330/LBC

Observations:

No objection

P.23/24.026 **Change of shop front**
Planning Application
23 - 24 High Street Tewkesbury Gloucestershire GL20 5AL
Ref. No: 23/00351/FUL

Observations:
No objection

P.23/24.027 **Serviced accommodation to hotel comprising rooms and suites (use class C1), landscaping, and biodiversity improvements.**
Planning Application
Tewkesbury Park Golf And Country Club Lincoln Green Lane Tewkesbury
Gloucestershire GL20 7DN
Ref. No: 23/00357/FUL

Observations:
The Town Council wishes to see a firmer commitment to sustainability, in terms of energy generation, energy usage and heating. Tewkesbury Borough Council has declared a Borough-wide Climate Emergency response as well as a Nature Emergency response. Therefore the Town Council is requesting further information with regard to the sustainability of this proposal before this application is considered further. We are pleased to see the ambition expressed in the Biodiversity report, and look forward to seeing it being fully delivered.

P.23/24.028 **redevelopment of the brewery buildings site, including demolition of all the buildings on site with the exception of the listed brewery building and its change of use to cafe, bar, restaurant with micro-brewery over, and the erection of 8 new townhouses and one apartment, access, car parking & landscaping.**
Planning Application
Building Quay Street Tewkesbury Gloucestershire
Ref. No: 23/00334/FUL

Observations:
The Town Council is in favour of the development in principle. We would strongly urge a rigorous approach to sustainability and would look forward to seeing that dealt with at the detailed planning stage. We would also encourage the availability of EV charging points for all properties.

P.23/24.029 **Redevelopment of the brewery buildings site, including demolition of all the buildings on site with the exception of the listed brewery building and its change of use to cafe, bar, restaurant with micro-brewery over, and the erection of 8 new townhouses and one apartment, access, car parking & landscaping.**
Planning Application
Building Quay Street Tewkesbury Gloucestershire
Ref. No: 23/00335/LBC

Observations:

The Town Council is in favour of the development in principle. We would strongly urge a rigorous approach to sustainability and would look forward to seeing that dealt with at the detailed planning stage. We would also encourage the availability of EV charging points for all properties.

At this juncture it was unanimously agreed to extend the meeting for an additional 15 minutes, in order to allow all business on the agenda to be completed.

P.23/24.030 rear single storey extension

Planning Application
10 Milne Pastures Ashchurch Tewkesbury Gloucestershire GL20 8SG
Ref. No: 23/00393/FUL

Observations:

No objection

P.23/24.031 Construction of a plant room to house 2x combined heat power units and the installation of LPG tanks (Part Retrospective)

Planning Application
Tewkesbury Park Hotel Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN
Ref. No: 23/00105/LBC

Observations:

The Town Council is uncertain of the rationale for the technology and size of the installation, although we hope that sustainability factors have been considered. Therefore, the Town Council requests further information to clarify this point.

P.23/24.032 Construction of a plant room to house 2 combined heat power units and the installation of LPG tanks (Part Retrospective)

Planning Application
Tewkesbury Park Golf And Country Club Lincoln Green Lane Tewkesbury
Gloucestershire GL20 7DN
Ref. No: 22/01221/FUL

Observations:

The Town Council is uncertain of the rationale for the technology and size of the installation, although we hope that sustainability factors have been considered. Therefore, the Town Council requests further information to clarify this point.

P.23/24.033 To note any additional applications on the Planning Portal which will expire before Wednesday 31st May 2023 and agree further actions

None

P.23/24.034 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.035 To note the decisions made in April 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

P.23/24.036 To receive brief summaries of progress on actions re. item P.23/24.014

- The letter to Laurence Robertson MP has been sent email and acknowledged.
- Letter to TBC - ongoing
- Individual committee members' research into how floodplains in developed areas are managed elsewhere.

So far, relevant information has been found, mainly on the websites of the government or government agencies. The following may provide useful guidance:

<https://www.gov.uk/guidance/flood-risk-and-coastal-change#para25>

<https://historicengland.org.uk/advice/technical-advice/flooding-and-historic-buildings/>

<https://lordslibrary.parliament.uk/housing-developments-on-functional-flood-plains/>

<https://www.mottmac.com/views/to-build-or-not-to-build-on-flood-plains>

<https://parallel.co.uk/rofrs/#9/52.0037/-2.4714>

All business being concluded, the meeting closed at 9.44pm.

Chairman's signature

31st May 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 31st May 2023

Present: Cllrs. J Raywood, S Raywood, A Hayes, P Jones and Mr R Carey

MINUTES

P.23/24.037 Welcome.

The chairman welcomed everyone at 7.30pm when the meeting began.

P.23/24.038 To receive apologies for absence

Cllr S Raywood – may be late, due to work commitments

P.23/24.039 To receive declarations of interest

Cllr S Raywood – Item 10 (P.23/24.046)– employed by the Planning Inspectorate

P.23/24.040 To receive and consider requests for dispensations

None

P.23/24.041 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.23/24.042 To approve the minutes of the Planning Committee meeting held on 17th May 2023

Proposed by Mr Carey and seconded by Cllr Hayes

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

P.23/24.043 To receive updates on matters arising from the minutes – for information only
Re P.23/24.019 – the comment was passed on to the applicant, who replied as follows:

Thank you for sending through the comments made by a member of the public, as below. I acknowledge safe receipt and have forwarded this to our Directors. We appreciate the concerns raised and are always working to provide excellent levels of service within the constraints of our historical building but new developments will adhere to current legislation.

Re. P.23/24.010 - There has been no further information forthcoming on 23/00287/LBC

Re. P.22/23.392 - There has been no further information forthcoming on 22/00462/LBC

Re **P.23/24.022**

- No further information is available yet on 23/00163/TCA
- At the Borough Planning committee meeting on 24th May the decision regarding 22/00834/OUT - Land To The South-east Of Bluebell Road And East Of Rudgeway Lane, Wheatpieces, Tewkesbury was a Delegated permit
- The complaint in respect of non-compliance by a fast food outlet has been passed to TBC's planning enforcement team.

P.23/24.044 To note correspondence

Wychavon District Council has granted an extension of time for the Town Council to respond to W/23/00682/OUT.

P.23/24.045 To receive the Borough Councillor's report

None

P.23/24.046 To agree the draft response to W/23/00682/OUT

Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick
Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access.

The following response was proposed by Cllr Hayes, seconded by Cllr Jones and unanimously approved for presentation to Full Council for approval on 12th June 2023.

Observations:

Tewkesbury Town Council has noted that the current application is essentially the same as the previous one - 1800771/OUT, particularly with regard to the issues which cause concern. We consider that all our previous objections still stand but have added further observations below, in bold type.

In November 2021 Tewkesbury Town Council objected in the strongest possible terms to the previous proposal for this site -, on the grounds listed below:

- **The potential impact on flooding within Tewkesbury.** In June 2018 we responded – *“TTC is seriously concerned about the potential increase in flood risk to existing houses within its parish. The Outline Planning Proposal provided, contains insufficient detail on which to make a judgement as the robustness of the proposed scheme. TTC seeks detailed and justified assurances that the flood risk to properties within its parish will not be increased by the proposed development.”*
The Town Council also responded, in November 2019, to the South Worcestershire Development Plan Preferred Options in respect of proposed housing site SWDP NEW EDGE 3, land at Mitton, immediately

adjacent to Tewkesbury, as follows: *“on this site, the Town Council would expect the drainage attenuation strategies to be proven to conform to the most robust standards. It would not be sufficient, in our view, for a developer to present their own flood risk assessment and attenuation scheme without it being subjected to close independent scrutiny, in order to reassure neighbours that they will not be inundated. Tewkesbury Town Council seeks detailed and justified assurances that robust measures will be taken to ensure that the flood risk to properties within its parish will not be increased by any proposed development on this site.”*

In November 2021 TTC noted that none of the documentation submitted by the developer since June 2018 had provided the requested assurances.

In the latest flood risk assessment (2023) it is noted that the ground is not considered to be suited to infiltration methods for dealing with surface water. Building houses on this site will just exacerbate this situation. It is noted that preferred method for management of surface water will be the use of attenuation ponds, with an outfall to the Carrant Brook. While the Town Council accepts that the proposed housing, being at least 2m above the 1/100 year flood level, are unlikely to be flooded the same cannot be said for houses and business premises in Mitton, Newtown, and around the Carrant Brook, which have already been subject to severe flooding. The proposed siting of the attenuation ponds is at too low a level to protect existing buildings and infrastructure in Tewkesbury Parish, from the likely surface water run-off from this development.

- **The potential impact upon Tewkesbury’s foul drainage infrastructure.**

In June 2018 we responded – *“The developer appears to be relying on STW to respond to the prospect of greater housing provision in the local area by modifying its infrastructure and does not seem to consider that this is an issue with which it needs to concern itself. Since TTC is aware that the current infrastructure in northern Tewkesbury is already inadequate and is supported by tankers removing waste by road, this is a serious concern. TTC seeks evidence that the developer has engaged fully with STW, in order to improve the foul drainage infrastructure around the Bredon Road, so that waste does not back up in people’s properties or have to be transported away by tankers.”*

In November 2021 TTC responded that it had not found the required evidence in any of the documentation submitted by the developer since June 2018. **This latest application provides no reassurance on this point, as the developer doesn’t seem to be getting the required responses from Severn Trent Water.**

- **The potential impact upon Tewkesbury’s transport infrastructure.**

In June 2018 we expressed concerns in respect of:

- *“the likelihood of queueing on the approach to the Black Bear mini roundabout from Bredon Road,”*
- *the curious disappearance of 14% of vehicles generated by the development, along the High Street. We suspect this is the result of the use of data at the Medium Level Super Output Area, which*

suggests a pattern of driver behaviour that our local knowledge of the High Street leads us to believe is not practicable.

- *the potential impacts on Hardwick Bank Road, Bredon Road and a number of assessed junctions, that we believe will be significant. TTC notes that the junction of Hardwick Bank Road with Tewkesbury Road is the only one for which mitigation is proposed and we believe that it is necessary to explore what mitigation is possible at other junctions.*
- *The TEMPRO Growth Factors used were based on those for Rural Principle Roads within the Wychavon 019 Medium Level Super Output Area (MSOA). TTC is concerned that this does not appropriately reflect the Urban Principle nature of roads in Tewkesbury as it suggests a lower base line for background traffic and thus potentially masks the impact on junctions above their practical reserve capacity.*
- *Access to the development site from Bredon Road is a concern, in respect of the proximity of the southern access to the top of Arundel Drive. We feel it is undesirable for the taper of the ghost island to encroach on the Arundel Drive T-junction. TTC notes concerns expressed about both access points in the Stage 1 Road Safety Audit.*
- *TTC notes a lack of background information on the consultant's use of TRICS sites.*

In November 2021 TTC noted that the Temprow growth factors are now based on the Tewkesbury 002 SMOA, which seems to us to be more appropriate. However, we understand that there has been an adjustment to assumptions as to the extent of other housing developments. It is therefore very difficult for us to tell which assessment is actually the more accurate. Current proposals do not appear to show any improved mitigation measures and the Town Council is concerned about the decision not to connect with Shannon Way in order to avoid causing traffic and ecological problems within the development site. TTC is concerned that the potential impact of this development on the local highway network will significantly disadvantage the residents of our own parish. The decision not to connect with Shannon Way actually imposes the problem onto our residents in the centre of the town, where mitigations may be more difficult to achieve, and this is something that we cannot countenance. In our response to the South Worcestershire Development Plan Preferred Options consultation we sought *“an assurance that transport assessments that are submitted by potential developers will be independently scrutinised and repeats that it is extremely important, in its view, that those who stand to profit from any proposed development on this site should bear the cost of it, rather than the residents of Tewkesbury.”* We also commented on *“the need for a clear and robust common methodology for transport assessments on this cross-boundary site. This is necessary to ensure that there is consistency in approach between the two county authorities concerned.”*

In 2021 TTC sought an assurance that the transport assessments for this site will be rigorously and independently scrutinised and that all Planning Authorities concerned will adopt a common approach. **Since that time, a Planning Inspector has examined the very same transport assessments that have been resubmitted with this application and found them wanting. We understand that the inadequacies of the transport assessments were a very significant factor in his decision to dismiss the appeal. They are based on old data and insufficiently rigorous use of that data. There may well be significant differences in the way that people travel now, compared with in 2011. We do know that the use of buses, for example, has significantly declined since the outbreak of the COVID pandemic. TTC is extremely concerned about the potential impact of this proposed development on its traffic infrastructure, which is already overstretched, with negative consequences for air quality, safety and public health.**

- **The potential impact upon Tewkesbury's air quality.** In June 2018, we noted that – *“Modelling carried out by the developer's consultant suggests that, at peak times, the increase in traffic approaching the Black Bear roundabout from Bredon Road, as a result of the proposed development, will result in vehicles queueing for around eight and a half minutes. This will inevitably result in a decline in air quality around this junction, which is already within an Air Quality Management Site. Other assessed junctions, which the transport modelling suggests will be operating close to, or at, full capacity, also lie within the Air Quality Management Site. TTC wants to see air quality improve within the parish and will not favour any scheme that is very likely to cause further deterioration that would negatively impact the health and safety of its residents.”*

Tewkesbury Town Council noted in November 2021 that the latest transport assessments on junctions predict significantly increased queueing within the parish, especially at the Cross and along the High Street, which is surrounded by historic buildings that are vulnerable to the impairment of air quality. In addition, this will have a negative impact on the health of residents. It will also have a potential negative impact on the commercial success of the town centre, because it will render the environment less pleasant to visitors and shoppers. The Town Council has not seen evidence of any potential mitigation in respect of this, on the part of the developer.

- **Issues concerning active transport and public transport.** In June 2018 we expressed concerns in respect of
 - *“The link between the proposed development and Derwent Drive. The developer's representative stated that there is currently no intention to provide vehicular access at this point. However, he then suggested that it could be used as an emergency access and mentioned 'future-proofing'.*
 - *The lack of a roadside footpath to the north of the site, despite references within the planning application to local facilities (Croft Farm, pub etc) in that area.*

- *No stated firm commitment on the part of the developer to encourage the use of public transport, beyond the inclusion on site of a bus shelter and potential upgrades to off-site bus stops.*
- *TTC notes that the Stage 1 Road Safety Audit refers to a 3 metre-wide cycle track to the west of Bredon Road but can find no reference to this in the submitted scheme.*

TTC is concerned that residents of the proposed development will be largely dependent on private cars in order to access facilities, except for those facilities based within Tewkesbury itself, which would be accessible on foot for the able-bodied.”

In November 2021 TTC noted that the developer had made an arrangement with Stagecoach, to extend the 42 service. However, there appeared to have been no attempt to make a public transport connection to service centres within the Wychavon area.

The Town Council has noted that the planning statement which accompanies this current application states that buses run between Tewkesbury and Bredon at 10 minute intervals. (paragraph 2.9) This is simply not true.

Tewkesbury Town Council considers that this proposed development within Wychavon will exert no positive impacts on our parish, but it is very likely to exert considerable negative impacts on it. The last decade has seen something in the region of 15% population growth in and around Tewkesbury. As a consequence, our facilities are stretched to the limit. Our health services are working at capacity and it is impossible to find a local NHS dentist. The Ashchurch Road and the High Street suffer heavy congestion and local people find it difficult to park their cars close to their homes.

This current application appears to contain no material improvements on its predecessor with regard to the issues which concern us most, which are the potential impacts on our transport, sewer and drainage infrastructures. That previous application was refused and the appeal against that refusal was dismissed. In addition, the emerging local plan contains far more stringent requirements which we believe would go a long way towards protecting Tewkesbury but this current application doesn't seem to acknowledge a need to try and meet those more stringent requirements.

In view of this, Tewkesbury Town Council objects to this application in the strongest possible terms. The developers consistently appear to forget that the world doesn't end at the Worcestershire/Gloucestershire border. It continues. We cannot comment on whether or not the impacts of this proposed development appear manageable from a Worcestershire point of view but we are certain that our parish beyond the border is likely to suffer very adversely from it.

TTC repeats its request to be formally consulted on any further proposals for this site.

P.23/24.047 Internal alterations to the configuration of the second floor.

Planning Application
66A And 67 Church Street Tewkesbury Gloucestershire GL20 5RX
Ref. No: 23/00287/LBC

Observations:

The Town Council is still awaiting a response to its previous comments. Without further clarification we cannot comment further.

Cllr S Raywood arrived in the meeting at 7.48pm.

P.23/24.048 Construction of a plant room to house 2x combined heat power units and the installation of LPG tanks (Part Retrospective)

Planning Application
Tewkesbury Park Hotel Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN
Ref. No: 23/00105/LBC

The Town Council will thank the applicant for supplying the additional information that was requested. We now have no objection to the proposals. However, since the consultation period has expired and a decision has been made, we are unable to make a comment to that effect, through the planning portal.

P.23/24.049 Construction of a plant room to house 2 combined heat power units and the installation of LPG tanks (Part Retrospective)

Planning Application
Tewkesbury Park Golf And Country Club Lincoln Green Lane Tewkesbury
Gloucestershire GL20 7DN
Ref. No: 22/01221/FUL

The Town Council will thank the applicant for supplying the additional information that was requested. We now have no objection to the proposals. However, since the consultation period has expired and a decision has been made, we are unable to make a comment to that effect, through the planning portal.

P.23/24.050 Demolition of existing conservatory and erection of a two storey side extension. Erection of a single storey front and side extension and erection of a raised patio.

Planning Application
55 Tirlle Bank Way Newtown Tewkesbury Gloucestershire GL20 8ES
Ref. No: 23/00323/FUL

Observations:

No objection

P.23/24.051 Replacement fascia for sign writing purposes

Planning Application
Abbey Tea Rooms 59 Church Street Tewkesbury Gloucestershire GL20 5RZ
Ref. No: 23/00409/LBC

Observations:

No objection

P.23/24.052 Change of use from commercial (osteopathic practice) to residential (three bedroom dwelling)

Planning Application

Halifax Cottage St Marys Lane Tewkesbury Gloucestershire GL20 5SF

Ref. No: 22/01080/FUL

Observations:

No objection

P.23/24.053 Variation of Condition 2 (approved plans), Condition 3 (materials) and removal of Condition 4 (treatment of materials) to allow for amendments and minor alterations to planning application 21/01451/FUL

Planning Application

The Bolt Hole Swilgate Road Tewkesbury Gloucestershire GL20 5PJ

Ref. No: 23/00395/FUL

Observations:

No objection

P.23/24.054 Retrospective application for the provision of a single storey rear extension, a dormer window, recladding and the re-laying of an existing patio

Planning Application

15 Tretawn Gardens Newtown Tewkesbury Gloucestershire GL20 8EF

Ref. No: 23/00428/FUL

Observations:

The Town Council regrets that this was not presented prior to construction as this might have resulted in an improved design that might have been more aesthetically pleasing and easier to maintain. That said, the Council cannot find a material reason to object.

P.23/24.055 To note any additional applications on the Planning Portal which will expire before Wednesday 14th June 2023 and agree further actions

None

P.23/24.056 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

Observations;

Objection

The Town Council has no objection to the materials and the aspiration to have photovoltaic units but is concerned that safe egress from the site has not been demonstrated. The wall to the side of the site entrance encroaches on the visibility

splay shown and in time the vegetation on the northern side of the entrance has the potential to impede vision form 2.4 metres back from the highway. The Council would like to see EV charging points and would also appreciate a tracking assessment being shown on the plan for the car parking area. The Town Council notes that there is no visitor car parking and only one space per household.

P.23/24.057 To receive the CIL report

Noted. Tewkesbury Town Council has not yet been entitled to receive any CIL funding and is not likely to receive any in the foreseeable future.

P.23/24.058 To review the Forward Plan and agree next steps

It was agreed that this committee's next priority should be the creation of a Planning Committee web page on, or linked to, the Town Council's website. The content should include

- Our role within the planning system
- What the Planning Committee does
- A description of the ways in which we work in partnership with other organisations
- Our Pre-applications policy
- Links to our agendas and minutes
- Links to advice on making applications for Listed Building Consent, Planning Permission, etc
- Our forward plan
- Invitations to the public to engage with us

It was agreed that we should also proceed with our community planning initiative about the Back of Avon and consider encouraging other organisations to engage with us in exploring the possibility of a parish-wide project to improve accessibility.

There being no further business, the meeting closed at 9.13pm.

Chairman's signature

14th June 2023

Summary Income & Expenditure by Budget Heading May 2023

Month No: 2

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	284,205	493,780	209,575		
	Expenditure	5,668	88,205	82,537		82,537
	Net Income over Expenditure	<u>278,537</u>	<u>405,575</u>	<u>127,038</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>278,537</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
140 Tewkesbury Live	Income	19,663	0	(19,663)		
	Expenditure	1,074	0	(1,074)		(1,074)
	Movement to/(from) Gen Reserve	<u>18,588</u>				
	Finance Income	303,867	493,780	189,913		
	Expenditure	6,742	88,205	81,463	0	81,463
	Net Income over Expenditure	<u>297,126</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>297,126</u>				
Building & Moorings						
200 Moorings	Income	36,142	6,000	(30,142)		
	Expenditure	27,573	16,400	(11,173)		(11,173)
	Net Income over Expenditure	<u>8,569</u>	<u>(10,400)</u>	<u>(18,969)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>8,569</u>				
210 64 Barton Street	Expenditure	699	54,800	54,101		54,101
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(699)</u>				
220 Town Hall	Income	11,516	20,050	8,534		
	Expenditure	18,128	45,435	27,307		27,307
	Net Income over Expenditure	<u>(6,612)</u>	<u>(25,385)</u>	<u>(18,773)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(6,522)</u>				
230 War Memorial	Expenditure	0	1,000	1,000		1,000
	Building & Moorings Income	47,658	26,050	(21,608)		
	Expenditure	46,400	117,635	71,235	0	71,235
	Net Income over Expenditure	<u>1,258</u>				
	plus Transfer from EMR	90				

Summary Income & Expenditure by Budget Heading May 2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>1,348</u>				
<u>Environment & Amenities</u>					
300 Play Parks					
Expenditure	3,288	11,368	8,080		8,080
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(3,288)</u>				
310 Spring Gardens					
Expenditure	727	11,409	10,682		10,682
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(727)</u>				
320 Gloucester Road					
Expenditure	212	4,818	4,606		4,606
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(212)</u>				
330 Cleaning & Consumables					
Expenditure	524	5,518	4,994		4,994
340 Outside Spaces					
Expenditure	(639)	25,409	26,048	290	25,758
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>639</u>				
Movement to/(from) Gen Reserve	<u>0</u>				
Environment & Amenities Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>4,111</u>	<u>58,522</u>	<u>54,411</u>	<u>290</u>	<u>54,121</u>
Net Income over Expenditure	<u>(4,111)</u>				
plus Transfer from EMR	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(4,111)</u>				
<u>Planning</u>					
400 Planning					
Expenditure	0	6,500	6,500		6,500
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>6,500</u>	<u>6,500</u>	<u>0</u>	<u>6,500</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

Summary Income & Expenditure by Budget Heading May 2023

Month No: 2

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500 Severn Ham	Income	34,175	33,748	(427)		
	Expenditure	1,107	33,616	32,509		32,509
	Net Income over Expenditure	<u>33,068</u>	<u>132</u>	<u>(32,936)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>33,068</u>				
	Severn Ham Income	<u>34,175</u>	<u>33,748</u>	<u>(427)</u>		
	Expenditure	<u>1,107</u>	<u>33,616</u>	<u>32,509</u>	<u>0</u>	<u>32,509</u>
	Net Income over Expenditure	<u>33,068</u>	<u>249,100</u>	<u>(78,241)</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>33,068</u>				
Watson Hall						
600 Watson Hall	Income	10,610	76,600	65,990		
	Expenditure	20,496	91,990	71,494	462	71,032
	Net Income over Expenditure	<u>(9,885)</u>	<u>(15,390)</u>	<u>(5,505)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(9,885)</u>				
	Watson Hall Income	<u>10,610</u>	<u>76,600</u>	<u>65,990</u>		
	Expenditure	<u>20,496</u>	<u>91,990</u>	<u>71,494</u>	<u>462</u>	<u>71,032</u>
	Net Income over Expenditure	<u>(9,885)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(9,885)</u>				
Staffing						
110 Staffing	Expenditure	31,806	233,710	201,904		201,904
	Staffing Income	0	0	0		
	Expenditure	<u>31,806</u>	<u>233,710</u>	<u>201,904</u>	<u>0</u>	<u>201,904</u>
	Movement to/(from) Gen Reserve	<u>(31,806)</u>				
	Grand Totals:- Income	<u>396,311</u>	<u>630,178</u>	<u>233,867</u>		
	Expenditure	<u>110,661</u>	<u>630,178</u>	<u>519,517</u>	<u>752</u>	<u>518,765</u>
	Net Income over Expenditure	<u>285,649</u>	<u>0</u>	<u>(285,649)</u>		
	plus Transfer from EMR	90				
	less Transfer to EMR	0				

Summary Income & Expenditure by Budget Heading May 2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>285,739</u>				

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR B&M 64 BS Maintenance	20,264.00		20,264.00
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	0.00		0.00
324	EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325	EMR E&A Playground Projects	20,105.00		20,105.00
326	EMR E&A Youth	4,105.00		4,105.00
327	EMR FIN Asset Management Proj	0.00		0.00
328	EMR B&M War Memorial	6,875.73		6,875.73
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	5,650.00		5,650.00
332	EMR E&A Street Furniture	3,050.00		3,050.00
333	EMR E&A Toilet Block Project	3,108.00		3,108.00
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	5,237.00		5,237.00
339	EMR FIN Legal	14,087.00		14,087.00
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	10,000.00		10,000.00
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 Footpath Repairs	10,738.00		10,738.00
347	EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348	EMR PLA Outreach Sessions	0.00		0.00
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	0.00		0.00
353	EMR FIN Shop Windows Project	0.00		0.00
354	EMR B&M TH Maintenance	10,129.00		10,129.00
355	EMR B&M WH Projects	19,319.00		19,319.00
356	EMR B&M WH Bar Equipment	1,914.00		1,914.00
357	EMR B&M 64 BS Projects	11,219.00		11,219.00
358	EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359	EMR PLA Community Devel Planni	2,500.00		2,500.00
360	EMR B&M TH Projects	26,627.00		26,627.00
361	EMR FIN Community Grants	622.00		622.00
362	EMR FIN Tewkes Live Music Fest	0.00		0.00
363	EMR B&M WH Maintenance	307.00		307.00
364	EMR B&M 64 BS Fundraising Proj	720.00		720.00
365	EMR FIN Events and Services	482.00		482.00
366	EMR B&M TH Equipment	870.00		870.00
367	EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368	EMR E&A VAS Repairs	1,655.00		1,655.00
369	EMR STA Training	2,087.00		2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	IMEX	Std Ord	57.60		Till Maintenance
02/05/2023	Tesco Mobile	MAY 2023	22.98		Mobile Phone
02/05/2023	Waterplus (Watson Hall - 03850	INV0129871	42.45		Water WH
03/05/2023	Opus Gas Supply Limited	28186685	309.90		Gas Town hall
03/05/2023	Gloucester County Council	FPO	1,995.30		Pensions April P1
03/05/2023	HMRC	FPO	1,442.19		Tax/Ni April P1
04/05/2023	Cellar Supplies Cheltenham Ltd	AGR-712856	224.32		Bar Stock
05/05/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/05/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
09/05/2023	Inty Limited	00559733	108.36		IT
11/05/2023	Cellar Supplies Cheltenham Ltd	713336	87.12		Bar Stock
12/05/2023	Waterplus (Toilet Block - 0513	INV0198766	98.66		Water GR
14/05/2023	GAB	Std Ord	5,950.00		Contractor costs
15/05/2023	Waterplus (Trough B. Avon - 08	inv0199791	7.65		Trough water
15/05/2023	Waterplus (Town Hall - 0385036	INV0200575	115.91		TH Water
17/05/2023	Cellar Supplies Cheltenham Ltd	AGR-713804	107.15		Bar Stock
17/05/2023	Land Registry	DEB	3.00		Land Registry Search
17/05/2023	I.C.Brindle	DEB	429.07		Lifebouys
18/05/2023	ABComplete Ltd	1	631.20		Bird prevention spikes Town Ha
18/05/2023	Countrywide Grounds Maintenanc	2	422.00		May grass cutting
18/05/2023	Thomas Fattorini Ltd	3	1,007.97		Past Town Mayor Badges
18/05/2023	Fleet Graphics Tewkesbury Ltd	4	118.20		SH Signage - nesting project
18/05/2023	Gloucester Brewery	5	704.75		Bar Stock
18/05/2023	Haywards Tewkesbury Ltd	6	146.77		April Invoices
18/05/2023	Hy-Clean Supplies Limited	7	242.00		Cleaning Supplies Watson hall
18/05/2023	Laithwaites Wine Gloucester Sh	8	1,093.44		Bar Stock
18/05/2023	Liz O'Sullivan	9	96.00		Community Awards Calligraphy
18/05/2023	Notice Board (UK) Limited	10	1,306.80		Newtown Notice Board
18/05/2023	Rialtas Business Solutions Ltd	11	1,075.83		Omega Annual support
18/05/2023	SPA Security	12	666.00		Key Holder retainer/call out
18/05/2023	TKR Refrigeration Ltd	13	99.60		Glasswasher maintenance
18/05/2023	Wiggins Design	14	210.00		Poster/banner/program 2023
18/05/2023	Woodberry of Leamington Spa Lt	15	240.00		Treatment for picnic tables
18/05/2023	Juice It	1069	475.00		Banners and boards TL
18/05/2023	Smith's (Gloucester) Limited	C427825	37.20		Waste and recycling
18/05/2023	Octopus Energy - Watson Hall	WH Electri	697.30		Watson hall Electric
18/05/2023	Octopus Energy - Glos Rd Toile	Glos Rd El	49.53		Glos Rd Electric
18/05/2023	Octopus Energy - Oldbury Rd To	TH Electri	89.74		Oldbury Rd Electric
18/05/2023	Octopus Energy - Town Hall	TH electri	174.40		Town Hall Electric
18/05/2023	Tewkesbury Library	CHQ	120.00		TADS Community Grant Awarded
19/05/2023	Staff Salaries	BP	7,864.52		Office Net Wages May P2
19/05/2023	Staff Salaries	BP	1,348.90		Bar Net Wages May P2
19/05/2023	Tesco	DEB	15.50		Events stock
20/05/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
22/05/2023	Charlton Networks	39250	167.03		IT services
22/05/2023	Waterplus (PC Spring Gdns. - 0	02085968	115.02		SG Water
23/05/2023	Square/Watson hall bar	DEB	35.80		Mayor Making Drinks

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2023	Waterplus (Watson Hall Bar- 03	inv0209729	55.97		WH Water
23/05/2023	Marks & Spencer	DEB	55.25		Mayor making Snacks
24/05/2023	Juice It	1069 -1	95.00		Banners and boards TL
24/05/2023	Cellar Supplies Cheltenham Ltd	714452	175.74		Credit Note
25/05/2023	Spotify	DEB	119.88		Spotify
26/05/2023	Digital Telecom Ltd	205375	52.55		WH Phones
26/05/2023	Digital Telecom Ltd	205376	79.91		TH Phones
26/05/2023	Lloyds	PAY	26.23		Bank service charges
26/05/2023	Siemens	DD	813.25		Photocopier lease
30/05/2023	A&E Fire and Security	FPO	1,147.67		Fire/alarms/lights/monitoring
30/05/2023	Electrical Plumbing & Building	10247	676.00		Plumbing WH and SG
30/05/2023	DDC Foods Ltd.	SIN739775	93.10		Bar Stock
30/05/2023	Paul Burdick - ACCLC	INV-0121	528.00		Year End Processing
30/05/2023	Onecall Construction Services	913	780.00		Noticeboard installation
30/05/2023	Securitas Security Services (U	FPO	750.00		Fire Alarm monitoring - WH
30/05/2023	Orchard Fundraising Ltd	15/17	135.00		Fund-raising
30/05/2023	Opus Gas Supply Limited	28235435	96.86		Gas WH
30/05/2023	Diversity Business Services Lt	5196	165.00		HR retainer
30/05/2023	Debbie Hill	FPO	15.00		Expenses
31/05/2023	██████████	FPO	200.00		Return Sec Deposit - ██████████
Total Payments			36,791.57		

[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 has suggested 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 would encourage the adoption of the recreational facilities by a local authority.
- With regard to the Landscape and Visual Impact Assessment, the Town Council concurs with the recommendations of the Conservation officer.
- The energy plan lacks sufficient strategies for the reduction of energy use and carbon emissions. Tewkesbury Borough Council has recently declared a climate and nature emergency, to include the whole borough. The Town Council would therefore expect the developer to make 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 appreciates the reduction in houses and increase in the number of trees shown in the amended masterplan, which it hopes will lead to an increase in biodiversity over the site and surrounding fields.
- Can the applicant advise how they have responded to recommendations made by the arboriculturalist?
- 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 like confirmation that these plans are developed in accordance with the latest Borough Plan.
- 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.
- The Town Council still has a question regarding 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. We note that the applicant has acknowledged that there is no bus service for this site, and that the County Council has indicated the unlikelihood of there being one.

- This application is for 165 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. We don't recognise the numbers for queuing at the Black Bear roundabout, as given in the Transport Assessments, as they don't match our own experiences of what already happens there. This is probably due to the fact that traffic flows were still abnormally light when the surveys were done, as many people were still working from home, following the Covid pandemic.
- 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. The comments made in the response to GCC do not convey the reality of what the A38 is like on a normal day, let alone on occasions when it is being used as a relief road. We note that GCC has advised that the applicant's cycling plan is not plausible. We have concerns that the proposed traffic calming measures will have a minimal positive impact.
- Ascending the hill to the site will be a challenge to many cyclists, people carrying shopping, very young, elderly, or disabled walkers, parents/grandparents pushing prams and pushchairs 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.

- We note that National Highways has requested a construction traffic plan prior to the commencement of work on this site.
- We also note that National Highways has requested that the properties on this site should not be occupied until after M5 junction 9 has been improved. This is very important, since queuing on either side of the motorway is reaching epic proportions and this is forcing the use of adjacent, residential roads and lanes to become 'rat runs'.

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. Development on this site would exacerbate problems for the people who already live in this parish, 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.



TEWKESBURY TOWN COUNCIL
 Internal auditor's report for the year ended 31 March 2023
 Name of Auditor: Anita Sach

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners’ Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor’s comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Y Not in 22/23	Recommend that council reviews Standing Orders in 2023 to include the revised Section 18 from the 2022 version	Last review 2021 Documents section website

	b) reviewed using the most recent version? c) minuted?	N/A	Annual Governance Statement Assertion 1	
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Y Y Y	Annual Governance Statement Assertion 1	May minutes 22/23.19 Documents section website
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Y Y	Recommend amending grants policy on website to show 2022 review date, as still dated 2014	May minutes 22/23-29; grant applications discussed throughout the year September minutes 22/23-92 grants policy reviewed Grants policy viewed on website
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Y		Finance Committee June minutes F.22.029 insurance March minutes SH22/074 2 Refurbishment of bund 2 quotes received but several companies approached
1.5	Code of conduct reviewed in the last 2/3 years?	Y	Annual Governance Statement Assertion 2 & 3 Annual Governance Statement Assertion 3	March minutes 22/23 -188 updated Code of Conduct adopted Documents section website

2. Finance

Ref	Test	Meets reqmts?	Internal Auditor's comments/recommendations	Evidence
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		Yes, No or N/A		
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Y	Annual Governance Statement Assertion 3	Minute 19/20 027 3rd June 2019
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	N/A		
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Y	Annual Governance Statement Assertion 1 & 3	December minutes 22/23-133 And November FC
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	Y	Annual Governance Statement Assertion 1	Sheet listing petty cash payments, initialled and counter-initialled and included as part of internal controls
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Y	Annual Governance Statement Assertion 1	Transaction sampling
2.6	VAT –	Y		Reclaimed quarterly

a) recorded in accounts
 b) reclaimed?
 (Objective B)

Y

Annual Governance Statement Assertion 1

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Y Y	Annual Governance Statement Assertion 5	May minutes 22/23-23 Clerk confirmed insurance in place for all insured risks June FC F.22.029 3-yr insurance agreed Hiscox insurance policy schedule viewed
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Y but Y	Annual Governance Statement Assertion 5 Finance Risk Register but no formal policy covering other risks for council-owned assets. However, there is a schedule of inspections and findings are report to the Environment & Amenities Committee. Recommend that a Risk Register of assets is compiled, bringing together one document for inspections and responsibilities	May Finance Committee minutes F.22.017 Finance Risk Register reviewed
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Y Y	Annual Governance Statement Assertion 5	F.22.047 Sep FC Asset register viewed Buildings list on website

Annual Governance Statement Assertion 5

3.4 Evidence that assets	Y	Play areas included in every Environment & Amenities committee agenda
a) have been inspected for risk?	Y	May E&A minutes 22/50; July E&A minutes 22/010; October E&A minutes 22/025; January E&A minute 22/040/ March 22/056
b) reported in minutes?	Y	
c) any actions undertaken? (Objective C)		
Annual Governance Statement Assertion 5		
3.5 Evidence that internal controls		February Finance Committee minutes F.22.096 Q3 checks
a) take place?	Y	Q1, Q2 and Q3 internal controls report viewed
b) are documented?	Y	
c) minuted?	Y	
as per Council's Financial Regulations/Standin		
g Orders (Objective B)		
Annual Governance Statement Assertion 2		
3.6 Bank reconciliations are on agenda to be considered by Council? (Objective I)	Y	Bank reconciliations presented on all agendas to Finance Committee and quarterly to full council
		Bank reconciliations viewed as part of agenda pack
		September minutes 22/23-87
		November minute 22/23-111
		February minutes 22/23-168
		Finance Committee minutes F.22.042
3.7 Review of		
a) investments?	Y	a) F.22.032 Jun
b) bank mandates (signatories on bank accounts)? (Objective B/C)	Y	b) F.22.048 FC Sep
		Annual Governance Statement Assertion 1
		Recommend signatories reviewed following recent elections
		Annual Governance Statement Assertion 1

3.8	If bank cards in use, are proper procedures in place? (Objective B)	Y	Annual Governance Statement Assertion 1	Debit cards approval in 22/23 July minutes 22/3-91 use of debit card reviewed in Financial Regulations 6.17
3.9	Are			
	a) physical records secure?	Y		a) Locked office, alarmed & CCTV
	b) electronic records backed up?	Y	Annual Governance Statement Assertion 5	b) External Server – automatically backed up.

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	Y Y Y	Annual Governance Statement Assertion 1	January minutes 21/22-123
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	Y	Annual Governance Statement Assertion 1	Budget document in January agenda viewed

4.3	Was the precept demand for the year under review properly minuted in full council?	Y			
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Y		Annual Governance Statement Assertion 1	Summary income & expenditure by budget heading report presented at every full council and finance committee meeting February minutes 22/23-166
4.5	Are any significant variances from budget reported?	Y		Annual Governance Statement Assertion 2	Any variations included in budget reports

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Y	Annual Governance Statement Assertion 3	No new staff 22/23 Admin Assistant contract viewed for 21/22 audit
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Y	Annual Governance Statement Assertion 1	November payroll information viewed together with payslip for Finance Officer
5.3	Has Council	Y		External Payroll Provider – Payrolls UK Ltd Payments to HMRC viewed in payments lists

<p>a) registered as an employer with HMRC?</p> <p>b) have PAYE / NIC been properly dealt with (including year-end procedures)?</p> <p>(Objective G)</p>	<p>Y</p>	<p>Mayor's allowance approved 16 May minutes 22/23-16 £1500</p> <p>Guidance given on its use</p>
<p>5.4 Are Councillor's allowances and expenses properly authorised & controlled, if any?</p>	<p>Y</p>	<p>Annual Governance Statement Assertion 1</p>
<p>5.5 Pension provision – eligible employees</p> <p>a) offered pension scheme?</p> <p>b) outcome minuted?</p>	<p>N/A</p> <p>N/A</p>	<p>No new staff in 22/23</p>
<p>5.6 Is Council the Pension Regulator for auto-enrolment pensions?</p> <p>b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)</p>	<p>Y</p> <p>Y</p>	<p>Re-enrolment email confirmation dated 31/12/22 viewed</p> <p>Annual Governance Statement Assertion 3</p>

6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	Y		June minutes 22/23-44 Finance committee May minutes F.22-009 Balance sheet 31/3/23 viewed
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Y	Annual Governance Statement Assertion 1	June minutes 22/23-43
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	N/A	Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute	Y	Annual Governance Statement Assertion 1	June minutes 22/23-45

number from Section 2 below)?	Annual Governance Statement Assertion 3	June minutes 22/23-46
6.5 Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Annual Governance Statement Assertion 3	
6.6 Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Annual Governance Statement Assertion 3 Because of a challenge to the AGAR, the external auditor has not yet finalised its report. However, recommend that other pages of the AGAR are posted on the website	Annual Accounts section on website
6.7 Did council correctly provide for the exercise of public rights? (Objective M)	Annual Governance Statement Assertion 3 Recommend that dates for exercise of public rights are given to council prior to their commencement	F.22.045 Sep FC minute Form in Annual Accounts section on website
6.8 Previous internal audit report reviewed by council and action taken where recommended?	Annual Governance Statement Assertion 4	Finance Committee minutes F.22.032 list of actions noted
6.9 Previous external audit report (for councils with turnover over £25,000) reviewed by council and	Annual Governance Statement Assertion 7	At time of audit, External Auditor had not yet completed its findings for 21/22 following a challenge to the AGAR
	Annual Governance Statement Assertion 7	

action taken where recommended?

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Y but	Recommend that Council consider also adopt a data protection policy for staff and Councillors.	Privacy Policy link on home page of website May minutes 22/23-26
7.2	Is the Council a Managing Trustee?	Y	Annual Governance Statement Assertion 3	Anglo-American Garden of Remembrance & Riverside Walk & George Watson Memorial Hall
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Y	Annual Governance Statement Assertion 9	Minutes viewed, for both trusts, dated February 2023 Anglo American Garden of Remembrance & Riverside Walk – no funds George Watson Memorial Hall – accounts submitted separately to the Charities Commission – viewed online
7.4	Website Accessibility Statement on website home page?	Y	Annual Governance Statement Assertion 9	Home page of website
7.5	Did council formally appoint GAPTC as	Y	Annual Governance Statement Assertion 3	April minute F.22.135

Annual Governance Statement Assertion 6

the Internal Auditor?

7.6 Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed? N/A

Annual Governance Statement Assertion 3

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	Y Y		a) Interests on all agendas July 22/23-70 Cllr S Raywood declared a DPI and minutes show that he left the meeting and returned after the agenda item b) 15 May minutes on website by 23 May c) July minutes viewed
8.2	List of members' a) responsibilities (Objective L) and	Y		Councillors' page on website

Annual Governance Statement Assertion 3

b) interests held and published on the website?	Y	Annual Governance Statement Assertion 3	
8.3 Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Y	Annual Governance Statement Assertion 3	Sample of full council and committee agendas on the website
8.4 Summons issued in proper format?	Y	Annual Governance Statement Assertion 3	Sample of full council and committee agendas on the website

Subscriptions to Other Bodies Reviewed July 2023

Organisation	Renewal Month	Annual Cost (approx..)	Description
GAPTC	April	£2,500	County Association of National Association of Local Councils
SLCC	September	£400	Society of Local Council Clerks membership at Principal level (ALCC membership is excluded and is paid for by officer if required)
CPRE	September	£36	Campaign to Protect Rural England (countryside awareness)
GPFA	January	£100	Gloucestershire Playing Fields Association
GRCC	January	£25.00	Gloucestershire Rural Community Council

Gloucestershire County Council Report - Cate Cody - July 2023

Employment skills and support GCC and the Department for Work and Pensions are working together to deliver employment and skills support to residents, helping to ensure there are relevant skills to fill job vacancies. Unemployed numbers are as high as pre-Covid, yet there are three times more vacancies than people out of work. There is an increase in the over 50s returning to work too because of cost of living challenges. Support is included for young people, shaping adult learning, skills provision, support for progression into and remaining in work, transport to work and training. <https://www.gloucestershire.gov.uk/council-and-democracy/grow-gloucestershire/employment-and-skills-hub/welcome-to-the-gloucestershire-employment-and-skills-hub/>

Adult education service praised by Ofsted inspectors GCC have been awarded a 'Good' rating. The service provides a wide range of courses to around 3,000 adult learners and good areas of inspection included the quality of education, behaviour and attitudes, personal development, leadership and management, adult learning programmes and apprenticeships. Areas to improve included the accuracy and precision of self-assessment and evaluating the quality of teaching and training more effectively. To find out more about adult education, including the courses available, visit <https://www.gloucestershire.gov.uk/adult-education-in-gloucestershire/>

Free summer challenge for children with Gloucestershire Libraries The challenge aims to encourage children 3-12 years and their families to discover everything their library service has to offer. Children can complete tasks including reading books, taking part in events and embracing nature. Participants will receive incentives and prizes with a focus on discovering new interests and having fun. The challenge runs 15th July to 16th September. The theme is music and will include interactive theatre performances from the Everyman, instrument crafts and musical workshops highlighting a range of different musical genres. It's free and 40 libraries will be taking part. Visit www.gloucestershire.gov.uk/libraries/thelibrarychallenge with free bookings at www.gloucestershire.spydus.co.uk

Pupil Wellbeing Survey Report 2022 Over 24,000 Gloucestershire students participated across 268 educational settings. The report covers a range of topics such as healthy lifestyles, mental health and wellbeing, substance use and Adverse Childhood Experiences. The survey has run biannually since 2006 and the results offer a robust, longitudinal dataset representing the 'pupils' voice' about a range of health and wellbeing topics. Access the report here <https://www.gloucestershire.gov.uk/council-and-democracy/latest-news-from-council-and-partners/pupil-wellbeing-survey-report-2022-is-now-available/>

Council to make being a care leaver a protected characteristic following a motion which was unanimously approved in May. Care leavers can face a range of barriers and discrimination; the change will aim to create better outcomes for individuals that have left care settings. As a public body, the council has a duty to promote equal opportunities between those people who share a protected characteristic and those who do not. In addition to being a care leaver, other protected characteristics include: Age; Disability; Gender reassignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion or belief; Sex and sexual orientation. The council will call on other councils in Gloucestershire to treat care experience as a protected characteristic and it will work with the LEP, sixth forms, colleges, apprenticeship providers and employers to provide an incentive for businesses who find employment opportunities for care leavers.

Families get set for free summer holiday activities The Holiday Activities and Food programme is returning this summer for four weeks during the school holidays to help keep children in Gloucestershire happy, healthy and entertained with free activities. Families eligible for benefits-related free school meals can register now for the HAF programme, funded by the Department for Education and the GCC funded Holiday Activities Programme (HAP). Register for the Children's Activities Booking System (CABS) now to make sure the account is ready for booking opening on 5th July. <https://www.gloucestershire.gov.uk/education-and-learning/holiday-activities-and-food-programme/register-for-our-childrens-activities-booking-system/> Options include drama and science workshops, sports and games, art, crafts and ticketed attractions. For more information see www.gloucestershire.gov.uk/haf Our district Community Connector is Sharon Houlton who can help those requiring extra support. Email admin@infobuzz.co.uk or 8.30am-5pm Mon-Fri, call 01452 501008 EXT 501 or 07757 730844. Families eligible for benefits-related free school meals can apply for Holiday Free School Meal vouchers, which GCC is providing for two weeks. Applications open 27th June and close 12pm on 11th July. See www.gloucestershire.gov.uk/holiday-school-meal-vouchers/ Parents registered previously are automatically included and do not need to reapply. Anyone needing additional support over the summer can apply to the Household Support Fund - for those in most need with food, energy and water bills and other essentials. The council's Support Hub also includes links to helpful information and advice including tools to help save money, and look after health and wellbeing. <https://www.gloucestershire.gov.uk/your-community/support-hub/>

Tewkesbury Repair Cafe Next session Sat 15th July, 2-5pm at the Baptist Church.

Daytime Discos Our monthly 'daytime discos' have been going so well, we've decided to continue them. These are free events, all are welcome - you can enjoy a cup of tea, a chat and some happy swing music, or even join in with some dancing if you like. Next event is Tuesday 25th July, 1-4pm, Watson Hall.

Health and social care careers and coffee drop-in event To be held Wednesday 12th July. The county council is hosting a careers and coffee drop-in event for local people to discover career opportunities in health and social care across Gloucestershire, (working with adults who have care and support needs). Being held at GL1 Leisure Centre, 1 Bruton Way, Gloucester, 10am to 2pm. Tea, coffee and refreshments will be provided free of charge. There is no need to book, people can turn up on the day. Attendees will receive free career and training advice from services across the NHS and GCC including: Proud to Care; Adult Education; Gloucestershire Employment and Skills Hub. It's a great opportunity for people who are interested in working in care to: Find out what roles are available across the sector; Learn about training and development opportunities; Seek career advice and guidance, plus support to develop CVs; Sign up to the Proud to Care jobs board.

GCC's 'Wild Gloucestershire' campaign is coming to a close. You can still find out how to help biodiversity at home by checking the tips on the website <https://www.gloucestershire.gov.uk/planning-and-environment/climate-change/greener-gloucestershire-climate-dashboard/land-use/> including; how to reduce your personal carbon footprint; Find a peat free nursery near you; Plant bee friendly flowers in your garden; Plant or sponsor a tree; Stop mowing part of your lawn and see what grows in your mini meadow; Have a go at growing your own fruit, veg or herbs; Sign up to the Wildlife Trust's Wilder Glos platform.

Please take the 2 minute survey to help improve future campaigns. All responses are read and incorporate feedback into future campaigns. <https://haveyoursaygloucestershire.uk/engagementhq.com/embeds/projects/21837/survey-tools/24856>