



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held at the Town Hall, High Street, Tewkesbury on **Monday 12th May 2025 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
7th May 2025

1. Election of Town Mayor
2. Election of Deputy Town Mayor
3. To receive apologies for absence
4. To receive declarations of interest
5. To consider requests for dispensation
6. To consider the applications for co-option to Tewkesbury Town Council
7. To receive written questions from members of the public
8. 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.)*
9. To note the Mayor's announcements
10. To approve the minutes of the meeting held on 10th March 2025
11. To note the following Committee Minutes: Planning – 19th February, 5th & 19th March 2025, Finance – 3rd March 2025, Moorings – 25th March 2025, Environment & Amenities – 18th March 2025, Buildings – 17th March 2025, Severn Ham – 12th March 2025
12. Matters arising from the minutes – for information only
13. To receive the summary finance report to 31st March 2025 and earmarked reserves report

14. To receive the payments report for February & March 2025
15. To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance
16. To agree the committee membership and terms of reference for 2025/26
17. To agree the internal control checkers for 2025/26
18. To note the GAPTC subscription cost of £2810.60 for 2025/26
19. To consider and agree any resolutions for the GAPTC AGM
20. To consider and agree grant applications from outside bodies
21. To note the CIL report for 2024/25
22. Review of code of conduct, to ensure no changes have been made at Borough level
23. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities (none undertaken by Tewkesbury Town Council)
24. Review of representation on, or work with external bodies and arrangements for reporting back
25. Review of inventory of land and assets including buildings and office equipment (online system adopted, covered in automated year end process)
26. Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force within a three-year rate agreement)
27. Review of the Council's and / or staff subscriptions to other bodies
28. Review of the Council's complaints procedure
29. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
30. Review of the Council's policy for dealing with the press / media
31. Review of the Council's employment policies and procedures
32. Correspondence

The next Full Council meeting will be:
16th June 2025

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 Tewkesbury Town Hall on 10th March 2025 at 6.00pm

Present: Cllrs P Jones (Chair), E Ash, H Bowman, P Brookes, C Danter, A Hayes, K Moran, J Raywood, S Raywood, C Robertson, V Smith, M Sztymiak.

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

- 24/25 - 128 To receive apologies for absence**
Apologies were received from Cllr Cody.
- 24/25 - 129 To receive declarations of interest**
Cllrs Bowman & Sztymiak – Tewkesbury Borough Councillors
Cllr Smith – Gloucestershire County Councillor
- 24/25 - 130 To consider requests for dispensation**
None received.
- 24/25 - 131 To consider the applications for co-option to Tewkesbury Town Council**
It was RESOLVED to co-opt Mr R Gurney to Tewkesbury Town Council.
Proposed by Cllr Danter, seconded by Cllr Sztymiak.
- 24/25 - 132 To receive written questions from members of the public**
There were no written questions.
- 24/25 - 133 Public Participation**
There was no public participation.
- 24/25 - 134 To note the Mayor's Announcements**
The Mayor gave notice of the EGM of GAPTC on 18th March to approve two changes to their legal status.
- 24/25 - 135 To approve the minutes of the meetings held on 13th January 2025**
It was RESOLVED to approve the minutes of the meeting held on 13th January 2025.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.
- 24/25 - 136 To note the following Committee Minutes – Planning – 11th December 2024, 8th & 22nd January 2025, Finance – 6th January 2025, Moorings – 21st January 2025, Environment & Amenities – 28th January 2025, Buildings – 19th December 2024, Staffing – 18th December 2024 & 15th January 2025, Severn Ham – 11th December 2024**
The above minutes were noted.
- 24/25 - 137 Matters arising from the minutes**
21/22-147 Cycle storage – ongoing
24/25-81 Payments reports – Smart meter installation is ongoing.
24/25-106 School Contact - Principal at Tewkesbury School is keen to get involved with the Town Council. Now with members of staff who run the Pupil Parliament.
Ongoing

24/25-126 Devolution – Town Clerk undertaking review, briefing note has been circulated and grass cutting situation has been referred to E&A.

24/25 - 138 To receive the summary finance report to 31st January 2025 and earmarked reserves

The finance reports were received. Town Clerk to confirm that we have received £2,500 in gift aid from £10,000 anonymous donation for Tewkesbury Live 2024. The current income figure for the Town Hall is £14,407 against a budget of £15,000. Income for the Watson Hall is £25,896 budget against a budget of £20,000.

24/25 - 139 To receive the payments reports for December 2024 & January 2025

The reports were received.

24/25 - 140 To note the Q3 bank reconciliations

The bank reconciliations were noted. Have all been signed off at Finance Committee.

24/25 - 141 To note the completion of the external audit 2023/24

The completion of the external audit was noted. Town Clerk advised that there was one 'except for' item, which was linked to the Mayor's Charity Bank account not being in the Town Council's name. The account is being closed and it will be accounted for in a separate cost centre within the main account. It is anticipated that it will be closed by the end of the financial year.

24/25 - 142 To note the meeting schedule for 2025/26

There have been some changes to the meeting schedule for Planning meetings in February & April 2026. Updated meeting schedule will be circulated.

24/25 - 143 To receive and vote on nominations for the positions of Mayor and Deputy Mayor

It was RESOLVED that Cllr Alan Hayes be elected as Town Mayor for 2025/26. Proposed by Cllr Cody, seconded by Cllr J Raywood.

It was RESOLVED that Cllr Emma Ash be elected as Deputy Mayor for 2025/26. Proposed by Cllr Jones, seconded by Cllr Hayes.

24/25 - 144 To agree the updated financial regulations, based on NALC guidelines

There were some minor grammatical errors noted within the document and that the term Chair should be used instead of Chairman. Duplicate bullet in 5.14 to be removed. Subject to the above changes, it was RESOLVED to agree the updated financial regulations. Proposed Cllr Bowman, seconded by Cllr Hayes.

24/25 - 145 To consider and agree grant applications from outside bodies

It was RESOLVED to approve the following grant applications for 2024/25
Guideposts - £300
Proposed by Cllr Sztymiak, seconded by Cllr Moran.

Great Western Air Ambulance – £955.94
Proposed by Cllr J Raywood, seconded by Cllr Bowman.

It was RESOLVED to approve the following grant applications for 2025/26.

Tewkesbury Big Weekend - £1500
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.
Cllr Danter abstained as she assists with Tewkesbury Big Weekend.

Tewkesbury Medieval Festival - £3000
Proposed by Cllr Smith, seconded by Cllr Sztymiak.

24/25 - 146 To note the reports from Tewkesbury Borough Council and Gloucestershire County Council

A report from GCC was received from Cllr Cody and a written report for TBC was received from Cllr Workman.

A Councillor noted the expansion of the Library of Things and whether Tewkesbury would be a candidate for the next location.

24/25 - 147 Correspondence

It was advised that there is a devolution briefing for Councillors being held on 27th March. Councillors are to advise the office if they wish to attend.
Town Clerk will attend the SLCC briefing on devolution and the Town Council will look to form a devolution working group in May.

24/25 - 148 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

It was RESOLVED to exclude the press and public from the meeting.
Proposed by Cllr S Raywood, seconded by Cllr Danter.

24/25 - 149 To discuss and agree the nominations for the Tewkesbury Town Civic Awards

The Council agreed the nominations for the awards.
Proposed by Cllr Brookes, seconded by Cllr Sztymiak.

There being no further business, the meeting closed at 7.05pm

Signature of Chairman upon approval of the minutes 12th May 2025



PLANNING COMMITTEE

Wednesday 19th February 2025

Present: Cllrs. J Raywood, S Raywood, A Hayes, P Jones, E Ash

In attendance: N Finnegan (Finance), one member of the public

MINUTES

P.24/25.311 Welcome.

The chairman welcomed everyone and ensured that introductions were made when the meeting opened at 7.30 pm

P.24/25.312 To receive apologies for absence

R Carey

P.24/25.313 To receive declarations of interest

Cllr S Raywood – items 16 and 18 – employed by the Planning Inspectorate
Cllr P Jones – item 15 – resident in one of the properties concerned

P.24/25.314 To receive and consider requests for dispensations

None

P.24/25.315 To approve the minutes of the Planning Committee meeting held on 5th February 2025

Proposed by Cllr Jones and seconded by Cllr Hayes, it was resolved to approve the minutes.

P.24/25.316 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project – The Masterplan is now progressing and the Town Clerk has mentioned the Town Hall accessibility project again and will do at the meeting that is planned for next Tuesday.

An issue has been identified by Lloyds with the existing ramp at the rear of the Town Hall and I'm currently liaising with Mitie regarding this and accessibility at the front of the building.

The Town Clerk has consulted an architect about the existing ramp, repairs as per condition report, replacement of Corn Exchange roof and accessibility at the front of the building and also inside. She and the asset manager will meet with the architect early next month to discuss hopefully all of this and progress from there.

P.24/25.104 – Healings Mill and perceived inconsistencies on the Planning Portal – no further progress yet.

P.24/25.171 – Meetings with Corbally re Healings Mill – no further information available

P.24/25.298 – there are now drawings of 34 Digby Drive available for us to view in item 15

P.24/25.317 **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)

The member of the public is a prospective County Council candidate. He is interested to know what we consider to be the big issues facing our town. Although he had correctly surmised that housing is an issue, he now understands that our infrastructure (roads, water management, waste water management, medical, educational) need to be upgraded to cope with additional housing and that potentially increased flood risk in the town due to further development around it is of greatest concern.

P.24/25.318 **To note correspondence**

The Civic Society has provided a copy of their correspondence with TBC enforcement over a perceived planning breach in Cotteswold Road. (Window replacement)
Cllr Bowman has forwarded to the chairman an enforcement notice concerning a suspected change of use from commercial to residential in Northway Lane.

P.24/25.319 **To receive the Borough Councillor's report (if applicable)**

None

P.24/25.320 **T1- Robinia - tree in poor condition - remove to ground level**

Planning Application

5 Hughes Alley Tewkesbury Gloucestershire GL20 5QB

Ref. No: 25/00032/TCA

Observations:

No objection

P.24/25.321 **Change of use from agricultural barns to one single dwelling.**

Planning Application

Park Farm Hoo Lane Deerhurst Tewkesbury Gloucestershire GL20 7DE

Ref. No: 24/01056/LBC

Observations:

No objection

P.24/25.322 Subdivision of existing commercial unit to create additional unit for the use of car washing, creation of new highway access and installation of new drainage system.
Planning Application
The Handyman Centre Bredon Road Tewkesbury Gloucestershire GL20 5DA
Ref. No: 24/00262/FUL

Observations:

In our previous response we requested information that we think is important but has not been supplied. We note that Environmental Health has raised further points and also Gloucestershire Highways.

P.24/25.323 Removal/variation of condition 2, planning permission 23/00592/FUL, to allow the correction of minor drafting errors and amendments to the fenestration design
Planning Application
Albertine Cottage Hammerton Court High Street Tewkesbury Gloucestershire GL20 5BN
Ref. No: 25/00063/FUL

Observations:

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

P.24/25.324 **To note any additional applications on the Planning Portal which will expire before Wednesday 5th March 2025 and agree further actions**

Minor internal refurbishment scheme. External works include new timber fixed bench and new festoon lighting.

Anchor Hotel High Street Tewkesbury Gloucestershire GL20 5BH
Ref. No: 25/00021/LBC

Observations:

We thank the applicant for the additional information but we'd still like to understand their intentions regarding waste management and bin storage especially since the bin is currently out on the street.

P.24/25.325 **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

Change of use from agricultural barns to one single dwelling.

Park Farm Hoo Lane Deerhurst Tewkesbury Gloucestershire GL20 7DE
Ref. No: 24/01055/FUL

Observations:

No objection

Proposed Single Storey Extension on Front Elevation.

34 Digby Drive Mitton Tewkesbury Gloucestershire GL20 8AJ
Ref. No: 25/00039/FUL

Observations:

No objection

Cllr Jones left the meeting at the end of the above item

Non-material amendment to planning application 22/00532/FUL to allow minor fenestration changes

The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN

Ref. No: 24/00032/NMA

Observations:

Objection. In 2021 the Town Council objected strongly to the omission of the special architectural detail of the windows. In December 2021 the Borough Council's Planning Committee agreed with us and permission was refused. The inclusion of the fenestration details in the 2022 application was material to its approval. Therefore we disagree that this current application is for a non-material amendment.

We note that the existing and proposed elevations accompanying this application relate to a stable block in Bath for another applicant. Therefore, we don't know why this has been validated.

Additionally, there is no location plan with this application.

Our objection is the same as it was in 2021.

Cllr Jones returned to the meeting and Cllr S Raywood left the meeting at the end of the above item

P.24/25.326 To receive an update on the Environmental Impact Assessment for the Mitton Development, on land to the east of Bredon Road - 23/00682/OUT

The Council has not yet been alerted to the start of the consultation on this document. However, we now have sufficient opinion to prepare a response. Cllr Hayes will prepare a draft response, from our current thoughts, our hydrologist's recommendations and our previous responses to the SWDP and planning applications for land east of Bredon Road.

P.24/25.327 To agree a response to the Strategic and Local Plan Team's Urban Capacity Study MAFF site, Spring Gardens Cascades site, Healings Mill, garages on Queens Road

Members have identified possible brownfield sites in the parish as follows:

- Healings Mill (already in the design stage)
- The MAFF site (was in the Tewkesbury Town Regeneration SPD but not in the Local Plan)
- The old Cascades site in Spring Gardens
- Garages in Queens Road (possibly for housing above garages?)
- Various vacant spaces behind the houses in Priors Park, between Foresters Road, Dispenser Road and Clarence Road. (We believe they were originally intended for parking so they could be redesigned to make them a more attractive option for car owners than the roadsides, which are currently over congested)

The chairman will consult members who were not present last evening and then draft a response to the Strategic and Local Plan team.

- P.24/25.328 To agree a response to the Government's Planning Reform Working Paper on Streamlining Infrastructure Planning and to determine next steps**
<https://www.gov.uk/government/publications/planning-reform-working-paper-streamlining-infrastructure-planning/planning-reform-working-paper-streamlining-infrastructure-planning>

The committee is broadly in favour of the government's proposals to streamline infrastructure planning and agreed a draft response, which can now be submitted.

Cllr S Raywood returned to the meeting at the end of the above item.

- P.24/25.329 To note the decisions made in January 2025, in respect of planning applications to Tewkesbury Borough Council**
Noted

- P.24/25.330 To approve the payments list**
Proposed by Cllr Hayes and seconded by Cllr Ash
It was resolved to approve the payments list, totalling £3,850.97

There being no further business, the meeting closed at 9.23 pm

Chairman's signature

5th March 2025



PLANNING COMMITTEE

Wednesday 5th March 2025

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

In attendance: K Chambers (Admin), 1 member of the public

MINUTES

P.24/25.331 Welcome.

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

P.24/25.332 To receive apologies for absence

Mr R Carey

P.24/25.333 To receive declarations of interest

Cllr S Raywood – items 13 and 14 (employed by the Planning Inspectorate)

P.24/25.334 To receive and consider requests for dispensations

None

P.24/25.335 To approve the minutes of the Planning Committee meeting held on 19th February 2025

Proposed by Cllr Hayes and seconded by Cllr S Raywood, it was resolved to approve the minutes.

P.24/25.336 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project – this is now in the developing Tewkesbury Town Centre Masterplan. The Town Clerk and the asset manager are seeing an architect this week about the accessibility project and replacement of Corn Exchange roof.

P.24/25.104 – See P.24/25.325, below.

P.24/25.171 – Meetings with Corbally re Healings Mill – no further information available

P.24/25.318 – thanks to Cllr Bowman, we will now be informed of enforcement notices that are issued within the parish.

P.24/25.325 – The Borough Mayor has asked for

Non-material amendment to planning application 22/00532/FUL to allow minor fenestration changes

The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN

Ref. No: 24/00032/NMA

to be discussed by the Borough Planning Committee. A discussion with the enforcement team has made clear that one of the purposes of an NMA application is to establish whether or not the proposal really is for a minor amendment. If it is deemed not to be a minor amendment, it must be refused and if the applicant still wishes to press ahead they must make a FUL application. In making a determination of whether a proposal is for a minor amendment, the context of related applications is taken into account.

TBC's chair of Overview and Scrutiny has offered to organise a meeting with the Head of Development Services, to discuss this issue and other problems that this committee has been experiencing with Planning Applications.

- P.24/25.337 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

Cllr P Jones and the member of the public arrived during the next item.

- P.24/25.338 To note correspondence**

The chairman received the Civic Society's customary 6-monthly list of unpermitted developments within the town centre and then attended a meeting with the Borough enforcement team. The list is getting smaller, with many long-standing issues now closed.

We have received notification of the next consultation step for the Local Development Guide. Previously, we have responded to suggestions of potential mitigations for development, which would attract Section 106 funding. The chairman will send the email link to members in order to allow preparation time prior to our next meeting, as the deadline for this is 24th March.

- P.24/25.339 To receive the Borough Councillor's report (if applicable)**
None

- P.24/25.340 To receive an update on**
Minor internal refurbishment scheme. External works include new timber fixed bench and new festoon lighting.
Anchor Hotel High Street Tewkesbury Gloucestershire GL20 5BH
Ref. No: 25/00021/LBC
and agree further actions

Although committee members had unanimously agreed by email that we no longer had any objections, that response was not sent because the chairman had become aware that this property had become subject to an enforcement notice, due to the work already having been commenced. It was, however, noted by the committee that a decision on this application (to permit) has now been made. Committee members will keep an eye on the bin situation on Quay Street.

- P.24/25.341 To note any additional applications on the Planning Portal which will expire before Wednesday 19th March 2025 and agree further actions**
None

P.24/25.342 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
Submission of Further Information in respect of the Environmental Statement relating to the following planning application

Application Ref: 22/000015/CM **Grid Ref:** (E) 387195, (N) 237244

Applicant: CEMEX UK Operations Ltd.

Proposal: Proposed extraction of sand and gravel with restoration to agriculture and nature conservation, including ponds, wetlands, hedgerows and lowland mixed deciduous woodland and meadows.

Location: Ripple East, Bow Lane, Ripple, Worcestershire

The link for this application will be distributed by the chairman to committee members, so that it can be determined whether or not we need to make any further response.

Cllr S Raywood left the meeting before the commencement of the next item.

P.24/25.343 To agree a response to the Environmental Impact Assessment for the Mitton Development, on land to the east of Bredon Road - 23/00682/OUT

There is an administration error in the EIA press notice that appears to direct people to a non-existent website for the location of documents, which could well impede interested members of the public who wish to comment on it. Also, while many areas of the EIA appear to be comprehensive, much of it appears to be rather generic, lacking sufficient detail specific to this particular site and situation. The Tewkesbury Town Council (TTC) Planning committee recognise that it is a well-established practice with such documents that much of it could have been copied and pasted from similar documents, but it is incumbent on the perpetrators of this EIA to ensure that there are thorough checks for errors and omissions.

Specific concerns

- Flood risk management is an area of particular concern to the people of Tewkesbury and the TTC planning committee members want to ensure that there is sufficient emphasis on the **improvement** of Carrant Brook with some quantifiable net gain in extra Biodiversity. It was felt that SUDS should be set up such that a beautiful environment is created. The committee is very concerned that, although the site is allocated within the South Worcestershire Development Plan, this is a plan that has yet to be examined fully and therefore 'no development' may still be an option. It is noted that currently all matters except for access may be reserved. It is a huge concern to the people of Tewkesbury that Flood risk management and assessment may not be considered in anywhere near sufficient detail before a presumption in favour of the development is put in place.
- The section on Transport needs far more detail. It is frustrating that it contains negligible consideration of the potential impact on Tewkesbury town centre, with specific regard to the Bredon Road and the Black Bear roundabout. Furthermore the committee has little confidence that there has been sufficient consideration of the cumulative effects on Hardwick Bank Road, as a consequence of other developments, both recently built and prospective. This section also includes a great deal of subjective

judgement, suggesting that 'Fear and intimidation of pedestrians' is 'moderate', with no examination as to what moderate means in this context.

- In the section on Housing, it is not clear whether these houses can be used against the Tewkesbury Five Year Plan, especially as it appears the Town will gain little control or benefit from the development.
- With regard to new amenities, it is not clear whether the proposed school would be available to geographically close pupils from the rest of Mitton or Tewkesbury and, while there is reference to medical availability in the area, it is not appreciated that the Devereux Centre is already at capacity and there does not appear to be any consideration for additional medical services in this development.

Finally, it is disappointing that, while it has been suggested to us that consultation has been opened on this enormous document for a while, this fact had yet to be transmitted to the Town Council Planning Committee officially as of their meeting held on 19 February.

The Admin Officer will submit the above response to Wychavon District Council.

P.24/25.344 To agree a response to the Strategic and Local Plan Team's Urban Capacity Study

All town councillors were asked by email whether they had any suggestions to add to the list below. No response was received. We can therefore assume that we may respond as follows:

The Strategic and Local Plan team has asked for brownfield sites within the parish to be identified for potential development, as part of their Urban Capacity Study.

Members of Tewkesbury Town Council's Planning Committee suggest the following: Healing's Mill, which is currently in the design stage

The MAFF site, which is in the Tewkesbury Regeneration SPD but not, we think, in the Local Plan

The old Cascades site

Garages on Queens Road (possibly for housing above garages)

Empty pockets of land in Priors Park, between Dispenser Road, Foresters Road and Clarence Road - to provide enhanced parking provision that car owners will feel confident to use, rather than congesting the roadsides.

Proposed by Cllr Hayes and seconded by Cllr Jones, it was resolved to approve the response. The Admin Officer will submit this to the Strategic and Local Plan team.

Cllr S Raywood returned to the meeting after the end of this item.

P.24/25.345 To note fee changes for Planning Applications

https://blog.planningportal.co.uk/2025/01/30/updates-to-planning-application-fees-in-england/#msdynmkt_trackingcontext=f0873f08-ce0b-4866-9828-02d20ebfd2d2

Noted. Although, in most cases, fees will double, no one on the committee can remember a rise in fees occurring before, so this is probably well overdue and it reflects a current focus on cost recovery within the planning system.

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

Chairman's signature

19th March 2025



PLANNING COMMITTEE

Wednesday 19th March 2025

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

In attendance: N Finnegan (Finance), 1 member of the public

MINUTES

P.24/25.346 Welcome.

The chairman welcomed all present when the meeting opened at 7.30pm.

P.24/25.347 To receive apologies for absence

None

P.24/25.348 To receive declarations of interest

Cllr P Jones – item 12

Cllr S Raywood (employed by the Planning Inspectorate) – item 15

P.24/25.349 To receive and consider requests for dispensations

None

P.24/25.350 To approve the minutes of the Planning Committee meeting held on 5th March 2025

Proposed by Cllr Jones and seconded by Cllr Hayes, it was resolved to approve the minutes.

P.24/25.351 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project – this is now in the developing Tewkesbury Town Centre Masterplan. A fee proposal has been submitted which the Buildings Committee will need to consider.

P.24/25.171 – Meetings with Corbally re Healings Mill – the architect is pursuing this with the developer.

P.24/25.325 – meeting of chairman with TBC planning officers - ongoing

P.24/25.352 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.24/25.353 To note correspondence

Re. APPLICATION NO: 24/00032/NMA

PROPOSAL: Non-material amendment to planning application 22/00532/FUL to allow minor fenestration changes

LOCATION: The Maltings, Station Street, Tewkesbury, Gloucestershire GL20 5NN

The applicant has now submitted elevations and a location plan for the correct building.

The FUL and LBC applications to rebuild the Wall in Victoria Gardens have been permitted and consented.

P.24/25.354 To receive the Borough Councillor's report (if applicable)
None

P.24/25.355 [Proposed extension to rear of property](#)
Planning Application
1 Pyke Road Newtown Tewkesbury Gloucestershire GL20 8DU
Ref. No: 25/00156/FUL

Observations:

No objection

P.24/25.356 To note any additional applications on the Planning Portal which will expire before Wednesday 2nd April 2025 and agree further actions
None

Cllr P Jones left the meeting at this point.

P.24/25.357 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
[Non-material amendment to planning application 22/00532/FUL to allow minor fenestration changes](#)
The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN
Ref. No: 24/00032/NMA

Observations:

Objection. The Town Council notes that we now have the correct elevations and location plan, however our objection still stands on the grounds previously given.

Cllr P Jones returned to the meeting at this point.

P.24/25.358 To note the decisions made in February 2025, in respect of planning applications to Tewkesbury Borough Council
Noted

P.24/25.359 [Submission of Further Information in respect of the Environmental Statement relating to the following planning application](#)

Application Ref: 22/000015/CM **Grid Ref:** (E) 387195, (N) 237244

Applicant: CEMEX UK Operations Ltd.

Proposal: Proposed extraction of sand and gravel with restoration to agriculture and nature conservation, including ponds, wetlands, hedgerows and lowland mixed

deciduous woodland and meadows.

Location: Bow Lane, Ripple

Observations:

Tewkesbury Town Council has no further comment to make.

Cllr S Raywood left the meeting at this point.

**P.24/25.360 Second round of consultation on the Local Development Guide
Local Development Guide (LDG) Engagement | Have Your Say Gloucestershire**

Observations:

Tewkesbury Town Council agrees with the approach taken regarding transport, flooding and education, and has no further comment to make.

Cllr S Raywood returned to the meeting at this point.

**P.24/25.361 Street trading application for the site known as the A38 Lay-by North of M50
Roundabout, Ripple, Tewkesbury**

Observations:

No objection

P.24/25.362 To receive the current budget and earmarked reserves report
Noted

P.24/25.363 To agree the earmarked reserves at the end of the financial year 2023/24

Proposed by Cllr P Jones and seconded by Cllr S Raywood. It was **resolved** to:-

Move £1,000.00 from centre 4718 (Community Development Planning) to EMR359 (Community Development Planning)

Move £5,000.00 from centre 4719 (Planning Consultancy) to EMR371 (Planning Consultancy)

Release £348.00 from centre 4810 (Outreach) to general reserves.

It was noted that EMR 370 contains £2,252.00 of CIL funding which the council has now held for just over one year. The CIL report for this present year will be considered next month, so that it can be published by June.

There being no further business, the meeting closed at 8.04pm

Chairman's signature

2nd April 2025

**MINUTES of
the
Finance Committee meeting held on 3rd March 2025 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.24.084 To receive apologies

None.

F.24.085 To receive declarations of interest

None.

F.24.086 To receive dispensations

None.

F.24.087 To approve the minutes of the Finance Committee meetings held on 6th January 2025

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 6th January 2025. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.24.088 Matters arising from the minutes of 6th January – for information only

24.073 Query re A&E invoice – Battery life raised with A&E. Batteries passed testing at time of service. Complete.

24.076 Closing reconciliation for Mayor's Charity Account – remaining cheques issued on the account and as soon as these have been banked the account will be closed. **Action:** ongoing.

24.078 Publishing name of the appointed person undertaking the audit – GAPTC advise this is acceptable. The name will be published on the Town Council's website as soon as it is known. Complete.

F.24.089 To receive correspondence relating to the Finance Committee

None.

F.24.090 Public Participation

None

F.24.091 To review the financial reports to 31st January 2025 and bank reconciliations of the Town Council for December 2024 and January 2025

The financial reports and bank reconciliations were reviewed.

A member queried expenditure posted to Community Development Planning.

F.24.092 To review the payments report for December 2024 and January 2025

The report was reviewed. **Action:** Town Clerk to circulate job sheet for alarm battery replacement at 64 Barton Street

F.24.093 To approve the payments list

It was RESOLVED to approve payments totalling £5,895.24. Proposed by Cllr Brookes, seconded by Cllr Danter.

- F.24.094**

To consider and agree grant applications from outside bodies
The committee noted that four grant applications in total have been received. Two relating to 2024/25 and two to 2025/26. All grant applications to be considered at next Full Council meeting.
- F.24.095**

To receive an update on Tewkesbury Live income and expenditure and on related grant income and expenditure
The reviewed the income and expenditure information and related grant income and expenditure document.
- F.24.096**

To note the conclusion of the external audit 2023/24
The committee noted the conclusion of the audit. There was one except for item relating to the name of the Mayor’s Charity account not being in the name of the Town Council. This matter will be resolved by the end of the financial year due to the resolved closure of this account.
- F.24.097**

To note bar audit for Q3 2024/25 and planned audit for Q4
The Town Clerk reported that the bar audit for Q3 2024/25 has been completed. A new returns process has been put into place to reconcile credit notes received. The audit for Q4 will take place for confirmation of the year end stock figure.
- F.24.098**

To note internal control checks for Q3 2024/25
Cllr Brookers reported that these had been complete with no issues identified. The committee wished to express their thanks to the office team and particularly to the Finance Officer for her assistance in the process.

There being no further business the meeting closed at 18:52

Signature of Chairman upon approval of the minutes 28th April 2025

MINUTES
of the
Moorings Committee meeting held on 25th March 2025 at 12.30pm
in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), H Bowman, P Jones, S Raywood, Mr P Cronin

In attendance: K Chambers (Admin Assistant)

M24.095 Receive apologies for absence
None.

M24.096 Receive declarations of interest
None.

M24.097 Receive dispensations
None.

M24.098 Approve the minutes of the Moorings Committee meeting held on 21st January 2025
It was RESOLVED to approve the minutes of the meeting held on 21st January 2025.
Proposed by Cllr Jones, seconded by Cllr Bowman.

M24.099 Matters arising from the Moorings meeting 21st January - for information only

24.050 – Email from member of the public regarding sunken boat
Boat has now been removed by mooring owner. See item M24.100 - 1 below for more information.

24.042 – Letter to GK Engineering regarding Back of Avon work outstanding
Contractor has completed work on the slipway, Admin Assistant to ask when rectification work will be completed at St Marys Lane. Work has been delayed due to river being in flood.

24.064 1. – Nesting swans and speed of boats on the river - signage
Admin Assistant chased ANT regarding possible signage, no response received to date.
Action – Admin Assistant to contact ANT again and ask that a river warning be put in place with immediate effect to notify river users where the swans are nested.

M24.100 Receive correspondence relating to the Moorings Committee
1. Sunken boat – the moorings owner has asked if the Town Council can offer any financial help towards the removal of the sunken boat from his mooring
Discussed – the committee considered the request, but did not agree to offer any financial help. It was suggested the moorings owner contact the small claims court in an attempt to recover the costs from the boat owner.

Action - Admin Assistant to email the moorings owner to advise what was discussed.

2. Email from moorer at the Back of Avon – regarding the current state of the mooring

The committee share the moorers frustrations – the aim is to install stronger structures, not just patch and mend what is there. Approvals need to be sought where required, and options explored.

It was discussed whether the boats currently on the Back of Avon need to be moved, due to them being on an unsafe structure.

Action – Admin Assistant to email the moorer and confirm what was discussed. Also to contact the owner of the Riverside Café to ask whether the Town Council could temporarily moor two boats there whilst the state of the Back of Avon is assessed and ultimately repaired.

Post meeting note – GAB Services carried out emergency work to the mooring to make it safe. Therefore, contact with café owner was not required.

M24.101 Public Participation
None.

M24.102 To receive the committee budget report (including earmarked reserves)
Received.

M24.103 To agree the earmarked reserves at the end of the financial year 2024/25
It was RESOLVED to earmark the following:

200/4450 Maintenance up to £6,290 to EMR349 MOOR Projects
200/4590 Projects up to £4,760 to EMR349 MOOR Projects

Proposed by Cllr Raywood, seconded by Cllr Danter.

M24.104 To discuss and agree repairs to Back of Avon moorings at a cost of £1,375 as per quote received from G K Engineering & Marine Services or any alternative actions for this site

Discussed and it was agreed that considering the poor state of the Back of Avon mooring, emergency work would need to be done on as soon as possible to make it safe.

Proposed by Cllr Danter, seconded by Cllr Jones.

Action - Admin Assistant to obtain quotes from two further contractors to carry necessary works to ensure the structure is useable.

Post meeting note – GAB Services were able to do emergency work to the mooring to make it safe for moorers to continue using. Therefore, no quotes required.

M24.105 To agree that wherever possible no new moorings are built with wooden plank walkways, as these have proved to be less effective with our ever-changing water levels and conditions

It was suggested that GRP Grating panels (25mm) – 2m x 1m may be more suitable @ £120 + VAT.

It was RESOLVED to agree that wherever possible no new moorings are built with wooden plank walkways, as these have proved to be less effective with our ever-changing water levels and conditions.

Proposed by Cllr Jones, seconded by Cllr Raywood.

- M24.106 To receive an update on the removal of the finger moorings at St Marys Lane**
Received, the Admin Assistant provided the following update:
Met with EA, they have no objection. As the channel is defined as a salmonid/cyprinid watercourse this work can only be undertaken between 16 June and 30 September and should be done with care to minimise the disturbance of silts.

Quotes for removal:

1. Asking ANT for a quote
2. Avon View Marina/Narrowboats – awaiting quote, met 5th March 2025
3. RA Marine Ltd - awaiting quote, met 10th March 2025

Admin Assistant has completed the form to obtain ANTs consent (on 12th March 2025) – could be 8-12 weeks before received.

- M24.107 To note any quotes received to date for finger mooring removal or alternative moorings at St Marys Lane/ Back of Avon**

No quotes received to date. Alternative moorings:

1. Avon View Marina/Narrowboats – awaiting quote, met 5th March 2025 to look at Back of Avon
2. RA Marine Ltd – awaiting quote, met and looked at St Marys Lane, but could use solution on other moorings. Suggested not a floating mooring, but a mooring made of different, longer lasting material. Looking at around £500/£600 per square metre
3. Pontoon Provider – gave a rough idea/quote by email. Hasn't visited but emailed the following:

We can help with this process.

The simplest solutions is to use a plastic modular Cubisystem which is between £200 and £250 per m2 depending on associated equipment you have with it. It would come with a 15year product warranty.

If you wanted a more premium feel with a timber deck and steel ring frame with could between £500 and £750 per m2 depending on buoyancy required and a utilities supplied.

All figures exclude vat, delivery and installation.

- M24.108 To review and agree relevant planning or Licences required to progress work**
Reviewed – it was RESOLVED to defer to the next working group for discussion.
Proposed by Cllr Danter, seconded by Cllr Jones.

- M24.109 To agree new T&C's**
It was RESOLVED to agree subject to minor amendments. Proposed by Cllr Jones, seconded by Cllr Raywood.

Action – Admin Assistant to arrange for new contracts (including T&C's) to be send to all moorers when required.

- M24.110** **To agree to erect basic signage on Town Council moorings and instigate upgrades when town compatible signage and/or funds become available**
It was RESOLVED to agree - proposed by Cllr Jones, seconded by P Cronin.
- M24.111** **To review, update and agree next steps on the Moorings Work Programme**
Reviewed.
- M24.112** **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 s1. Ss2.**
It was RESOLVED to exclude the press and public. Proposed by Cllr Danter, seconded by Cllr Raywood.
- M24.113** **Consider and agree matters raised by Avon Navigation Trust regarding the lease**
It was RESOLVED to agree with the proposal of Thomson and Bancks regarding the lease. Proposed by Cllr Jones, seconded by Cllr Bowman.
- M24.114** **Update regarding ongoing legal matters**
An update was given regarding ongoing legal matters.

There being no further business, the meeting closed at 14:20

Signature of Chairman upon approval of the minutes 24th June 2025



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 18th March 2025 at 6.00pm

Present: Cllrs S Raywood (Chair), J Raywood & C Danter

In attendance: J King (Deputy Town Clerk)

E&A 24/049 To receive apologies for absence
Apologies received from Cllr Sztymiak.

E&A 24/050 To record declarations of interest
None received.

E&A 24/051 To consider requests for dispensations
None received.

E&A 24/052 To approve the minutes of the meetings held on 28th January 2025
It was RESOLVED to approve the minutes of the meetings held on 28th January 2025.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 24/053 Matters arising from the minutes – for information only
24/021 Red Lane Bin – ongoing
24/041 Derek Graham Play Area – visit to Tirlbrook School for equipment choices.
24/055 Sandbag meeting – TBC intend to set up a sandbag sharing network for those parishes further afield, not applicable to us – closed.

E&A 24/054 Public participation
There was no public participation.

E&A 24/055 To receive correspondence relating to the Environment & Amenities Committee
A Cllr raised the issue of the dog waste bin not being emptied / lack of capacity on Springfield. Raised with TBC and they are monitoring – no issues reported back.

Issue of getting to the Newtown noticeboard raised as an issue during the winter.
Liaised with Highways and permission granted to install paving flush to the ground.
Works have been completed.

E&A 24/056 To receive the committee budget report (including earmarked reserves)
The budget was received and reviewed.

E&A 24/057 To review the work programme and agree any actions
The work programme was reviewed, and the following items were discussed:

- New dog waste bin on Trafalgar Road installed



TEWKESBURY TOWN COUNCIL

- Paving slabs installed at Newtown noticeboard
- Defibrillator has been installed in Stonehills
- Severn Ham noticeboard doors have been replaced
- No update has been received regarding the matched funding for Gupshill, or the request made to GCC for permission to install a bus shelter on Shannon Way.
- Street furniture checks are complete.
- Priors Park defibrillator is faulty. It is under warranty and being serviced. Box requires code resetting and installing at Prior's Park Church.
- Speedwatch VAS are being wired in, rather than battery operated due to safety concerns. With GCC to install.

E&A 24/058 To receive updates on play areas & agree any actions

- Safety matting has been repaired at Warwick Place
- Deputy Town Clerk carrying out visits to each of the parks with the maintenance team to check completion and which issues need to be referred on
- Issue with surface under swings at Mitton – options being investigated
- Waiting for confirmation of visit to Tirlbrook School

E&A 24/059 To note the addition of a nappy bin to the Initial contract at Gloucester Road toilets

There have been a number of occasions over the last two months where items other than toilet roll have been disposed of in the disabled toilet, resulting in blockages. A nappy bin has been placed in the disabled toilet to hopefully remove this issue. Posters have also been placed in the disabled toilets at both locations to request that only toilet roll is disposed of in that manner.

E&A 24/060 To agree next steps regarding changes to GCC cutting schedule

Discussions are ongoing between GCC and TBC, so at present we have been advised to wait for the outcome of those discussions.

E&A 24/061 To consider and agree a request for a swap box in Gravel Walk

Request has been made for a box in Gravel Walk, homeowner is happy to host in their front garden. Short licence agreement to be drawn up.

It was RESOLVED to approve a new swap box at a cost of up to £300.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 24/062 To agree the earmarked reserves at the end of the financial year 2024/25

From 300 Playparks – up to £5951 to EMR 325 Playground projects

From 310 Spring Gardens - up to £7468 to EMR 333 Toilet block projects

From 320 Gloucester Road – up to £3678 to EMR 333 Toilet block projects

340/4760 Street Furniture – up to £536 to EMR332 Street furniture



TEWKESBURY TOWN COUNCIL

It was RESOLVED to approve the above earmarked reserves.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 24/063 To agree the payments list
There was no payments list.

The meeting closed at 6.45pm

Next meeting: 22nd July 2025

Signature of Chairman upon approval of the minutes 22nd July 2025

DRAFT

MINUTES
of the
Buildings Committee meeting held on 17th March December 2025 at 6.00pm in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Brookes, A Hayes, P Jones, K Moran, S Raywood

In attendance: D Hill (Town Clerk), M Hardy (Asset Manager) and one member of the public

B.24.078 Receive apologies for absence

None.

B.24.079 Receive declarations of interest

None.

B.24.080 Receive dispensations

None.

B.24.081 Approve the minutes of the Buildings & Moorings Committee meeting held on 19th December 2024

It was RESOLVED to approve the minutes of the meeting held on 19th December.
Proposed by Cllr Brookes, seconded by Cllr Moran.

B.24.082 Matters arising from the minutes – for information only

24.028 HVAC grant application – The Town Clerk confirmed that the HVAC system is now live - complete.

24.029 COF fund – This grant funding is now closed and alternative opportunities are being investigated – complete

24.069 – Takeover of intruder alarm at 64 Barton Street – complete.

24.071 – Refurbishment of kitchen at the Town Hall – The Asset Manager provided an update. This work will be added to the work programme – complete.

24.072 – Refurbishment of front door at the Town Hall – The Asset Manager provided an update and confirmed the outside light had been repaired. This work will be added to the work programme – complete.

24.074 – War Memorial repairs – The Asset Manager advised he has a quote for two options – ongoing.

B.24.083 Receive correspondence relating to the Buildings Committee

None.

B.24.084 Public Participation

A member of the public stated that details of the meeting had not been available on the website. The Town Clerk advised that the meeting date had been published in the calendar section of the website and the meeting pack had been published on the website.

- B.24.085 Review the budget report and earmarked reserves report**
The budget and earmarked reserves reports were reviewed.
- B.24.086 Agree to release EMR 364 Buildings Fundraising to 210 4505 64 Barton Street Fundraising**
It was RESOLVED to approve the release of the earmarked reserve. Proposed by Cllr Jones, seconded by Cllr Hayes.
- B.24.087 Retrospectively approve expenditure of £520.45 for removal and re-fitting of door openers for installation of new acoustic doors in the Watson Hall**
It was RESOLVED to retrospectively approve the expenditure. Proposed by Cllr Moran, seconded by Cllr Danter.
- B.24.088 Receive an update from the Town Clerk on the following:**
- i. **Town Hally Accessibility Project** – The Town Clerk has met with the Architect who has provided a free proposal for the Town Hall refurbishment and accessibility project. Due to potential grant funding opportunities the Town Clerk will progress this with the Architect. The Accessibility Working Group would like to look at proposed plans before submitting planning application.
Action: Town Clerk to add resolution for fee proposals to future agenda.
 - ii. **Buildings fundraising** – The Town Clerk advised that new funding had been announced for heritage at risk buildings. Further details awaited.
 - iii. **64 Barton Street refurbishment and internal reconfiguration/accessibility project** – The planning decision is still awaited.
- B.24.089 Receive an overview of work undertaken by the Asset Manager since joining the Town Council**
The Asset Manager gave an overview of his role and progress to date.
- B.24.090 Review buildings work tracking documentation**
The documentation contained in the meeting pack was reviewed.
- B.24.091 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 s1, sub-section 2**
Proposed by Cllr S Raywood, seconded by Cllr Jones.
- B.24.092 Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall**
The committee considered the recent communication passed on by the Town Council's Solicitor.

There being no further business, the meeting closed at 19:25

Signature of Chairman upon approval of the minutes 22nd April 2025



MINUTES
of the
Severn Ham Committee meeting
Held at Town Hall, Tewkesbury on 12th March 2025 at 10.00am

Present: Cllrs P Brookes (Chair), E Ash, C Danter, P Jones, J Raywood, Ms C Corsie, Mr Perry, Mr Baggs (Clerk to the Commoners), Ms Andrews (Environment Agency), Mr B Spencer (Eelscapes), Mr T Bevan (Eelcapes), Mr A Pagel (GEDA), Mr I Pitt (GEDA)

In attendance: J King (Deputy Town Clerk)

SH 24/041 To receive apologies for absence
Apologies were received from Cllr Cody.

SH 24/042 To record declarations of interest
Mr Baggs – Clerk to the Commoners.
Mr Perry – Farming interest.
Ms Andrews - EA partner of Eelscapes Project.

SH 24/043 To consider requests for dispensations
None received.

SH 24/044 To approve the Minutes of the meeting held on 11th December 2024
It was RESOLVED to approve the minutes of the meeting held on 11th December 2024. Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 24/045 Public Participation
No public participation.

SH 24/046 Correspondence
No correspondence.

SH 24/047 Matters arising from the previous minutes – for information only
SH20/024 ELMS Model for the Severn Ham – ongoing
SH22/058 Eel Pass monitoring details – ongoing
SH22/070 Legacy proposal – with Severn Trent (ST) – Kirsten UK who own the rights to Rootwave, visiting on 18th March
SH23/039 Pennywort – working groups in progress, Abbey Mill will be one of the first hotspots to be focussed on - ongoing
SH23/058 Apply to Natural England to harrow an area – on hold
SH24/011 Swan support options – permission from EA required to install a floating nesting platform, swans initially looked like they had opted for a better location this year due to the high-water level, but nest is now abandoned, looks like they have moved back to favoured location - ongoing

SH 24/048

To receive an update from Eelscapes and agree any actions

Eelscapes is part of DEFRA's Landscape Recovery Scheme and one of only 22 projects of this nature nationally. It is ambitious, working not as individual land managers, but recognising nature doesn't recognise the boundaries. It involves the Environment Agency, Wildfowl and Wetlands Trust, Gloucestershire Wildlife Trust, Natural England and 27 land managers to develop plans to restore this local environment. The project development phase, which is currently running will produce interlinked plans that will be presented to DEFRA by 6th June.

Vision for Eelscapes is to restore a nature rich mosaic of wetland habitats in the Severn Vale floodplain; restoring the connectivity between the river and the floodplain, over the next 20 years. This allows actions to develop and evolve more than the current stewardship arrangements. Implementation is likely to be from early 2026. The assurance process will take place from June 2025 into the Autumn. A new Single Legal Entity (SLE) will be created to manage the payments under the new scheme (if approved) and will also be responsible for the programme, monitoring and direct delivery.

Baseline surveys have been done, looking at wetland birds, soil sampling, invasive species, hydrological monitoring. Dipwells are in place on the Ham. The social surveys took place in the summer to understand why people used the Ham and change of user across the day, this will be repeated in the Spring. Social programme will also be developed across Tewkesbury Nature Reserve and the Ham, strong focus of the Eelscapes plan. A question was raised about why visitors were being encouraged, if we plan to put in scrapes and a pond to increase wildlife. Answer is that it will be around education and the benefits of not visiting particular areas on the Ham, the project wants people to engage and understand the issue.

A question was raised on why elvers can be fished. It was advised that elvers don't have anywhere to go as they don't have a functioning flood plain.

Action: Ms Andrews to get an update on eel licences.

Scrapes were briefly discussed and the committee advised that any soil removed would not be able to be spread over the rest of the site due to spreading dock seeds.

SH 24/049

To receive an update from Severn Trent and to agree any actions

Work on 2024 burst site by the green bridge is on hold until weather conditions improve, hopefully the end of April. FRAP has been submitted. Restec need to return to site to complete works. Designs for the riverbank are being put forward. Burst 2025-A on the old water main - works are ongoing, required draining of the pipe which is happening on 12th March.

Burst 2025-B – will start once 2025-A is complete. Initially inspection looks like a weeping joint / valve on the new pipeline replacement.

SH 24/050 To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions

Ms Corsie provided the following update:

Swan that was found dead on the Ham has been confirmed as having bird flu. H5N1 is highly lethal to wading birds, but not as bad as H5N5 is to humans. Posters have been placed on noticeboards advising people not to feed the ducks and swans. Bird flu does not affect garden birds, so the feeding strategy for them continues.

The water on the Ham and the ruts are benefiting the birds as people aren't walking out on to the site. There is one pair of curlew on site. Eighteen swans have been counted and quite a number of juvenile birds. Birds staying with younger birds longer than they normally would. Egrets have been seen flying in, the Ham is doing its job of supporting wintering waders and the skylark.

SH 24/051 To receive an update from Karen Andrews, Environment Agency

GWT are carrying out feasibility studies on where Beaver could be released in the Severn catchment area. Management plans and stakeholder engagement work needs to be completed, before any releases take place.

EA looking at a survey in May for hairy click beetle as it is a priority species and there are a few records of it being present in Gloucestershire. It may be appropriate that some are transported in from Somerset if the location is right.

A question was asked regarding which click beetle eats docks, could be beneficial to the Ham.

SH 24/052 To receive an update from the Deputy Town Clerk and agree any actions

- (i) To appoint Mike Cluley as Land Agent for 2025/26

It was RESOLVED to appoint Mike Cluley as the Land Agent for 2025/26

Proposed by Cllr J Raywood, seconded by Cllr Danter.

- (ii) To appoint Caroline Corsie as Environmental Advisor for 2025/26

It was RESOLVED to appoint Caroline Corsie as Environmental Advisor for 2025/26. Proposed by Ms Andrews, seconded by Cllr Danter.

- (iii) To approve up to £4000 for costs of green hay and spreading

It was RESOLVED to approve up to £4000 for costs of green hay and spreading.

Proposed by Cllr Danter, seconded by Cllr Ash.

The Deputy Town Clerk advised that Great Burnet plants have been ordered from GWT to replace the ones that will have been displaced by the most recent leak.

Next call for the committee with EDF about the fish pass will be in late April, once they have received a response from Tewkesbury Borough Council. They are still planning to attend the Annual Town Meeting on 7th April. EDF have advised that the installation of the new acoustic fish deterrent will not impact on the plans for the fish pass.

The Government have announced that there will be increases to some of the payment rates under the current Higher Level Stewardship agreements; as many similar stewardship options are significantly lower than under the new Higher Tier Countryside Stewardship rates, but there is no way of moving to them until your scheme renews. Full details will be sent to each agreement holder in April.

SH 24/053 To receive the committee budget report and earmarked reserve report
The reports were received.

SH 24/054 To agree the earmarked reserves at the end of the financial year 2024/25
It was RESOLVED to earmark the following items:
500/1715 Reinstatement Compensation £2800 to EMR329 Severn Ham
500/4450 Maintenance up to £1389 to EMR329 Severn Ham
500/4850 Grazing compensation £900 to EMR329 Severn Ham
500/4870 Weeding £1484 to EMR343 Weeding
500/4890 Land Agent £2000 to EMR329 Severn Ham
500/4905 Footpath Repairs £2000 to EMR346 Footpath Repairs
Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 24/055 To approve the payments list
There was no payments list.

The meeting closed at 11.36am

Next meeting dates:

May 21st 2025, September 24th 2025, December 3rd 2025, March 25th 2026 at 10am.

Signature of Chairman upon approval of the minutes

Summary Income & Expenditure by Budget Heading March 2025

Month No: 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	502,258	498,540	(3,718)		
	Expenditure	62,522	70,225	7,703		7,703
	Net Income over Expenditure	439,736	428,315	(11,421)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	439,736	428,315	(11,421)		
130 Mayor's Charity	Income	3,178	0	(3,178)		
	Expenditure	8,919	0	(8,919)		(8,919)
	Movement to/(from) Gen Reserve	(5,741)				
140 Tewkesbury Live	Income	69,550	35,000	(34,550)		
	Expenditure	50,329	35,000	(15,329)		(15,329)
	Net Income over Expenditure	19,221	0	(19,221)		
	plus Transfer from EMR	2,199	0	(2,199)		
	Movement to/(from) Gen Reserve	21,420	0	(21,420)		
150 Christmas Lights	Income	4,151	4,000	(151)		
	Expenditure	8,265	7,500	(765)		(765)
	Movement to/(from) Gen Reserve	(4,114)				
	Finance Income	579,137	537,540	(41,597)		
	Expenditure	130,035	112,725	(17,310)	0	(17,310)
	Net Income over Expenditure	449,103	424,815	(24,288)		
	plus Transfer from EMR	2,199	0	(2,199)		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	451,302	424,815	(26,487)		
Buildings						
160 Fundraising	Expenditure	238	0	(238)		(238)
210 64 Barton Street	Expenditure	146,939	30,825	(116,114)		(116,114)
	plus Transfer from EMR	144,321	0	(144,321)		
	Movement to/(from) Gen Reserve	(2,618)	(30,825)	(28,207)		
220 Town Hall	Income	15,949	15,050	(899)		
	Expenditure	21,602	63,085	41,483		41,483
	Net Income over Expenditure	(5,653)	(48,035)	(42,382)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(5,653)	(48,035)	(42,382)		
230 War Memorial	Expenditure	0	1,000	1,000		1,000
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	0	(1,000)	(1,000)		

Summary Income & Expenditure by Budget Heading March 2025

Month No: 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
	Buildings Income	15,949	15,050	(899)		
	Expenditure	168,778	94,910	(73,868)	0	(73,868)
	Net Income over Expenditure	(152,829)	(79,860)	72,969		
	plus Transfer from EMR	144,321	0	(144,321)		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	(8,508)	(79,860)	(71,352)		
Environment & Amenities						
300	Play Parks					
	Expenditure	7,482	11,620	4,138		4,138
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(7,482)	(11,620)	(4,138)		
310	Spring Gardens					
	Expenditure	1,871	9,278	7,407		7,407
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(1,871)	(9,278)	(7,407)		
320	Gloucester Road					
	Expenditure	742	4,387	3,645		3,645
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(742)	(4,387)	(3,645)		
330	Cleaning & Consumables					
	Expenditure	4,604	5,544	940		940
340	Outside Spaces					
	Expenditure	30,683	23,550	(7,133)		(7,133)
	plus Transfer from EMR	5,643	0	(5,643)		
	Movement to/(from) Gen Reserve	(25,040)	(23,550)	1,490		
700	Memorial Benches					
	Expenditure	815	0	(815)		(815)
	Environment & Amenities Income	0	0	0		
	Expenditure	46,196	54,379	8,183	0	8,183
	Net Income over Expenditure	(46,196)	(54,379)	(8,183)		
	plus Transfer from EMR	5,643	0	(5,643)		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	(40,553)	(54,379)	(13,826)		
Planning						
400	Planning					
	Expenditure	152	6,500	6,348		6,348
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(152)	(6,500)	(6,348)		

Summary Income & Expenditure by Budget Heading March 2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Planning Income	0	0	0		
Expenditure	152	6,500	6,348	0	6,348
Net Income over Expenditure	(152)	(6,500)	(6,348)		
plus Transfer from EMR	0	0	0		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	(152)	(6,500)	(6,348)		
Severn Ham					
500 Severn Ham					
Income	35,133	32,183	(2,950)		
Expenditure	22,077	27,608	5,531		5,531
Net Income over Expenditure	13,056	4,575	(8,481)		
plus Transfer from EMR	3,750	0	(3,750)		
Movement to/(from) Gen Reserve	16,806	4,575	(12,231)		
Severn Ham Income	35,133	32,183	(2,950)		
Expenditure	22,077	27,608	5,531	0	5,531
Net Income over Expenditure	13,056	4,575	(8,481)		
plus Transfer from EMR	3,750	0	(3,750)		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	16,806	4,575	(12,231)		
Watson Hall					
600 Watson Hall					
Income	105,753	53,600	(52,153)		
Expenditure	136,772	85,750	(51,022)		(51,022)
Net Income over Expenditure	(31,019)	(32,150)	(1,131)		
plus Transfer from EMR	750	0	(750)		
Movement to/(from) Gen Reserve	(30,269)	(32,150)	(1,881)		
Watson Hall Income	105,753	53,600	(52,153)		
Expenditure	136,772	85,750	(51,022)	0	(51,022)
Net Income over Expenditure	(31,019)	(32,150)	(1,131)		
plus Transfer from EMR	750	0	(750)		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	(30,269)	(32,150)	(1,881)		
Staffing					
110 Staffing					
Expenditure	259,666	249,401	(10,265)		(10,265)
plus Transfer from EMR	0	0	0		

Summary Income & Expenditure by Budget Heading March 2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	(259,666)	(249,401)	10,265		
Staffing Income	0	0	0		
Expenditure	259,666	249,401	(10,265)	0	(10,265)
Net Income over Expenditure	(259,666)	(249,401)	10,265		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	(259,666)	(249,401)	10,265		

Moorings

200 Moorings	Income	18,680	7,000	(11,680)		
	Expenditure	8,062	18,600	10,538		10,538
	Net Income over Expenditure	10,618	(11,600)	(22,218)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	10,618	(11,600)	(22,218)		
	Moorings Income	18,680	7,000	(11,680)		
	Expenditure	8,062	18,600	10,538	0	10,538
	Net Income over Expenditure	10,618	(11,600)	(22,218)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	10,618	(11,600)	(22,218)		

Grand Totals:- Income	754,652	645,373	(109,279)		
Expenditure	771,738	649,873	(121,865)	0	(121,865)
Net Income over Expenditure	(17,086)	(4,500)	12,586		
plus Transfer from EMR	156,663	0	(156,663)		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	139,577	(4,500)	(144,077)		

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321	EMR BUILD Town Hall Gardens	250.00		250.00
322	EMR MOOR Prior's Court	19,894.23	-19,894.23	0.00
324	EMR E&A Noticeboards & Swapbox	1,708.00	-321.00	1,387.00
325	EMR E&A Playground Projects	24,003.00		24,003.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR BUILD War Memorial	7,875.73		7,875.73
329	EMR SH Severn Ham	34,133.00		34,133.00
330	EMR E&A CCTV	4,125.00		4,125.00
331	EMR E&A Tree Maintenance	5,650.00		5,650.00
332	EMR E&A Street Furniture	6,014.00		6,014.00
333	EMR E&A Toilet Block Project	13,145.00	1,429.00	14,574.00
335	EMR E&A Bus Shelters	10,773.25	-3,822.00	6,951.25
336	EMR FIN Regalia	209.00		209.00
337	EMR FIN Website	2,520.00		2,520.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	17,467.00		17,467.00
340	EMR FIN Elections	5,000.00		5,000.00
341	EMR FIN Tourism & Marketing	1,757.00		1,757.00
342	EMR FIN Newsletter	2,148.00		2,148.00
343	EMR SH Weeding	22,679.00		22,679.00
344	EMR SH Severn Ham Tree Maint	8,000.00	-3,750.00	4,250.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	3,253.00		3,253.00
349	EMR MOOR Projects	14,051.00	19,894.23	33,945.23
350	EMR BUILD Watson Hall Lease *	20,000.00	-750.00	19,250.00
351	EMR BUILD 64 BS Grant Income	144,321.00	-144,321.00	0.00
354	EMR BUILD TH Maintenance	18,029.00		18,029.00
355	EMR BUILD WH Projects	19,319.00		19,319.00
356	EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357	EMR BUILD 64 BS Projects	11,219.00		11,219.00
359	EMR PLA Community Devel Planni	5,856.00		5,856.00
360	EMR BUILD TH Projects	33,362.00		33,362.00
361	EMR FIN Community Grants	600.00		600.00
362	EMR FIN Tewkes Live Music Fest	2,199.00	-2,199.00	0.00
364	EMR Buildings Fundraising	720.00	-720.00	0.00
365	EMR FIN Events and Services	2,439.00		2,439.00
366	EMR BUILD TH Equipment	870.00		870.00
367	EMR E&A Toilet Block Utilities	1,429.00	-1,429.00	0.00
369	EMR STA Training	2,087.00		2,087.00
370	EMR PLA CIL	2,252.00		2,252.00
371	EMR PLA Planning Consultancy	1,415.00		1,415.00
372	EMR STA Professional Fees	3,792.00		3,792.00
373	EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375	EMR BUILD WH Go Fund Me	76.00		76.00
		<u>563,154.21</u>	<u>-157,383.00</u>	<u>405,771.21</u>

List of Payments made between 01/02/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/02/2025	IMEX	Std Ord	57.60		Till Maintenance
03/02/2025	Tesco Mobile	Feb 2025	27.98		Phones
03/02/2025	Tesco Mobile	March 2025	27.98		Mobiles
03/02/2025	Waterplus (Trough B. Avon - 08	08365636	8.02		Water
04/02/2025	Post Office Ltd	DEB	5.35		Postage
05/02/2025	Amazon	DEB	43.00		Office supplies
05/02/2025	TBC - Back Of Avon	5105564X	81.00		Back Of Avon Business Rates
07/02/2025	UK Planning Maps	DEB	36.00		UK Planning Maps
10/02/2025	TV Licensing	DEB	169.50		Annual licence
12/02/2025	The Crosshouse Tavern	1	70.00		Bar Stock
12/02/2025	Gloucestershire Electrical Ser	2	1,602.00		Town Hall repairs
12/02/2025	Haywards Tewkesbury Ltd	3	289.48		Maintenance/Various
12/02/2025	Kitch and Kaboodle	4	150.00		50% Deposit for TL25
12/02/2025	Proactive Business Supplies Lt	5	297.55		Office Supplies
12/02/2025	William Spry - Stocktaker	6	210.00		Stocktaking services
12/02/2025	Travis Perkins Trading Company	7	13.74		Maintenance supplies
12/02/2025	D. Hill	FPO	13.50		Expenses
12/02/2025	Contractor	FPO	187.76		Expenses
13/02/2025	Initial Washroom Hygiene	35362371	50.57		Service contract
14/02/2025	GAB	Std Ord	6,188.00		Contractor costs
14/02/2025	Octopus Energy - Glos Rd Toile	0024	73.90		electricity
14/02/2025	Octopus Energy - Oldbury Rd To	0032	115.58		Electricity
14/02/2025	Octopus Energy - Town Hall	0018	968.17		Electricity/gas
14/02/2025	Octopus Energy - Watson Hall	0018 WH	1,749.61		Electricity/gas
15/02/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
17/02/2025	Smith's (Gloucester) Limited	C516714	166.74		Waste and recycling
17/02/2025	Staff Salaries	FPO	9,606.13		Office Net Wages Feb P11
17/02/2025	Staff Salaries	FPO	773.12		Bar Net Wages Feb P11
17/02/2025	Staff Salaries	FPO	192.92		Duty Manager Feb P11
18/02/2025	Gloucester County Council	FPO	2,460.44		Penisons February P11
18/02/2025	HMRC	FPO	2,994.49		Tax/Ni February P11
18/02/2025	Waterplus (Town Hall - 0385036	08215491	57.73		water
20/02/2025	Charlton Networks	42227	340.99		IT
20/02/2025	Contractor	Std Ord	1,103.60		Asset Manager
21/02/2025	Waterplus (Watson Hall Bar- 03	08259538	63.11		Water
21/02/2025	NEST	DD	218.93		Penisons Feb P11
24/02/2025	Digital Telecom Ltd	209697	54.77		Phones
24/02/2025	Digital Telecom Ltd	209696	79.73		Phones
27/02/2025	A&E Fire and Security	8	637.13		Town Hall
27/02/2025	Defibshop - Imperative Trainin	9	739.20		Replacement Pads
27/02/2025	Glos Playing fields Associatio	10	100.00		Membership renewal
27/02/2025	Greenfields Garden Services Lt	11	282.00		Derek Graham
27/02/2025	Hewer Facilities Management Lt	12	578.24		Annual Service
27/02/2025	Notice Board (UK) Limited	13	408.00		Replacement Door
27/02/2025	Andrew Parkin - Structural Eng	14	750.00		Site visit/structural drawings
27/02/2025	PAYROLLS UK LTD	15	62.40		Payroll processing
27/02/2025	Wybone Limited	16	294.00		Bins
27/02/2025	UK Planning Maps	DEB	36.00		Planning Maps

Continued on Page 2

List of Payments made between 01/02/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/02/2025	Amazon	DEB	20.99		Ice Machine cleaner
28/02/2025	Waterplus (Watson Hall - 03850	8459455	76.88		Water
28/02/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
28/02/2025	Lloyds	PAY	59.79		Service Charges
02/03/2025	IMEX	Std Ord	57.60		Till Maintenace
03/03/2025	Spotify	DEB	11.99		Subscription - Spotify Premium
05/03/2025	A&E Fire and Security	1	1,033.00		Door Main
05/03/2025	Charlton Networks	2	90.00		Monitor
05/03/2025	Mike Cluley - Rural Surveying	3	140.28		SH VAT only
05/03/2025	GAPTC	4	45.00		Training
05/03/2025	GB Sport & Leisure	5	225.60		Repairs
05/03/2025	Hy-Clean Supplies Limited	6	326.98		Cleaning Supplies
05/03/2025	Kenelm Joinery Ltd	7	288.00		Office Window Repair
05/03/2025	Panacea Business Solutions Ltd	8	71.21		Photocopier
05/03/2025	Proactive Business Supplies Lt	9	27.58		Office supplies
05/03/2025	SPA Security	10	597.60		Key Holding/Call out
05/03/2025	Tewkesbury Borough Council	11	232.00		Annual Garden Waste Subscrip
05/03/2025	Tewkesbury Commons	12	2,600.00		CCompensation/Grant
05/03/2025	Tewkesbury Garden Centre	13	210.00		Christmas Tree
05/03/2025	Trade UK (T/A Screwfix)	14	7.99		Noticeboard maint
05/03/2025	Highfield Qualifications	DEB	10.50		Personal Licence Handbooks
11/03/2025	Octopus Energy - Glos Rd Toile	34.70	34.70		Electricity
11/03/2025	Octopus Energy - Oldbury Rd To	0024	63.97		Electricity
11/03/2025	Octopus Energy - Watson Hall	0019	1,534.60		Electric/Gas
14/03/2025	GAB	Std Ord	6,188.00		Contractor costs
15/03/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
17/03/2025	Smith's (Gloucester) Limited	C520570	106.44		IT
19/03/2025	A&E Fire and Security	1	117.60		Cellar Zone Plan
19/03/2025	AG Boniface & Sons Ltd	2	5,730.00		Watson Hall Doors
19/03/2025	Avon Navigation Trust	3	660.00		Consent Applicaiton - Finger m
19/03/2025	Gloucestershire Electrical Ser	4	53,880.00		HVAC - Instal and materials
19/03/2025	Glasdon UK Limited	5	310.56		Street Furniture
19/03/2025	Gloucester Brewery	6	421.20		Bar Stock
19/03/2025	Gloucestershire College	7	946.00		AAT Online Course
19/03/2025	Haywards Tewkesbury Ltd	8	190.75		Feb - various
19/03/2025	DDC Foods Ltd.	9	79.16		Bar Stock
19/03/2025	Orchard Fundraising Ltd	10	285.00		Fundraising
19/03/2025	Trade UK (T/A Screwfix)	11	6.99		Cleaning Supplies
19/03/2025	Travis Perkins Trading Company	12	54.14		Notice Board Paving
19/03/2025	Jen King	FPO	9.00		Expenses
19/03/2025	Staff Salaries	FPO	9,606.33		Office Net Wages March P12
19/03/2025	Staff Salaries	FPO	1,144.50		Bar Net Wages March P12
19/03/2025	Staff Salaries	FPO	73.01		Duty Manager March P12
19/03/2025	Waterplus (Town Hall - 0385036	08510919	95.52		Water
20/03/2025	Contractor	Std Ord	1,103.60		Asset Manager
20/03/2025	Charlton Networks	42351	332.90		reversal
24/03/2025	Digital Telecom Ltd	209874	79.73		Phones
24/03/2025	Digital Telecom Ltd	209875	54.77		Phones

Continued on Page 3

Lloyds - Business Account

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2025	Octopus Energy - Town Hall	24.3.25	230.23		Credit Note
24/03/2025	Waterplus (Watson Hall Bar- 03	08550329	57.63		Water
25/03/2025	Petty Cash	PAY	100.00		Petty Cash in
25/03/2025	Tesco Online	DEB	69.99		Mobile phone
26/03/2025	Great Western Air Am	FPO	955.94		Community Grant awarded
26/03/2025	Guideposts Trust	FPO	300.00		Community Grant Awarded
26/03/2025	Gloucester County Council	FPO	2,460.44		Pensions March P12
26/03/2025	HMRC	FPO	3,022.09		Tax/Ni March P12
26/03/2025	NEST	DD	218.93		Penisons March P12
26/03/2025	Tesco	DEB	30.00		Mobile Top up
27/03/2025	Amazon	DEB	96.99		Telescopic pole
28/03/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
28/03/2025	Lloyds	PAY	31.26		Bank Service charges
28/03/2025	Lloyds	PAY	-31.26		Reversal
28/03/2025	Lloyds	PAY	32.26		Bank Service charges
31/03/2025	AJ Floor Sanding & Sealing Ltd	13	2,340.00		Flooring repair
31/03/2025	Anti Graffiti Systems Ltd	14	108.00		Pest Control
31/03/2025	GK Engineering, Building & Mar	15	565.00		Slipway repairs
31/03/2025	Hy-Clean Supplies Limited	16	32.86		Cleaning supplies - WH
31/03/2025	Intersect Surveys	17	5,628.00		GPR = Topographical survey
31/03/2025	Laithwaites Wine Gloucester Sh	18	424.20		Bar stock
31/03/2025	SPA Security	19	192.00		Call out - Town hall
31/03/2025	Spotify	DEB	11.99		Spotify Premium
31/03/2025	Waterplus (Trough B. Avon - 08	08699987	7.25		water
31/03/2025	Waterplus (Watson Hall - 03850	08459455	76.88		Water
Total Payments			141,390.10		

TEWKESBURY TOWN COUNCIL

COMMITTEE MEMBERSHIP 2025/26

Environment & Amenities:	TUESDAY
	Quorum: 3
S Raywood , J Raywood, M Sztymiak, C Danter <i>Mayor and Deputy Mayor are ex-officio</i>	
Planning:	WEDNESDAY
	Quorum: 3
J Raywood , R Gurney, A Hayes, P Jones, S Raywood, Mr R Maggs & Mr R Carey <i>Mayor and Deputy Mayor are ex-officio</i>	
Buildings:	TUESDAY
	Quorum: 4
C Danter , R Gurney, P Jones, K Moran, S Raywood, C Robertson <i>Mayor and Deputy Mayor are ex-officio</i>	
Moorings:	TUESDAY
	Quorum: 3
C Danter , H Bowman, R Gurney, S Raywood <i>Mayor and Deputy Mayor are ex-officio</i>	
Finance:	MONDAY
(Chair Mayor and includes 5 Chairs)	Quorum: 5
A Hayes , E Ash, P Brookes, C Danter, J Raywood, S Raywood, K Moran, M Sztymiak	
Severn Ham:	WEDNESDAY
	Quorum: 3
P Brookes , E Ash, C Cody, C Danter, R Gurney, J Raywood Mr J Baggs (Clerk to Commoners), Mr T Renals (EA) and Mr. Perry <i>Mayor and Deputy Mayor are ex-officio</i>	
Staffing Committee:	AD HOC
5 Councillors (Chair: Deputy Mayor plus 4 Councillors)	Quorum: 3
E Ash , H Bowman, J Raywood, C Robertson, M Sztymiak <i>Mayor is ex-officio</i>	

TEWKESBURY TOWN COUNCIL

Constitution of Committees

Introduction

The Town Council appoints committees and determines their terms of reference and constitution. Sub-committees (Task and Finish or Working Groups) may be appointed either by Full Council or a committee. The appointing body determines the terms of reference and constitution. Any function of the Council, with the sole exception of setting the precept, may be delegated to a committee, sub-committee or employee but not to any one Councillor. Town Council remains responsible for any function it delegates to a committee, sub-committee or employee.

Last review: May 2025 Date of next review: May 2026

Committees & Delegations

Committee	Membership	Quorum	Duties	Powers and Responsibilities
Finance Committee	Mayor (Chair), Deputy Mayor & Chairs of committees x four	5	To oversee the management of all financial matters (including Risk Assessment), ensure audit requirements are met.	<p>Delegated authority in respect of all finance matters with the exception of setting the precept.</p> <p>To prepare a budget in consultation with the Chairs of all spending committees, and others as appropriate.</p> <p>To recommend the budget and precept to full Council no later than the January Council meeting.</p> <p>To prepare a three-year rolling strategic policy.</p> <p>To authorise any expenditure already budgeted for.</p> <p>To approve small grants (up to £1,000) not included in the budget.</p> <p>To refer grants over £1,000 to Full Council for consideration.</p> <p>To appoint internal control checkers from Councillors.</p> <p>To ensure regular internal control checks are made in accordance with legislation.</p> <p>To appoint the independent Internal Auditor.</p> <p>To ensure the assets register is updated annually at the time of renewal of insurance.</p> <p>To ensure Council's assets and other risks are adequately insured.</p> <p>To seek and approve quotations for works and contracts.</p> <p>To ensure Financial Regulations, Risk Assessment and internal controls are reviewed annually.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p>

Planning Committee	Mayor & Deputy Mayor are ex-officio. In addition, up to two permanent ad-hoc members.	3	To consider and respond to planning applications, highways schemes and consultations from Government, County and Borough/District Councils.	<p>Delegated authority in respect of all planning and highways matters with the exception of major planning applications or schemes with significant infrastructure implications.</p> <p>To respond to all planning applications. To respond to consultations. To refer major plans to Town Council. If required, to furnish Finance Committee with a budget for the following year by 31st October. To authorise any expenditure included in the budget. Any expenditure associated with income received from CIL shall be referred to the Finance Committee. To monitor CIL income. Report all decisions to Full Council via minutes.</p>
Environment & Amenities Committee	Mayor & Deputy Mayor are ex-officio.	3	To oversee the management of the play areas, public conveniences, youth provision, street furniture and CCTV.	<p>Delegated authority in respect of all matters relating to the play areas, public conveniences, street furniture, youth provision, public services, CCTV, and infrastructure (excluding moorings).</p> <p>To ensure all facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To prepare and regularly monitor an Emergency Plan. To furnish Finance Committee with a budget for the following year by October 31st. Report all committee and working group decisions to Full Council via minutes.</p>
Severn Ham Committee	Councillors + 3 co-opted	3	To oversee the management of the Severn Ham.	<p>Delegated authority in respect of all matters relating to the Ham.</p> <p>To review the Higher Level Stewardship scheme. Deliver five year rolling improvement programme Manage grant income To ensure facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability, commoners and related Acts of Parliament. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To furnish Finance Committee with a budget for the following year by October 31st. Report all decisions to Full Council via minutes.</p>

Buildings and Moorings Committee	Mayor & Deputy Mayor are ex-officio.	4	To oversee the management of the following: a) Town Hall b) Watson Hall c) 64 Barton Street d) War Memorial e) Rehearsal Rooms, Saffron Road	<p>Delegated authority in respect of all matters relating to the five assets/properties.</p> <p>To ensure all properties are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To review, no later than October annually, hire rates. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October. Report all committee and working group decisions to Full Council via minutes.</p>
Moorings Committee	Mayor & Deputy Mayor are ex-officio.	3	To oversee the management of the moorings and to deal with issues over disputes.	<p>Delegated authority in respect of all matters relating to the moorings.</p> <p>To ensure all facilities are fit for purpose. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To consider and attempt to resolve issues arising from disputes. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p>
Staffing Committee	5 Deputy Mayor (Chair), Mayor is ex-officio	3	To oversee staffing matters.	<p>Delegated authority in respect of all matters relating to staffing.</p> <p>All personnel matters and appraisals relating to all members of staff, including:</p> <p>Issues relating to sickness, discipline, grievance and capability. Salaries, appraisals, staffing cover, staffing reviews and professional development. To keep an overview of the Code of Conduct and Councillor's compliance. Setting up Hearings Panels or Appeals Panels when necessary. Decisions to be taken in accordance with legislation, HR advice where required and in line with Council's Policies. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all decisions to Full Council/Finance Committee via minutes.</p>



Tewkesbury Town Council

Planning Committee 2nd April 2025 Item 10 – CIL Report

What is a Community Infrastructure Levy (CIL)?

The CIL allows local authorities in England and Wales to raise funds from developers carrying out projects in their area to fund a wide range of infrastructure that is needed to support new development. It does not replace Section 106 planning obligations which continue to be used for affordable housing provision and site-specific mitigation measures which are necessary to make a planning application acceptable in planning terms.

CIL is calculated on a square meter basis and each Authority has its own charging schedule (see below) which states the rates for different types and scales of development, such as:

- New buildings, conversions or changes of use that create at least one new dwelling; or
- Residential extensions or annexes which increase the floor area of a dwelling by 100 square metres or more.

Some types of development are exempt, such as:

- It is not a building.
- It is a building but people do not normally go into it.
- It is a building but people only go into it intermittently for the purpose of inspecting or maintaining fixed plant or machinery.
- It is a vacant building which will be brought back into the same use.
- It increases the floor area by less than 100m², unless a dwelling is created.
- It is not included or currently attracts a zero charge in the relevant authorities charging schedule.

A development may be eligible for relief in the following circumstances:

- Where an application for a Self-Build exemption has been successful
- Where an application for a Social Housing exemption has been successful
- Where an application for a Charitable Development exemption has been successful

How will the levy be spent?

CIL monies collected are apportioned into three areas:

- 5% to administrative costs
- 15% to the Parish Council
- the remaining 80% held by the Borough Council for use on, “the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area”.

In any financial year when a Parish receive, hold or spend CIL monies they are required to produce a ‘Parish Funding Statement’ which must be published on their website having first been submitted to, and agreed with, the Borough Council. In this parish council, councillors have requested that the Planning Committee create a CIL report in April and in September of each year.

Report for the year 2024-25

Total CIL receipts for the reported year	£0.00
Total CIL expenditure for reported year	£0.00

Summary details of CIL expenditure during reported year, including:

- | | |
|--|-------|
| • The items to which CIL has been applied | £0.00 |
| • The amount of CIL expenditure on each item | £0.00 |

Total amount of CIL for the reported year reclaimed at the end of the reported year	£0.00
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Details of any notices received in accordance with regulation 59E, including

- | | |
|--|-------|
| • The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year | £0.00 |
| • The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year | £0.00 |

Total amount of:

- | | |
|--|-----------|
| • CIL receipts for the reported year retained at the end of the reported year. | £0.00 |
| • CIL receipts from previous years retained at the end of the reported year | £2,251.83 |

Details of retained CIL from previous years:

£2,251.83 was received on 28th October 2023

TEWKESBURY TOWN COUNCIL

OUTSIDE BODIES 2025/26

Representation on External and Partner Organisations

Organisation	Representative(s)
The Almhouse Trust	C Monk & J Raywood
CW Groves	Town Mayor
Gloucestershire Market Towns Forum	All Councillors
Trustees of Tewkesbury Museum	
Chartered Parishes Group (<i>run by GCC</i>)	All Councillors
Tewkesbury Town Band	Town Mayor
War Memorial Committee Tewkesbury	C Danter
Gloucestershire Playing Fields Association	Environment & Amenities Committee
Campaign for the Protection of Rural England	Severn Ham Committee
Gloucestershire Rural Community Council	S Raywood
Council Advocacy Scheme (PCC)	
Tewkesbury Garden Communities – Parish Liaison Group	P Jones
Tewkesbury Christmas Lights Events Committee	Town Clerk
Tewkesbury in Bloom	C Danter
Tewkesbury Medieval Festival	K Moran
Tewkesbury Big Weekend	C Danter
Tewkesbury Culture Group	C Cody, Events Manager
Tewkesbury Commoners	All Councillors
Town Council Tree Warden	Chris Leibbrandt

Charitable Trusts

Organisation	Representative(s)
George Watson Memorial Hall (Town Council is Sole Trustee)	All Town Councillors (meeting once yearly)
The Anglo American Garden of Remembrance & Riverside Walk (Town Council is Sole Trustee)	All Town Councillors (meeting once yearly)

Policies / documents for review – May 2025

There are no proposed changes to these documents, but for completeness please find below the links to the documents.

Code of conduct

<https://tewkesburytowncouncil.gov.uk/documents/code-of-members-conduct/>

Complaints procedure

<https://tewkesburytowncouncil.gov.uk/documents/complaints-policy/>

Privacy notice

<https://tewkesburytowncouncil.gov.uk/privacy-notice/>

Media policy

<https://tewkesburytowncouncil.gov.uk/documents/media-policy/>

Employee handbook

<https://tewkesburytowncouncil.gov.uk/documents/employee-handbook/>



Town and Parish Councils

Your Ref

Our Ref: MB/jms/MP update

Email: maggie.blyth@gloucestershire.police.uk

Telephone: 01452 752313

Date: 24 March 2025

Dear Colleague

I'm writing to let you know how Gloucestershire Constabulary will be achieving financial and organisational stability, including sustained improvement in areas we know we need to do better in, at a cost we can afford.

From next week, we will be:

- adopting a plan for swift and sustained progress to improve our performance in areas such as child protection, domestic abuse, neighbourhood crime, and serious organised crime
- rebalancing a number of our functions to form an updated Neighbourhood service, in line with the Government's Neighbourhood Policing Guarantee
- transferring some police officers into Crime Command to bolster our investigations, particularly in public protection services, including our child abuse teams, and in neighbourhood crime
- taking decisive action to save £12.3m over the next 12 months including regrettably, making up to 60 police staff posts redundant over the course of the year, and transferring our mounted capability to another force.

Gloucestershire Rapid Improvement Plan (GRIP) 2025/26

As well as improving our performance and achieving financial and organisational stability, our new plan – the GRIP – sets out how we intend to transform our working culture.

Since joining the Constabulary I've been impressed with how many dedicated, professional and hard-working people there are working and volunteering for it. Many are juggling multiple demands and high workloads, so the GRIP will provide clarity about what we need them to focus on.

It sets out the need to achieve 'excellence in the basics' – the professional standards all officers and staff must adhere to in their role – and outlines our expectations of strong leadership. Our vision is that all crime will be investigated, and that we ensure we use our police powers to be relentless in pursuit of perpetrators. We want to protect all our communities so they feel safer.

The GRIP is a response to careful and considered analysis of our current levels of performance and crime, with a focus on specific priorities. My Chief Officer Group and I are confident it will address some of our most pressing challenges and provide the foundations for long-term transformation.

Neighbourhood policing model

The launch of the GRIP coincides with the introduction of a new Neighbourhood Policing model which will include our reshaped Crime Prevention team, and our Rural Crime unit.

We will be increasing the number of police officers but reducing the number of Police Community Support Officers (PCSOs). Police officers have powers to detain people and are trained to deal with a range of challenging situations, so having more on the streets of Gloucestershire will mean we'll be better placed to respond to, and investigate, the crimes that people are most affected by.

Community engagement remains a vital part of Neighbourhood Policing. The significant number of PCSOs we'll be retaining will be integral to this as a valuable link with residents, businesses and other partners.

Assistant Chief Constable (Operations and Local Policing) Donna Lawton will be writing to you next week to let you know of our progress and what it will mean for local police areas.

Having the right resources in the right place is crucial if we are to improve our services, so we are also transferring some police officers into our Crime Command to help our investigative capability, and to focus on our public protection services - our child protection teams in particular, and neighbourhood crime.

Taking difficult financial decisions


We need to make £12.3m worth of savings over the next financial year if we are to deliver a balanced budget. We anticipate extra funding from the Government as part of its Neighbourhood Policing Guarantee; however, this will be ring-fenced for Neighbourhood Policing, so it won't assist us with the savings we need to make.

In an ideal world, we'd rather not make any redundancies, but as a public service we must continually review how we spend our limited funds and make objective decisions to ensure our communities get value for money. We've shown what we can achieve though a consistent and focused approach to our budget by making £3.3M worth of savings in this financial year.

Unfortunately, in addition to cutting up to 60 police staff posts, we've also made the decision to transfer our mounted capability to West Midlands Police. The practical arrangements of this transfer are still being worked through to ensure that this important and specialist resource is maintained across policing and is still available to us and others when they're needed. Our Mounted officers will be redeployed elsewhere in the Constabulary.

We're not alone. Similar challenges are being faced by other forces across the country. While we won't shy away from making difficult choices, I'm confident the decisions we're making now will best protect our frontline services and ensure we'll be able to continue to provide all of the operational services our diverse communities need at a cost we can afford.

Yours sincerely



Maggie Blyth MA, BA (Hons)
255558
T/Chief Constable

Cc ACC Donna Lawton
Cc Police and Crime Commissioner, Chris Nelson



To: Parish Councils
CC: Chris Nelson - PCC

Our reference:

E-mail: Donna.Lawton@gloucestershire.police.uk

Date: 07 April 2025

Dear Colleagues

Rebalancing our Neighbourhood Policing Teams

Further to the letter Temporary Chief Constable Maggie Blyth sent to you on Monday 24 March, I am writing to you to provide you with more details about the changes we are making to our Neighbourhood Policing Teams.

The changes follow a review of how our teams were previously structured and how we could improve our service to the public and partners by rebalancing the numbers of police officers and Police Community Support Officers (PCSOs). These changes will enable us to meet the objectives set out in the Government's Neighbourhood Policing Guarantee, which we anticipate will be announced later this week.

As a result of the rebalance, we will have an establishment of 143 police officers and 71 PCSOs working in dedicated Neighbourhood Policing roles across the County. Our entire workforce of more than 2,300 police officers and staff are spread across a wide range of functions and all contribute to our core our mission to prevent, investigate and solve crimes and protect people from harm.

When reviewing our Neighbourhood Policing Teams, we took into consideration national best practice and learning from other police forces. We also used a significant range of data to help determine where our resources are most needed in Gloucestershire. This evidence-led approach will increase our ability to resolve the issues which matter most to local people.

The numbers for each of our policing areas will be:

Area	Neighbourhood Policing Team (Constable – Inspector)	Police Community Support Officers (PCSOs)	Neighbourhood Support Team (Constable – Sergeant)
Gloucester	36	18	11
Forest of Dean	13	8	
Stroud	16	12	8

Cotswold	13	9	
Cheltenham	23	15	10
Tewkesbury	13	9	

Gloucestershire Constabulary expects to receive an extra £1.5m from the Government to help implement its Neighbourhood Policing Guarantee. This will enable us to recruit an additional 23 warranted officers into our Neighbourhood Policing Teams – taking the total in the future to 166.

I am committed to ensuring our Neighbourhood Policing model strengthens our relationships with our communities and keeps them safe. As a partner of our Constabulary, it is important to me that you are kept up to date on the journey throughout.

Yours sincerely,

Donna Lawton



Assistant Chief Constable 255399

Operations and Local Policing

Gloucestershire Constabulary

Headquarters | 1 Waterwells Drive | Quedgeley | Gloucester | GL2 2AN

We are committed to being an anti-discriminatory organisation. This means not only acting in a non-discriminatory way, but addressing systemic inequalities, disadvantage and discrimination.