

**Berkeley Town Council**  
**Action List/Plan**  
Last updated 24th May 2022

Item	Title & Date Raised	Description	Priority or Required By	Actionee	Status
1	Berkeley Car Parks and Toilets	Discuss taking over the car parks, SDC would be interested in us taking over the toilets as well. Meeting held 28.01.20 SDC are concentrating on a county wide project looking at all public conveniences but are interested in our proposal (Mike Towson).	Medium	Town Improvement WP	Await to hear from SDC officers Sept 2020 time. Delayed due to Covid. Discussions to re-start. Cllr Tuner-Meeting with Mike Towson Friday 10 <sup>th</sup> June 2022, all welcome, regarding parking and car parks, potential to extend Marybrook st car park.
2	Reviving Ancient Market	More research into the Market Charter. Found market charter granted information prior to 1516. Is it still in place? Met with Barbara Pond who suggested Gloucester Archives. Found up to 1800's.	Medium	Town Improvement WP	On hold
3	Town Improvements Project	Committee formed Brain storming day arranged Sat 2 <sup>nd</sup> October 2021 am	High	Town Improvement WP	Consultation running 25 <sup>th</sup> April to 5 <sup>th</sup> June 2022
4	Town Hall Maintenance Plan	Maintenance plan proposed to capture all regular maintenance in the town hall, so that BTC can save for known maintenance projects For example, if windows need painting every 10 years @£1000, BTC can add £100 to the annual precept.			Plan now complete. How will the work be triggered/quotes sought? 8.2.22 Agreed to get quotes for more damp proofing in Mens toilet. Future-redecoration of meeting room once map is restored

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5	Updating website	Need to update	High	Cllr Carter	Agreed to get 3 quotes for an updated website. Putting a brief together to go on the budget for 2022/23. Quotes in. 16.5.22 Council agreed to offer to Cloudy IT, order placed and first online call held. On-going
6	Ceiling in Main Hall <i>Ceiling Tiles UK - We could offer an option on a supply only basis. The system you have is no longer available. You would need to replace the whole thing to a modern spec</i>	Tiles fell and water is dripping through the insulation. Roof problems. Aldridges repaired leak in roof. Now need to replace damaged tiles. Three quotes requested 17.3.21. <b>Asbestos report has uncovered asbestos in the artex in other parts of the building-Management survey implemented. None found in Main Hall ceiling.</b>	High	Tony Tucker/ Clerk	Ceiling specialist has taken a look, he has confirmed it all needs replacing, can do a patch job first. Asbestos survey due 9 <sup>th</sup> September-complete-report received, no asbestos in Main Hall ceiling, now get quotes for a patch repair-Clerk.  Hallway leak-Aldridges have replaced a slate on the roof but possible other damage, agreed to get quotes for a roof survey-three requested, only one received so far. 24 <sup>th</sup> Jan-emailed two more roof surveyors. Not having much luck with suppliers, found another and is quoting for a full survey with scaffolding (not received). J C Aldridge looking into finding us a supplier for a roof survey.
7	Painting and repair of benches, and playground	Benches all need rubbing down and varnishing, weeds removed and some need fixing.	Medium	Justine Hopkins	Agreed 13.7.21-A Sturgeon will complete in August. Started 1.9.21, 3 benches, bus stop, TH front door and one window complete. Awaiting better weather to complete TH windows, other benches and Park View climbing frame. Bench opposite School which was damaged has been repaired. Climbing frame next, then another bench, then TH upstairs windows. Also litter bins.
8	Grit Bins	Review of grit bins in Berkeley	Medium		Agreed 15.2.21 to order 7 grit bins, QS to send through new plan. Paul Helbrow replied, QS to reply as confusing. New estate needs some asap. Position agreed with Persimmon site manager.

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9	Speed limits and enforcement on the B4066	<p>Concerns regarding speed limits and enforcement on the B4066 by the Persimmon Estate.</p> <p>Cllr Tipper is sending a letter, supporting this initiative. We have sent to him all our stats.</p>	Medium	Town Improvement WP	<p>15.2.21-emailed Highways to remind them of our request at the time of the build, needs to be re-assessed. Agreed to get quotes for recommended items. Pete Hall agreed to look at locations and dimensions for white gates at all entrances. <i>Update on the improvements in Berkeley that the council has voted on:</i></p> <p><i>1.White entrance gates-we are interested in getting quotes for entrance gates at all four entrances (this would depend on if there is room and where the exact boundary is)-I think you said you could give us quotes for these? Please ensure that there is a 400 mm gap between the outer edge of the gate the c 'way .</i></p> <p><i>2.I have been asked to get quotes for a SID and discuss with you the location of top of Canonbury street (I know you said we have to move them every 2-3 weeks) Please look on line at <a href="https://www.gloucestershire.gov.uk/media/2157/vas-guidance-2017.pdf">https://www.gloucestershire.gov.uk/media/2157/vas-guidance-2017.pdf</a> which will help you understand the process . I would need a new speed survey carried out which you can order on line.</i></p> <p><i>3.The councillors are keen to start the process for a TRO for the bypass, can you please tell me how to start this process? Please contact <a href="mailto:TROenquiries@gloucestershire.gov.uk">TROenquiries@gloucestershire.gov.uk</a> , they will be able to help you</i></p> <p><i>24<sup>th</sup> Jan</i>-have now emailed Highways legal agreement team to open an enquiry into the layout of the entrance. Ordered a speed survey for B4066 bypass, starting on 31<sup>st</sup> January with Highways. Results received, Yakub will recommend TRO to lower speed limit.</p> <p><i>25<sup>th</sup> Feb</i>-Meeting with Yakub, Highways manager to look at locations for gateways, 2 quotes received. Gates now purchased. Speed surveys done.</p> <p><i>13.5.22</i> Chased legal team at GCC Highways again.</p>
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10	Christmas Lanterns	Mens shed have a new design.	Medium	Clerk	Prototype, has been put outside the Town Hall to make sure that it lasts the winter. On-going. Mens Shed have taken back to re-evaluate and give us a cost to make some more. Four now ordered.
11	Ash die Back planting scheme	Need new locations to suggest for re-planting	Medium	Cllr Hall	TBA
12	Noise/litter Issues at Cp Football stand	Noise/litter Issues at Cp Football stand	<b>High</b>		Agreed to get quotes for shutters-Council agreement? Cllrs attended football club meeting-to report back at August meeting. Chairman is getting quotes. Layout has been changed. On hold.
13	PROW Definitive Map/ Walking Working Party	Unrecorded rights of way may be lost if not recorded.	Low	Cllr Ashton	Council agreed to start a working party, firstly to look at 6 maps and update and digitalise. May incorporate the PROW that are unrecorded. Liz has written an article for flyer and will go on website. Maps available in town hall.
14	New policies to consider	Planning, reserves, abusive unreasonable and vexatious	Medium	Clerk	Planning-LA has completed and will go on June agenda
15	Berkeley Burial Committee	2022 contribution was agreed. GAPTC/NALC will be asked for advice regarding ownership and legitimacy.	Medium	EC / TT	Look into deeds-Cllr looking at old files. GAPTC sent advice-discuss 17.1.21 Agreed to ask SDC for outcome from 2013 enquiry. Asked BBC to appoint a solicitor to sort out ownership. Our auditor recommends that we clarify asap.

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16	Working with SDC on the provision of electric car charging points	Agreed 15.2.21. SDC-There are lots of conversations being had around EV charging infrastructure at the moment, of course, the majority of this will need to be delivered in collaboration with County when they come to phase 2 of their EV infrastructure project. When it comes to facilities at our own carparks this work will be led by our Community Services teams so I will ensure that your interest is flagged to them.	Medium	Cllr Carter	One of the things that can be done now to help Berkeley position themselves for any early installations would be a clear idea of the demand in that area so if you have not already done so it might be an idea to survey residents around their intention to use such facilities in the short and medium term to give you some helpful detail for when discussions begin. 17.01.22 Facebook poll to be set up by Cllr Carter.
17	Draft Local Plan	Response Sent-In Nov 2021 the plan is sent to the inspector. They assess it throughout 2022, then a public hearing to make a decision.	Low	All	Keep on Action Plan/List
18	Welcome Back Funding	A fund for market towns	<b>High</b>	Clerk/All Councillors	All items on list have been agreed. Payments made in arrears. All applications have been sent, awaiting payments. 24.5.22 Still awaiting all payments, chased Amy Beckett at SDC.
19	Town Hall Conferencing Service	To look at options to allow cllrs to watch the meeting on zoom (they know they cannot comment or make decisions) but feel just being there keeps them in the loop	<b>High</b>		We have a laptop and a projector and screen (need microphones etc) Bring quotes to Feb meeting. Agreed to purchase. Cllr Hall looking into Screens.

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20	Canon Park Outstanding jobs	Flooding on the track-might need re-filling in the spring Tree survey before Spring  Path from build is sunken, needs some soil and seed-ask Blakedown  Tree survey required.	<b>Medium</b>	Clerk	Retention held 5% for 12 months  Tree survey quotes needed-Clerk.
21	20 is plenty group	Agreed to join, campaigning for a countywide 20 mph residential speed limit, by engaging with County cllrs and MP	<b>Medium</b>	Clerk	Letter has been sent to County cllrs and MP and Highways Manager (standing in for Paul Helbrow)-he has replied: Regarding the 20mph Motion, I would like to inform you that Gloucestershire County Council are not processing any new request at the moment as we are working on a new policy / guidance and as soon as this is ready I will be able to look into your requested and get back to you . SDC have voted to support county wide initiative.
22	Town Plan update	To update the Town Plan (original 2005, then an update in 2013)	<b>Medium</b>	Cllr Bamfield	All docs sent to Isaac. Will be discussed as part of Town improvement WP. Clerk to contact GRCC-done. Cllr Bamfield calling them back.
23	Defibrillators	Agreed to get two, one at Canon Park and one at the Scout Hut	<b>High</b>	All	Agreed to match fund with BTFC/Park View residents. Ordered, Community Heartbeat are sorting out the invoicing between the funding sources.
24	High Street	How to stop vehicles over the weight limit who are still using the High Street	<b>Medium</b>	Cllr Golding	Agreed: Ask the police to send letters to persistent offenders Ask police college recruits to help Ask Chris Nelson for advice
25	Queens Platinum Jubilee Event	Party in the park being planned by a working party that will bring recommendations to council. £2700 funding applied for	<b>Medium</b>	Cllr Turner	Working party organising, all agreed with full council. Finances and bookings all complete.

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26	Track to Park View scout hut and play area	Haydn Jones has already been chasing this	<b>Medium</b>	Cllr Golding	Clerk has followed up with an email to Michelle Elliott. Cllr Golding chased-no reply yet
27	Local Council Awards Scheme	Local Council Awards Scheme (Foundation/Quality/Quality Gold) for good practice (designed to recognise achievement and set a framework for continuous improvement). Three themes: Good governance, Community leadership, Council development.	<b>Medium</b>	Clerk	Application submitted 20.5.22
28	Market Towns Tourism Group	SDC are employing a market towns tourism officer, funded by WBF.  They are setting up a town trail app, calvium, towns to create themselves	<b>Medium</b>	Cllr Carter/ Clerk	Trail to set up
29	Town Trail leaflet	To be updated and re-printed with the idea that the local tourist attractions will give it out with admission tickets to encourage tourists into the town.	<b>Medium</b>	Cllr Turner  Cllr Hall	Cllr Hall will look at updates to the trail. Cllr Turner will start discussions with the local tourist attractions.
30	Disabled bays in Town	To look at a disabled space outside the Co op	<b>Medium</b>	Cllr Turner	Meeting arranged with Highways manager, regarding an unofficial space (no TRO needed). 11am 14th June. Discussion needed with the co-op.