

# **LONGFORD PARISH COUNCIL**

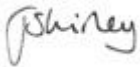
Email: [longfordpc@outlook.com](mailto:longfordpc@outlook.com) ~ Tel: 07759 118922

27<sup>th</sup> October 2021

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 2<sup>nd</sup> November 2021 at 7.30pm.**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below.

**All residents** of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



**Julie Shirley, Clerk to Longford Parish Council**

## **MEETING AGENDA 2 NOVEMBER 2021**

**Please note that the meeting will be recorded for minuting purposes.**

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 5<sup>th</sup> October 2021.**
- 4. To consider applications to fill councillor vacancies by Co-option (4 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (10 mins max)  
*Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.*

To receive a report from County Councillor (5 mins)  
To receive a report from the Borough Councillors (5 mins)

### **5. Finance / Procedures (30 mins)**

- 5.1 To receive the latest bank reconciliations (September) and budget versus spend report for the 2021/22 accounts.
- 5.2 To approve a donation for a poppy wreath for Remembrance Sunday.
- 5.3 To note that Council has been awarded a National Lottery grant of £2950 for rabbit proof fencing at the allotments; Clerk has requested updated contractor quotes and will bring to next Council meeting for approval.
- 5.4 To review first draft of budget 2022-23 and amend as appropriate for approval at December meeting.
- 5.5 To adopt the following draft policy:  
    ) Complaints Procedure
- 5.6 To approve the invoices for payment:

<b>Invoice Date</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Budget</b>
30/10/21	Salaries & Expenses	455.99	0	455.99	Admin
20/10/21	Police & Crime Commissioner for Gloucestershire Fund Account	250.00	0	250.00	Projects
21/10/21	Greenfields Garden Services Ltd	150.00	30.00	180.00	Maintenance
12/10/21	Royal Mail Group Ltd	300.00	60.00	360.00	Admin
30/09/21	Glebe Contractors	393.14	78.63	471.77	P&OS
				£1717.76	

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## **6. Parks, Open Spaces & Allotments**

- 6.1 To note that a successful allotment work party was held on 16<sup>th</sup> October: a skip full of rubbish collected, and a new plot cleared; Council requested to approve further volunteer work parties to be organised by the clerk.
- 6.2 To note quotes have been requested from 3 suppliers for the play area repairs, to be presented to Council at December meeting.
- 6.3 To receive an update on the Sivell Close memorial wildflower area and agree any actions as appropriate.

## **7. To agree arrangements for community events with Longford Village Hall**

- ) Village fete on Jubilee weekend 2022.
- ) First Aid – to consider quotes received for community first aid course

## **8. To consider the following planning applications:**

Date received	App Ref	Address	Details
07/10/2021	21/00880/OUT	Land At, Horsbere Drive, Longford	Outline application for a residential development of 24 apartments and associated operations (access reserved for future consideration).
12/10/2021	21/00133/APP	Land North Of Innsworth Lane, Innsworth	Updated plans: Reserved matters for access, appearance, landscaping, layout and scale for 179 new dwellings on Phase 5 of the residential development.
20/10/2021	21/00930/FUL	108 Tewkesbury Road, Longford	Installation of a drop kerb for vehicle access onto front of property

## **9. To receive an update regarding Highways**

## **10. To consider promoting “hedgehog highways” (Cllr Wallace)**

## **11. Local Heritage List: to discuss nominating any local heritage assets (deferred from last meeting)**

## **12. To receive a report on the SLCC Conference attended by the Clerk (for information only).**

## **13. To receive reports from representatives for information only:**

- ) Allotments
- ) Finance
- ) Personnel
- ) Play Park & Playing Field
- ) Village Hall Working Group.

## Minutes of the Parish Council Meeting held on Tuesday 5<sup>th</sup> October 2021 at 7.30pm at Longford Village Hall

### 1. Attendance noted as

Cllrs K Doherty (Chair), J. Ford, L. Gough (Vice-Chair), M. Wallace, C. Byers, M. Duffy (item 6 onwards)

**Also present:** J. Shirley (Clerk), Borough Councillor Bocking

**Members of public present:** Two

**Apologies:** County Councillor Awford

### 2. Declarations of interest in items on the agenda

None.

### 3. Approval of the minutes of the meeting held on 7<sup>th</sup> September 2021

Council resolved to approve the minutes of the meeting held on 7<sup>th</sup> September 2021.

### 4. Review outstanding actions from previous meeting

Clerk updated the meeting regarding the Sivell Close wildflower memorial garden and the clerk is applying to the Lottery Fund for the rabbit proof fencing at the allotment.

Members of the Public were invited to address the meeting; a resident highlighted the issue of car parking in the parish particularly on Longford Mews where a vehicle was unable to gain access to the road due to parked cars. The Council had received contact from the local PCSO and will send the PCSO a list of locations where the Council is aware of parking issues. Council would also like to do a walk-around with the PCSO prior to the next Council meeting.

Mr Bailey mentioned that the village hall would like to organise another car boot on the playing field for 30<sup>th</sup> October; the Council has not been approached officially but indicated that it would agree to the car boot weather permitting.

### 5. Co-option (4 vacancies)

There was one application to fill councillor vacancies by Co-option (of 4 vacancies). Cllr Doherty proposed co-opting Michael Duffy, seconded by Cllr Gough, all in favour. Cllr Duffy joined the meeting.

### To receive a report from County Councillor.

Cllr Awford sent apologies as he had a prior appointment.

### To receive a report from the Borough Councillors.

Cllr Bocking circulated his report prior to the meeting. Cllr Bocking has been in contact with the Police and Crime Commissioner about the anti-social issues in Longford and he is keen to assist. Once the Tewkesbury Local Plan has been adopted there will be a housing land supply of 7.15 years.

Cllr Doherty noted that the Council has 3 planning applications to consider later in the meeting and mentioned to Cllr Bocking about the Environment Agency responses to two small householder planning applications regarding cumulative flooding effects of small developments but no comment on the application for 160 dwellings, and also asked about enforcement / planning applications for non-permeable surfacing.

### 6. Finance / Procedures

6.1. Council approved the bank reconciliation and budget versus spend reports for August 2021. Proposed by Cllr Doherty, seconded by Cllr Ford, all in favour.

6.2. Council approved the payment of expenses for Clerk (£69.59). Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour.

- 6.3. Council **resolved** applying for a gov.uk domain for the parish council at a cost of £80+VAT for the first 2 years, then £40 each year thereafter. Proposed by Cllr Doherty, seconded by Cllr Wallace and all in favour. **Action: Clerk.**
- 6.4. Council **resolved** to set-up parish council email addresses for councillors and clerk at a cost of £5.49+VAT per month for up to 10 mailboxes and includes webhosting; proposed by Cllr Ford, seconded by Cllr Doherty, all in favour. There was a brief discussion about budgeting to purchase tablets for councillors use. **Action: Clerk**
- 6.5. Council discussed storage and future use of the parish council owned strimmer noted that the strimmer has been infrequently used. **Action: Clerk** to find out if any allotment holder may be interested in purchasing and report back to Council.
- 6.6. Council noted that Cllr Ford has carried out a check of the accounts and system controls; Cllr Ford reiterated that it would be a good idea to use finance software to reduce the manual nature of the accounts.
- 6.7. Council adopted the following draft policies, proposed by Cllr Doherty, seconded by Cllr Ford, all in favour:
- 6.7.1. Annual Leave Policy
  - 6.7.2. Dignity at Work Policy
  - 6.7.3. Equality and Diversity Policy
  - 6.7.4. Publication Scheme
  - 6.7.5. Reserves Policy
  - 6.7.6. Staff Appraisal Policy
  - 6.7.7. Training Policy
- 6.8. Council approved the accounts for payment, proposed by Cllr Doherty, seconded by Cllr Gough, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/09/21	Salaries & Expenses	£521.58	£4.00	£525.58	Admin
21/09/21	Greenfields Garden Services Ltd	£346.00	£69.20	£415.20	Admin
05/10/21	HMRC – Q2 PAYE/NI	£191.20	£0	£191.20	Admin
22/09/21	SWARD Landscapes	£320.00	£64.00	£384.00	P&OS
				£1515.98	

## 8. Parks and Open Spaces

- 8.1. Council resolved to hire a skip at the allotments at a cost of £240 inc VAT and authorised the Clerk to arrange a volunteer work party to clear rubbish from plots asap; proposed by Cllr Doherty, seconded by Cllr Byers, all in favour. **Action: Clerk.**

## 9. To note arrangements for community events with Longford Village Hall

- 9.1. Village fete on Jubilee weekend 2022 – no update.
- 9.2. First Aid – one quote considered and **resolved** to use Community Heartbeat for a 3-hour emergency response first aid course and invite village hall to participate. **Action: Clerk** to check availability and report back to Council. A maximum of 16 people can be trained and the attendance can be managed through Eventbrite.

## 10. Council considered the following planning applications:

Date received	App Ref	Address	Details	Longford PC Comments
03/09/2021	21/00976/OUT	Land off Brook Lane, Twigworth	Up to 160 dwellings	Object on concerns of flooding.
15/09/2021	21/01132/FUL	Longmarsh House, 97A Tewkesbury Road	Erection of a single storey rear extension.	Object: Over development of the site and concerns about

				flooding and the cumulative effect on the flooding reference EA document.
16/09/2021	21/01118/FUL	373 Longford Lane, Longford	Erection of a single storey rear extension	No objections

The planning officer for 21/00781/FUL responded concerning the Parish Council's concerns on flooding. The Officer considers that the flood prevention / mitigation measures that will be put in place by the applicant is considered sufficient. The Parish Council noted the response however retained the view that flooding remains a concern.

**11. Council discussed updates from Highways**

There has been no update from Highways. Cllr Gough highlighted that on 17<sup>th</sup> September potholes were painted again for the 4<sup>th</sup> time on Tewkesbury Road by the junction to Lewis Avenue, still no action. **Action: Clerk** to follow-up with Highways.

**12. Local Heritage List**

Councillors to list items and bring to next meeting for nomination. **Action: Clerk** to add to next agenda.

**13. To receive reports for information:**

- ) Allotments – Clerk is awaiting a quote to amend the water supply.
- ) Finance – no further update.
- ) Personnel – The Clerk's appraisal is due in December.
- ) Play Park & Playing Field – Clerk is awaiting quotes for the play area repairs.
- ) Village Hall representative – Glider talk numbers are a little low, Clerk to contact School to see if the children can attend.

Next meeting Tuesday 2<sup>nd</sup> November 2021 at the village hall. (Council noted that the Clerk will be absent and the meeting will be audio recorded by Cllr Ford and provided to the Clerk).

Meeting closed at 9.08pm.

## BANK RECONCILIATION 2021-22

<b>BANK BALANCES 30 SEPTEMBER 2021</b>	
Lloyds Bank – Treasurer's Account (current)	£82,087.98
<b>TOTAL MONIES IN BANK</b>	<b>£82,087.98</b>
<b>LESS OUTSTANDING CHEQUES</b>	
Chq 1518	£100.00
Chq 1521	69.59
Chq 1522	455.99
Chq 1523	£191.20
Chq 1524	£384.00
Chq 1525	£69.20
<b>TOTAL OUTSTANDING CHEQUES</b>	<b>£1,269.98</b>
<b>TRUE BALANCE AT 30/09/21</b>	<b>£80,818.00</b>
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£22,962.05
Sub-total	£102,580.80
Expenditure year to date	£21,762.80
<b>TRUE BALANCE AT 30/09/21</b>	<b>£80,818.00</b>

Signed Clerk ..... Date.....  
Name

Signed Chairman ..... Date.....  
Name

<b>LONGFORD PARISH COUNCIL</b>					
<b>BUDGET versus SPEND 2021/22</b>					
	<b>£</b>	<b>£</b>	<b>£</b>		
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 30/09/21</b>	<b>Balance</b>	<b>Notes</b>	
Precept	20750	20750	0.00		
Allotments	500	505		£304 received March 2021	
Playing Field / Grants	300	300			
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spent as at 30/09/21</b>	<b>Balance</b>	<b>Notes</b>	
Staff costs	7000	3986.13	3013.87		
General Admin/expenses	2700	1010.42	1689.58		
Insurance	700	472.36	227.64		
Donations	250	0.00	250.00		
Parks/Open Spaces	4500	3851.70	648.30		
Allotments	2000	82.45	1917.55		
Maintenance	2250	700.00	1550.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	14.99	185.01		
New equipment	0	0.00	0.00		
Projects	1500	10000.00	-8500.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	20717.05	832.95		
<b>EARMARKED RESERVES as at April 2021</b>					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
<b>TOTAL RESERVES</b>	<b>31136</b>				

<b>LONGFORD PARISH COUNCIL</b>						
<b>DRAFT BUDGET 2022/23</b>						
		£		£		
<b>Budget Heading</b>	<b>2020/21 Actuals</b>	<b>2021/22 Budget</b>	<b>6 months spend to 30/09/21</b>	<b>Balance</b>	<b>Draft 2022/23 Budget</b>	
Staff costs	5739.43	7000		7000.00	7000	
General Admin/expenses	2392.30	2700		2700.00	2700	
Insurance	590.20	700		700.00	700	
Donations	20.00	250		250.00	250	
Parks/Open Spaces	5089.16	4500		4500.00	4500	
Allotments	3006.20	2000		2000.00	2000	
Maintenance	2010.00	2250		2250.00	2250	Incl kerbside weed spraying 3 times a year
Training	0.00	300		300.00	600	Incl Annual Clerks conference
IT	0.00	150		150.00	2000	Incl allotments & finance software, tablets for councillors
Newsletter/Website/Email	14.99	200		200.00	300	
New equipment	0.00	0		0.00	0	
Projects	2295.00	1500		1500.00	1500	
Earmarked Reserves contribution	0.00	0		0.00	0	
	21157.28	21550	0.00	21550.00	23800	Less than £25k = exempt from external audit
Anticipated other income					800	Football & Allotments
<b>Suggested precept</b>					<b>23000</b>	Impact on Band D to be provided once tax base known
<b>EARMARKED RESERVES as at April 2021</b>						
Projects		5954				
Playground eqpt/fencing		15150				
Existing Notice Boards x 2		1600				
New Notice boards Fund		3199				
Defibrillators/cabinets		960				
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Fencing/other assets		5000				
Park furniture 12 benches		3600				
Annual inflation allowance		77				
<b>TOTAL RESERVES</b>		<b>31136</b>				



# LONGFORD PARISH COUNCIL

## Complaints Procedure

**Last Reviewed: 20<sup>th</sup> September 2021**

As adopted xxxx 2021

Minute ref: xxxx

Longford Parish Council (LPC) is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

This Complaints Procedure applies to complaints about council administration, decisions and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
- complaints about the conduct of a Member of the Parish Council. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council and, if a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of Stroud District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Stroud District Council.

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

A written record will be kept of complaints notified orally to a Councillor, or to the Clerk to the Council, noting the name and contact details of the complainant and the nature of the complaint. The complainant will be asked to put the complaint in writing (letter/email/standard form) to the Clerk to the Council. The complaint will be dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

If the complainant does not wish to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair. On receipt of a written complaint, the Clerk to the Council (except where the complaint is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the

complaint at this stage. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.

Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.

The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.

As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

## **Policy on the management of unreasonable complaint behaviour**

LPC is committed to dealing with all complaints fairly and impartially. However, we recognise that sometimes complaints can become unreasonable because of their nature or frequency. This policy deals with how unreasonable complaints will be managed.

### **Unacceptable behaviour**

LPC will not tolerate deceitful, abusive, offensive, threatening or other forms of unacceptable behaviour from complainants. When it occurs, we will take proportionate action to protect the wellbeing of our staff and the integrity of our processes.

Examples of unacceptable behaviour include:

- Refusing to specify the grounds of a complaint, despite offers of assistance.
- Refusing to co-operate with the complaints investigation process.
- Refusing to accept that certain issues are not within the scope of a complaints procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the complaint as the investigation proceeds.
- Denying or changing statements made at an earlier stage.

- Introducing trivial or irrelevant new information at a later stage.
- Raising numerous, detailed but unimportant questions; insisting they are all answered.
- Covertly recording meetings and conversations.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with a variety of organisations.
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, or detailed letters every few days, and expecting immediate responses.
- Submitting repeat complaints with minor additions/variations that the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence.

### **Actions we may take:**

**Warnings:** In most instances when we consider someone's behaviour is unreasonable we will explain why and ask them to change it. We will also warn them that, if the behaviour continues, we will take action to restrict their contact with our office.

Where the behaviour is so extreme that it threatens the immediate safety and welfare of our staff we may report the matter to the police or consider taking legal action. In such cases, we may not give the complainant prior warning.

**Restricting access:** The Clerk in consultation with the Chairman will decide whether the circumstances justify any restriction of access.

They will record the reason for their decision and explain it to the person concerned. They will state how long any restriction will apply for before it is reconsidered, and say how the decision can be challenged.

The sort of restrictions imposed could include:

- restricting telephone calls to specified days and limited times
- limiting contacts to one form only (for example, a maximum of one letter a week)
- requiring contact to take place with one named person
- requiring the complainant to enter into an agreement about their future behaviour before their complaint proceeds, and/or
- managing contact with the help of an independent advocate.

Other suitable options will be considered in the light of the complainant's circumstances. Our objective, wherever possible, is to complete consideration of the complaint on its merits in a managed way.

If the complaint is still under consideration six months later, we will review whether the restrictions imposed are still necessary and should remain.

### **Policy considerations:**

In considering applying restrictions under this policy we will take into consideration our duty towards equalities, health and safety, code of conduct, freedom of information, and staffing policies.

Meeting date: 2<sup>nd</sup> November 2021

Agenda number: 6.2

Topic: Emergency First Aid Course Options

This has been brought back to council for consideration as a quote from one provider had been missed in the previous report.

**Community Heartbeat Trust**

First Aid Course

Cost: £300+VAT for up to 25 attendees

Defibrillator Awareness Course (2 hours)

Cost: £250+VAT for up to 50 attendees

**First Aid and Trauma Training**

Emergency response course (3 hours)

Cost: £30 per attendee for maximum 16 attendees, minimum 8

Meeting date: 2<sup>nd</sup> November 2021

Agenda number: 6.3

Topic: Sivell Close Wildflower Memorial Garden update

## School

School would like to look at this after half term holidays. The idea is that the children design the garden, a sculpture, or get involved later in the planting, surveying species etc. There's also the time capsule idea, maybe a bench. I like the memorial created by the Westerleigh Group for all their crematoriums, there's a news story here: <https://www.bbc.co.uk/news/uk-england-somerset-58027731>



## Technical matters

The grass would have to either be killed off with glyphosate or turf removed. Then the wildflower seed can be applied, as it needs bare earth to grow. Typical wildflower mixes flower early summer and then die leaving long untidy looking grass which cannot be cut until the seeds have dropped in September. One supplier recommends choosing a wildflower mix with a longer flowering period.

The pathway should be marked out, and the bare earth seeded. The path can be a bark finish or use an amenity grass. If grass, this should be wide enough for a ride-on mower to easily mow. The path could wind through the flower areas and lead to a bench, sculpture, timescale, etc.

All the technical side could be achieved with volunteers, or we can put some or all out to contractor to create the area. Highnam and Tewkesbury both had volunteer groups. Churchdown paid a contractor.

**From:** Nana Pierre <Nana.Pierre@tewkesbury.gov.uk>  
**Sent:** 24 September 2021 02:54  
**To:** Nana Pierre  
**Subject:** An Update: Local Heritage List  
**Attachments:** Local List Nomination Form TBC- July 2021.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Clerk,

It's good to be in touch again. We have had a promising response from many of the parishes, but still have some way to go for fuller coverage of the Borough. Since my last contact, we have developed:  
a webpage to provide information about the local heritage list - [Local heritage list — Tewkesbury Borough Council](#)  
an online form for nomination – <https://www.tewkesbury.gov.uk/forms/local-heritage-list-nomination>  
Alongside a paper form that is also attached.

Please share the webpage within your networks.

As part of a Tewkesbury High St. Heritage Action Zone regeneration event on 18/9/2021, we spoke to over 300 members of the public, some of whom are putting forward nominations for listing across the borough. We are working closely with areas that responded to our initial contact who wish to register local heritage assets including Tewkesbury, Winchcombe, Woodmancote and Brockworth. Between the council and residents, we have identified assets across 10+ parishes and the list grows.

We are taking Tewkesbury Borough's draft Selection Criteria to the Planning Policy Review Panel (PPRP) next week. In November, the Draft Selection Criteria will be taken to Executive Committee for the initial stages of adoption as a Supplementary Planning Document (SPD). I look forward to engaging with more people in the coming months and to receiving more nominations for a greater representation of Tewkesbury Borough's unique history and character. We aim to review all the nominations in early December 2021 and send to the Historic Environment Record in the new year.

Thank you for your time and contributions,

Kind regards,

Nana Pierre  
Heritage Engagement Officer  
Tewkesbury Borough Council  
Council Offices  
Gloucester Road  
GL20 5TT

Tel: 01684 272277  
Email: [nana.pierre@tewkesbury.gov.uk](mailto:nana.pierre@tewkesbury.gov.uk)

**I work across two sites - Tewkesbury (Mon-Wed) Gloucester (Thur-Fri)**

## Local Heritage List Nomination Form

Q1 - What is the name of the local heritage asset?

Q2 - What is the address of the local heritage Asset?

### Q3 - Local Heritage Value – Architectural, Historic or Archaeological Interest

*Please tick each relevant box, for inclusion on the Local List, heritage assets must include at least one of the following:*

Architectural

Historical

Archaeological

### Q4 - General Principles of Selection

*Please tick each relevant box, for inclusion on the Local List, heritage assets must include at least one of the following:*

Aesthetic merits

Group value

Age and rarity

Intactness -state of originality

Designed landscape merit

Landmark qualities

Evidential Value

Social and communal value

### Q5 - Description

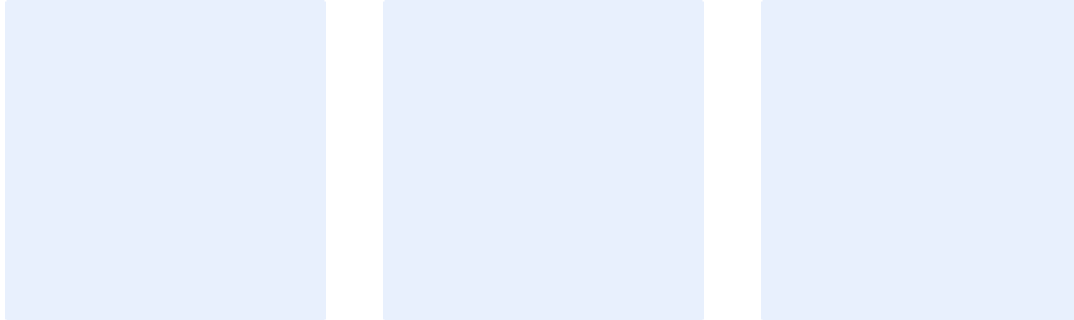
*Please describe the asset you would like to put forward for local listing. This is an opportunity to showcase both the interest and value of the asset for potential inclusion on the local list.*

### Q6 - Images

Do you have any images of the asset you wish to nominate?

Please complete one form per nomination\*

## Local Heritage List Nomination Form



### Q7 - Contact Details

The details will only be used to contact you regarding the project and nominations

Name                      Click or tap here to enter text.  
Email                      Click or tap here to enter text.  
Address                    Click or tap here to enter text.

### What to do next

Once you have fully completed the form, please return the form together with one or more photographs clearly labelled to correspond with this nomination to:

Nana Pierre  
Heritage Engagement Officer  
Email: [nana.pierre@tewkesbury.gov.uk](mailto:nana.pierre@tewkesbury.gov.uk)

Address:  
Nana Pierre  
Heritage Engagement Officer  
Tewkesbury Borough Council,  
Public Services Centre,  
Gloucester Road, Tewkesbury,  
Gloucestershire. GL20 5TT.  
United Kingdom

Please complete one form per nomination\*



Meeting date: 2<sup>nd</sup> November 2021

Agenda number: 12

Topic: Clerks' conference update

I attended the 2-day 2-night conference at Leicester. The keynote speaker was The Rt Hon. The Lord Blunkett, very interesting. There were also presentations on:

- ) Connecting communities
- ) Freedom of Information requests
- ) Climate Change
- ) Devolution
- ) The "5 Ps" of public leadership
- ) The Civility Group (combatting bullying in the local council sector)
- ) The Big Jubilee Lunch

We also had opportunities to network with other clerks and meet with specialist advisors.

In the trade hall, I looked at allotment software from 2 different providers and information on the wildflower garden project. I also talked with CloudyIT about options for broadcasting council meetings in the future.