


**TEWKESBURY TOWN COUNCIL  
ENVIRONMENT & AMENITIES COMMITTEE  
TUESDAY 22<sup>ND</sup> JULY 2025**

**To: Members of Environment & Amenities Committee:** Councillors S. Raywood (Chairman), J. Raywood, M. Sztymiak, C. Danter

You are summoned to attend a meeting of the Environment & Amenities Committee which will be held at Tewkesbury Town Hall, High Street, Tewkesbury on **Tuesday 22<sup>nd</sup> July 2025 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Mason  
Town Clerk  
15<sup>th</sup> July 2025

**AGENDA**

1. To receive apologies for absence.
2. To record declarations of interest.
3. To consider requests for dispensations.
4. To approve the minutes of the meeting held on 18<sup>th</sup> March 2025
5. Matters arising from the minutes – for information only.
6. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
7. Correspondence
8. To receive the committee budget report (including earmarked reserves)
9. To review the work programme & agree any actions
10. To approve the replacement of the bus shelter at Gupshill at a cost of £5764.25 (with matched funding from GCC)
11. To approve the new toilet doors at Gloucester Road at a cost of £20,585
12. To receive updates on play areas & agree any actions
13. To review quotations and select the contractor to provide and install the new play equipment at Derek Graham up to a cost of £34,000
14. To note the pollarding of trees at Prior's Court at a cost of £300
15. To agree the updated noticeboard policy
16. To agree any changes to the memorial bench policy
17. To agree any next steps regarding changes to GCC grass cutting schedule
18. To consider a request for rain gardens in Tewkesbury



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Environment & Amenities Committee meeting**  
**Held at Tewkesbury Town Hall on 18<sup>th</sup> 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 Szymiak.

**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 28<sup>th</sup> January 2025**  
It was RESOLVED to approve the minutes of the meetings held on 28<sup>th</sup> 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: 22<sup>nd</sup> July 2025

Signature of Chairman upon approval of the minutes ..... 22<sup>nd</sup> July 2025

DRAFT

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 4

July 2025

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>300 Play Parks</b>						
4590 Projects	0	5,356	5,356		5,356	
4600 Maintenance - Derek Graham	212	2,000	1,788		1,788	
4610 Maintenance - Mitton	103	1,000	897		897	
4620 Maintenance - Warwick Place	6	1,500	1,494		1,494	
4630 Annual Playground Inspection	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	<b>1,822</b>	<b>11,356</b>	<b>9,534</b>	<b>0</b>	<b>9,534</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,822)</b>	<b>(11,356)</b>	<b>(9,534)</b>			
<b>310 Spring Gardens</b>						
4450 Maintenance	60	3,000	2,940	727	2,213	
4550 Water	39	1,800	1,761		1,761	
4560 Electric	330	1,800	1,470		1,470	
4590 Projects	0	5,000	5,000		5,000	
Spring Gardens :- Indirect Expenditure	<b>428</b>	<b>11,600</b>	<b>11,172</b>	<b>727</b>	<b>10,445</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(428)</b>	<b>(11,600)</b>	<b>(11,172)</b>			
<b>320 Gloucester Road</b>						
4450 Maintenance	0	1,750	1,750		1,750	
4550 Water	41	900	859		859	
4560 Electric	206	1,300	1,094		1,094	
Gloucester Road :- Indirect Expenditure	<b>247</b>	<b>3,950</b>	<b>3,703</b>	<b>0</b>	<b>3,703</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(247)</b>	<b>(3,950)</b>	<b>(3,703)</b>			
<b>330 Cleaning &amp; Consumables</b>						
4700 Cleaning & Maintenance Equip	153	1,500	1,347		1,347	
4710 Combined Consumables	600	2,843	2,243		2,243	
4720 Hygiene Contract	1,551	1,465	(86)		(86)	
Cleaning & Consumables :- Indirect Expenditure	<b>2,305</b>	<b>5,808</b>	<b>3,503</b>	<b>0</b>	<b>3,503</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,305)</b>	<b>(5,808)</b>	<b>(3,503)</b>			
<b>340 Outside Spaces</b>						
4745 Defibrillators	141	0	(141)		(141)	
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	350	750	400		400	
4760 Street Furniture & Clock	762	6,000	5,238		5,238	
4765 EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000	

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 4

July 2025

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4770 Youth Budget	580	3,500	2,920		2,920	
4775 Insurance - Arrivall	0	300	300		300	
4780 Bus Shelter	375	3,000	2,625		2,625	
4785 Parish Online	0	500	500		500	
4790 Grass Cutting	527	2,500	1,973		1,973	
4795 Notice Boards and Swapboxes	250	1,000	750		750	
Outside Spaces :- Indirect Expenditure	<b>6,360</b>	<b>23,550</b>	<b>17,190</b>	<b>0</b>	<b>17,190</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,360)</b>	<b>(23,550)</b>	<b>(17,190)</b>			
Grand Totals:- Income	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>11,162</b>	<b>56,264</b>	<b>45,102</b>	<b>727</b>	<b>44,375</b>	
<b>Net Income over Expenditure</b>	<b>(11,162)</b>	<b>(56,264)</b>	<b>(45,102)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(11,162)</b>	<b>(56,264)</b>	<b>(45,102)</b>			

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
324 EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325 EMR E&A Playground Projects	29,941.00		29,941.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	8,875.73		8,875.73
329 EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333 EMR E&A Toilet Block Project	25,626.00		25,626.00
335 EMR E&A Bus Shelters	6,951.25		6,951.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,787.00		2,787.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	16,362.00		16,362.00
340 EMR FIN Elections	6,000.00		6,000.00
341 EMR FIN Tourism & Marketing	2,117.00		2,117.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	24,163.00		24,163.00
344 EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	5,253.00		5,253.00
349 EMR MOOR Projects	44,340.23		44,340.23
350 EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351 EMR BUILD 64 BS Grant Income	9,461.00		9,461.00
354 EMR BUILD TH Maintenance	22,360.00		22,360.00
355 EMR BUILD WH Projects	18,876.00		18,876.00
356 EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357 EMR BUILD 64 BS Projects	7,662.00		7,662.00
359 EMR PLA Community Devel Planni	6,856.00		6,856.00
360 EMR BUILD TH Projects	53,362.00		53,362.00
362 EMR FIN Tewkes Live Music Fest	21,775.00	-1,580.25	20,194.75
365 EMR FIN Events and Services	4,433.00		4,433.00
366 EMR BUILD TH Equipment	870.00		870.00
369 EMR STA Training	736.00		736.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	6,415.00		6,415.00
372 EMR STA Professional Fees	5,501.00		5,501.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
376 BUILD 64 BS Health & Safety	825.00		825.00
377 EMR BUILD TH Accessibility	12,485.00		12,485.00
378 EMR FIN IT	2,481.00		2,481.00
379 EMR WH Equipment	1,473.00		1,473.00
	543,141.21	-1,580.25	541,560.96

## **Additional information for E&A meeting – July 2025**

### **Gloucester Road Toilet Door Replacement**

The wooden toilet doors at Gloucester Road are in urgent need of replacement. Over the last three years they have required more maintenance and have recently been subject to more vandalism. They are also an issue during times of flood, as the toilets can fill with several inches of water which causes the bottom of the doors to swell and become unusable for some time after the floods whilst they dry out.

Healthmatic are the supplier of the steel doors that were installed at Spring Gardens. Using them would also bring economies of scale when servicing and repairs to the doors are needed to have the same type at both locations. The same burgundy colour would be used as the current paint and colour used at Spring Gardens.

Quotation for replacement doors is £20,585 for the six doors.

To be funded from Earmarked Reserves – Toilet Block Project which currently holds £25,626.

### **Replacing Gupshill Bus Stop**

Community Matched Funding offer has come through for £5005.

Quote from Externiture to remove old brick bus shelter, install new concrete base and installation of 3 bay mono bus shelter (as recommended by GCC) is £10,769.25, therefore contribution from the Town Council would be £5764.25

Current Earmarked Reserve for bus shelters £6951.

### **Derek Graham Play Area**

The details of the refurbishment were placed on Contracts Finder, as the cost is expected to be over £30,000.

Seven companies contacted the Council. Three declined to bid and four quotes were received, two of these companies visited the site.

The four quotes were received from:

Kompan

MJW Recreation

Outdoor Play UK

Outdoor Play People

Quote from Outdoor Play People is not being considered as equipment does not meet the brief of being all wooden and in keeping with the site.

MJW eliminated from the process as they are installing identical Kompan equipment, but it is more expensive than the Kompan quote as they are a reseller rather than the manufacturer.

There are therefore two quotes for the committee to consider from Outdoor Play UK and Kompan. Both of whom visited the site and have provided similar priced quotations – around £30,000.

Four of the items – Spinners x 2 and the Pony and Mule Springers are identical and manufactured by Kompan.

The remaining items are made by each supplier.

The project will be funded by Earmarked Reserves – Playground Projects which has £29,941 and the Playground Project budget in the current year of £5,356.

### **Bike racks on the Back of Avon**

Racks were installed by TBC many years ago. As part of their recent review, TBC will no longer replace items which are installed on land they do not own and there is no licence agreement. Their current plan is to remove and reinstate the tarmac. Cost to replace is £40 per hoop plus installation. Hoop design has been approved by GCC Highways.



Current hoops



Proposed new hoops

### **Rain Gardens**

Gloucestershire Wildlife Trust have a new waterscapes project running in Tewkesbury.

[https://issuu.com/gloucestershirowildlifetrust/docs/waterscapes\\_project\\_leaflet](https://issuu.com/gloucestershirowildlifetrust/docs/waterscapes_project_leaflet)

Possible location for a small-scale installation is the side of the Gloucester Road toilet block. This could include features such as a rain garden, planter-based water harvesting, or a biodiversity-friendly display, designed to:

Demonstrate natural flood management (NFM) techniques.

Promote water conservation.

Enhance urban biodiversity.

Inspire and educate the public with visible, replicable solutions.

Environment & Amenities Work Programme			
Public Conveniences			
Action	Status	Comments	
Baby change unit at Spring Gardens needs replacing	Open	Monitoring vandalism issues before replacing. Unit has been removed due to health & safety.	
New doors for Gloucester Road	Open	To be approved at July 2025 meeting	
Replacement meter cupboard at Spring Gardens	Open	Luke to carry out works to replace	
Rain garden at Gloucester Road	Open	For committee to discuss	
Play Areas			
Action	Status	Comments	
Request of ideas for next steps at Derek Graham	Open	Attended Newtown residents meeting in January 2024, DG being registered with Land Registry. Top three requests, more seating, more trees, role play items. Issued on Contracts Finder. Quotes received.	
Belt swing to replace at Derek Graham	Closed	Installed June 2025	
Replacement paw prints for Milton	Closed	Installed June 2025	
Plum tree issue at Derek Graham	Closed	Matt Hale attended as tree split & collapsed into resident's garden - works complete June 2025. Collapse due to unusually prolific year and weight, together with unusually dry conditions split the tree. No others at risk, surveyed at time.	
Surface under swings at Milton	Open	Surface is worn, looking at options, complicated due to cherry tree roots growing under swings from school next door	
CCTV			
Action	Status	Comments	
Bins			
Action	Status	Comments	
Replacement bin - Churchill Grove	Closed	Ordered May 25, Installed July 25	
New bin - Red Lane	Closed	Ordered May 25, Installed July 25	
Dog waste bin - Perry Hill	Open	Ordered June 25 - resident having dog waste from the bin thrown at house, does not lock	
Back of Avon bin in river	Open	ANT to attempt to remove from river, requires specialist equipment	
Bus Shelters			
Action	Status	Comments	
Bus shelter cleaning	Closed	New provider instructed for 2023/2024 - 3 times a year clean	
Gupshill bus shelter replacement	Open	Matched funding granted - June 2025. Updated quote from Externiture received.	

Benches		
Action	Status	Comments
Wooden benches on High Street, Church Street, Chance Street & Back of Avon need a coat of protective finish	Open	Darker shade of Ozmo to be used this year to give a more uniform finish. Work to be carried out in Summer 2024 due to wet Spring weather delaying start.
Noticeboards		
Action	Status	Comments
Emergency Planning/Adverse Weather Planning		
Action	Status	Comments
Filled sandbags in cellar to check degradation	Open	To check in October 2025
Meeting with TBC emergency planning	Open	Held in May 2025, to be held every six months - consider sandbag strategy
Defibrillators		
Action	Status	Comments
Adoption of Prior's Park defib	Closed	Prior's Park church agreed to host, Bromford to install, replacement batteries and pads paid for by grant from Cllr Cody - Installed June 25
Other		
Action	Status	Comments
Youth Services - Holiday playscheme	Open	Six sessions booked for 2025/26. Licence for October 2025 onwards to apply for
Swap box - Newtown	Closed	Installed at Boys' Brigade
Speedwatch posts	Open	With Cllr Smith to chase installation re: electricity supply
Swap box - Stonehills	Open	With Cllr Cody
Swap box - Gravel Walk	Open	Being made by Shed Project, draft licence agreement with owner



## TEWKESBURY TOWN COUNCIL

### NOTICEBOARD POLICY

**Adopted at the Full Council Meeting on Monday 11<sup>th</sup> October 2021**

#### Amendment and Version History

Responsible Committee: Environment and Amenities

Version: Final 1.0

Publication Date: 11<sup>th</sup> October 2021

Last review date: 11<sup>th</sup> October 2021

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.0	Noticeboard Working Group	Initial Draft Version	N/A	N/A
FINAL 1.0	Noticeboard Working Group	Adoption Version	21/22 - 78	11/10/2021

## **1. Background information**

- 1.1 Tewkesbury Town Council owns and manages some noticeboards which are distributed throughout the parish. Over time, the overall management of these has become inconsistent. The purpose of this policy is to create a set of clear guidelines for the provision and management of noticeboards throughout the parish.

## **2. Distribution**

- 2.1 Currently, not all parishioners have equal access to a noticeboard. There is no specific provision for differently-abled parishioners and some parishioners have to travel much further than others, to find one. This is due largely to the fact that more than half of the Town Council's noticeboards are placed on Town Council Property, which is concentrated within the main streets. All wards have at least one noticeboard, but these may be geographically remote from recent housing developments. Recently, Town Council has begun to respond to community requests for noticeboards in specific places and also for noticeboard space that community groups can manage themselves.
- 2.2 Appendix A contains a map showing the position of the existing Town Council managed noticeboards. This information shows the distribution of the managed noticeboards across the Parish.

## **3. Type of noticeboard**

- 3.1 Within the conservation area, the design of noticeboards should be sympathetic to the surrounding streetscape. Outside of the conservation area, priority should be given to durability and ease of maintenance. Where possible, a uniform design supplied by a well-established manufacturer, using standard components, should be adopted, as this will facilitate the sourcing of spare parts, keys, etc.
- 3.2 Recently the standard noticeboard used outside the Conservation Area by the Town Council has been the Tradition 30 Post Mounted External Notice supplied by Notice Board Company (UK) Ltd.
- 3.3 There are different categories of noticeboard owned and managed by or associated with the facilities of by the Town Council or connected organisation which can be summarised into the following five categories:
- Town Council Noticeboards;
  - Community Noticeboards;
  - Severn Ham Noticeboards;
  - Watson Hall Noticeboards; and,

- Miscellaneous Noticeboards, i.e. the noticeboard attached to the exterior of the Town Museum at 64/64a Barton Street.

3.4 This policy is flexible and can respond to the requirements of each location and category of the noticeboard. In practice, this means that the material available in each location will be different and respond to the context in which the board is placed and its purpose.

3.5 The noticeboard at Tewkesbury Museum is not actively managed by the Council. This noticeboard is the responsibility of Tewkesbury Museum and is not covered by the elements of this policy that relates to the content of the noticeboard.

#### **4. Licensing**

4.1 Where noticeboards are sited on property that is not owned by the Town Council, a license will have to be sought and the terms of that licence complied with. If a community group wishes to manage part of a noticeboard themselves, then that group must enter a licence with the Town Council and abide by its terms. The Town Council will not generally enter into licencing agreements with local community groups as a first resort but will consider each case on its merits.

4.2 Currently, there is one formal agreement in place for a community group to use the noticeboard. This creates constraints on the space available for community notices at this site and therefore the Council will not always be able to accommodate notices at the Lincoln Green Lane Noticeboard.

#### **5. Noticeboard content**

5.1 The content of Town Council noticeboards should comply with the following criteria.

- No content of a political nature
- No visual imagery that may cause distress to viewers
- No content that is likely to incite hatred
- No content that promotes illegal activity
- No content that is likely to distract road users
- No business advertising
- No content that displays personal information without the owner's consent

5.2 Failure to comply, on the part of licensees will result in a written warning, in the first instance, followed by the withdrawal of the licence for a repeat offence.

5.3 Notices relating to non-Town Council business shall be no bigger than A5, unless the express agreement of the relevant committee has been obtained ie. Buildings for Town Hall/Watson Hall noticeboards, Severn Ham for Severn Ham noticeboards,

E&A for all other noticeboards. Information on each noticeboard and its management is provided in the table contained in Appendix B. Where magnets or pins are required the Town Hall Office will maintain a suitable stock of magnets and pins for the use of those managing noticeboards.

- 5.4 There are occasions when the Town Council is acting for other bodies. In the case of noticeboards, this may apply on the site of the George Watson Memorial Hall. There may therefore be additional constraints to the provision of some information in the noticeboards at the George Watson Hall.
- 5.5 The two noticeboards provided on the Severn Ham will provide Severn Ham information and are not available to notices relating to an event, Town Council, or community information without prior approval from the relevant Committee. In many locations, a noticeboard may fall into multiple categories and therefore will provide information relating to Town Council and Community Information.
- 5.6 The Town Council will attempt to ensure that noticeboards contain at least details of councillors and required contact details for the Council. Consideration should be given to the needs of individuals in the placing of information. This could mean placing contact details for the Council towards the bottom of the Noticeboard to ensure that these are visible to wheelchair users or younger residents.

## **6. Provision of new or replacement noticeboards**

- 6.1 There is a condition inspection process in place which should provide opportunities for the Town Council to identify noticeboards in need of repair or replacement. The Environment and Amenities Committee will likely be involved in the repair or replacement of noticeboards in the first instance, in consultation with the Town Council Office and other relevant Committees and organisations. Budgets for the repair, replacement and additional provision of noticeboards will be managed by the Environment and Amenities Committee, except for those on land associated with the George Watson Hall.
- 6.2 A request for a new noticeboard will be considered by a relevant Committee, which in most cases is likely to be the Environment and Amenities Committee. Each case will be considered on its merits and with consideration given to increasing access to noticeboards by the residents of the Parish.

## **7. Operation and review of this policy**

- 7.1 The main Committee with responsibility for the management and review of this policy is the Environment and Amenities Committee in consultation with other interested parties within the Town Council.

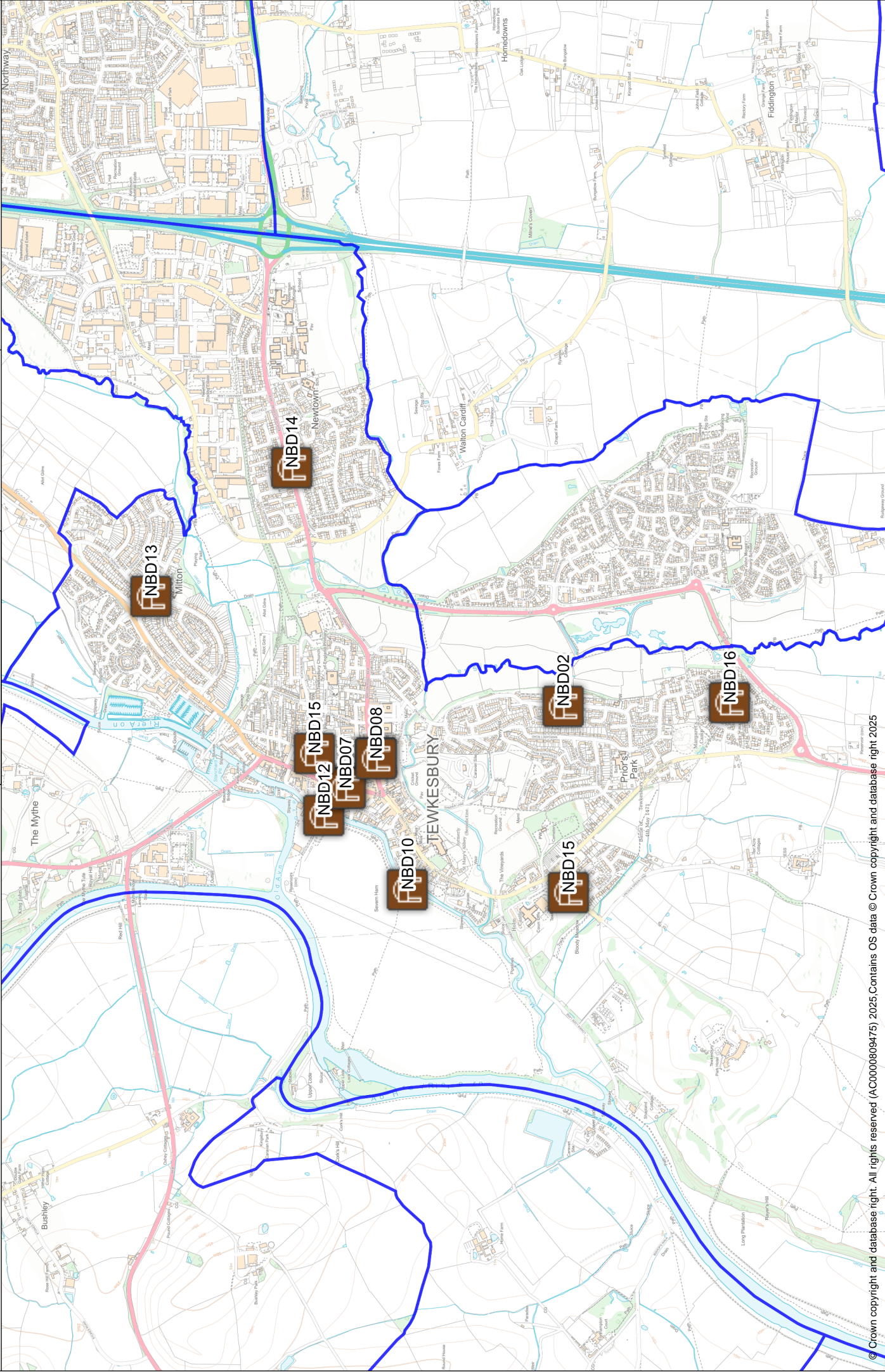
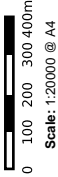
Appendix A

This maps shows the location of noticeboards in Tewkesbury

Tewkesbury

Author: J. King

Date: 02/07/2025



## APPENDIX B

Information contained in Appendix B of Tewkesbury Town Council Noticeboard Policy correct as of 15 July 2025.

Location	Type	Key Holder	Managed by	Size of Notice	Period of Display	Committee	Delivery method
Town Hall (North)	Affixed to Wall Wood frame	Town Hall Office	Office	Community Information - A5	4 weeks prior Remove asap	Buildings	Office administered
Town Hall (South)	Affixed to Wall Wood frame	Town Hall Office	Office	Council Business - as required	As required	Buildings	Office administered
Spring Gardens	Plastic – Wall mounted	Town Hall Office	Office	Community Information - A5	As required 4 weeks before Clear asap	Environment & Amenities	Office administered
Watson Hall (West)	Wood Freestanding	Town Hall Office	Events Officer	As required	As required	Buildings	Office administered
Watson Hall (East)	Wood Freestanding	Town Hall Office	Events Officer	As required	As required	Buildings	Office administered
Mitton Way	Tradition 30 Post Mounted External Noticeboard	Cllr Sztymiak Town Hall Office	Cllr Sztymiak	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Newtown	Tradition 30 Post Mounted External Noticeboard	Cllr Hayes Town Hall Office	Cllr Hayes	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection

Location	Type	Key Holder	Managed by	Size of Notice	Period of Display	Committee	Delivery method
Warwick Place Play Area, Queens Road	Tradition 30 Post Mounted External Noticeboard	Cllr Cody Town Hall Office	Cllr Cody	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Lincoln Green Lane	MG Signs (Bespoke metal design)	Cllr Brookes Town Hall Office	Cllr Brookes	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection
Severn Ham (Northeast)	Tradition 30 Post Mounted External Noticeboard	Office	Deputy Town Clerk	As required	As required	Severn Ham	Office administered
Severn Ham (East)	Tradition 30 Post Mounted External Noticeboard	Office	Deputy Town Clerk	As required	As required	Severn Ham	Office administered
Vine Way, Stonehills	Tradition 30 Post Mounted External Noticeboard	Cllr Cody Office	Cllr Cody	A4 – Council A5 – Community	As required 4 weeks before Clear asap	Environment & Amenities	Email/ Post/Collection

Tradition 30 Post Mounted External Noticeboards provided by The Noticeboard Company (UK) Ltd