



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 11th September 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
6th September 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 10th July 2023
8. To note the following Committee Minutes: Buildings & Moorings – 25th July 2023, Planning – 14th & 28th June, 12th & 26th July 2023, Environment & Amenities – 4th July 2023, Finance, 5th June & 3rd July 2023, Severn Ham – 26th June 2023, Staffing – 12th June 2023
9. Matters arising from the minutes – for information only
10. To receive the budget and earmarked reserves reports for June & July 2023
11. To receive the payments reports for June & July 2023

12. To receive and approve the proposed response to: 'To consider any feedback to be submitted to Tewkesbury Borough Council regarding s.106 mitigation for what the new community will require if the above planning application is approved (Ref NO: 22/00610/OUT - Land East of Bredon Road)'
13. To receive the Assessment of flood risks associated with Land East of Bredon Road draft report and consider comments and feedback from Councillors and any amendments to the report
14. To approve the update to Standing Orders, section 18 as advised by the internal auditor
15. To approve the updated General Privacy Notice
16. To approve the updated grant policy and grant application form
17. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
18. Correspondence
19. To retrospectively approve expenditure of £2,750 for a Mechanical & Electrical Condition Report completed by Engineering Services Consultancy Ltd and £4,950 to prepare heat loss calculations and a new heating design at 64 Barton Street
20. To delegate authority to the Town Clerk to authorise expenditure relating to the appointment of specialists, preparation of specialist reports and insurance premiums relating to the refurbishment project at 64 Barton Street
21. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2
22. To review the tenders received for refurbishment works to 64 Barton Street and to agree the successful tender

The next Full Council meeting will be
13th November 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 10th July 2023 at 6.00pm

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

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

23/24 - 62 To receive apologies for absence

Apologies received from Cllr Jones (personal), Cllr Smith (work), Cllr Langdon (personal), Cllr Cody (work).

23/24 - 63 To receive declarations of interest

Cllrs Sztymiak, Dimond-Brown & Bowman – Tewkesbury Borough Councillors
Cllr S Raywood – employed with the Planning Inspectorate – items 23/24-74 & 75
Cllrs Bowman & Dimond-Brown – Tewkesbury Borough Council Planning Committee – item 23/24-75

23/24 - 64 To consider requests for dispensation

None required.

23/24 - 65 To receive written questions from members of the public

There was one written question. This raised numerous questions about the moorings and covered areas such as pricing, insurance, commercial moorings, mooring agreements, damages and conflicts of interest. Questions have been circulated to all Councillors. They will be answered in written form and treated as a Freedom of Information request. The individual also spoke in public participation and expressed their concern about the minutes for the moorings not being open and transparent.

23/24 - 66 Public Participation

A member of the public asked about how the Town Council will be engaging with the Civic Pride campaign that Tewkesbury Borough Council will be running. The Town Council has not yet received any information from Tewkesbury Borough Council as to what the campaign will look like. This will be chased by Borough Councillors, it was felt that a working group was required for local level actions.

Action: Cllrs Dimond-Brown, Bowman, Baddams & Sztymiak propose terms of reference for a working group and return them to Full Council.

A member of the public spoke following the concerning incident of a teacher being stabbed at Tewkesbury School today. They raised the issue of the lack of youth mental health services in Tewkesbury and the stigma attached to those using what is available. They are frustrated by the lack of investment in mental health services for young people and that they see more discipline being enforced, but less education and more fear amongst students. Children deserve to have an education without a fear of teachers being stabbed. The Council thanked the individual for taking the time to come and speak to the Council.

The Mayor advised that this is a Town Council, so our reach is minimal but that we can raise the question to see if there is anything further that can be done to ensure that young people get all of the support that they need. At present it is still an open police investigation and there will be specialist support provided to the school. Two Councillors are meeting with the Hospital League of Friends who currently provide a chaplaincy service, to raise the question if there is anything further that can be done so that young people get all the support they need. Young Gloucestershire will be opening their hub on the High Street on 10th & 11th July to provide a space for young people who may wish to use it.

The provision of youth services overall is a County wide issue. The Town Council need to work on how we represent young people in our decision-making process. Tewkesbury is normally known for flooding and now it is knife crime. The Council needs to be seen to be responding visibly and positively to the situation.

Action: Statement to be issued on behalf of the Town Council and further discussions to be held about the Town Council's response.

23/24 - 67 Correspondence

This item was moved up the agenda. There was correspondence from one resident in Mitton, requesting that the Council appoint a hydrology expert.

23/24 - 68 To note the Mayor's Announcements

Councillors have been invited to attend the Great Western Air Ambulance Open Day on Tuesday 25th July.

Tewkesbury Live is taking place 28th – 30th July. If any Councillor would like to volunteer to help, please contact the office.

23/24 - 69 To approve the minutes of the meetings held on 12th June 2023

It was RESOLVED to approve the minutes of the meeting held on 12th June 2023. Proposed by Cllr Dimond-Brown, seconded by Cllr Brookes.

**23/24 - 70 To note the following Committee Minutes – Buildings & Moorings – 30th May 2023
Planning – 3rd, 17th & 31st May 2023**

The above minutes were noted.

23/24 - 71 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 and councillors have met to discuss the physical access restrictions – ongoing.

23/24-21 **Vehicle Activated Signs** – add to insurance and asset register. Ongoing as costs still needed.

23/24-46 **Rialtas error** – reported and will be fixed in next software release – complete.

23/24-51 **Grant application form review** – ongoing.

23/24-56 **Asset register lists for checking** – ongoing.

23/24 - 72 To receive the budget reports for May 2023 and earmarked reserves report

The reports were received.

The Town Clerk drew attention to the moorings income, this is not all for mooring rental, it includes the High Street Heritage Action Zone grant which was used for work on the moorings, the same is true for the Town Hall income. The Severn Ham income of £34,175 relates to reinstatement compensation, £9,282 was paid to Carver Knowles for their work as the land agent. A question was raised at Finance Committee regarding the Watson Hall income, in that the hiring income was £2,391 and the bar income was over £8,000. The Town Clerk confirmed that this was correct, and that half of the bar income on the May report came from two events, a private party and a wedding.

23/24 - 73 To receive the payments report for May 2023

The report was received.

Cllr S Raywood left the meeting.

23/24 - 74 To consider the options for a hydrology study for land off Bredon Road and to agree the next steps

Two quotations have been received. One quotation states that it cannot be used as evidence, the second was felt to be more thorough.

It was RESOLVED to accept the quotation from H Fraser at a cost of £2,691. Subject to confirmation that the Town Council will own the copyright to share the document and that Cllrs would like to be involved in the process. Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.

Cllrs asked about the timings of the report. The company states that a report can take up to four months.

Action: Check timings for the production of the report. Advise Wychavon District Council that we are commissioning this report and wish it to be considered, but it may take up to four months.

23/24 - 75 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), and associated workings, including infrastructure, open space, landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.

Cllr J Raywood talked through the proposed response which was included in the meeting pack. Transport and drainage are ongoing concerns.

It was RESOLVED to approve the proposed response to the planning application. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

Cllr Bowman left the meeting. Cllr S Raywood returned to the meeting.

23/24 - 76 To note the findings of the internal audit report

The report was initially reviewed at the finance meeting last week.

There were five actions from the report:

- 1.1 To recommend that the council reviews Standing Orders to include the revised section 18. **Action:** Will return to Full Council as a future agenda item.
- 1.3 Amended date on grants policy – complete.
- 3.2 Finance risk register to be reviewed – action with Finance Committee
- 6.7 Publishing dates for exercise of public rights - provided to Finance due to timings.
- 7.1 Council consider a data protection policy for staff and Councillors – data protection policy for staff is within the employee handbook.
Action: To consider a data protection policy for councillors.

23/24 - 77 **Review of the Council's and / or staff subscriptions to other bodies**
The subscriptions were reviewed and noted.

23/24 - 78 **To note the reports from Tewkesbury Borough Council and Gloucestershire County Council**

The reports were noted.

There being no further business, the meeting closed at 7pm.

Signature of Chairman upon approval of the minutes 11th Sept 2023.

DRAFT

MINUTES
of the
Buildings & Moorings Committee meeting held on 25th July 2023 at 6.00pm in the Town Hall, Tewkesbury

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

In attendance: D Hill (Town Clerk)

B&M.23.017 Receive apologies for absence

Cllr Bowman.

B&M.23.018 Receive declarations of interest

None.

B&M.23.019 Receive dispensations

None.

B&M.23.020 Approve the minutes of the Buildings & Moorings Committee meetings held on 30th May 2023

It was RESOLVED to approve the minutes of the meeting held on 30th May. Proposed by Cllr Moran, seconded by Cllr Robertson.

B&M.23.021 Matters arising from the minutes – for information only

20.127 Repairs to window at 64 Barton Street – ongoing

20.143 – Back of Avon wall – complete

22.048 – Town Hall basement storage – ongoing. Ask local auction house if interested in items identified, as could possibly be sold.

Lease to ANT – email from solicitor confirming ANT has block policy. **Action:** Ask for copy of insurance certificate.

Town Hall heating improvements – override function for heating outstanding

22.115 Mooring structure at Priors Court – part of structure has been removed. To finish removing, the Town Council has to obtain a warrant

22.137 Moorings contract - carried forward. **Action:** add to next agenda

23.016 - Gutters to be cleaned - arranged.

23.016 – Building Condition Reports - Town Clerk has contacted fundraiser – follow up. Town Council to liaise with Architect regarding planning consents.

B&M.23.022 Receive correspondence relating to the Buildings & Moorings Committee

None.

B&M.23.023 Public Participation

A member of the public asked for an update on moorings registration and whether Tewkesbury Town Council was relying on the Statutory Instrument or relying on minutes and evidence of revenue and expenditure for registration purposes. The member of public offered their help if needed.

Working group meeting – query whether another meeting will be held soon.
The member of the public extended their congratulations to the Town Council on the improvements to the jetty at St. Mary's Road.

B&M.23.024 Approve payments to be made

It was RESOLVED to approve the payments list totalling £12,231.26. Proposed by Cllr Jones, seconded by Cllr Langdon.

B&M.23.025 Review the budget report and earmarked reserves report

The reports were reviewed.

Action: Change HAZ income to grant income in respect of codes 200, 220, 210.
Town Clerk to check expenditure coded to projects is correct. The Town Clerk advised that any journals to maintenance code will be made.

B&M.23.026 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works

The Town Clerk gave an update on the final HAZ funding position as detailed in the spreadsheet contained in the meeting pack.

B&M.23.027 Retrospectively approve expenditure totalling £3,237 for repairs/improvements due to health and safety issues at the moorings at the Jetty and to note expenditure totalling £1,385 at the Back of Avon authorised under the B&M Chair's delegated authority in conjunction with the Assistant Town Clerk

It was RESOLVED to approve the expenditure. Proposed by Cllr Jones, seconded by Cllr Moran.

B&M.23.028 Approve expenditure totalling £2,785 for repairs to and installation of poles, cleats and mooring rings and £2,025 for repairs to the decking and substructure on the moorings at the Back of Avon

It was RESOLVED to approve the expenditure. Proposed by Cllr Danter, seconded by Cllr Robertson.

B&M.23.029 Approve the replacement of the back door at the Town Hall at a cost of around £4,200 and to apply for listed building consent

It was RESOLVED to approve. Proposed by Cllr Danter, seconded by Cllr Jones.

B&M.23.030 Approve the installation of replacement velvet stage curtains at the Watson Hall

It was RESOLVED to approve at a cost of £2,207.08. Proposed by Cllr Jones, seconded by Cllr Robertson.

B&M.23.031 Agree a new maintenance and monitoring contract for the intruder and fire alarms at the Watson Hall and for the fire alarm at 64 Barton Street

It was RESOLVED to appoint A&E Security. Watson Hall - £472.50 + £95 one off
64 Barton Street - £290.00 + £95 one off. Proposed by Cllr Langdon, seconded by Cllr Robertson.

B&M.23.032 Review the work priorities and costings following the condition survey at the Watson Hall

The costings for the Watson Hall were Reviewed. **Action:** Town Clerk to liaise with Fundraiser and Architect regarding a way forward to obtain funding and to project manage the work and discuss the next steps.

B&M.23.033 Receive an update from Cllrs Danter and Jones on accessibility issues at the Town Hall and agree next steps

The working group continue to look into options on accessibility issues at the Town Hall.

B&M.23.034 Review and approve the moorings licence

Deferred to the next meeting.

Note – Cllr Robertson and Cllr Moran were not present for the following agenda items:

23.025

23.026

23.032

23.033

23.034

There being no further business, the meeting closed 19:35

Signature of Chairman upon approval of the minutes 24th October 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 14th June 2023

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

In attendance: Mrs D Hill, Town Clerk

MINUTES

P.23/24.059 Welcome.

The chairman welcomed everyone at 7.32pm when the meeting began.

P.23/24.060 To receive apologies for absence

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

Mr R Maggs – prior commitment

Mr R Carey – running a little late

P.23/24.061 To receive declarations of interest

None

P.23/24.062 To receive and consider requests for dispensations

None

P.23/24.063 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.23/24.064 To approve the minutes of the Planning Committee meeting held on 31st May 2023

Proposed by Cllr Hayes and seconded by Cllr Jones

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

P.23/24.065 To receive updates on matters arising from the minutes – for information only

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.23/24.046 – 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, has been approved by Full Council and submitted to Wychavon District Council.

Cllr S Raywood arrived during the next item.

P.23/24.066 To note correspondence

A further email of concern regarding 21/01473/FUL (13, East Street) has been received, via the Town Clerk, from a neighbour and supported by a further email from his concerned friend. Further changes had been made to this application, of which we were not notified, despite our objections to the application. Unfortunately, the matter is now out of our hands as TBC decided on a delegated permit on Monday. TBC policy is to present all applications to their planning committee, in case where the parish council has objected. This did not happen. TBC tried to change this policy about 18 months ago but, in the face of opposition from parish councils, did not. However, we have been concerned that the Borough would change their procedures anyway. The aforementioned friend had been assured by a Borough Councillor that this would not be the case. The Borough Councillor also informed the friend that this committee had changed its response on the application, which we had not.

Revised drawings for this application appeared on the Planning Portal but not in our intray, on 6th June. There was not time for us to respond. The delegated report indicated that we had only objected to the earlier scheme, implying that we had no objection to the new scheme. There was no evidence for that. The report also indicated that the concerns of neighbours had been addressed, which the neighbour asserts is not true.

The chairman has replied to the friend. It had been intended that the application would be looked at again this evening under item 18 before a reply would be sent to the neighbour, but it is too late for that. The Town Clerk will reply to the neighbour.

A new tree warden has been appointed - Chris Leibbrandt.

Due to the connection between this item and item 17 (P.23/24.073) the chairman brought item 17 forward so that it could be addressed at this point in the meeting. Mr Carey arrived during item 17.

P.23/24.067 To receive the Borough Councillor's report (if applicable)

None

P.23/24.068 Replacement of external fascia/fascia board.

Planning Application

153 High Street Nail Express Tewkesbury Gloucestershire GL20 5JP

Ref. No: 21/01023/LBC

Observations

The Town Council feels that this proposal is not in keeping with the character of the High Street due to the colours and materials chosen. Our particular objection is to the use of three-dimensional acrylic lettering on the fascia sign.

P.23/24.069 Demolition of existing garage building. Change of use from commercial (Class E) and erection of 2 new dwellings

Car Park At Quay Street Tewkesbury Gloucestershire GL20 5BE

Ref. No: 23/00331/FUL

Observations

No objection

P.23/24.070 Proposed new building to provide new transport offices.

Eastbrook Co 7100 Severn Drive Tewkesbury GL20 8SF

Ref. No: 23/00478/FUL

Observations

No objection

P.23/24.071 Conversion of former Abbey School to form 8 separate dwellings (including removal of 2 no. staircases)

The Abbey School Church Street Tewkesbury Gloucestershire GL20 5PD

Ref. No: 21/01205/LBC

Also 21/01186/FUL, which is for the same proposal, but the existence of which had not come to the committee's attention prior to the meeting. The response to both applications is the same, as follows:

Observations

Objection.

The Town Council does not believe that the parking and service arrangements are adequate for the number of dwellings. At this time we should be looking for greater sustainability, so it is disappointing to see there is no provision made for EV car charging. Our previous concerns regarding overlooking of neighbouring gardens by habitable rooms and also the use of the basement have not been addressed.

P.23/24.072 Proposed change of use of offices to a mixture of 7no. one, two and three bedroom flats with conversion of outbuildings to provide two dwellings.

69-70 High Street Tewkesbury Gloucestershire GL20 5LE

Ref. No: 19/00686/FUL

Also 19/00687/LBC, which is for the same proposal, but the existence of which had not come to the committee's attention prior to the meeting. The response to both applications is the same, as follows:

Observations

No objection

P.23/24.073 To note that some applications within our parish are not currently being brought to our attention via the Planning Portal and to agree appropriate action

The Town and Country Planning Act 1990, schedule 1, paragraph 8 says 'A local planning authority who have the function of determining applications for planning permission or permission in principle shall, if requested to do so by the council of any parish situated in their area, notify the council of (a) any relevant planning application; and (b) any alteration to that application accepted by the authority'.

Re. 21/01473/FUL, we were not informed of the latest amendments to the proposal. Even if we had been, they only appeared on the Planning Portal on 6th June and the decision was made on the 12th, so we could not have responded in time. Yet the fact that our objections related to an earlier, larger version of the scheme was cited in the delegated report as a justification for ignoring them, even though there was no evidence that we would have taken a different view of the amended scheme.

Re. 23/00331/FUL and 23/00478/FUL, we would not have had the opportunity to respond to any of these applications had it not been for an eagle-eyed member of this committee who happened to spot them in the portal. We had not been notified of their existence unlike, in the case of 23/00478/FUL, a neighbouring Parish Council.

Re. 21/01205/LBC, 21/01186/FUL, 19/00686/FUL and 19/00687/LBC, we had not been informed about changes to these applications and, had it not been for the eagle-eyed member, we would not have had the opportunity to respond to them.

We therefore consider that Tewkesbury Borough Council is in breach of the Town and Country Planning Act 1990, schedule 1, paragraph 8. The Town Clerk will write to Borough Council's Chief Executive and copy her email to all borough councillors, describing the faults we have encountered, above and reminding them that we have requested the right to be notified, in order to carry out our duties as statutory consultee. The Town Clerk will request a response within 14 days.

P.23/24.074 To respond to a preplanning consultation request from Cornerstone 12861621

Observations:

The committee foresees no difficulties with this potential application.

P.23/24.075 To note any additional applications on the Planning Portal which will expire before Wednesday 28th June 2023 and agree further actions

As discussed with Tree Officer - 2-3 metre crown reduction to Hornbeam trees to give an overall rounded shape and maintain amenity value

Planning Application

Observations:

No objection

P.23/24.076 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
21/01473/FUL (13, East Street) – please see items P.23/24.066 and P.23/24.73

P.23/24.077 To note the decisions made in May 2023, in respect of planning applications to Tewkesbury Borough Council
Noted

P.23/24.078 To consider any further changes to the forward plan which would be appropriate at this time.
Members were in agreement with the content, but a few grammatical errors were corrected and two bullet points combined into one.

There being no further business, the meeting closed at 9.20pm

Chairman's signature

28th June 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 28th June 2023

Present: Cllrs. J Raywood, S Raywood, P Jones, M Dimond-Brown and Mr R Maggs

In attendance: none

MINUTES

P.23/24.079 Welcome.

The chairman welcomed everyone at 7.35pm when the meeting began.

P.23/24.080 To receive apologies for absence

Cllr A Hayes

Mr R Carey

P.23/24.081 To receive declarations of interest

Items 12 & 13 (P.23/24.190 & P.23/24.191) Trustee of The Friends of Tewkesbury Abbey and also Trustee of The Tewkesbury Almshouses Trust

Item 15 (P.23/24.093) - Cllr S Raywood, employed by the Planning Inspectorate

Item 15 (P.23/24.093) – Cllr M Dimond-Brown (member of TBC Planning Committee)

P.23/24.082 To receive and consider requests for dispensations

None

P.23/24.083 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.23/24.084 To approve the minutes of the Planning Committee meeting held on 14th June 2023

Proposed by Cllr Jones and seconded by Mr Maggs

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

P.23/24.085 To receive updates on matters arising from the minutes – for information only

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.23/24.073** – The Town Clerk has written to Tewkesbury Borough Council, as requested.

P.23/24.086 To note correspondence

Response from Laurence Robertson MP to the chairman's email

I understand the concerns you re expressing. Of course, there are now some questions regarding the future of the Garden Town due to the change in leadership on the Borough Council. Initially, my support for it was conditional on its not making the prospects of flooding worse, and that improvements were made to the A46.

On this latter point, I am disappointed that adequate proposals have not been made to increase the capacity of the road. Rather, the County Council, encouraged by National Highways, appear to be favouring a half-baked by-pass scheme which would see J9 reduced to a two-way junction. Such a proposal would ignore the needs of the local communities. I am strongly opposing this possible proposal and held a debate in Parliament recently to discuss it. I digress.

The River Severn Group I belong to is active, but I think we need to do more in ensuring that, for example, Severn Trent provides the capacity for drainage and water services, so that the prospects of flooding do not become worsened. In the last year, the Tewkesbury constituency has had development which is four times the constituency average, and this is in a flood risk area. This is a point I am making to government, and the local planning authority needs to ensure that building only takes place where it is appropriate to do so. Obviously, the Planning Inspectorate has a large role to play in this as well.

I will think further on this matter and see what else we can do to protect our area, while at the same time ensuring that we enjoy the necessary growth.

A rather long email received from Ian Parker (Save our Lanes) will be circulated to all councillors.

P.23/24.087 To receive the Borough Councillor's report (if applicable)

- Active Travel England will now be a statutory consultee for all large developments.
<https://www.gov.uk/government/organisations/active-travel-england>
- During the two TBC Planning Committee meetings that have been held since the elections planning officers have been challenged to be (a) more sensitive to the green belt, and (b) more sensitive to NDPs and take them into greater consideration of them when recommending decisions.
- TBC councillors Bowman, Dimond-Brown, Sztymiak and Workman will meet with Borough Planning Officers next week to discuss the situation regarding Healings Mill.

P.23/24.088 Single storey rear extension (retrospective in part) .

Planning Application

1 Digby Drive Mitton Tewkesbury Gloucestershire GL20 8AH

Ref. No: 22/00619/FUL

Observations:

No objection

P.23/24.089 Separation of units 50 and 51 at ground floor level, change of use to Class C3 of ground floor of unit 50. Associated repairs and alterations. Demolition of C20 extension to rear. Repairs and alterations

Planning Application

British Legion Club 50 Church Street Tewkesbury Gloucestershire GL20 5SN

Ref. No: 23/00510/FUL

Also Ref. No: 23/00511/LBC

Observations:

The Town Council wishes to know whether the occupants of number 50 will have a right of access on a permanent basis through the garden of number 51 in order to make their bins accessible for collection and for fire exit purposes. Other than that, we have no objections.

Cllr J Raywood left the room at this point in the meeting.

P.23/24.090 Tewkesbury Abbey has been granted funding by the Home office for external CCTV to cover the building and grounds of the Abbey. To cover the North transept back door of the Abbey and the back of the Visitor center / Tea Room area, it is required to place the cameras on the Alms House trust building. The cameras will be colour matched to the stone / brick surrounding area and the black cables will discretely run along the building back to a pre existing cable run over to the Visitor Center.

Planning Application

Russells Alms Houses Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00491/LBC

Observations:

No objection, subject to the opinion of the Conservation Officer.

P.23/24.091 Tewkesbury Abbey would like to install 20 external CCTV cameras as part of a Home Office Security Grant scheme. There would be 3 attached to Alms House Building, 15 attached to the main Abbey building and 2 to the Visitor center / Parish Hall building. The cameras would be colour matched to the surrounding stone / brick colour and the wiring would be ran discretely back to pre existing cable runs. The wiring comes in three colours grey, black and white which will be decided as to which will be suitable in the different locations. The cameras will either be attached via a bracket over the top of the parapet or in mortar joints.

Planning Application

Abbey Office Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00490/FUL

Observations:

No objection, subject to the opinion of the Conservation Officer.

Cllr J Raywood returned to the meeting at this point.

P.23/24.092 New Sign Writing on fascia

Planning Application
7 Church Street Tewkesbury Gloucestershire GL20 5PA
Ref. No: 23/00519/LBC

Observations:

No objection

Cllr S Raywood left the room at this point in the meeting.
Cllr M Dimond-Brown remained in the room as an observer.

P.23/24.093 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.

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

Using the Town Council's earlier response from 2022, the current proposals were assessed to see whether the concerns previously expressed are still valid. It was found that many of them are. The amended response will be tidied up and agreed by committee members via email, before being presented to Full Council for approval on July 10th. The Town Clerk will be asked to inform the Borough that we intend to submit a formal response during the week beginning 10th July.

Towards the end of this discussion councillors agreed unanimously to extend the meeting by 15 minutes.

At this point in the meeting Cllr S Raywood returned to the room.

P.23/24.094 Change of paint colour on front elevation ground floor level

Abbey Tea Rooms 59 Church Street Tewkesbury Gloucestershire GL20 5RZ
Ref. No: 23/00454/LBC

Observations:

No objection

P.23/24.095 Proposed Single storey rear extension with garage conversion with proposed garden fence

Planning Application
85 York Road Tewkesbury Gloucestershire GL20 5HB
Ref. No: 23/00505/FUL

Observations:

Objection. The Town Council requires further information with regard to how the proposed fencing will affect visibility at the junction of York Road and Richard Place. The Town Council would also like confirmation that on-site parking space is adequate.

- P.23/24.096** To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
None
- P.23/24.097** To note any additional applications on the Planning Portal which will expire before Wednesday 12th July 2023 and agree further actions
None
- P.23/24.098** To consider what content we would want to place on the Planning Committee's page on the Town Council's website
Deferred

The meeting ended at 9.50pm.

Chairman's signature

12th July 2022



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 12th July 2023

Present: Cllrs. J Raywood, S Raywood, A Hayes

In attendance: Mrs D Hill, Town Clerk

MINUTES

P.23/24.099 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.35pm

P.23/24.100 To receive apologies for absence

None received

P.23/24.101 To receive declarations of interest

None

P.23/24.102 To receive and consider requests for dispensations

None

P.23/24.103 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.23/24.104 To approve the payments list

Proposed by Cllr. Hayes and seconded by Cllr. Raywood

It was resolved to **approve** the payments list totalling £13,646.76.

The Town Clerk left the meeting at 7.50pm.

P.23/24.105 To approve the minutes of the Planning Committee meeting held on 28th June 2023

Proposed by Cllr. Hayes and seconded by Cllr. Raywood

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

P.23/24.106 To receive updates on matters arising from the minutes – for information only

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.23/24.087** - TBC councillors Bowman, Dimond-Brown, Sztymiak and Workman met with Borough Planning Officers to discuss the situation regarding Healings Mill. An update was given to Cllr Raywood and conveyed to committee members.

Re. **P.23/24.093** – this committee’s recommended response was approved by Full Council and has now been submitted.

P.23/24.107 To note correspondence

An email from the TBC officer dealing with 13 East Street explained that ‘Despite the objection raised by the Town Council, the Planning Department have issued a decision under delegated powers. The Town Council raised a number of concerns/comments in relation to the scheme. Since these comments were made, amended plans have been provided and technical consultees have commented on the scheme.’ Each of the Town Council’s concerns was then addressed in turn and the following conclusion was reached – ‘On the basis of the discussions that have taken place with the applicant and consultees, the amendments submitted to the scheme to address concerns raised, and the consultation responses received from the Council’s technical advisers, it is considered that the substantive planning issues raised by the Town Council have been addressed by discussion, amendment and written response. On this occasion the decision was therefore taken for the application to be determined under delegated authority by the planning team.’

A communication will be sent to Tewkesbury Borough Council to say that it does not know whether this committee’s concerns have, in fact, been satisfactorily resolved because we were not given an opportunity to respond to the amendment proposals. We are also aware that at least one neighbour was still very concerned. We will express the expectation that this kind of situation will not arise again.

We have been invited to respond to the Tewkesbury Borough Council Draft Street Trading Licensing Policy Consultation and also to the Tewkesbury Borough Council's draft Taxi and Private Hire Licensing Policy consultation. The consultation will last for 12 weeks, so they will probably be on the next agenda.

P.23/24.108 To receive the Borough Councillor’s report (if applicable)

None

P.23/24.109 Replacement windows and door fanlight on front elevation

Planning Application

First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ

Ref. No: 23/00513/LBC

Observations:

No objection

P.23/24.110 Replacement of brickwork.

Planning Application

5 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 23/00570/LBC

Observations:

No objection

P.23/24.111 Alterations to Shopfront

Planning Application
105 High Street Tewkesbury Gloucestershire GL20 5JZ
Ref. No: 23/00536/LBC

Observations:

No objection

P.23/24.112 Replacement of external fascia/fascia board.

Planning Application
153 High Street Nail Express Tewkesbury Gloucestershire GL20 5JP
Ref. No: 21/01023/LBC

Observations:

Having noted the opinion of the Conservation Officer the Town Council withdraws its objection.

P.23/24.113 Redecoration of front elevation

Planning Application
Ground Floor Front 17 Church Street Tewkesbury Gloucestershire GL20 5PD
Ref. No: 23/00534/LBC

Observations:

No objection.

P.23/24.114 Alterations to existing fascia

Planning Application
107 High Street Tewkesbury Gloucestershire GL20 5JZ
Ref. No: 23/00539/LBC

Observations:

No objection

P.23/24.115 Signage removal and awning removed

Planning Application
106 High Street Tewkesbury Gloucestershire GL20 5JZ
Ref. No: 23/00537/LBC

Observations:

No objection
The Town Council is disappointed that the opportunity has not been taken to remove the red paintwork. However, we appreciate the proposals represent an improvement to the existing situation.

P.23/24.116 Removal of existing awning and replacement with traditional style fascia and awning
Planning Application
The Card Rack 111 High Street Tewkesbury Gloucestershire GL20 5JY
Ref. No: 23/00541/LBC

Observations:

No objection

P.23/24.117 Replacement of existing ally roof with standing seam zinc roof. Installation of door & stud partition to ally.
Planning Application
The Wheatsheaf 132 High Street Tewkesbury Gloucestershire GL20 5JR
Ref. No: 23/00553/LBC

Observations:

No objection

P.23/24.118 Erection of six raised bedroom patios and replacement of a wooden decking with a patio (Retrospective).
Planning Application
Tewkesbury Park Golf And Country Club Lincoln Green Lane Tewkesbury
Gloucestershire GL20 7DN
Ref. No: 22/00520/FUL

Observations:

No objection

P.23/24.119 Redevelopment of former Healings Mill Offices, demolition of no3 Quay Street and erection of 3 apartments and 3 townhouses, and refurbishment of no4 Quay Street for 3 apartments.
Planning Application
4 Quay Street Tewkesbury Gloucestershire GL20 5BE
Ref. No: 23/00559/FUL

Observations:

Request further information.

The Town Council is in favour of the proposed development in principal but feels there are a few issues that need to be addressed. The first is the issue of parking. A technical note would be welcomed to explain the approach to parking and justify the provision, especially in light of adjacent developments. Similarly, a technical note is required to explain how waste will be managed in terms of bin storage. Finally, the drawings are not in respect of the impact of the development on the existing basement.

P.23/24.120 Proposed two storey front extension

Planning Application

Unit 5502 Shannon Way Tewkesbury Business Park Tewkesbury Gloucestershire

Ref. No: 23/00562/FUL

Observations:

No objection

P.23/24.121 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.122 To note any additional applications on the Planning Portal which will expire before Wednesday 26th July 2023 and agree further actions

None

P.23/24.123 To note the decisions made in June 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

p.23/24.124 To consider what content we would want to place on the Planning Committee's page on the Town Council's website (deferred from 28th June)

Initial thoughts are that the webpage could:

- Acknowledge the existence of our lay members
- Be more informative and, in particular, convey that this is an energetic and active committee
- Include
 - a) A link to our latest minutes and next agenda
 - b) Our forward plan
 - c) The list of unlisted buildings we identified as heritage assets
 - d) An explanation of why we are consultees and on what we can be consulted
 - e) A heavy link to the local strategic development plan
 - f) Map showing the extents of the Conservation Area and Article 4 Direction, with an explanation of what that means for property owners in those areas
 - g) A list of topics we have covered in our public engagement meetings, plus a link to the video that TBC prepared to help people to apply for LBC
 - h) Links to relevant sources of information and advice eg, The Planning Portal, The Planning Inspectorate's YouTube channel

A request will be made to TBC that they submit data regarding the extent of the Article 4 Direction to the Government's National Map of Planning Data.

The chairman will meet with our admin assistant to discuss how the above points can be addressed within the webpage and a draft proposal will be presented to committee.

All business being concluded, the meeting closed at 9.23pm.

Chairman's signature

26th July 2023



PLANNING COMMITTEE

Wednesday 26th July 2023

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

MINUTES

P.23/24.125 Welcome.

The Chairman welcomed everyone present when the meeting opened at 19.30

P.23/24.126 To receive apologies for absence

Cllr. P. Jones (Delayed)

P.23/24.127 To receive declarations of interest

None

P.23/24.128 To receive and consider requests for dispensations

None

P.23/24.129 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None

P.23/24.130 To approve the minutes of the Planning Committee meeting held on 12th July 2023

Proposed by Cllr. A. Hayes and seconded by Cllr. S. Raywood

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

P.23/24.131 To receive updates on matters arising from the minutes – for information only

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.23/24.107** - The Chairman wrote to the planning officer as agreed, thanking him for the rationale behind his decision but pointing out neither the Town Council nor a concerned neighbour had been consulted about the most recent iteration of the scheme and therefore there was no evidence that our concerns had been addressed. The email also conveyed the disappointment of committee members that this application had been processed in a less than transparent and consultative manner

and assured the officer of our continued determination to carry out our duties as consultees to the very best of our abilities, in order to serve the best interests of all residents in our parish.

The Town Clerk, having received no response from the TBC Chief Executive regarding our complaint about not being consistently informed about applications and changes to applications, has written to him again, including a copy of this email also.

Incidentally, it has just emerged that there have been amendments to applications 20/00894/LBC and 20/00893/FUL - **Erection of a rear extension** Royal Hop Pole Hotel Church Street Tewkesbury Gloucestershire. We were not consulted on these either and the decisions to permit and consent have been made.

Mr R. Carey entered the meeting during this agenda item (19.38).

P.23/24.132 To note correspondence

Councillors have been invited to an update on the Garden Town Gateway Review on the 10th August 2023, venue as yet unconfirmed. The Gateway Review report was also made available via a link to TBC agenda pack. The question will be asked regarding the possibility of our lay committee members being updated also.

Cllr. P. Jones entered the meeting during this agenda item (19.42).

P.23/24.133 To receive the Borough Councillor's report (if applicable)

None

P.23/24.134 New doors to replace an existing window.

Planning Application

1 The Boat House Back Of Avon Tewkesbury Gloucestershire GL20 5BA

Ref. No: 23/00587/FUL

Observations:

No objection

P.23/24.135 New doors to replace an existing window.

Planning Application

1 The Boat House Back Of Avon Tewkesbury Gloucestershire GL20 5BA

Ref. No: 23/00588/LBC

Observations:

No objection

P.23/24.136 Removal of existing garage and side extension to provide Proposed New Two and Single storey detached dwelling.

Planning Application

8 York Road Tewkesbury Gloucestershire GL20 5HN

Ref. No: 23/00606/FU

Observations:

Request for further information on access and drainage.

The Town Council would like further details on how the property will be accessed by vehicles in order to ascertain that the property can be entered and exited safely for all concerned. This is to ensure that Highway safety and operation is not negatively impacted.

Also the Town Council believes that Severn Trent should be consulted to ensure the assertions of the Applicants are sound with respect to drainage.

P.23/24.137 Changes to the frontal signage

Planning Application

104A High Street Tewkesbury Gloucestershire GL20 5JZ

Ref. No: 23/00535/LBC

Observations:

No objection

P.23/24.138 New entrance gates

Planning Application

65 Bramley Road Mitton Tewkesbury Gloucestershire GL20 8AQ

Ref. No: 23/00613/FUL

Observations:

No objection

P.23/24.139 Erection of a two storey front extension, installation of a second floor bay window and associated external alterations.

Planning Application

Albertine Cottage Hammerton Court High Street Tewkesbury Gloucestershire GL20 5BN

Ref. No: 23/00592/FUL

Observations:

The Town Council regrets the potential loss of the distinctive bay window on the riverside elevation of the property and would welcome the Conservation Officer's opinion on this as well as on the window above on the second floor. Apart from that the Town Council has no objections to the proposed extensions at the front of the property.

- P.23/24.140** Internal reordering of the church to enable a wider range of community uses. External proposals include provision of new glazed entrance doors, removal of a redundant chimney stack and fitting of UV panels on the south west roof.
Planning Application
Tewkesbury Methodist Church Church Street Tewkesbury Gloucestershire GL20 5PA
Ref. No: 23/00525/FUL

Observations:

No objection

- P.23/24.141** Reserved matters for the infrastructure phase of development at Fiddington South comprising details of the spine road, drainage strategy and associated landscaping in accordance with Outline Appeal permission ref: 21/00451/OUT
Planning Application
Land At Fiddington South, Ashchurch, Tewkesbury
Ref. No: 23/00600/APP

Observations:

Although the Town Council still has reservations about the suitability of this site for development, it is satisfied with the thoroughness of the documents provided within this specific application for reserved matters.

- P.23/24.142** **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None of which we are aware

- P.23/24.143** **To note any additional applications on the Planning Portal which will expire before Wednesday 9th August 2023 and agree further actions**

None

- P.23/24.144** **To consider and respond to Street Trading Policy Consultation — Tewkesbury Borough Council**

The committee considers that there are two areas of confusion in the policy. It does not understand how a prohibited street can also be a prime site for market trading. (clauses 2.1 and 2.3)

There is also confusion about when a DBS is needed and when it isn't due to police checks. (clause 3.4.3) What kinds of checks do the police carry out?

- P.23/24.145** **To consider and respond to Taxi and Private Hire Licensing Consultation — Tewkesbury Borough Council**

This document was very difficult to read and the committee considers that it should have been subject to proof-reading prior to submission. Sections of the document appears to have been written by different people at different times and it is difficult to

know which particular body the word 'we' refers to. We note that the amount of previous driving experience a new hackney carriage driver will need is substantially reduced, from three years to one, and do not know the rationale for that.

P.23/24.146 To receive an update on the progress of the Planning Webpage

An email has come from Stuart Jackson of TBC, welcoming the intention of the Town Council's Planning Committee to help keep the public informed regarding the planning system! He will investigate how the National Planning Map is put together and also the protocol for providing source material.

He explained that there is also a project that has been launched at TBC that will be incorporating all of the maps throughout the Borough so that members of the public would be able to click on a point and see all of the constraints/policy boundaries (e.g. flood zones, green belt, conservation areas), although he's not sure of time-scales for rolling out but will keep us informed. In addition, the TBC website is also due a refresh and he would hope that the heritage zone is a little more prominent and informative going forward. Anything the Town Council wants to add to our own website can only help.

Members considered a possible layout for the webpage, which includes a short paragraph which expands on the three bullet points and also emphasises the importance we place on community engagement, followed by a series of links to both internal and external sites where the public can find further information. This is a work in progress.

There being no further business, the meeting closed at 21:15

Chairman's signature

9th August 2023



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 4th July 2023 at 6pm

Present: Cllrs S Raywood (Chair), J Raywood, M Sztymiak, C Danter, J Baddams

In attendance: J King (Assistant Town Clerk)

E&A 23/001 To receive apologies for absence
None received.

E&A 23/002 To record declarations of interest
None received.

E&A 23/003 To consider requests for dispensations
None received.

E&A 23/004 To approve the minutes of the meetings held on 21st March 2023
It was RESOLVED to approve the minutes of the meetings held on 21st March 2023.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/005 Matters arising from the minutes – for information only
19/036 Community right to bid — complete – awaiting confirmation letter
22/039 Ownership of land behind Gupshill bus shelter – ongoing
22/059 Use of Boys’ Brigade toilets – complete, no sessions taking place at Derek Graham due to availability
22/064 Bee friendly corridors – complete, Tewkesbury in Bloom working with Buildings & Moorings regarding taking on St Mary’s Lane mooring area

E&A 23/006 To receive correspondence relating to the Environment & Amenities Committee
Tewkesbury Borough Council asked the committee for permission to put ‘don’t drop you gum’ stickers of the bins on the High Street, Barton Street and Back of Avon. The committee agreed that they were happy for stickers but they should not be bigger than A4 and they would prefer a mix of the two styles. The committee requested that the Conservation Officer be approached for their opinion.

E&A 23/007 Public Participation
A member of the public attended, they live near Derek Graham and was horrified at the way the trees at the edge of Derek Graham were pollarded. They reported it to the Town Council and it was sorted. They want to ensure that any future work carried out by the County Council is not left in the same state as before.

E&A 23/008 To receive the committee budget report (including earmarked reserves)
The budget was received and reviewed.



TEWKESBURY TOWN COUNCIL

E&A 23/009 To review the work programme and agree any actions

The work programme was reviewed and the following items were discussed:

- Fence repair at Derek Graham has been completed.
- Tewkesbury Borough Council repairing carousel links at Warwick Place
- Mixed waste bin has been installed at Manor Place.
- Bus shelter has been installed at the Odessa – Cllr Cody has received positive comments from residents around the Odessa.
- Play Ranger sessions – due to staffing levels only able to provide two in the summer – these will be on the Vineyards, as they have historically been the best attended. Question has been raised about session for 2024.

It was RESOLVED to approve seven sessions as follows- four during summer holidays 2024 and one each in October half term 2024, February half term 2025 and Easter holidays 2025 at a cost of £545 per session.

Proposed by Cllr Baddams, seconded by Cllr J Raywood.

Action: Cllr Baddams to investigate alternative providers for the sessions that the Play Rangers are unable to supply this year.

- Noticeboard has been installed in Newtown.
- Vehicle Activated Sign has been repaired and is ready to go back out.
- Swap boxes are being made by Men's Shed Project.

E&A 23/010 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

Severn Trent consider the reinstatement good enough and are paying a final £100 compensation. There are no health and safety issues remaining. A decision was made to not pursue this issue any further, as it is unlikely to provide beneficial and will just use officer time.

The committee discussed the first steps for the refurbishment of the Derek Graham Park. There is £20,000 in Earmarked Reserves and £5000 in Playground Projects. This will enable the Council to apply for grants; if required, as you must have some funding of your own to start a project. In addition, you need to show that the proposed changes are driven by the community, rather than imposed on them. The Assistant Town Clerk has worked with Cllr Robertson to create a non-biased questionnaire of what people might like.

The committee discussed groups in Newtown that could be contacted, and this includes, the WI, Boys' Brigade, Girl Guides, Tirlbrook School, Tewkesbury School, nurseries, gyms, dance lessons held at the squash club. Need to identify a place for leaflets to be dropped back to – The Canterbury or the garage? Need to include St Nicholas' Church as their parochial



TEWKESBURY TOWN COUNCIL

parish includes Newtown. Questionnaire drop in Wheatpieces and Walton Cardiff, as many people use Derek Graham as their nearest park. Form should be downloadable, so that it can be completed and emailed back.

Arrange a drop in date in the park for residents to come and share their thoughts and ideas. Potentially use other entertainment e.g. circus skills workshop to bring people to the park.

ii. Mitton Play Area

Question regarding the surface at Mitton. Sand needs to be reapplied, usually in the region of £600 and this needs to be done every two years. Committee are happy for this to take place under delegated authority when the exact costs are received.

Action: Quote to be obtained for replacing the surface with wetpour.

iii. Warwick Place Play Area

It was RESOLVED to replace two swing seats at Warwick Place at a cost of £299.37. Proposed by Cllr J Raywood, seconded by Cllr Danter.

The committee discussed the issue of the litter at the park. The Council already provide a litter pick twice a week and there are signs on both entrance gates to the park about picking up litter. The issue is not bin capacity, rather people not caring.

Action: Ask PPNP if litter picking is something they would be able to support.

E&A 23/011 To receive an update on the vandalism issues at Spring Gardens

The Assistant Town Clerk provided an update and advised that the police have taken action following the vandalism that was recorded in the Anglo-American Remembrance Garden. The same individual are those that have been seen on CCTV around Spring Gardens and the theft of toilet rolls and CCTV evidence has been reported to the police.

Two individuals are taking part in six month restorative justice programmes.

E&A 23/012 To discuss and agree the work to be undertaken on the Arrivall Sculptures

It was RESOLVED to undertake the following work at a cost of £1700:

- Copper capping of end grain and horses' backs, using copper strips and nails
- Clear preservative coating to be applied to complete structures
- Grind off excess threads, make and fit new bolt oak covers

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.



TEWKESBURY TOWN COUNCIL

E&A 23/013 To agree next steps for the repair / replacement of the Gupshill bus shelter

The visibility issue for the bus shelter has been investigated. It was concluded that a clear bus shelter would provide no better visibility than the current one.

It was RESOLVED to delegate authority to the Assistant Town Clerk to get the roof replaced up to a cost of £1000.

Proposed by Cllr Sztymiak, seconded by Cllr Baddams.

E&A 23/014 To consider the emergency / winter plan and update as required

Cllrs discussed the current emergency plan and ballast bins. It was noted that the current plan was quite long and did not fit well with Tewkesbury Borough Council's emergency plan. It was felt it could be more helpful to individuals; as it is primarily a flooding emergency plan, by including flood risk preparation for households.

Action: Assistant Town Clerk to provide an initial revision for the committee to consider.

The meeting closed at 7.30pm

Next meeting: 10th October 2023

Signature of Chairman upon approval of the minutes 4th July 2023

MINUTES
of the
Finance Committee meeting held on 5th June 2023 at 6:00PM in the Town Hall,
Tewkesbury

Present: Cllrs C Danter (Chair), H Bowman, P Brookes, S Raywood, M Sztymiak, K Moran

In attendance: D Hill (Town Clerk), Cllr Ash

F.23.001 To receive apologies
Cllr J Raywood

F.23.002 To receive declarations of interest
None.

F.23.003 To receive dispensations
None.

F.23.004 To approve the Minutes of the Finance Committee meeting held on 27th April 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 27th April 2023. Proposed by Cllr Brookes, seconded by Cllr Bowman.

F.23.005 Matters arising from the Minutes of 27th April 2023 – for information only
22.116 Online banking - Assistant Town Clerk now has access to online banking – complete.
Debit cards – now arrived – complete
22.124 Bar audit – meeting with Bar Auditor has been arranged for 13th June at 3pm. Cllrs Brookes, Sztymiak and Jones to attend the meeting.
22.136 Transfer from business account to 32 day notice account - complete

F.23.006 To receive correspondence relating to the Finance Committee
None.

F.23.007 Public Participation
None.

F.23.008 To approve the payments list
It was RESOLVED to approve payments totalling £14,838.56. Proposed by Cllr S Raywood, seconded by Cllr Jones.

F.23.009 To review the financial reports and bank reconciliations of the Town Council for April 2023
The financial reports were reviewed and the bank reconciliations were reviewed and checked against the bank statements.

F.23.010 To review the payments report for April 2023

The payments report was reviewed. There was a query regarding number of slats purchased for benches and surveys of Town Hall and Watson Hall due to transaction detail specifying Watson Hall only. **Action:** Town Clerk to investigate these queries.

F.23.011 To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2023

Item deferred to Full Council on 12th June 2023.

F.23.012 To review the Accounting Statement for financial year 2022/23

Item deferred to Full Council on 12th June 2023.

F.23.013 To receive an update on the external audit for financial year 2021/22

The Town Clerk reported that the external audit for 2021/22 was now complete and that the certificate had been received and published as required. The except for items raised by the Auditor all relate to the accounting and treatment of the Watson Hall. It was noted that the item relating to the re-stating of the figures was disappointing, given that the information regarding the issues in opening a separate bank account for the Watson Hall had been supplied to the auditors over the last few years.

F.23.014 To receive a report from Cllrs Bowman and Brookes 2022/23 Q4 internal control checks

Cllrs Bowman and Brookes reported that Q4 checks have been completed. Their report was reviewed and it was agreed to add review of assets to the next Full Council meeting agenda. **Action** Town Clerk to add to 12th June agenda.

F.23.015 To consider and agree grant applications from outside bodies

All England Theatre application – no grant awarded but the committee would be supportive of a future application made in advance of the event so that advertising opportunities could be maximised. It was suggested that the Watson Hall could be offered as a possible venue. Excellent reports back from Councillors who attended the event. **Action:** Town Clerk to feedback to grant applicant.

There being no further business the meeting closed at 19:32.

Signature of Chairman upon approval of the minutes 3rd July 2023

MINUTES
of the
Finance Committee meeting held on 3rd July 2023 at 6:00PM in the Town Hall,
Tewkesbury

Present: Cllrs C Danter (Chair), P Brookes, S Raywood, J Raywood, M Sztymiak, K Moran

In attendance: D Hill (Town Clerk), Cllr E Ash

F.23.016 To receive apologies
Cllr H Bowman

F.23.017 To receive declarations of interest
None.

F.23.018 To receive dispensations
None.

F.23.019 To approve the Minutes of the Finance Committee meeting held on 5th June 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 5th June 2023. Proposed by Cllr Brookes, seconded by Cllr Sztymiak.

F.23.020 Matters arising from the Minutes of 5th June 2023 – for information only
23.010 Payments report queries – Town Clerk confirmed seven slats were purchased for bench repairs and that the Town Hall Foster Surveys (measured survey) invoice was for £2,475 and the Watson Hall Foster Surveys (measured survey) invoice was for £3,295 – complete.
23.015 Feedback to grant applicant – Town Clerk has had a phone conversation with the grant application contact and followed up with an email – complete.

F.23.021 To receive correspondence relating to the Finance Committee
None.

F.23.022 Public Participation
None.

F.23.023 To approve the payments list
It was RESOLVED to approve payments totalling £14,214.85. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.024 To review the financial reports and bank reconciliations of the Town Council for May 2023
The Town Clerk explained that the invoice for PKF Littlejohn invoice needs to be journalled to 4170 Audit fees.
HAZ expenditure – the final claim for HAZ related expenditure is to be submitted to Tewkesbury Borough Council by the end of July.

A Councillor queried the Watson Hall income £2,391 vs bar income and income from what type of event. **Action:** Town Clerk to provide a breakdown of these figures at the next meeting.

F.23.025 To review the payments report for May 2023

Deferred to the next meeting.

F.23.026 To review the internal audit report for 2022/23 and to note recommended actions

- 1.1 Standing Orders – to be reviewed at Full Council
- 1.3 Grants Policy – amend review date
- 3.2 Risk Register – additional risks (Finance Risk Register already in place) to be reviewed at a future Finance Committee meeting and may need to roll out to other committees
- 6.7 Date for exercise of public rights – noted at this Finance Committee meeting as being Monday 3rd July to Friday 11th August 2023
- 7.1 GDPR policy for staff already in place. Review for councillors.

F.23.027 To note dates for the exercise of public rights for 2022/23 is 30th June to 10th August 2023

The Town Clerk advised that the final date was Monday 3rd July to Friday 11th August.

F.23.028 To receive an update from the bar audit working group

Cllrs Brookes, Cllr Sztymiak and Cllr Jones, the Bar Auditor and Town Clerk met to discuss the last bar audit.

Gross profits – to be reviewed, Town Council awaiting report.

Look at manual stock adjustments – for any items identified.

F.23.029 To consider and agree grant applications from outside bodies

None.

There being no further business the meeting closed at 18:50.

Signature of Chairman upon approval of the minutes 29th Aug 2023



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Severn Ham Committee meeting
Held at Town Hall, Tewkesbury on 16th March 2023 at 9.30am

Present: Cllrs P Brookes (Chair), E Ash, J Baddams, C Cody, C Danter, P Jones, Ms C Corsie, Mr Perry.

In attendance: J King (Assistant Town Clerk) & four members of the public.

SH 23/001 To receive apologies for absence
Apologies were received from Cllr J Raywood & Mrs K Andrews.

SH 23/002 To record declarations of interest
None received.

SH 23/003 To consider requests for dispensations
None received.

SH 23/004 To approve the Minutes of the meeting held on 16th March 2023
It was RESOLVED to approve the minutes of the meeting held on 16th March 2023.
Proposed by Cllr Cody, seconded by Cllr Danter.

SH 23/005 Matters arising from the previous minutes – for information only
SH20/024 ELMS Model for the Severn Ham – ongoing.
SH21/042 Mythe Nature Reserve adoption – ongoing, with GWT legal team.
SH22/008 ST Legacy damage proposal – closed as replaced with SH22/070.
SH22/011 Dock management strategy – closed as replaced with SH22/070.
SH22/058 Eel Pass – ongoing.
SH22/070 Legacy proposal – ongoing – issues regarding logistics & storage

SH 23/006 Public Participation
Mr Clements from English Holiday Cruises (EHC) presented. Since 1999 the company has been bringing their river cruise hotel boat to Tewkesbury. It carries 22 passengers. They have been unable to moor this season on the Ham and had been unable to do so whilst the Severn Trent works were taking place. Mr Clements stated that there were no late-night parties, they would use existing paths and the boat is silent overnight as it uses battery power. EHC are happy to engage with any restrictions and are waiting to post their 2024 itineraries based on the outcome of this meeting.

SH 23/007 To consider a request for the reinstatement of a mooring on the Severn Ham
Cllrs asked the following questions to Mr Clements:



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Q – Are there restrictions on dogs?

A – No dogs are allowed on the cruises.

Q – Does allowing one boat to moor not set a precedent for others?

A – The mooring was put in by EHC and is only suitable for a boat of our size. EHC could prevent other people from using it.

Q – What precautions are taken against fuel spills?

A – Vessel is registered with Marine Coastguard agency. Inspections for boats over 12 passengers and 24m include two dry dock inspections every five years and a yearly visit for in water inspections. There is also a personal liability of individuals on board.

Q – Have you spoken to Natural England?

A – No EHC have not spoken to Natural England.

Q – What benefit is there to the Ham?

A – There is a benefit to Tewkesbury in terms of tourism. Passengers took part in species monitoring in 2015 for kingfishers. They could do this for other species.

Q – Have you done an environmental impact survey, so that there is a positive impact to your visits to the Ham? A – No.

It was noted that the Severn Trent works blocked the path that meant this mooring could not be used. EHC were using an alternative mooring in Tewkesbury, but the new owner wants money up front for a whole season (£4000) without any binding legal agreement.

As the Ham is a SSSI there is a legal obligation to gain permission from Natural England before using the mooring. Not obtaining this risks the Higher Level Stewardship and opens the Town Council up to a fine for non-compliance. Any application to Natural England has to be made by the land owner (the Town Council) and can take up to 56 days to be approved.

Concerns were raised about the decline in swans in Tewkesbury and the Avon in general. Much of this is due to disturbance and loss of nesting sites. There is a nesting site 20ft from the proposed mooring site. Tewkesbury in danger of losing the swans and bird flu is also having an enormous impact. Concern was also raised about the floating pennywort and potentially moving it up and down the Avon.

Mr Clements stated that an alternative site previously suggested by the committee near Healings Mill would require dredging and that permissions would be required from the Environment Agency. There are also restrictions on the times within which dredging may be done and EHC agree that there are better solutions.

Q - How much bank clearing would need to be done either side of the moorings?

A – It is a 28m long boat. The platform is designed so that no bank clearing is required.



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A Cllr noted that it would be difficult to get the vessel close into the mooring without some pruning taking place.

The committee discussed the bank erosion in Upton. EHC stated that this is most likely the result of high river flow in winter, rather than the boat mooring there.

Committee members were asked if they wished to reconsider the rejection of the mooring request. Committee members indicated by a show of hands that they did not wish to reconsider the request. The original resolution stands.

SH 23/008 Correspondence

Several items of correspondence were received regarding the middle of the Ham being wet and whether it could have a bridge or different surface.

SH 23/009 To receive an update from Severn Trent (ST) and agree any actions

None received.

SH 23/010 To receive an update from the Environment Agency and to agree any actions

Paul Herickx from the Environment Agency provided the update.

There have been two botanical surveys on the reinstatement strip, at the beginning of May and early June. It took the form of a quadrat survey and comparison to the strip next to the reinstatement strip.

Initial reports are positive at such an early stage in the reinstatement. Narrow leaf water dropwort is present along the site, as is yellow rattle. Aftermath grazing will help with the reinstatement. Greater Burnett was not reported as being present and an identified action is that seed or green hay should be considered.

Regeneration can take decades, but using targeted seeds can speed this up. The sward will be reassessed in late summer and the merits for oversowing considered. Green hay would also be beneficial and this should be applied after the annual hay cut.

Ms Corsie advised that Severn Trent are planning to apply green hay at the end of July. It is an early ripening year, so the intention is to bring forward the green hay to July 17th in order to get the later flowering species.

Action: Full botanical report to be circulated to committee members.

Eel pass – ad hoc monitoring is happening through the fisheries team and the EA are looking at a system that will do it automatically. There was an issue with high tides and also with protecting the inlet from larger debris. This work will take place towards the end of the summer when the water levels are low. No heavy machinery will be required, at most it will be a 4x4 with a trailer.



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SH 23/011 To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions

Ms Corsie provided the following update:

Initial examination of both reinstatement strips is that they are doing well for the first year of growth, but there is a lot of grass within it. If seed is being used, the question is whether grass needs to be included in the mix. The annuals have had a short-term benefit in terms of feed for the birds. The Severn Trent reinstatement strip is particularly thick with grass and would benefit from yellow rattle.

The weather is a concern for aftermath grazing and the weather will also determine whether the site is able to carry the weight of vehicles and not cause additional compaction.

The Town Council will carry out green hay spreading this year. The hay is coming from Marshlands and the work will be carried out by Mr B Perry.

The Sustainable Farming Incentive schemes were launched last week. They don't immediately offer any opportunities for the Severn Ham. **Action:** Ms Corsie to circulate the details of what is on offer to the farming community.

Curlew – have been very quiet and there are few signs that they are still on the Ham.

Action: What is the action plan for the curlew?

SH 23/012 To receive an update from the Assistant Town Clerk and agree any actions including

- i. Monitoring on the Severn Ham / Friends of the Severn Ham.
Thanks were given to the Friends of the Severn Ham for their help in monitoring the curlew. Next steps to ask for assistance monitoring livestock.
- ii. Path repairs – have been completed, they will take a little time to bed in, due to the nature of the self-bonding gravel.
- iii. Rootwave / Legacy Issues – meeting with Tewkesbury Borough Council in July.
- iv. Anglers involvement in the committee – **Action:** Agenda item to include feedback and discussions with the anglers to be added twice a year (September 2023 and March 2024)
- v. Next meeting dates – Monday 18th Sept, Wednesday 20th December, Wednesday 13th March.
- vi. Healings Mill – issues regarding access being blocked with a cherry picker, and owners rescinding storage issues on site for the Town Council, due to conflict with Tewkesbury Borough Council.



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The Committee also noted the work programme and the completion of the bund repairs.

SH 23/013

To receive the committee budget report and earmarked reserve report

The reports were received. The Assistant Town Clerk advised that the compensation from Severn Trent for the pipeline replacement had been received and after payment of the land agent fees, totals £24,553.

SH 23/014

To approve the payments list

It was RESOLVED to approve the payments list totalling £90,870.27.

Proposed by Cllr Danter, seconded by Cllr Baddams.

The meeting closed at 10.52am.

Next meeting: Monday 18th September 2023.

Signature of Chairman upon approval of the minutes

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 12TH JUNE 2023
IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM**

Present: Cllrs P Jones, (Chair), H Bowman, C Robertson, J Raywood, M Sztymiak
D Hill (Town Clerk)

1) To receive apologies

None received.

2) To receive declarations of interests

None received.

3) To receive dispensations

None.

4) To approve the minutes of the Staffing Committee meeting held on 12th December 2022

It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 12th December 2022. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.

5) Public participation

None.

6) To receive written correspondence

Written correspondence was received and answers provided as follows:

1) who clerked the item "22/23 - 134 To review the list of retained contractors" at the Full Council meeting held on 30 November 2022?

Both the Town Clerk and Assistant Town Clerk were in attendance at this meeting.

2) what supporting information was provided to councillors to support the inclusion of the list of new retained contractors?

An updated copy of the retained contractors list was provided.

3) did the Clerk withdraw from the meeting during this item?

No, the Town Clerk did not leave the meeting at this point.

4) who will be clerking the "Staffing Matters" item on the agenda of the Staffing Committee?

The Town Clerk.

5) what's the reason for the timing (4.30pm) of the Staffing Committee meeting when many members of the public will struggle to attend?

Staffing Committee meetings are normally held at 4pm but this meeting was put back by half an hour due to Councillor availability. Correspondence has now been added as an agenda item. Two meetings have been scheduled for 2023/24 and if additional meetings are required, they will be called.

6) why is this the first Staffing Committee meeting held in 2023?

Waiting for the Town Clerk's appraisal to be completed.

7) Matters arising from the minutes – for information only

Remaining training budget from 2022/23 was earmarked at the year end – complete.

Review of Administration Assistant job description – carried forward.

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Breakdown of work provided by staff to be assimilated and circulated to committee members
Internet banking access for Assistant Town Clerk – complete.

- 8) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**

Proposed by Cllr Danter, seconded by Cllr Robertson.

- 9) **Staffing matters**

i) Review of appraisals and agree appraisal process going forwards

The appraisals for office staff (excluding the Town Clerk) were reviewed. It was agreed to complete the appraisal for the Town Clerk in July/August relating to work completed up until 31st May and for other staff to follow on from the Clerk's appraisal relating to work completed up until 30th June.

ii) Review of salaries following appraisal process

The Town Clerk presented recommendations for performance related salary increases. The committee asked the Clerk to obtain a breakdown on costings for the proposals. Action: Town Clerk to contact the Payroll Services provider to provide a breakdown of current costs and proposed costs.

iii) Appointment of temporary support and cover for the Events & Venues Manager and the Finance Officer for Tewkesbury Live 2023 for a period of around six weeks

It was resolved to appoint temporary support for 21 hours per week for a period of around six weeks (to include the festival weekend) at a rate of pay of £13.21 per hour. Proposed by Cllr Raywood, seconded by Cllr Robertson.

iv) Consider correspondence received at Full Council in March 2023 raising the matter of staff declarations of interest and agree to ask the Town Council's HR Adviser to update the Employee Handbook to cover this

The correspondence was noted. It was agreed to ask the Town Council's HR Adviser to review the employee handbook to include staff declarations of interest.

There being no further business the meeting closed at 5.45pm.

Signature of Chairman upon approval of Minutes

Summary Income & Expenditure by Budget Heading June 2023

Month No: 3

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Finance</u>						
120	Finance					
	Income	284,543	493,780	209,237		
	Expenditure	23,675	88,205	64,530		64,530
	Net Income over Expenditure	<u>260,868</u>	<u>405,575</u>	<u>144,707</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>260,868</u>				
130	Mayor's Charity	920	0	(920)		
140	Tewkesbury Live	19,943	0	(19,943)		
	Expenditure	1,586	0	(1,586)		(1,586)
	Movement to/(from) Gen Reserve	<u>18,357</u>				
	Finance Income	<u>305,405</u>	<u>493,780</u>	<u>188,375</u>		
	Expenditure	<u>25,260</u>	<u>88,205</u>	<u>62,945</u>	0	62,945
	Net Income over Expenditure	<u>280,145</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>280,145</u>				
<u>Building & Moorings</u>						
200	Moorings					
	Income	37,297	6,000	(31,297)		
	Expenditure	46,066	16,400	(29,666)		(29,666)
	Net Income over Expenditure	<u>(8,770)</u>	<u>(10,400)</u>	<u>(1,630)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(8,770)</u>				
210	64 Barton Street	13,589	54,800	41,211		41,211
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(13,589)</u>				
220	Town Hall					
	Income	14,255	20,050	5,795		
	Expenditure	34,611	45,435	10,824		10,824
	Net Income over Expenditure	<u>(20,356)</u>	<u>(25,385)</u>	<u>(5,029)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(20,266)</u>				
230	War Memorial	0	1,000	1,000		1,000
	Building & Moorings Income	<u>51,551</u>	<u>26,050</u>	<u>(25,501)</u>		
	Expenditure	<u>94,266</u>	<u>117,635</u>	<u>23,369</u>	0	23,369
	Net Income over Expenditure	<u>(42,715)</u>				
	plus Transfer from EMR	90				

Summary Income & Expenditure by Budget Heading June 2023

Month No: 3

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve		<u>(42,625)</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	966	11,409	10,443	10,443
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		<u>(966)</u>				
320	Gloucester Road	Expenditure	369	4,818	4,449	4,449
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		<u>(369)</u>				
330	Cleaning & Consumables	Expenditure	1,804	5,518	3,714	3,714
340	Outside Spaces	Expenditure	(464)	25,409	25,873	290
		plus Transfer from EMR	0			25,583
Movement to/(from) Gen Reserve		<u>464</u>				
Movement to/(from) Gen Reserve		<u>0</u>				
Environment & Amenities Income		<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure		<u>5,964</u>	<u>58,522</u>	<u>52,558</u>	<u>290</u>	<u>52,268</u>
Net Income over Expenditure		<u>(5,964)</u>				
plus Transfer from EMR		<u>0</u>				
Movement to/(from) Gen Reserve		<u>(5,964)</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 June 2023

Month No: 3

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500	Severn Ham					
	Income	37,549	33,748	(3,801)		
	Expenditure	21,311	33,616	12,305		12,305
	Net Income over Expenditure	<u>16,238</u>	<u>132</u>	<u>(16,106)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>16,238</u>				
	Severn Ham Income	<u>37,549</u>	<u>33,748</u>	<u>(3,801)</u>		
	Expenditure	<u>21,311</u>	<u>33,616</u>	<u>12,305</u>	0	12,305
	Net Income over Expenditure	<u>16,238</u>	<u>249,100</u>	<u>1,395</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>16,238</u>				
Watson Hall						
600	Watson Hall					
	Income	16,669	76,600	59,931		
	Expenditure	27,819	91,990	64,171	300	63,871
	Net Income over Expenditure	<u>(11,150)</u>	<u>(15,390)</u>	<u>(4,240)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,150)</u>				
	Watson Hall Income	<u>16,669</u>	<u>76,600</u>	<u>59,931</u>		
	Expenditure	<u>27,819</u>	<u>91,990</u>	<u>64,171</u>	300	63,871
	Net Income over Expenditure	<u>(11,150)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,150)</u>				
Staffing						
110	Staffing					
	Expenditure	49,428	233,710	184,282		184,282
		<u>0</u>	<u>0</u>	<u>0</u>		
	Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>49,428</u>	<u>233,710</u>	<u>184,282</u>	0	184,282
	Movement to/(from) Gen Reserve	<u>(49,428)</u>				
	Grand Totals:- Income	<u>411,175</u>	<u>630,178</u>	<u>219,003</u>		
	Expenditure	<u>224,048</u>	<u>630,178</u>	<u>406,130</u>	590	405,540
	Net Income over Expenditure	<u>187,126</u>	<u>0</u>	<u>(187,126)</u>		
	plus Transfer from EMR	90				
	less Transfer to EMR	0				

Month No: 3

Summary Income & Expenditure by Budget Heading June 2023
Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>187,216</u>				

Summary Income & Expenditure by Budget Heading July 2023

Month No: 4

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Finance</u>						
120	Finance					
	Income	284,931	493,780	208,849		
	Expenditure	31,895	88,205	56,310		56,310
	Net Income over Expenditure	<u>253,037</u>	<u>405,575</u>	<u>152,538</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>253,037</u>				
130	Mayor's Charity					
	Income	920	0	(920)		
140	Tewkesbury Live					
	Income	26,288	0	(26,288)		
	Expenditure	43,822	0	(43,822)		(43,822)
	Movement to/(from) Gen Reserve	<u>(17,535)</u>				
	Finance Income	<u>312,139</u>	<u>493,780</u>	<u>181,641</u>		
	Expenditure	<u>75,717</u>	<u>88,205</u>	<u>12,488</u>	0	12,488
	Net Income over Expenditure	<u>236,422</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>236,422</u>				
<u>Building & Moorings</u>						
200	Moorings					
	Income	38,401	6,000	(32,401)		
	Expenditure	49,428	16,400	(33,028)		(33,028)
	Net Income over Expenditure	<u>(11,027)</u>	<u>(10,400)</u>	<u>627</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,027)</u>				
210	64 Barton Street					
	Expenditure	16,565	54,800	38,235		38,235
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(16,565)</u>				
220	Town Hall					
	Income	14,821	20,050	5,229		
	Expenditure	36,104	45,435	9,331		9,331
	Net Income over Expenditure	<u>(21,283)</u>	<u>(25,385)</u>	<u>(4,102)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(21,193)</u>				
230	War Memorial					
	Expenditure	0	1,000	1,000		1,000
	Building & Moorings Income	<u>53,222</u>	<u>26,050</u>	<u>(27,172)</u>		
	Expenditure	<u>102,097</u>	<u>117,635</u>	<u>15,538</u>	0	15,538
	Net Income over Expenditure	<u>(48,875)</u>				
	plus Transfer from EMR	90				

Summary Income & Expenditure by Budget Heading July 2023

Month No: 4

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve		(48,785)				
<u>Environment & Amenities</u>						
300	Play Parks	Expenditure	3,541	11,368	7,827	7,827
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		(3,541)				
310	Spring Gardens	Expenditure	1,184	11,409	10,225	10,225
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		(1,184)				
320	Gloucester Road	Expenditure	480	4,818	4,338	4,338
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		(480)				
330	Cleaning & Consumables	Expenditure	1,971	5,518	3,547	3,547
340	Outside Spaces	Expenditure	2,563	25,409	22,846	22,556
		plus Transfer from EMR	0		290	
Movement to/(from) Gen Reserve		(2,563)				
Movement to/(from) Gen Reserve		0				
Environment & Amenities Income		0	0	0		
Expenditure		9,738	58,522	48,784	290	48,494
Net Income over Expenditure		(9,738)				
plus Transfer from EMR		0				
Movement to/(from) Gen Reserve		(9,738)				
<u>Planning</u>						
400	Planning	Expenditure	874	6,500	5,626	5,626
		plus Transfer from EMR	0			
Movement to/(from) Gen Reserve		(874)				
Planning Income		0	0	0		
Expenditure		874	6,500	5,626	0	5,626
Net Income over Expenditure		(874)				
plus Transfer from EMR		0				
Movement to/(from) Gen Reserve		(874)				

Severn Ham

Summary Income & Expenditure by Budget Heading July 2023

Month No: 4

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500	Severn Ham					
	Income	38,149	33,748	(4,401)		
	Expenditure	21,384	33,616	12,232		12,232
	Net Income over Expenditure	<u>16,766</u>	<u>132</u>	<u>(16,634)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>16,766</u>				
	Severn Ham Income	38,149	33,748	(4,401)		
	Expenditure	21,384	33,616	12,232	0	12,232
	Net Income over Expenditure	<u>16,766</u>	<u>249,100</u>	<u>55,399</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>16,766</u>				
<u>Watson Hall</u>						
600	Watson Hall					
	Income	23,934	76,600	52,666		
	Expenditure	35,198	91,990	56,792	300	56,492
	Net Income over Expenditure	<u>(11,263)</u>	<u>(15,390)</u>	<u>(4,127)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,263)</u>				
	Watson Hall Income	23,934	76,600	52,666		
	Expenditure	35,198	91,990	56,792	300	56,492
	Net Income over Expenditure	<u>(11,263)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,263)</u>				
<u>Staffing</u>						
110	Staffing					
	Expenditure	67,346	233,710	166,364		166,364
	Staffing Income	0	0	0		
	Expenditure	67,346	233,710	166,364	0	166,364
	Movement to/(from) Gen Reserve	<u>(67,346)</u>				
	Grand Totals:- Income	427,445	630,178	202,733		
	Expenditure	312,353	630,178	317,825	590	317,235
	Net Income over Expenditure	<u>115,092</u>	<u>0</u>	<u>(115,092)</u>		
	plus Transfer from EMR	90				
	less Transfer to EMR	0				

12:47

Summary Income & Expenditure by Budget Heading July 2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>115,182</u>				

Earmarked Reserves

	<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

Continued over page

<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 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	IMEX	Std Ord	57.60		Till Maintenace
03/07/2023	Carver Knowles Property Consul	INV-48038	11,569.14		Severn trent Pipe replacement
03/07/2023	Ian Bishop	INV 232	38,724.00		Back of Avon masonry work
03/07/2023	Tewkesbury in Bloom	INV S23/1	60.00		Mayor making Stage flowers
03/07/2023	Charlton Networks	INV 1116	1,147.97		HP Probook
03/07/2023	Clarke Nicholls & Marcel Ltd	INV 8200	360.00		Survey Back of Avon
03/07/2023	Arthur J. Gallagher Insurance	62323046	16,747.84		insurance
03/07/2023	Haywards Tewkesbury Ltd	May 2023	148.13		Various May invoices
03/07/2023	C.W. Hygiene Services Ltd	INV49199	450.00		Window cleaning TH/WH
03/07/2023	LK Flooring Cheltenham Limited	INV 1733	1,018.01		Supply and fit flooring WH
03/07/2023	Land & Property Registration	INV TEW/02	1,120.00		Property records work
03/07/2023	Electrical Plumbing & Building	INV 10250	170.00		Watson hall and 64 Barton Work
03/07/2023	Nick Joyce Architects	INV 7557,6	18,394.77		Tech docs 64 barton st
03/07/2023	Proactive Business Supplies Lt	TEWK01	128.24		Office supplies
03/07/2023	Safety Signs 4 Less - Value Pr	INV 376890	14.44		Drinking water sign
03/07/2023	SK Heating & Cooling Ltd	INV 59045	112.50		Dishwasher service
03/07/2023	Opus Gas Supply Limited	28300024	7.24		Gas July
03/07/2023	Tesco Mobile	July 2023	14.00		July phones
04/07/2023	Tewkesbury Medieval Festival	BACS	2,000.00		Grant awarded
04/07/2023	Tewkesbury in Bloom	BACS	2,000.00		Grant Awarded
04/07/2023	WHC Hire Services Ltd	T260472	54.30		Strimmer rental
04/07/2023	Tewkesbury Battlefield Society	1	60.00		2 banners for summer 2023
04/07/2023	Countrywide Grounds Maintenanc	2	211.00		Grass cutting
04/07/2023	Timber & Hardware Supplies Ltd	3	8.68		Post mix
04/07/2023	Hy-Clean Supplies Limited	4	327.00		Town Hall cleaning supplies
04/07/2023	Onecall Construction Services	5	11,982.00		Bund repair
04/07/2023	Orchard Fundraising Ltd	6	225.00		Professional fund raising
04/07/2023	PAYROLLS UK LTD	7	69.60		Bar Payroll Processing
04/07/2023	SPA Security	8	648.00		Call out fees - WH
04/07/2023	Travis Perkins Trading Company	9	83.57		Paint - WH
05/07/2023	Cellar Supplies Cheltenham Ltd	729575	100.79		Bar Stock
05/07/2023	Juice It	1083	195.05		Pub Posters
05/07/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/07/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
05/07/2023	NEST	DD	187.01		Pensions June P3
06/07/2023	N&P Thermoplastic Moulders Ltd	11880	52.70		collection buckets
06/07/2023		FPO	312.50		Refund for cancelled event
06/07/2023	NEST	FPO	558.91		Penisons May P2 - balance
06/07/2023	NEST	FPO	-558.91		Reversal
06/07/2023	Gloucester County Council	FPO	558.91		Penisons May P2 - Balance paym
06/07/2023	Gloucester County Council	FPO	1,995.30		Pensions June P3
06/07/2023	HMRC	FPO	881.68		Tax/Ni June P3
07/07/2023	Square	DEB	22.80		Square reader
10/07/2023	Inty Limited	INV0058584	108.36		July IT
12/07/2023	Cellar Supplies Cheltenham Ltd	AGR- 73013	41.02		Bar Stock
12/07/2023	Waterplus (Toilet Block - 0513	INV0256473	54.07		Water Glous Rd
13/07/2023	Carlton Services	1	180.00		Dishwasher repair

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/07/2023	Donnington Brewery Ltd.	2	188.46		Bar Stock
13/07/2023	Dormakaba	3	266.40		Call out for faulty door
13/07/2023	GK Engineering, Building & Mar	4	3,237.00		moorings works
13/07/2023	Matt Hale Tree Surgery Ltd	5	240.00		Felled Holly Tree
13/07/2023	Haywards Tewkesbury Ltd	6	161.95		Various June orders
13/07/2023	Hy-Clean Supplies Limited	7	199.40		SG Cleaning supplies
13/07/2023	Locksmiths Gloucester	8	144.00		Lock change for Bar
13/07/2023	Ellie Meeks	9	442.00		Event help
13/07/2023	Proactive Business Supplies Lt	10	196.30		Sundries/supplies
13/07/2023	Sign Painting By Dawn	11	140.00		Sign painting
13/07/2023	Wiggins Design	12	1,830.00		TL Program Design
13/07/2023	Debbie Hill	FPO	193.80		Expenses
13/07/2023	Waterplus (Town Hall - 0385036	INV	120.63		Water Town hall
13/07/2023	Waterplus (Trough B. Avon - 08	INV0257382	7.81		Water Trough
13/07/2023	C. Danter	FPO	1,500.00		Mayors Stipend
13/07/2023	M. Kean-Price	FPO	1,000.00		Town Crier's Stipend
14/07/2023	GAB	Std Ord	5,950.00		Contractor costs
17/07/2023	Smith's (Gloucester) Limited	C435939	37.20		Recycling
18/07/2023	Octopus Energy - Watson Hall	WH - 0004	818.88		WH Energy
18/07/2023	Octopus Energy - Town Hall	TH - 0004	205.94		TH Energy
18/07/2023	Octopus Energy - Oldbury Rd To	SG 0004	106.74		SG Toilets Energy
18/07/2023	Octopus Energy - Glos Rd Toile	GR 0004	59.61		Glos Rd Toilets Energy
19/07/2023	Cellar Supplies Cheltenham Ltd	730592	900.92		Bar Stock
20/07/2023	Hotline Group Ltd	GW106897	288.48		Tewks Live Tote Bags
20/07/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/07/2023	Staff Salaries	BP	7,949.09		Office Net Wages July P4
20/07/2023	Staff Salaries	BP	719.26		Bar Net Wages July P4
20/07/2023	Charlton Networks	July	181.68		Purchase Ledger DDR Payment
21/07/2023	Waterplus (PC Spring Gdns. - 0	INV0267258	115.02		July Water
24/07/2023	NEST	DD	193.48		Pensions July P4
24/07/2023	Waterplus (Watson Hall Bar- 03	INV0268372	96.01		Water July
26/07/2023	Cotswold Cleaning	1	350.00		Bus Shelter cleaning
26/07/2023	Externiture Ltd	2	5,244.00		Odessa Bus Shelter
26/07/2023	Gloucester Brewery	3	526.30		Bar Stock
26/07/2023	Hy-Clean Supplies Limited	4	126.01		Bar glasses - polycarb
26/07/2023	Juice It	5	68.40		Pub Posters
26/07/2023	Laithwaites Wine Gloucester Sh	6	260.52		Bar Stock
26/07/2023	Managed Technology	7	2,569.92		Early Service settlement
26/07/2023	DDC Foods Ltd.	8	57.12		Bar Stock
26/07/2023	Nick Joyce Architects	9	1,800.00		Watson hall Condition report
26/07/2023	PAYROLLS UK LTD	10	62.40		Office payroll processing
26/07/2023	Travis Perkins Trading Company	11	21.78		Watson Fence
26/07/2023	Vimto Out of Home	12	431.55		Bar Stock
26/07/2023	Wicksteed Leisure Ltd	13	389.78		Playground fixings
26/07/2023	Autospares Tewkesbury	1	35.00		Sack truck tires
26/07/2023	Cellar Supplies Cheltenham Ltd	731201	2,237.39		Bar Stock
26/07/2023	Bands - Tewkesbury Live	FPO	32,584.40		Bands - Tewkesbury Live

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2023	Tesco	DEB	40.00		Mobile Top-up
28/07/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
28/07/2023	Lloyds	PAY	25.29		Bank Charges
31/07/2023	Tewkesbury Phones	DEB	38.00		Cases/covers for work mobiles
31/07/2023	Waterplus (Watson Hall - 03850	July	49.79		Purchase Ledger DDR Payment
31/07/2023	Digital Telecom Ltd	July WH	52.55		Purchase Ledger DDR Payment
31/07/2023	Digital Telecom Ltd	July TH	79.91		Purchase Ledger DDR Payment
Total Payments			<u>187,787.39</u>		

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Waterplus (Watson Hall - 03850	01298715	42.45		Water WH
01/06/2023	IMEX	Std Ord	57.60		Till Maintenace
02/06/2023	NEST	DD	187.01		Pensions May P2
05/06/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/06/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
05/06/2023	Opus Gas Supply Limited	28247383	114.99		Town hall gas
06/06/2023	Caroline Corsie	1	1,250.00		Jan-March 2023
06/06/2023	Countrywide Grounds Maintenanc	2	211.00		Grass cutting
06/06/2023	K J Hobson	3	240.00		2023 hanging baskets
06/06/2023	GK Engineering, Building & Mar	4	1,400.00		River side cottage
06/06/2023	Greenfields Garden Services Lt	5	2,145.60		post/rail fencing
06/06/2023	Timber & Hardware Supplies Ltd	6	61.44		Maintenance supplies/safe loft
06/06/2023	Hy-Clean Supplies Limited	7	167.60		Glos Rd Cleaning Supplies
06/06/2023	LK Flooring Cheltenham Limited	8	3,981.32		Bullnose supply/fit
06/06/2023	PAYROLLS UK LTD	9	69.60		Bar Payroll Proseccing
06/06/2023	The Photo Studio (Tewkesbury)	10	143.00		Frame repair and Cllr Photos
06/06/2023	PKF Littlejohn LLP	11	5,034.00		Annual Gov & Accountability
06/06/2023	Simply Flowers	12	35.00		Flowers for Mayor making
06/06/2023	Woodworker and Craftsman	13	100.00		The Arrival Consult
06/06/2023	Tesco Mobile	JUNE 2023	22.98		mobile phones
06/06/2023	Cellar Supplies Cheltenham Ltd	714789	95.99		Bar Stock
07/06/2023	HMRC	FPO	1,436.39		Tax/Ni May P2
07/06/2023	Gloucester County Council	FPO	1,995.30		Pensions May P2
07/06/2023	HMRC	FPO	-1,436.39		Reversal
07/06/2023	Gloucester County Council	FPO	-1,995.30		Reversal
07/06/2023	HMRC	FPO	1,995.30		Tax/Ni May P2
07/06/2023	Gloucester County Council	FPO	1,436.39		Penisons May P2
08/06/2023	Inty Limited	00572687	108.36		IT
08/06/2023	Amazon	DEB	29.99		Replacement kettle
12/06/2023	Waterplus (Toilet Block - 0513	02273006	96.53		Water GR
13/06/2023	Waterplus (Trough B. Avon - 08	02281357	7.56		Water Trough
13/06/2023	Waterplus (Town Hall - 0385036	02282609	113.17		Water Town Hall
13/06/2023	Opus Gas Supply Limited	28288356	23.74		June Gas WH
14/06/2023	Octopus Energy - Glos Rd Toile	GR 0003	63.29		Glos RD Electric
14/06/2023	Octopus Energy - Town Hall	TH 003	220.13		Town hall electric
14/06/2023	Octopus Energy - Oldbury Rd To	SG 0003	113.81		Sprgn Gr Electric
14/06/2023	Octopus Energy - Watson Hall	WH 0003	876.98		Watson hall electric
14/06/2023	GAB	Std Ord	5,950.00		Contractor costs
14/06/2023	Tewkesbury Regeneration Initia	FPO	88.88		Community Grant Awarded
14/06/2023	Tewkesbury Rejuvenation Ini	FPO	-88.88		Reversal
14/06/2023	Tewkesbury Rejuvination initia	FPO	88.80		Grant awarded
16/06/2023	Smith's (Gloucester) Limited	C429762	37.20		Recycling June
19/06/2023	Proactive Business Supplies Lt	00604100	127.19		Credit note
19/06/2023	Charlton Networks	39370	178.70		June IT
20/06/2023	Staff Salaries	BP	7,851.52		Office Net Payroll June P3
20/06/2023	Staff Salaries	BP	804.64		Bar Net Wages June P3
20/06/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2023	Waterplus (PC Spring Gdns. - 0	INV0237445	118.75		June Water SG
21/06/2023	The Barefoot Bandit	TBB-46	450.00		Deposit for Tewkes Live
22/06/2023	Waterplus (Watson Hall Bar- 03	INV0239071	57.74		June Water WH
22/06/2023	Juice It	1078	73.74		Bucket stickers
26/06/2023	Initial Washroom Hygiene	2023 renew	1,209.84		Annual contract
26/06/2023	Digital Telecom Ltd	205552	52.55		Phones Watson hall
26/06/2023	Digital Telecom Ltd	205551	79.91		Office phones
26/06/2023	Petty Cash	002490	100.00		Transfer into petty cash
28/06/2023	Cellar Supplies Cheltenham Ltd	729024	1,607.07		Bar Stock
28/06/2023	Your Name On It Ltd - T-shirts	T-shirts23	3,479.70		P/Ledger Electronic Payment
28/06/2023	Diversity Business Services Lt	5240	165.00		HR retainer - June
28/06/2023	Lloyds	PAY	42.45		Bank Service charge
28/06/2023	Lloyds	PAY	-42.45		Reversal
28/06/2023	Lloyds	PAY	47.74		Service Charges
30/06/2023	Waterplus (Watson Hall - 03850	01298715	42.45		Purchase Ledger DDR Payment
Total Payments			43,446.37		

Item 12 – Proposed Response:

At a meeting of Full Council on 11th July 2022 it was minuted as follows:

Minute 22/23.70 - To consider any feedback to be submitted to Tewkesbury Borough Council regarding s.106 mitigation for what the new community will require if the above planning application is approved (Ref NO: 22/00610/OUT)

Councillors were advised that this is not an indication of support for the project, but requests feedback on what would be required if the project went ahead in terms of s106 mitigation. Both Tewkesbury Town and Twyning Councils have been approached. Anything requested must meet national planning policy test which are:

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

Suggestions raised were:

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

New residents will expect to find lots of local organisation to join and local events to attend. Many local organisations are finding it increasingly difficult to find affordable spaces in which to store props, costumes, banners. Provision of a storage facility, perhaps in conjunction with an arts / craft space for making the items that is both affordable and accessible for local groups to use.

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

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

This information was sent to Lisa West but she is currently on leave and we have been asked to resubmit it to Paul Instone. We are now asked to consider purposes to which CIL funding (Community Infrastructure Levy) should be put.

A suggestion that the Planning Committee would propose to add is (minute P.23/24.185 - 23rd August 2023)

‘The Planning Committee believes that something needs to be done alleviate the remoteness of the Mythe and Twyning from Tewkesbury, perhaps with the provision of a small shuttle bus, together with the increased provision and improvement of bus shelters up there. Increased populations around our town centre will lead to more people who need to access our services. We would like to see investment in making its public buildings physically more accessible.’

Should the development on the Mythe go ahead the Town Council would be entitled to 15% of the CIL collected, capped at £100 per dwelling.



**H Fraser
Consulting**

Contaminated Land
and Hydrogeology

Assessment of flood risks associated with Land East of Bredon Road

Tewkesbury



Prepared for: Tewkesbury Town Council

Town Hall

High Street

Tewkesbury

GL20 5AL

Date: 01/09/2023

Status: Draft

Reference: 30787 R1D1

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Prepared by: H Fraser Consulting Ltd



H FRASER CONSULTING LTD
The Pump House, Coton Hill, SY1 2DP
T: 01743 352797 M: 07527 006625 E: hfraser@hfraserconsulting.co.uk www.hfraserconsulting.co.uk
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**H Fraser
Consulting**

Contaminated Land
and Hydrogeology

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Author	Approved by
E-signature	E-signature
<author name>	<approver name>

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1. INTRODUCTION

Tewkesbury Town Council (TTC) has instructed H Fraser Consulting Ltd (HFCL) to undertake an assessment of flood risks with a parcel of Land East of Bredon Road, Tewkesbury. This land is located within or in close proximity to Flood Zones 2 and 3 (as designated by the Environment Agency) associated with the River Severn, River Avon and the Carrant Brook.

1.1 Objective

A Flood Risk Assessment (FRA) has already been completed by third parties in support of a planning application at the site. HFCL aimed to review the study, including the effects of climate change, and provide more focus on the impact of development on downstream and off-site receptors. In particular, this report examines whether the development will change floodplain storage and affect the rate of run-off during a storm event. In addition HFCL was asked to make recommendations as to whether additional data acquisition, more detailed risk assessment or mitigation is necessary to address risks to offsite receptors.

1.2 Scope of works

The following work has been undertaken:

- Desk study including collation of Environment Agency data, commercial flood risk data, Strategic Flood Risk Assessment (SFRA) and construction proposals;
- Review of previous work;
- Site walkover;
- Flood risk assessment;
- Reporting and recommendations.

2 DEVELOPMENT

2.1 Site location

The “site” is located to the north of Tewkesbury town, with the western boundary along Bredon Road and the eastern boundary along the Carrant Brook. The site is approximately 48 ha in size, enclosing a number of fields east of Bredon Road/Tewkesbury Road, Bredon's Hardwick, Bredon, Wychavon, Worcestershire. The site location is presented in Figure 2.1

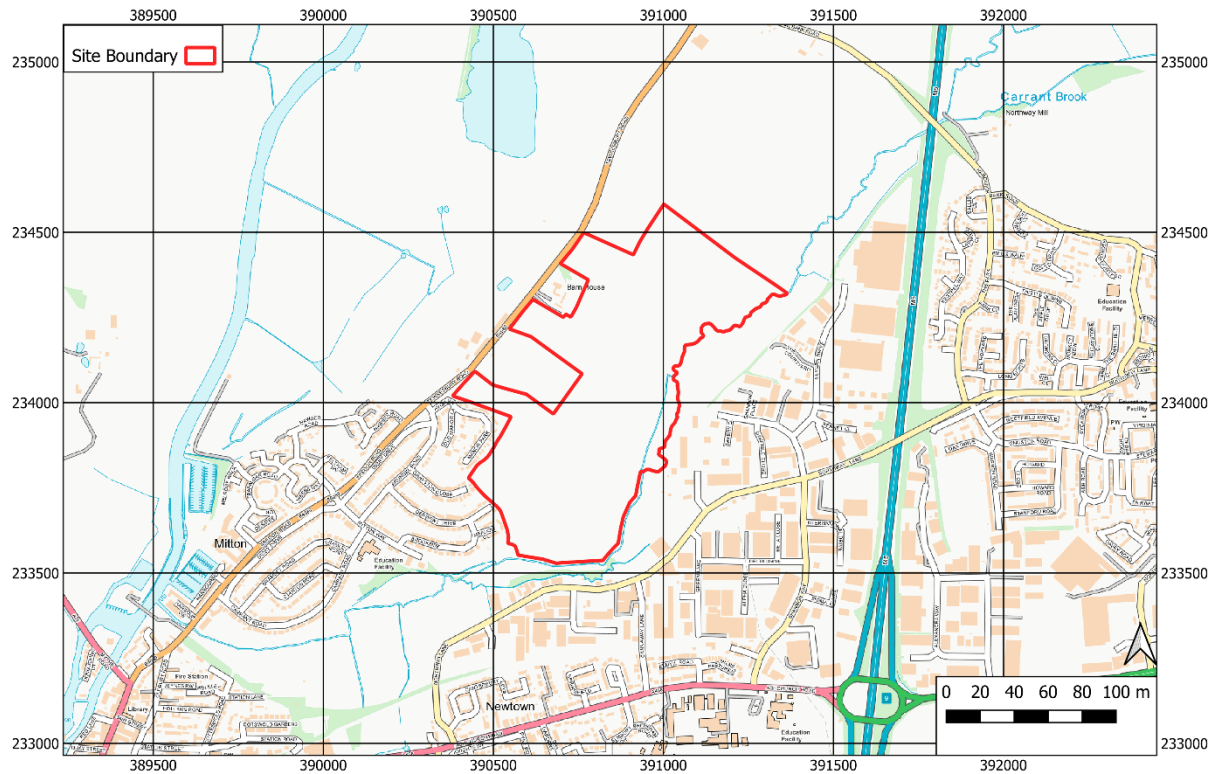


Figure 2.1 Site location

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2.2 Existing development

The site is currently used as agricultural land. The land sits within the flood plain of the River Avon, and slopes gently from slightly over 30 m aOD close to Bredon Road to 12 or 13 m aOD along the eastern boundary. It is divided into a number of fields which are separated by hedgerows, and short (c.1 m) fences. At the eastern border of the site, particularly where the Carrant Brook flows south-westward, mature trees are abundant.

The aerial view of this site currently is shown below in Figure 2.2.



Figure 2.2 Aerial image of the existing site layout

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2.3 Proposed development

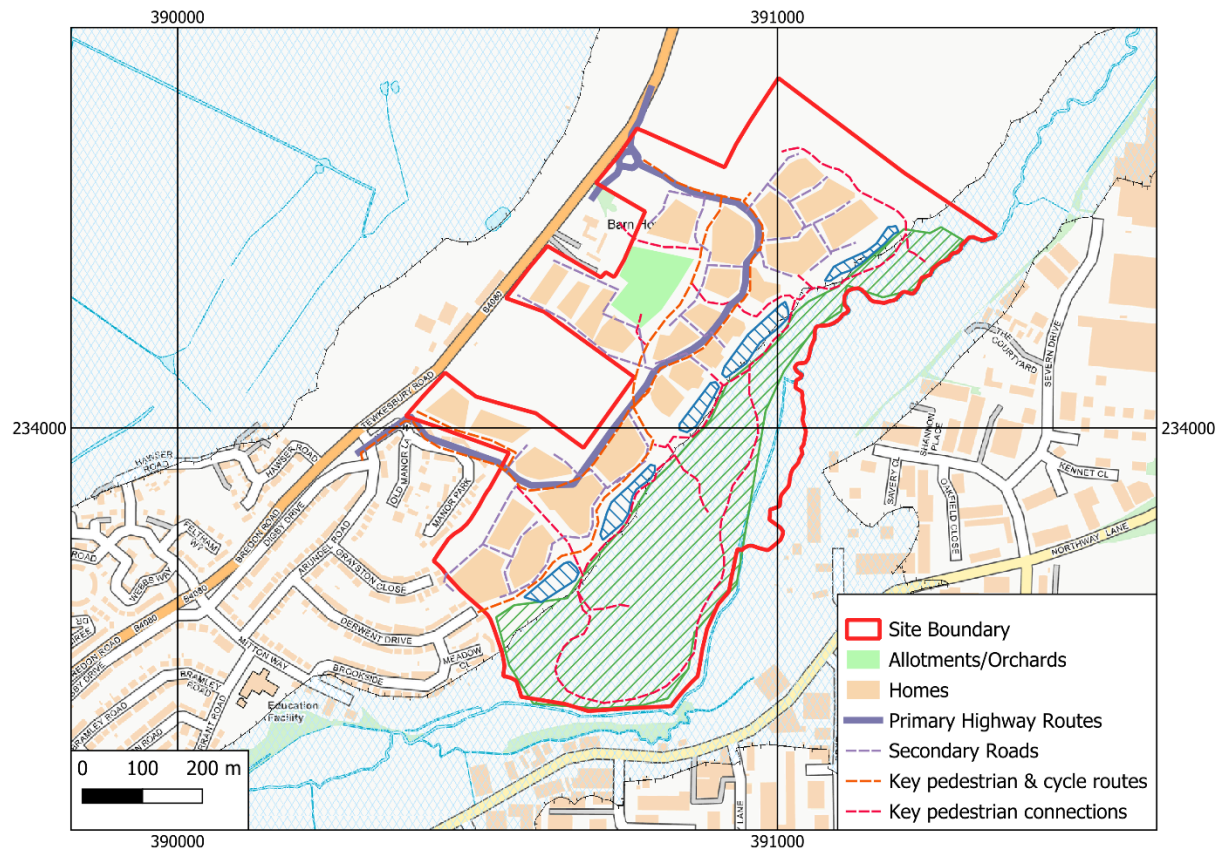
The proposed site development would change the land use from agricultural to residential dwellings. The dwellings will be constructed towards the westerly side of the site.

Approximately 27 new dwellings will be built, as well as accommodating the necessary infrastructure including highways, pedestrian footpaths and cycle routes. An orchard will be developed between these dwellings for residents to use. Approximately 14 ha of open parkland will be situated on the east side of the site, providing recreational open space for residents, as well as additional drainage.

The proposed development will increase the impermeable areas at the site, therefore decreasing the amount of surface water that could infiltrate. To provide attenuation of the increased surface waters, five attenuation basins have been proposed as part of the Sustainable Drainage Strategy. The attenuation basins will be placed between the park and dwellings to reduce flood risk. These attenuation basins are discussed in section 6. An extract of the proposed development is presented in Figure 2.3 below.

Figure

2.3

**Figure 2.3 Proposed development on the site**

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2.4 Surrounding land use

The site is located near residential areas of Old Manor Lane and Manor Park. Towards the southeast across the floodplain, the land is used for industry with the M5 Ashchurch Interchange located c.1 km further east. The site will surround three sides of Tewkesbury Allotments, towards the centre west.

3 DESK STUDY

3.1 Sources of information

Data has been derived from the following sources:

- Geological information has been derived from on-line sources of the British Geological Survey (BGS), including BGS' Geology of Britain Viewer, GeolIndex and Lexicon;
- Geological Survey of England and Wales 1:50,000 geological map series, Sheet 216, Tewkesbury, Solid and Drift, 1988;
- On-line mapping and aerial photography have been derived from Streetmap, Googlemaps, and GoogleEarth;
- Strategic Flood Risk Assessment for Local Development Framework, Tewkesbury Borough Council (Halcrow Group Ltd. September 2008);
- Phase 1 and Phase 2 ground investigation (BWB Consulting Ltd. Ref BMW2671, document MIT-BWB-ZZ-XX_RP-YE-0001_P1_&P2_P4, February 2018);
- Flood Risk Assessment and Drainage Strategy (RPS, 2023, Ref HLEF85814, March 2023);
- Site development plans and existing drawings;
- Environment Agency publicly available flood mapping data (<https://check-long-term-flood-risk.service.gov.uk>);
- Environment Agency Product 4, 5 &6 (Detailed Flood Risk Data), Reference number 319133, Date of issue 03.08.2023; Package includes data for:
 - Willowbrook;
 - Carrant Book;
 - River Avon;
 - River Severn;
 - Tewkesbury tributaries.

3.2 Topography

The site's topography is a general trend downwards from the northwest to the southeast of the site. A topographic survey was carried out by RPS in September 2016 (Drawing number UAJ3325_A). The survey is included within the Flood Risk Assessment and Drainage Strategy (RPS, 2023, ref: HLEF85814). According to the site topographic survey, the site elevation ranges from c.30.97 m aOD towards the west to 11.18 m aOD towards the southeast (± 0.15 m). The LiDAR data at the site is presented in Figure 3.1 below.

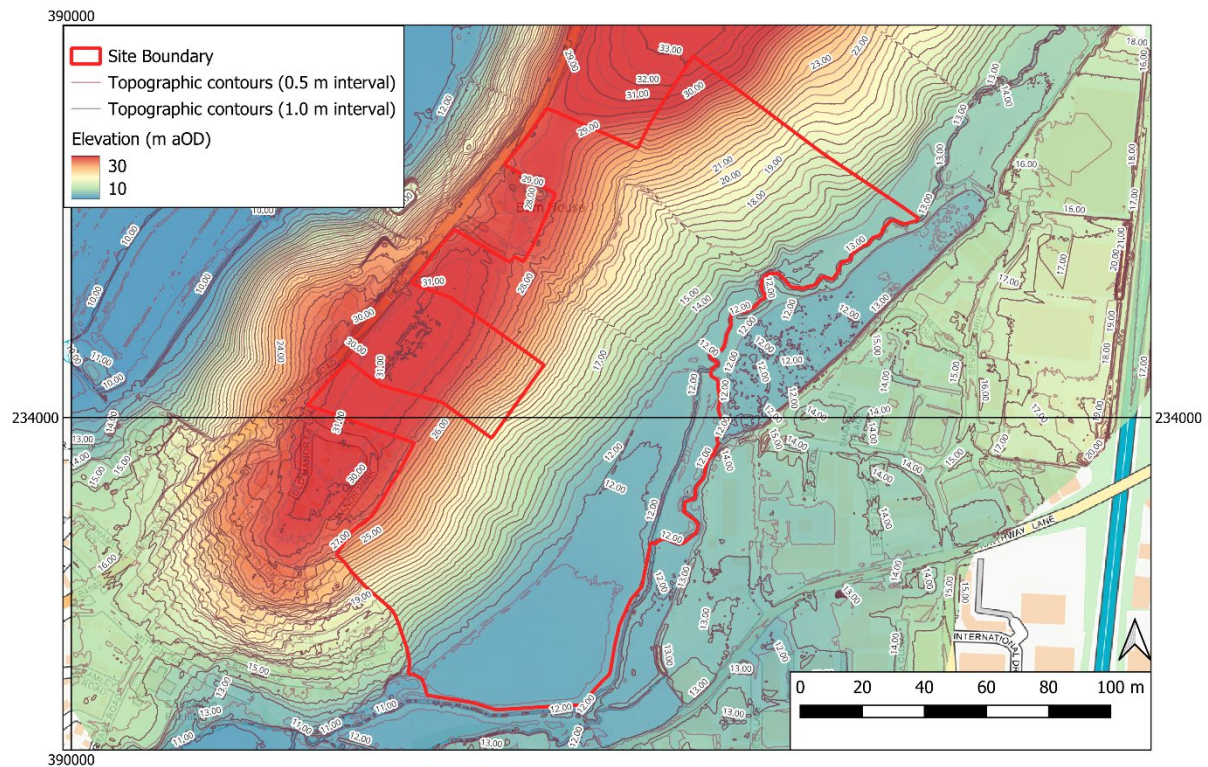


Figure 3.1 LIDAR topography of the site

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3.3 Geology

3.3.1 Regional mapping

Towards the west of the site, the higher elevated ground is underlain by sand and gravel superficial deposits of the Cropthorne Sand and Gravel Member (CRTD). This covers an area of c.31,000 m² at the western edge of the site.

Towards the lower ground east of the site, adjacent to the Carrant Brook, the site is underlain by Alluvium (ALV). ALV is characteristic of a freshwater river deposit, comprised of a range of clay, silt, sand and gravel, which covers an area of the site of c.90,000 m².

The bedrock beneath the superficial deposits is regionally mapped as the Charmouth Mudstone Formation comprised of shales and mudstones.

The bedrock and superficial geology are shown in Figure 3.2 and Figure 3.3 below.

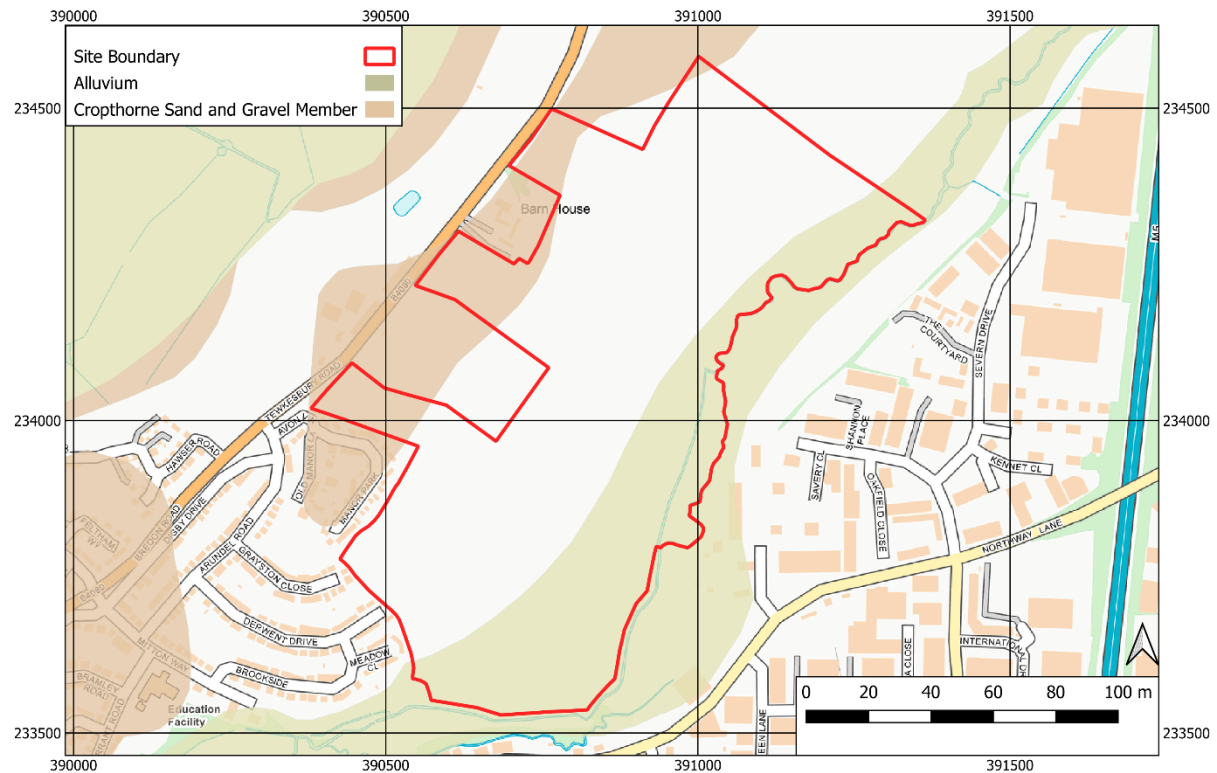


Figure 3.2 Superficial geology

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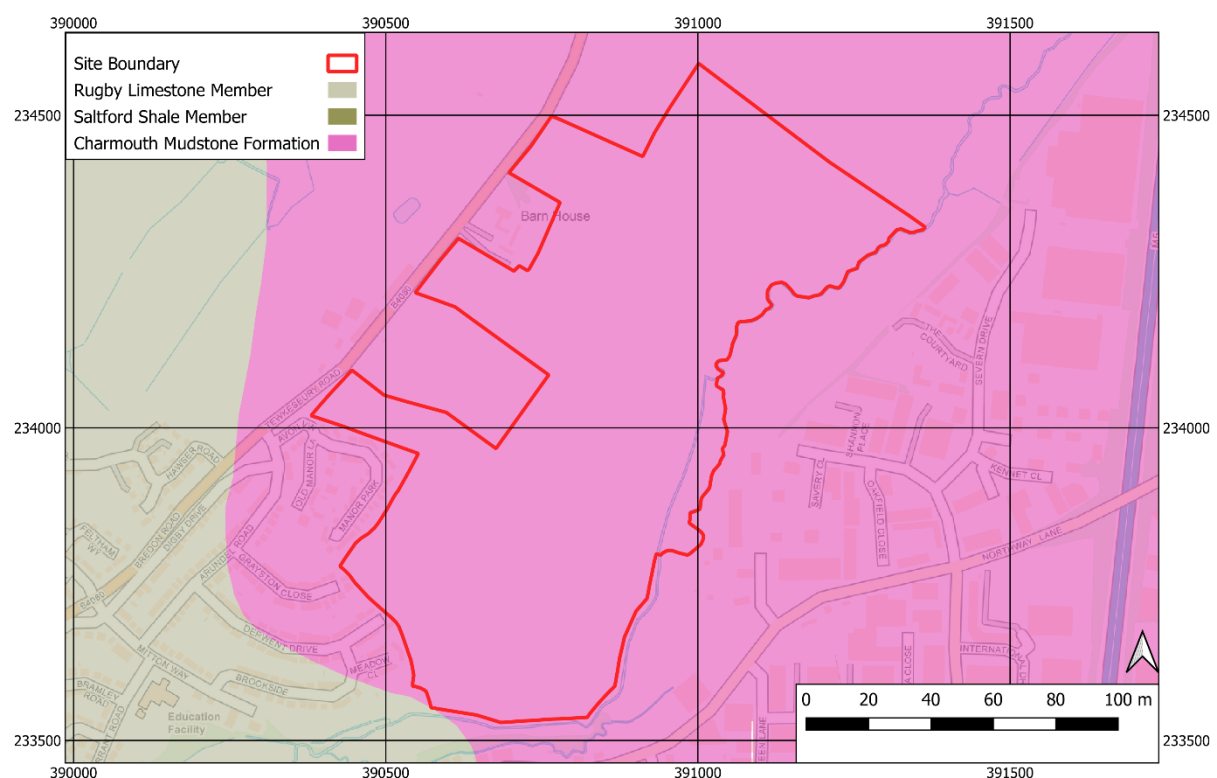


Figure 3.3 Bedrock geology

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3.3.2 BGS borehole database

A review of geology was conducted using BGS borehole data. These have been summarised in Table 3.1 below, and their locations are presented in Figure 3.4. We note that the nearest of these boreholes is more than 1 km from the site, so they are representative of subregional conditions rather than site conditions.

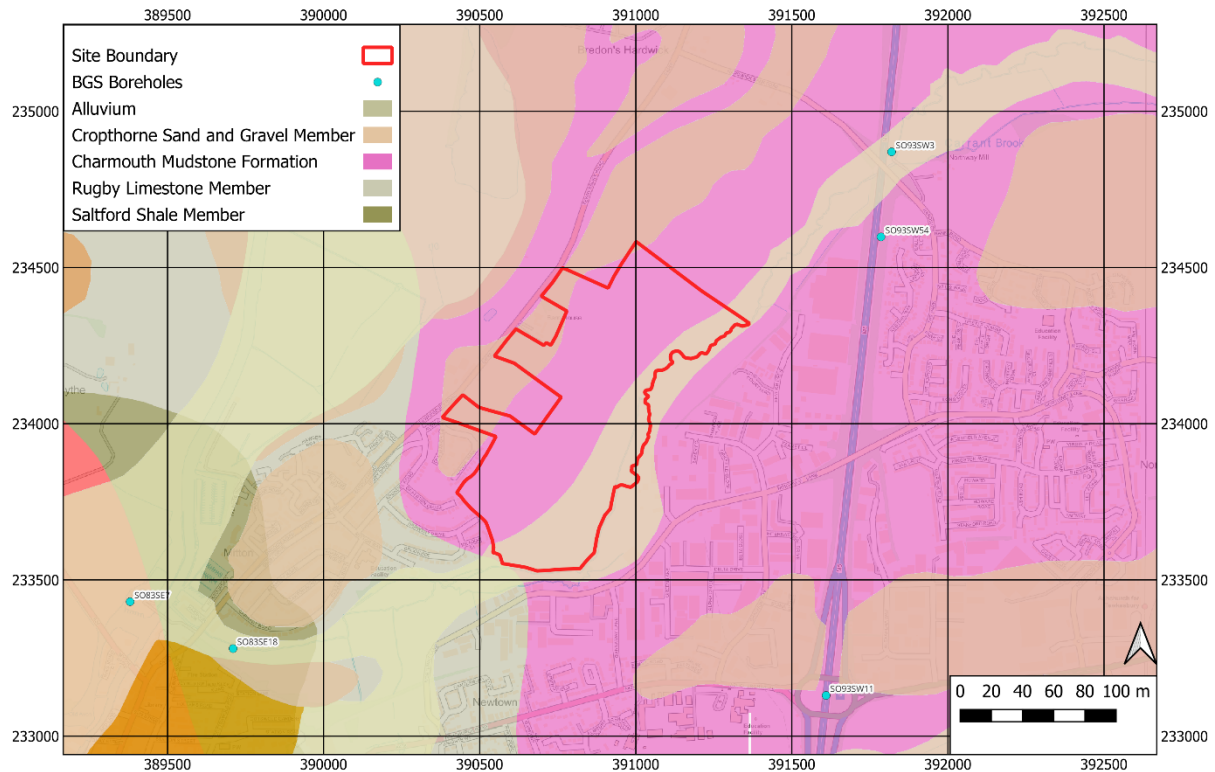


Figure 3.4 BGS borehole locations

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Table 3.1 BGS borehole data

Borehole Reference	Easting	Northing	Geology
S093SW3	391820	234870	Firm, brown silty clay with little gravel (alluvial deposit). Clay stiffens to hard blue silty clay with depth.
S093SW54	391786	234598	Silty clay with gravel. Clay stiffens to hard, grey, silty clay that eventually transitions to mudstone with depth.
S093SW11	391610	233130	Firm to stiff, mottled brown and blue friable silty clay. The clay stiffens and changes colour to hard, blue silty clay at further depths.
S083SE18	389710	233280	At the top of the borehole were drift deposits of yellow clay and pebbles. At

			3.56m the geology changes to Lower Lias clay of grey/blue.
S083SE7	389380	233430	Black/grey clay, at depth white shells were encountered.

3.4 Previous site investigation

A phase 1 and phase 2 geo-environmental assessment, including an intrusive site investigation (SI) (June 2017), was carried out by BWB Consulting Ltd¹. The ground investigation comprised of eight trial pits (TP01-TP05 and SA01-SA03), eight windowless sample boreholes (DS01-DS08), 13 dynamic cone penetration tests, environmental soil and groundwater samples, groundwater and ground gas monitoring. The exploratory hole plan, the soakaway tests and the borehole logs are presented in full in Appendix E. A summary of the geology proven by the SI is presented in Table 3.2.

Table 3.2 Summary of encountered ground conditions as part of the SI

Minimum depth from (m bgl)	Maximum Depth to (m bgl)	Geological Formation	Strata description
0.0	0.4	Topsoil	Soft brown slightly gravelly sandy CLAY with abundant rootlets.
0.2	2.0	Head deposits	Soft brown slightly sandy slightly gravelly CLAY with occasional rootlets.
0.25	5.0	Alluvium	Very soft to firm brown and grey silty sandy CLAY with occasional organic material and shell fragments.
0.25	2.3	Cropthorne Sand and Gravel Member	Orange clayey sandy angular to subrounded fine to coarse flint and chalk GRAVEL.
0.6	>5.45	Charmouth Mudstone	Firm becoming stiff grey mottled olive laminated slightly gravelly CLAY to weak mudstone with occasional shells and relic organic material.

¹ BWB Consulting Ltd, ref BMW2671, document MIT-BWB-ZZ-XX_RP-YE-0001_P1_&P2_P4, February 2018.

A number of groundwater strikes were encountered during drilling works. A summary of the standpipe construction is presented in Table 3.3.

Table 3.3 Summary of groundwater strikes encountered as part of the SI

BH_ID	Groundwater strike (m bgl)	Groundwater strike (m aOD)	Aquifer
DS02	1.7	27.94	Charmouth Mudstone Formation
DS04	1.7	28.52	Cropthorne Sand and Gravel Member
DS07	2.8	12.79	Charmouth Mudstone Formation
DS08	2.0 & 4.5	9.62 & 7.12	Alluvium and Charmouth Mudstone Formation
TP05	1.40	10.63	Alluvium

Five boreholes were installed for groundwater and ground gas monitoring. Unfortunately DS08 was screened across mixed strata resulting in unreliable data, and is therefore discounted from this report. A summary of the standpipe construction is presented in Table 3.4.

Table 3.4 Summary of standpipe construction

BH_ID	Screened Strata	Depth of screened section (m bgl)	Depth of screened section (m aOD)
DS01	Charmouth Mudstone Formation	2.0 – 4.0	30.48 – 20.48
DS04	Cropthorne Sand and Gravel Member	1.0 – 2.0	29.22 – 28.22
DS05	Charmouth Mudstone Formation	2.0 – 5.0	10.61 – 7.61
DS07	Charmouth Mudstone Formation	2.0 – 5.0	13.59 – 10.59
DS08	Alluvium and Charmouth Mudstone Formation	2.0 – 5.0	9.62 – 6.62

Permeability testing was carried out as soakaway tests at three locations (SA01 – SA03). The soakaways were carried out within the Head deposits, the Cropthorne Sand and Gravel Member and the Alluvium. The results are summarised in Table 3.5.

Table 3.5 Summary of permeability

Location	Geology	Permeability (m/s)
SA01	Head deposits	7.4×10^{-7}
SA02	Cropthorne Sand and Gravel Member	2.0×10^{-5}
SA03	Alluvium	Water added did not sufficiently drain away to enable extrapolation.

3.5 Hydrogeology

3.5.1 Aquifer classification

The Alluvium is classified as a Secondary A aquifer by the EA.

The bedrock Charmouth Mudstone is classified as Secondary (undifferentiated) aquifer.

A desk-based study of nearby borehole data was undertaken that revealed just 2 boreholes that struck water, these are displayed below in Table 3.6 and Figure 3.5.

Table 3.6 BGS boreholes that encountered groundwater

Borehole Reference	Northing	Easting	Groundwater
S093SW10	233160	391630	Struck at 0.91 m bgl
S093SW24	233190	390810	Groundwater strike was not recorded, however the notes in the borehole log revealed that the groundwater 'resembles the saline water of Cheltenham'
S083SE3	233450	389850	Struck at 2.13 m bgl

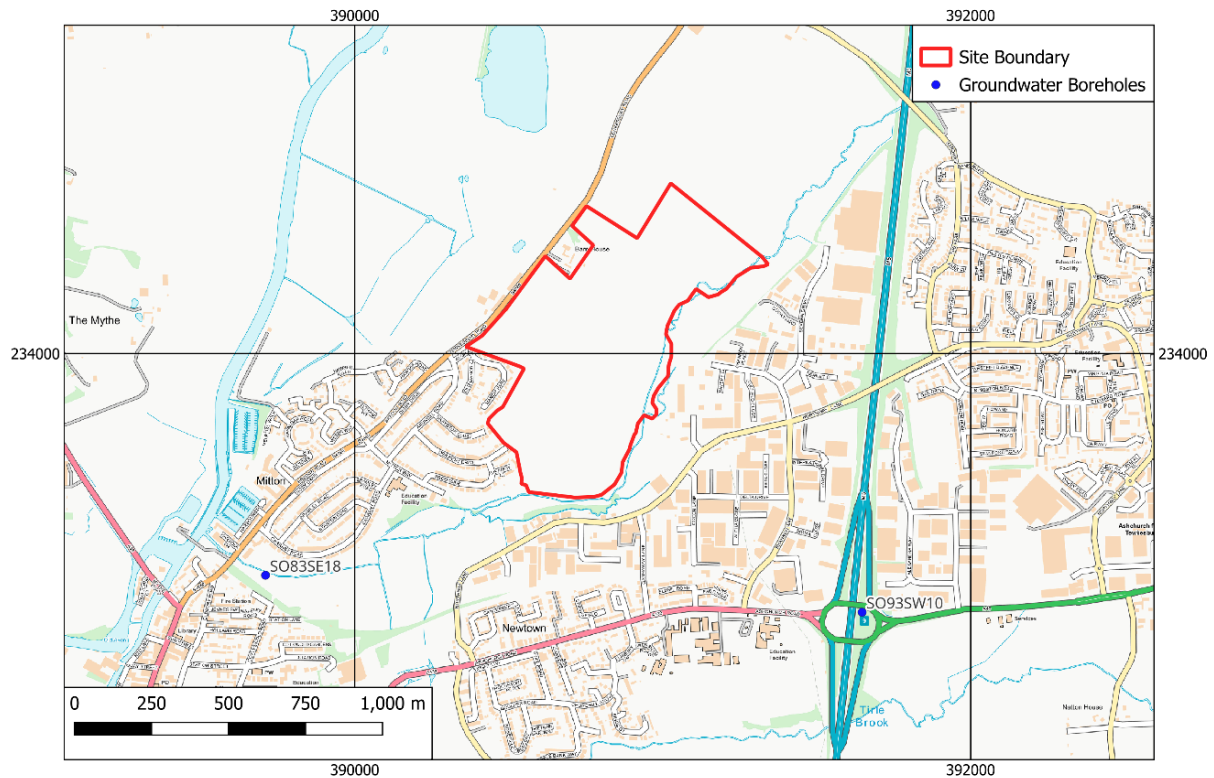


Figure 3.5 Locations of boreholes that struck groundwater

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3.6 Water bodies

A desk-based study of the nearby watercourses has been carried. The Avon River runs south-westerly c.850 m west of the site, meeting the Tewkesbury Quay c.990 m from the site. The Quay was formerly used as a bridge to increase access to the Mill Avon when Tewkesbury's river trade (enhanced by the two major rivers nearby) was prevalent. The Quay has since fallen into disrepair. This quay also marks the confluence of the Avon with the River Severn.

The eastern flank of the site is bordered by Carrant Brook, a small watercourse that flows in a southeasterly direction, meeting the Tewkesbury Quay.

3.7 Historical land use

Historical aerial imagery (Google Earth 2023) dating back to 1945 shows the site to be agricultural land with frequent sheep grazing and grass cuttings, similar to existing land use.

4 SITE WALKOVER

A site walkover was carried out by HFCL on 27 July 2023. The objective of the site walkover was to carry out a non-intrusive survey of the site conditions, the lay of the land, the nearby surface water courses and the potential reports of flooding at and near the site. In addition stops were made in the vicinity of nearby surface water bodies to aid investigation. A photographic record is presented in Appendix D.

4.1 Weather

The day was hot and overcast.

4.2 Vegetation

The site is covered by short well-maintained grassland for agriculture, divided into c.21 fields. The fields are bounded by low fences and hedgerows with frequent mature trees. Reed and brambles grow on the banks of the Carrant Brook.

4.3 Topography and land cover

The site was accessed from the northwest via a trackway off Bredon Road/ Tewkesbury Road. The site is variable in its gradient however a general gradient towards the southeast can be observed.

4.4 Services

No overheads were observed.

4.5 Boundaries

To the northwest, the site is bounded by the Bredon Road/ Tewkesbury Road and surrounds the Tewkesbury allotments. Beyond the southwestern boundary, the land is used for residential dwellings including Manor Park and Derwent Drive. To the south and east of the site, the Carrant Brook flows along the perimeter and cuts through a section of the site towards the southeast. The Landowner controls the land beyond the northern boundary.

4.6 Carrant Brook

4.6.1 Onsite access

The Carrant Brook was observed from the eastern flank of the site, flowing towards the south. A rough estimate (for guidance only) of the brook flow was noted as c.0.13 m/s. The water was noted to be brownish and fairly turbid. The banks of the brook were relatively steep with channel containing c.0.8 m depth of water. The channel was c.3.0 m wide with the banks c.1.5 m high. An approximate cross section of the brook channel would therefore be c. 4.5 m². The land nearby the brook was level for the initially before rising towards the west.

4.6.2 Offsite access

Additional stops were made on the eastern floodplain of the Carrant Brook, accessed from Shannon Way. Floodplain was noted to be covered in reedbeds, heather and stunted trees. The ground was notably soft, boggy and marshy. Frequent ponds, ditches, pools and occasional very slow flowing streams dissected the floodplain.

4.7 Surface water features

There were no other drainage channels, ponds or pools located within the site boundary.

5 FLOOD RISK ASSESSMENT

5.1 Fluvial flood map for planning

The Environment Agency's (EA) fluvial flood zone mapping for planning has been extracted and presented below in Figure 5.1.

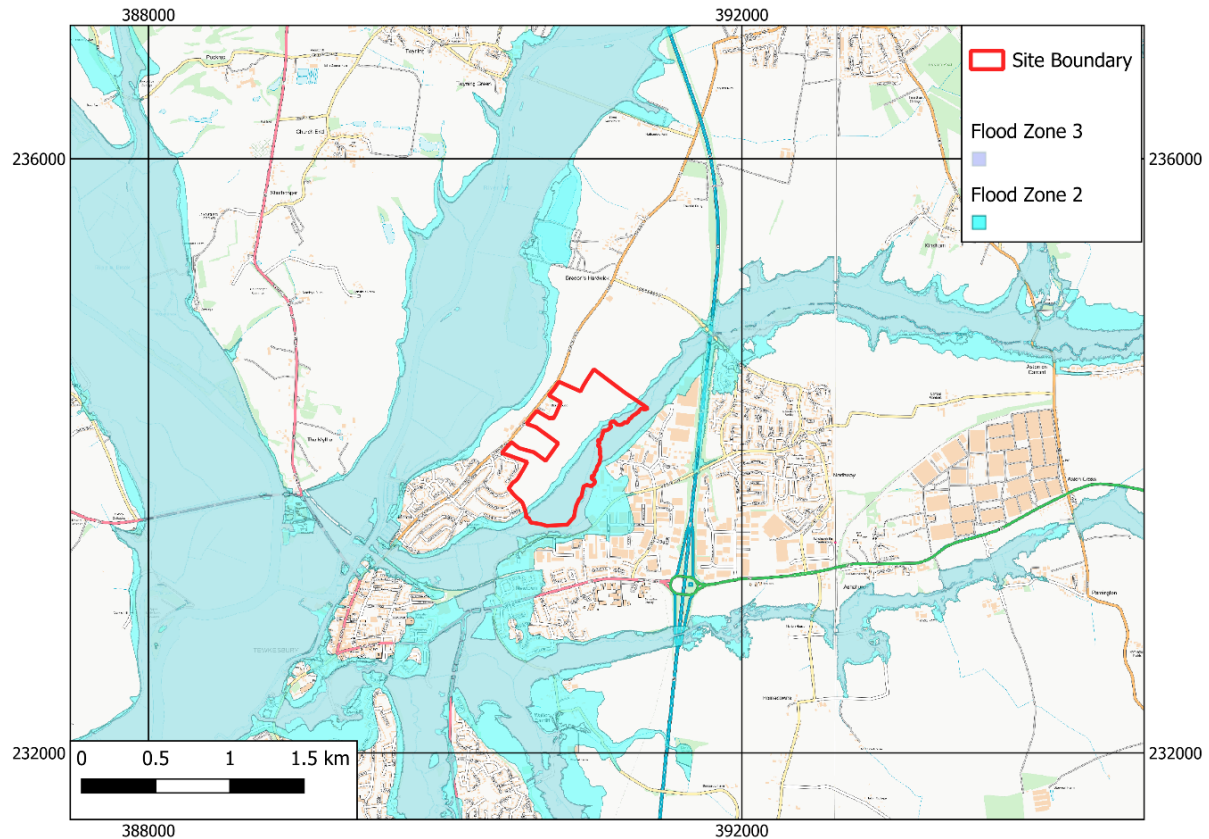


Figure 5.1 Fluvial flood map for planning

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Both flood zones 2 & 3 encroach onto the site at its eastern boundary where the topography is lowest. The majority is flood zone 3 (c. 25%); this is the most high-risk zone of flooding, giving the site a high probability of flooding. A flood event would occur during high precipitation, causing the Carrant Brook at the eastern edge of the site to burst its banks, and overflow onto the site.

Flood Zone 2 is mapped up to an elevation of c. 14.5 m aOD. Flood Zone 3 is mapped up to an elevation of c. 13.0 m aOD. As the development proposals for all built structure will be above this level, the buildings will not be impacted by floodwaters. Nor would the proposed buildings alter the movement of flood waters.

5.1.1 Risk of flooding including the benefit of flood defences

The Environment Agency's risk of flooding from rivers and the sea (RoFRS) has been extracted and presented in Figure 5.2.

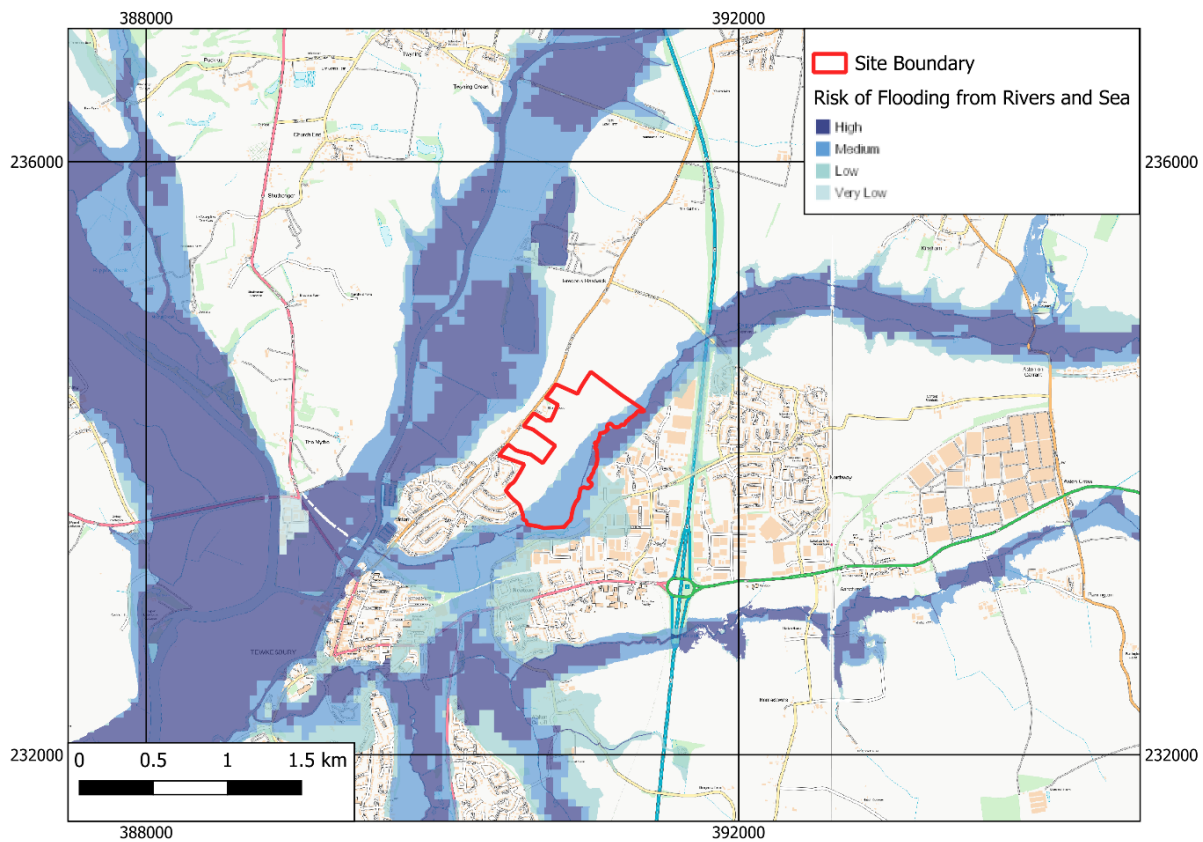


Figure 5.2 Risk of flooding from rivers and seas

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The RoFRS mapping considers the condition of flood defences, their height and benefits. The EA therefore would determine the lower part of the site to have a medium to high risk of flooding.

5.1.2 Environment Agency river modelling

The Environment Agency (EA) was approached to provide detailed fluvial flood modelling for the local area. EA's full response is included within Appendix B.

The EA provided detailed flood modelling of the River Avon, the River Severn, the Carrant Brook and the Tewkesbury Tributaries. The EA also advised that a 37% allowance for climate change should be applied to the peak river flows.

A review of the Flood Risk Assessment and Drainage Strategy (RPS, 2023, ref: HLEF85814) was undertaken [FRA, RPS 2023]² identified the fluvial flood risk at the site, using the modelling to produce the limits of the 1 in 100 year flood plus 35% climate change (CC) allowance and the 1 in 100 year flood plus 70% climate change allowance. Applying the recent EA advice, the 1 in 100 year flood plus 70% CC allowance would be a suitable flood risk limit for residential development the

² Flood Risk Assessment and Drainage Strategy, RPS, ref: HLEF85814, March 2023.

Tewkesbury area. This is provided within the FRA (RPS, 2023) drawing *Modelled Flood Extents*³ and is extracted below in Figure 5.3. The relevant data of the FRA (RPS, 2023) is presented in Appendix C.

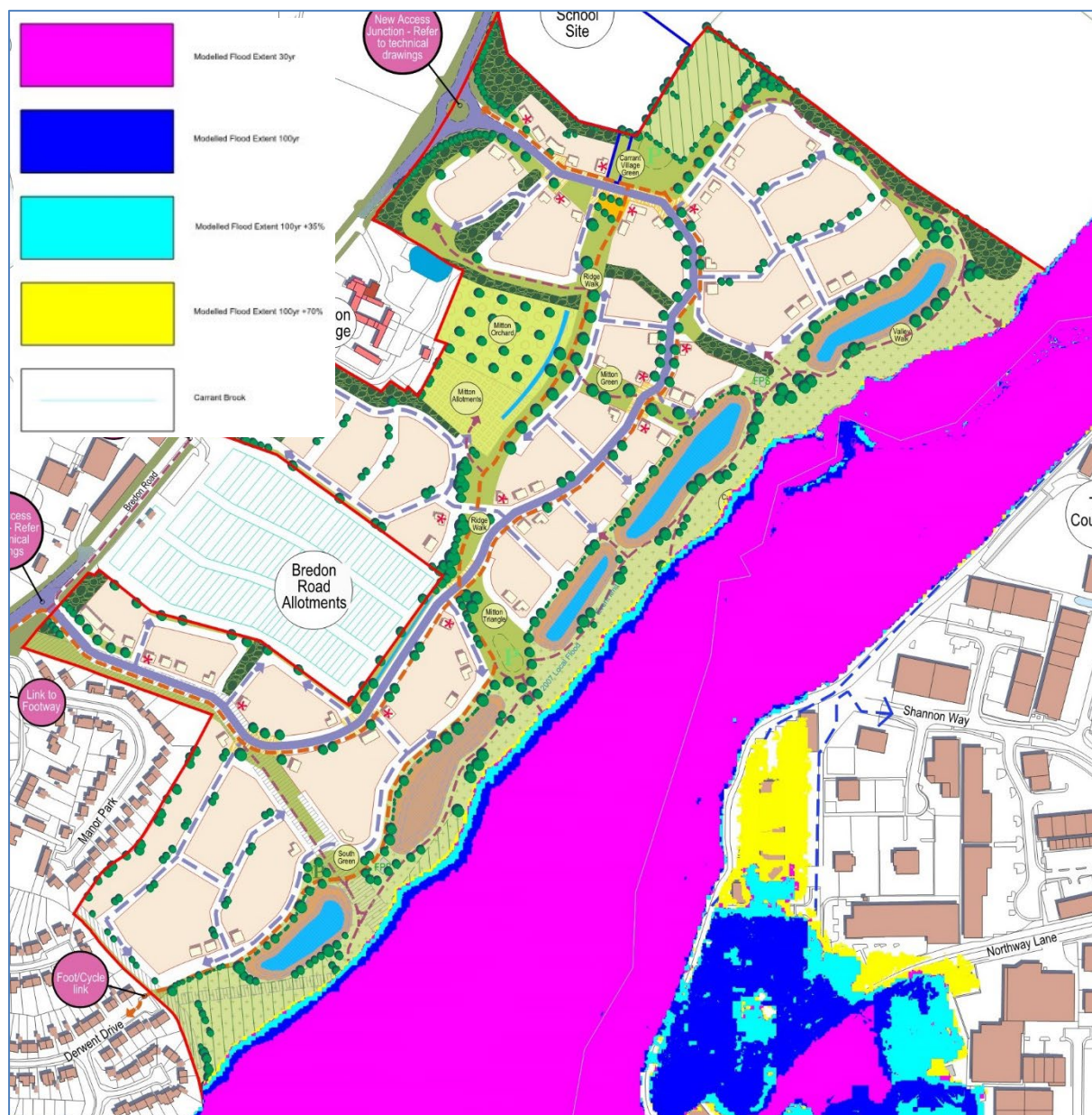


Figure 5.3 Extract of modelled flood extents

Contains Drawing: Modelled Flood Extents, FE1, A, HLEF85814, FRA, RPS, 21.02.23.

The proposed development has excluded all residential dwellings and impermeable surfaces beyond the limit of the modelled 1 in 100 year flood plus 70% CC event. Any development within the 1 in 100 year flood plus 70% CC event has been restricted to landscaping and permeable surfaces only, including recreational areas.

³ Drawing. Modelled Flood Extents, FE1, A, HLEF85814, FRA, RPS, 21.02.23.

5.1.3 Historical flooding

The EA was approached to provide detailed fluvial historical flood outlines for the local area. The EA's full response is included within Appendix B.

According to the Environment Agency and the Tewkesbury Borough Council Strategic Flood Risk Assessment [SFRA] for Local Development Framework (Halcrow, 2008), the site has been subject to historical flooding. The EA detailed high flood waters 18 times since records began in 1939. The highest and most significant flood record was recorded in July 2007 (13.00 m aOD).

Heavy rain in July 2007 caused extensive flooding of Tewkesbury as a result of high river flows of the River Teme and River Avon, with surface runoff increasing flows in the Carrant Brook. The Environment Agency's (EA) historical flood mapping has been extracted and presented below in Figure 5.4.

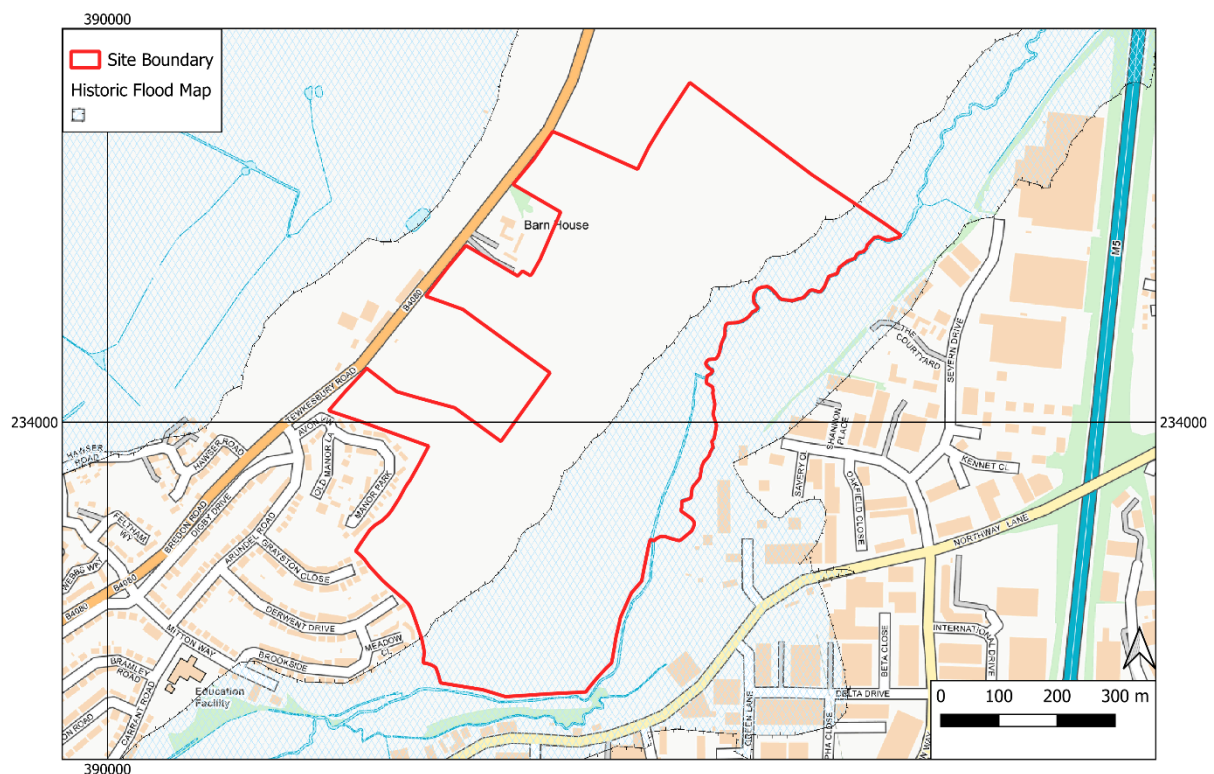


Figure 5.4 Historical flood map

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The limit of the historical flood depths reaches an elevation of 14.5 m aOD. The proposed development has excluded all residential dwellings and impermeable surfaces beyond the limit of the historical flood limits (14.5 m aOD). Any development within the historical flood limits has been restricted to landscaping and permeable surfaces only, including recreational areas.

5.2 Surface water (pluvial) flood risk

The Environment Agency's pluvial (surface water) flood mapping has been extracted and presented below in Figure 5.5, Figure 5.6 and Figure 5.7.

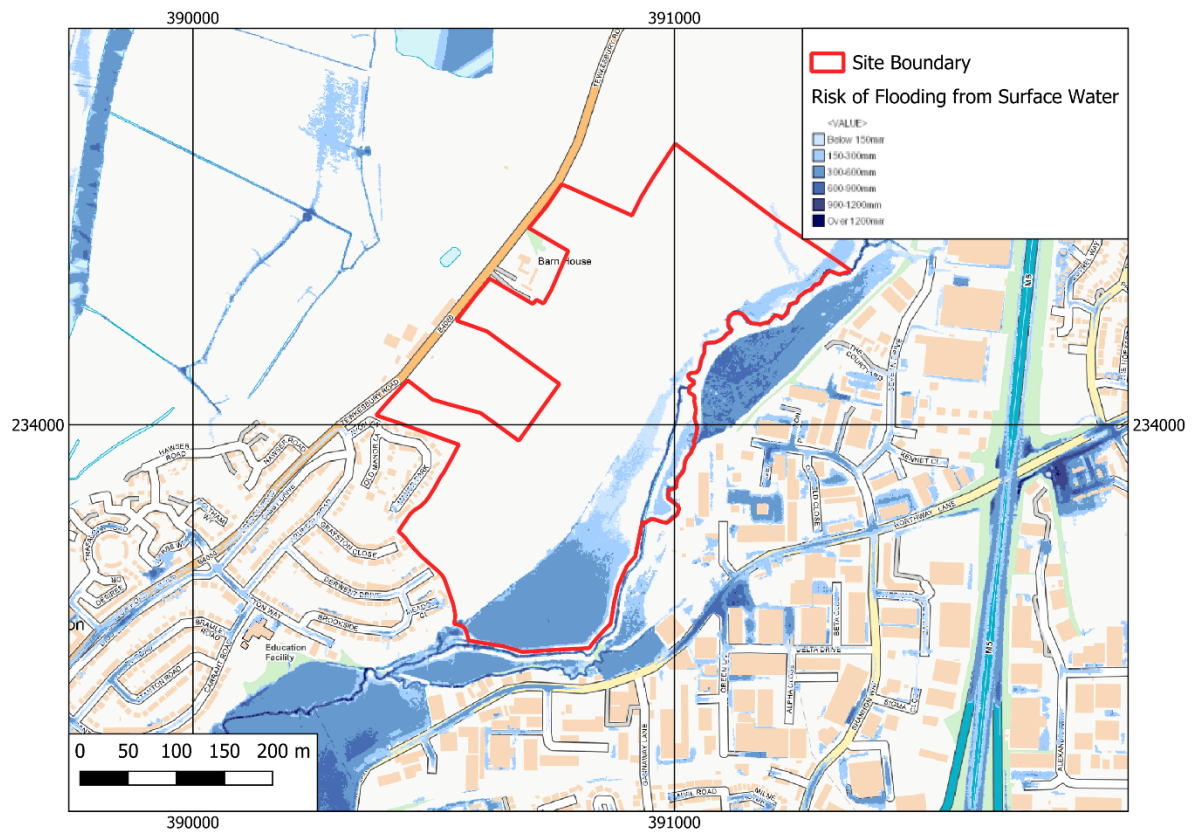


Figure 5.5 Pluvial flood risk at 0.1% AEP (high-risk event)

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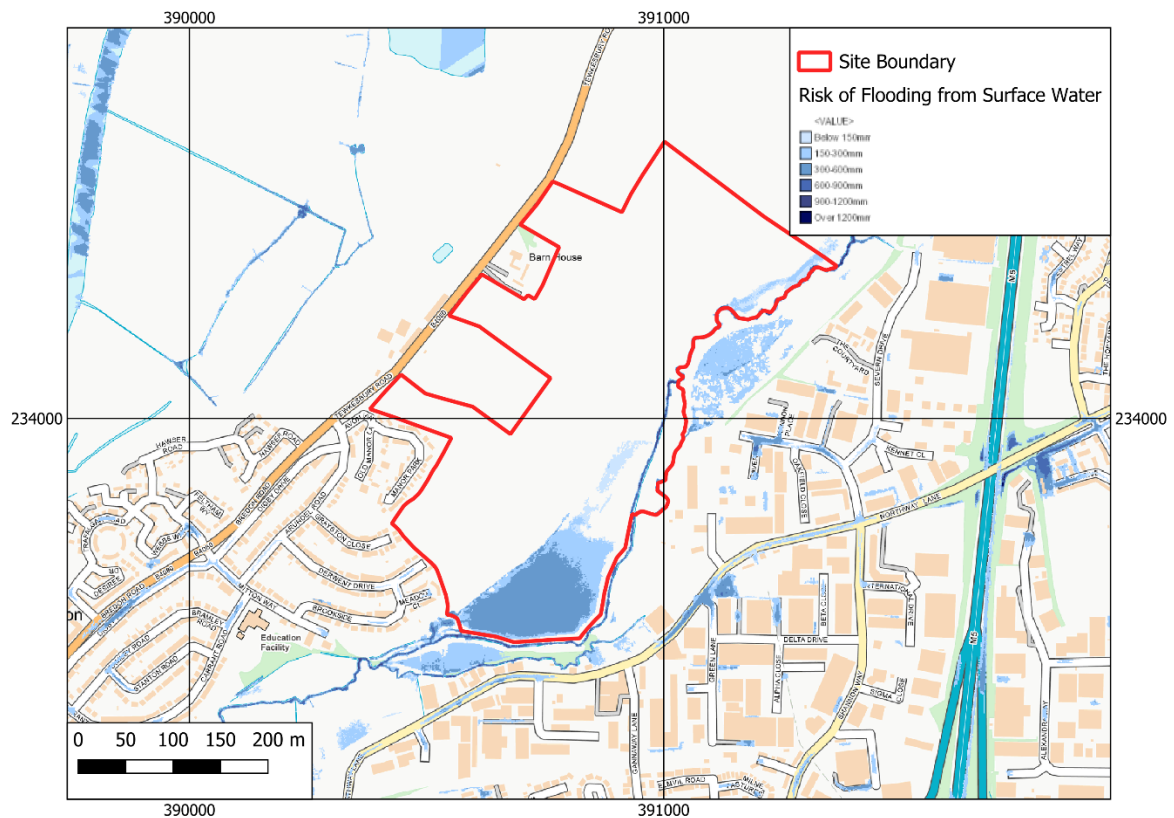


Figure 5.6 Pluvial flood risk at 1% AEP (medium-risk event)

Contains Ordnance Survey data © Crown copyright and database right 2023 and British Geological Survey data 2023.

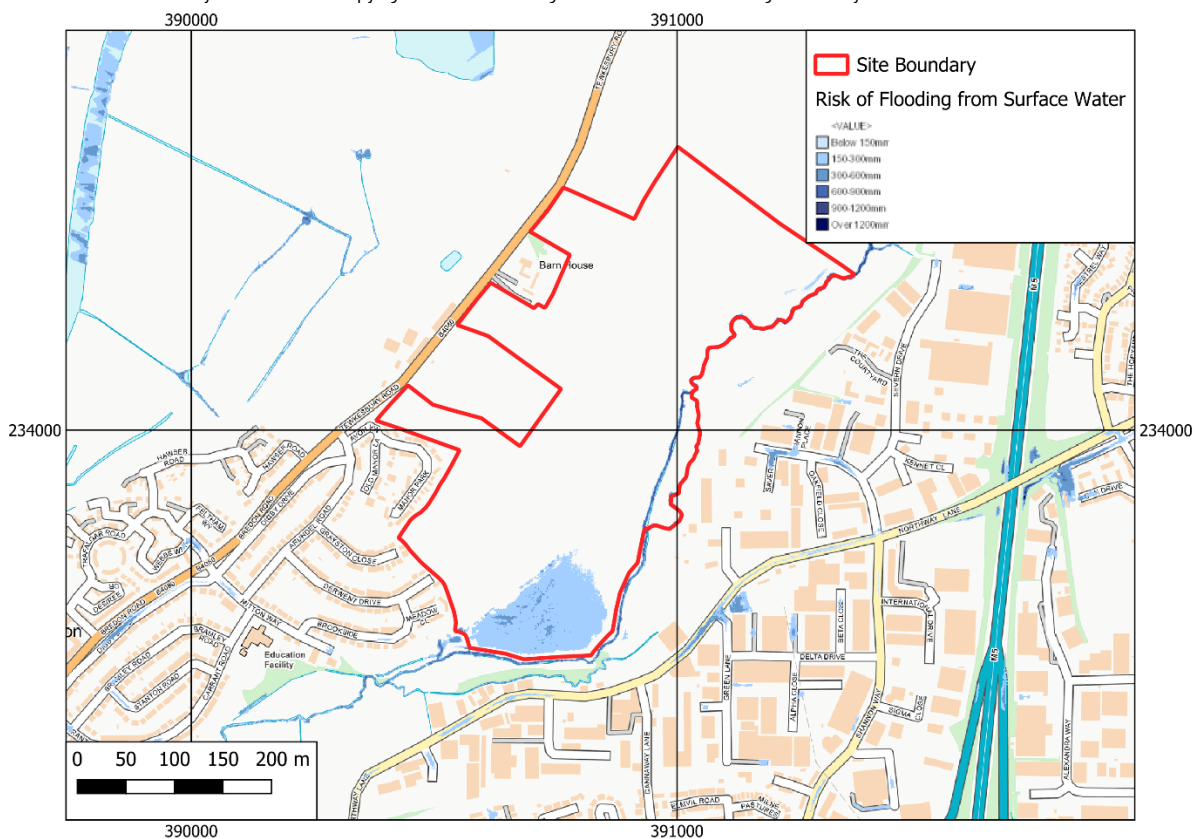


Figure 5.7 Pluvial flood risk at 3.3% AEP (low-risk event)

Contains Ordnance Survey data © Crown copyright and database right 2023 and British Geological Survey data 2023.

All levels of flood risk posed by surface water presented by the EA affect the site. The high risk 1 in 30 year (3.3% AEP) event creates a flood risk of <300 mm maximum depth in the southeast corner of the site, again parkland. The 1 in 100 year (1% AEP) medium-risk event would reach further north with an increased maximum depth of 300-600 mm.

As can be seen from Figure 5.7 the site would also be impacted by a low risk 1 in 1000 year (0.1% AEP) event. The flooding in the south of the site extends further east, covering the lower topography edge of the whole park, and the flooding increases to the maximum depth of 600-900 mm.

The proposed development has excluded all residential dwellings and impermeable surfaces beyond the limit of the surface water (pluvial) flood limits. Any development within the surface water (pluvial) flood limits has been restricted to landscaping and permeable surfaces only, including recreational areas.

5.3 Groundwater flood risk

The EA has deemed groundwater flooding unlikely in this area. Although permeable gravel occurs to the northwest and east, flash groundwater flooding through granular deposits has been deemed unlikely to occur.

5.4 Artificial flood risk

5.4.1 Reservoir flooding

The Environment Agency's reservoir flood mapping is shown below in Figure 5.8.

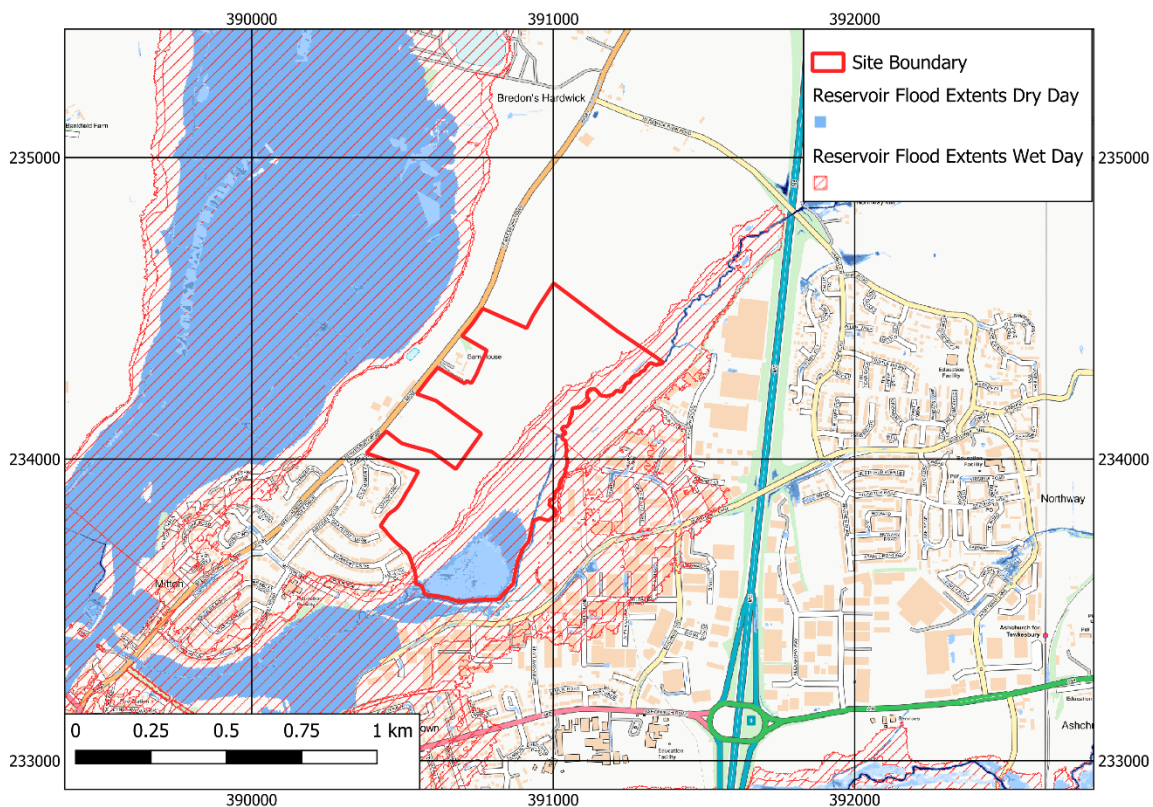


Figure 5.8 Reservoir flooding

Contains Ordnance Survey data © Crown copyright and database right 2023 and British Geological Survey data 2023.

According to the EA's Risk of Flooding from Reservoir mapping the site is at risk of flooding from reservoirs.

A flooding event has been modelled to occur in a "wet day" and "dry day" scenario. The "dry day" scenario predicts the flooding that would occur if the dam/reservoir failed when rivers are at normal levels. The "wet day" scenario predicts how much worse the flooding might be if a river is already experiencing an extreme natural flood. As can be seen from Figure 5.8 the lower south corner of the site will be flooded on a dry day and on a wet day this covers the entire southeast flank of the site – an area not dissimilar to the historical 2007 flooding shown in Figure 5.4.

However, the risk related to a failure of a large reservoir is extremely small.

5.4.2 Sewer flooding

There are no known sewers nearby and none were observed in the site walkover.

5.5 Vulnerability classification

According to the National Planning Policy Framework⁴ developments are categorised by vulnerability to flooding, based on the usage of the development. The development is for residential dwellings; therefore the site, as a whole, is classed as **more vulnerable**. However the dwellings are restricted to the higher elevation ground towards the west and are positioned beyond Flood Zone 2 and the historical 2007 flood limit. The area of the site towards the east where the lower ground is located within the flood risk area will be conserved as open recreational ground and parks. This area towards the east is therefore classified as **water-compatible** development and is therefore suitable within Flood Zone 2 and 3.

⁴ National Planning Policy Framework. <https://www.gov.uk/guidance/national-planning-policy-framework/annex-3-flood-risk-vulnerability-classification>

6 ATTENUATION BASINS IMPACT

6.1 Floodplain storage

A review of the Flood Risk Assessment and Drainage Strategy (RPS, 2023, ref: HLEF85814) was undertaken [FRA, RPS 2023]². The relevant data of the FRA (RPS, 2023) is presented in Appendix C.

Five attenuation basins have been proposed to attenuate the increased surface water flows from the increased impermeable areas at the site. Table 6.1 has been extracted from the Conceptual Drainage Strategy⁵.

Table 6.1 Attenuation basin construction

Attenuation Basin No.	Depth (m bgl)	Top of bank level (m aOD)	Storage Volume (m ³)
1	1.5	14.7	1823
2	1.5	14.2	2033
3	1.5	14.5	1836
4	1.5	14.8	2363
5	1.5	15.7	1778

The total storage volume occupied by the attenuation basins is 9,833 m³.

Analysis of the flood zones and the historical flood mapping with the elevation of the site, detailed that the approximate maximum elevation of Flood Zone 2 and the 2007 historical flood extent was 14.50 m aOD in the area of development. Therefore the attenuation basins, with exception of Basin No.2, are positioned beyond the flood plain. This would result in no great loss flood plain storage as a result of the proposals.

6.2 Runoff rates

The FRA² with associated drainage strategy calculated that the runoff rate of the proposed development could be restricted and controlled to match the existing greenfield runoff rate of 4.4 l/s/ha. This will be achieved by attenuation from the five attenuation basins and flow-controls on the outfalls. Captured surface waters would be discharged to the Carrant Brook.

6.3 Drainage to Carrant Brook

As part of the site investigation¹, the soakaway testing proved that infiltration at this site is limited with the subsoils having a low permeability. As such, under greenfield conditions, it is likely that rainwater would likely be drained as surface water rather than groundwater. Therefore the discharging surface waters as part of the proposed site drainage (which discharge into the brook at greenfield run off rates) would likely match the natural greenfield hydrological conditions. Thus the volume of inflows to and the water levels of the Carrant Brook are unlikely to be impacted as a result of the proposed drainage scheme.

⁵ Conceptual Drainage Strategy, RPS, D01, B, HLEF85814, February 2023.

7 IMPACT TO DOWNSTREAM TEWKESBURY

7.1 Loss of floodplain storage

As detailed above, there would be no loss of flood plain storage as a result of the proposals. The town of Tewkesbury would not lose any upstream floodplain that might result in an increase in the volume of floodwaters further downstream.

7.2 Inflows to Carrant Brook

As a result of the site proposals, the area would see an increase in hardstanding and therefore loss of permeable area, upstream of Tewkesbury. In principle this might increase the volume of surface water runoff, which may increase the surface water flood risk downstream.

It should be noted that the rainfall across the existing site is likely to already discharge into the Carrant Brook due to the poor infiltration across the site. There would be no change in the size of the area drained into the Carrant Brook.

Furthermore, due to the attenuation and control of surface waters via the proposed drainage system, no impact is made in terms of increased surface water volume or increased run off flow rates. The loss of permeable area is sufficiently compensated by the proposed mitigation of the sustainable drainage systems. The town of Tewkesbury would not be impacted by the loss of permeable area.

7.3 Increased flood risk to Tewkesbury

It is therefore considered that as a result of the proposed development, the attenuation and the mitigation of the drainage strategy, that the flood risk to the town of Tewkesbury would not be increased. We do not consider that any further data acquisition is needed to support this conclusion.

7.4 Concluding statement

The development proposals would likely have **no significant impact** on the flood risk of downstream Tewkesbury and **would not cause a flood risk concern for the rest of the town.**

8 RECOMMENDATIONS AND MITIGATION

It is recommended that the following actions are reviewed by Tewkesbury Town Council in regard to the proposed development east of Bredon Road. Tewkesbury Town Council may wish to consult the relevant planning authorities to express a comment that the following recommendations are implemented as part of the development.

- Approved consent from the Environment Agency has been received for the construction of the surface water outfalls for discharge into the Carrant Brook.
- A maintenance plan including details of scheduled regular inspections is implemented for the proposed attenuations basins. The SuDS features should be maintained for the lifetime of the development.
- Water quality monitoring of the Carrant Brook should be undertaken as part of the development proposals so that should any contamination or water quality issues arise, the proposed development can be excluded as a source. This could include pre-construction works monitoring for background concentrations, during construction and post-construction works for a limited timeframe.
- The site developer, the contractor and future dwelling occupiers should sign up to Flood Risk Alerts and Warnings.

APPENDIX A

Site drawings plans

APPENDIX B

EA model data

APPENDIX C

Flood Risk Assessment

RPS 2023

APPENDIX D

Site walkover photographs

SITE WALKOVER PHOTOGRAPHS



Figure 9.1 Vegetation cover of the Carrant Brook floodplain from the east of the brook. View towards the west and to site.



Figure 9.2 Carrant Brook floodplain from the east of the brook. The floodplain was divided by a number of pools, ponds and very slow flowing streams.



Figure 9.3 The site. View to southwest along the western perimeter. Taken from the northwestern corner of the site.



Figure 9.4 The site. View to east along the northern perimeter. Taken from the northwestern corner of the site.



Figure 9.5 The Carrant Brook, at the northeast of the site. View to southeast.



Figure 9.6 The Carrant Brook, at the east of the site. View to northeast.



Figure 9.7 The eastern boundary of the site, with the level ground initially before rising to the west.



Figure 9.8 The sloping topography of the site. View to the northwest from the eastern boundary.

APPENDIX E

Ground Investigation data

FINANCIAL CONTROLS AND PROCUREMENT – Current wording in Standing Orders

- 18(c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- 18(f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- 18 (g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

To be replaced with updated wording from NALC as follows:

- 18(c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- 18(f) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.
- 18(g) has been deleted from the Standing Orders 2022 update.

Have your say on Gloucestershire's economy

Residents and businesses are being invited to give their views on what priorities they would like to see included in a new economic strategy for Gloucestershire.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-july-2023/have-your-say-on-gloucestershire-s-economy/>

Inspectors praise strong partnership helping to keep children safe

A report praising the multi-agency response to safeguarding children in Gloucestershire has been published today (3 August).

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/inspectors-praise-strong-partnership-helping-to-keep-children-safe/>

Gloucestershire firefighters on winners' podium at British Firefighter Challenge

Sixteen firefighters from Gloucestershire Fire and Rescue Service (GFRS) travelled to Manchester for the Annual British Firefighter Challenge that took place last weekend (29-30 July) and won first place out of a total of 20 services with the fastest three combined race times.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/gloucestershire-firefighters-on-winners-podium-at-british-firefighter-challenge/>

Illegal vapes worth £9,000 seized in Gloucester

Trading standards officers from Gloucestershire County Council have seized 1,800 illegal vapes from a shop in Gloucester.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/illegal-vapes-worth-9-000-seized-in-gloucester/>

New ultra-fast full-fibre broadband for Gloucestershire

Homes and businesses in some of the most remote areas of Gloucestershire are on the brink of experiencing a remarkable surge in broadband connectivity as plans are unveiled by Gloucestershire County Council.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/new-ultra-fast-full-fibre-broadband-for-gloucestershire/>

Social worker shortlisted for top national award

One of the county council's children's social workers has been shortlisted in the annual Social Worker of the Year Awards which recognises inspiring and extraordinary social work.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/social-worker-shortlisted-for-top-national-award/>

Rollout of electric vehicle charging points to begin

Plans by Gloucestershire County Council to install 1,000 electric vehicle charging points over the next three years are moving forward with the rollout of the first phase.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/rollout-of-electric-vehicle-charging-points-to-begin/>

Transport Secretary visits 'summer of resurfacing' teams

Transport Secretary and Member of Parliament for the Forest of Dean, Mark Harper visited highways engineers in Gloucestershire to find out about a new programme of road improvement works.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-august-2023/transport-secretary-visits-summer-of-resurfacing-teams/>

Thanks,
Vernon

Cllr Vernon Smith
vernon.smith@gloucestershire.gov.uk

Tewkesbury Borough Council report for Tewkesbury Town Council meeting on Monday 11th September 2023

Discover TBC's new website.

The website went live in August. It is designed to simplify processes that were once time-consuming and will let people access and navigate council information more easily especially for the 70% of users who access with mobiles or tablets.

A Citizen's Panel of local residents will provide feedback on the site's accessibility so that further updates can make it as user-friendly as possible.

TBC are looking for more residents to join the panel. For more information just type Citizens Panel into the search bar of the website.

Future plans

Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council, are working together in a fresh approach to plan making. The new Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (CGTSLP) will set out a long-term vision for where developments should and shouldn't happen.

The four separate elements of the current plan: Gloucester, Cheltenham & Tewkesbury Joint Core Strategy – JCS, and the local plans for each of those areas, will be submitted under a single examination. This will save time and effort at the inspection stage.

The three councils have approved their local development schemes (LDS). The LDS aim both to ensure a robust planning policy framework for all three districts and to address climate change.

The outline programme for the CGTSLP includes:

- A public consultation (Regulation 18) in autumn/winter 2023 – this marks the start of the engagement stage of the Plan where it is decided what should be included in the Plan.
- A public consultation (Regulation 18) in spring 2025 – this outlines the preferred options.
- A public consultation (Regulation 19) in spring 2026 – which provides an opportunity for representations on the 'soundness' of the plan before it is examined by an independent Planning Inspector.
- Submission of the Local Plan to the Secretary of State (Regulation 22) in spring 2026.

Tewkesbury Garden Town

A new approach to the Tewkesbury Garden Town – with a commitment to increased community engagement, and improved collaboration with partners and developers – was voted in at Tewkesbury Borough Council's Full Council on Tuesday, 25 July. The Council decision follows a gateway review of the garden town.

The review found no basic concerns with the aims or the principles of the garden town, but it noted short comings in programme's delivery, particularly regarding community engagement and collaboration with partners and developers. Importantly, the review highlights that without a garden town programme to guide high-quality sustainable housing, there would be a considerable risk of poor-quality, piecemeal development. A new delivery programme, based on the review's 17 recommendations, will now be developed and presented to the Council on Tuesday, 26 September. Meetings with parishes likely to be affected by the developments have already happened during August.

Latest HAZ (heritage action zone) grants awarded

156 High Street and 1 Barton Street which are Peter Ball Estate Agents and the upper floors above will receive public funding, matched by the properties' owner, to carry out a complete renovation of the three vacant upper floors. This will deliver two new flats with their own entrance from Tysoe's Court.

The funding has been secured by Tewkesbury's High Street Heritage Action Zone (HSHAZ), a partnership between Tewkesbury Borough Council and Historic England to invest £1m in the regeneration of the historic town centre.

The works will also see a traditional shop front reinstated at 1 Barton Street in keeping with others in the street, and an enhanced shop front installed to the estate agents. The windows will be refurbished or replaced, and the original sash window will be reinstalled at first-floor level.

For those concerned about the Frisby's name plaque, which is estimated to have been installed in the 1960s, this will be carefully removed to allow the original window aperture to be re-opened. It will then be cleaned and placed within the shop premises.

More grants have recently been approved along Tewkesbury High Street, Barton Street and Church Street. The total grant funding offered by the HSHAZ so far is £324,221. These grants include offers to Alexander Burn Funeral Directors for the replacement of their shop front, and improvements to the signage and upper storeys of properties from 104 to 112 High Street.

Licensing prosecutions

Tewkesbury Borough Council has successfully prosecuted three companies for private hire vehicle licensing offences. On 10 July 2023, Cheltenham Magistrates Court found both Five Star (Gloucester) Ltd and Five Star / First Associated Transport Ltd guilty of operating a private hire vehicle without its having a private hire licence and of employing a driver who did not have a private hire licence. Robertsons Transport Gloucester Ltd also pleaded guilty to the charge of operating a vehicle without having a private hire licence.

4-9-23 HJB



GENERAL PRIVACY NOTICE

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Tewkesbury Town Council which is the data controller for your data. This notice covers staff, councillors & the general public.

Other data controllers the council works with include:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.



- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.



Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.



- 2) ***The right to correct and update the personal data we hold on you***
If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) ***The right to have your personal data erased***
If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***
You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.tewkesburytowncouncil.gov.uk.

This Notice was last updated in September 2023 and is reviewed each year in May.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Tewkesbury Town Council

Email: townclerk@tewkesburytowncouncil.gov.uk



TEWKESBURY TOWN COUNCIL

GRANT POLICY

Adopted at the Full Council Meeting on 26th September 2022

Version: v1.1

Publication Date: September 2023

Next review date: September 2026

Introduction

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

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

Eligibility

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

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

The Town Council will not award grants to:

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

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

Grants will not normally be made retrospectively.

Availability of funds

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

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

Application Procedure

Applications may be made using the grant application form available on the Town Council's website (www.tewkesburytowncouncil.gov.uk) supported with any relevant documentation. Alternative formats for applying are acceptable, for example, short film or by a presentation to the Council. Please contact the Town Clerk to discuss how to apply in an alternative format.

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

Feedback

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

The Town Council's decision will be final.

This policy will be reviewed every three years.



**TEWKESBURY
TOWN COUNCIL**

Grant Application Form

Please read the Grant Policy before completing this form. Applications can be made in other formats, for example: film or by presentation to the Council. If you would like to apply in one of these alternative formats or require help and advice in filling out the application, please contact the Town Clerk on 01684 294639.

1. Group & contact information

Name of Group:	
Contact Name:	
Position Held:	
Contact Address:	
Postcode:	
Email:	
Telephone Number:	

For office use

Date Received	Date to Finance / Full Council	Amount Requested	Amount Granted	Financial Year

2. Grant applied for

Funding Requested	£
Have you received funding from the Town Council before?	Yes / No

If yes, please give details:

Year				
Amount	£	£	£	£

3. Organisation details

Please describe briefly the aims and objectives of your organisation, the geographical area it covers and the group's activities over the past year:

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4. Details of grant request

What will the grant be used for? *(Please provide a breakdown if appropriate)*

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5. **Supporting information**

Please enclose copies of any documents that you feel support your application, e.g. annual accounts, annual report etc.

Details of any documents to accompany the application.

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6. **Additional information**

Please use this space for any additional information relevant to your application, e.g. other sources of funding applied for.

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Please also provide bank account details or state to whom the cheque should be made payable in the event of your application being successful:

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7. **Declaration**

I understand that the acceptance of this application by Tewkesbury Town Council does not in any way signify that the Council has agreed that the organisation is eligible for a grant.

Signed:	
Date:	
Position in organisation:	