

## TWIGWORTH PARISH COUNCIL - ACTION FILE (Updated: 30 Nov 2025 - Full File)

Number	Action	Area	Raised By	TPC Lead	Date Raised	Action By	Target/ Actual Completion	Status	Response/Update/Comments
23001	Agree and assign Parish Councillors portfolio responsibilities; to include a regular report back at each meeting of the Parish Council by each Councillor; keep track of ongoing and outstanding issues.	Admin	Cllr Redfern	Council	6 Jul 2023	TPC	On-Going	Closed	Responsibilities agreed at PC - July 2023
23002	Section 106 Funding to be clarified as discussed at AGM	S106	Cllr Redfern	Council	6 Jul 2023	TPC	6 Jul 2023	Closed	Information provided
23003	Review and agree way forward for networking with other local parishes in view of boundary review as discussed at June meeting	Admin	Cllr Redfern	Council	1 Jun 2023	Cllr Redfern	7 Sep 2023	Closed	Report back to PC with view to close action due to lack of interest from other nearby parishes. Council in favour of GAPTC Local Hub plan
23004	<b>S106 - Bus Stop and Shelter for Twigworth Green</b> as raised by public member at June 2023 meeting	S106	Member of Public	Clerk	1 Jun 2023	GCC	Jul 2025	In Progress	<i>Bus shelter has now been installed, awaiting waste bin</i>
23005	<b>S106 - Provision of children's play area</b> and equipment for the general Twigworth and new housing development areas	S106	Cllr Redfern	Council	6 Jul 2023	TBC	2025	Closed	Phase 1 LEAP complete - Further LEAPs to follow on each Phase of the TG Development
23006	<b>S106 - Dog Waste bins/signs throughout Twigworth Green</b>	S106	Cllr Redfern	Cllr Redfern	6 Jul 2023	TBC	Qtr 1/2 2024	Closed	Ph1 & 2 development areas complete - other bins required when Ph 3 complete
23007	Royal Mail Post box for Twigworth Local Centre	Community	Cllr Redfern	Cllr Redfern	6 Jul 2023	Cllr Redfern	1 Feb 2024	Closed	Royal Mail have refused application, despite appeals and referring to Postal Review Panel, Resident Petition and MP
23008	A38 Road Safety Review	Highways & PROW	Cllr Harris	Cllr Harris	6 Jul 2023	Cllr Harris	TBA	Closed	Numerous issues, now tracked separately
23009	Twigworth War Memorial (St Matthews); PC to be represented at Remembrance Day ceremony	Community	Cllr Redfern	Cllr Redfern	18 Jul 2024	Cllr Redfern	9 Nov 2024	Closed	Confirmed date Sat 09 Nov @11:00 hrs with Rev Joe Knight and RBL attending plus Cllrs
23010	Defibrillator to be purchased for Twigworth	Community	Cllr Redfern	Cllr Redfern	6 Jul 2023	Cllr Redfern	30 Jun 2024	Closed	Defib now installed, registered on National Circuit
23011	Consider the provision of Allotments for Twigworth	Community	Cllr Redfern	Council	6 Jul 2023	TPC	TBA	Closed	No land or funding available
23012	Consider TPC Notice Board near Local Centre	Community	Cllr Redfern	Cllr Sharpley	6 Jul 2023	TPC	31 Dec 2023	Closed	Permissions have been agreed from Hitchins/Mid-Counties Co-Op for Notice board centrally located - Grant from Co-Op record, awaiting GCC Build Back Better Grant application.
23013	Review of Budget items for 2023-24 at Dec PC Meeting	Finance	TPC	Council	6 Jul 2023	TBC	1 Dec 2023	Closed	Budget/Precept agreed - TBC notified
23014	Parish Council 4-Year Plan - agree a working group to look at proposing a plan	Admin	Cllr Redfern	Council	6 Jul 2023	TPC	31 Mar 2024	Closed	Adopted by Council 01/02/24
23015	Internal Audit Report	Finance	Cllr Redfern	Clerk	8 Aug 2023	Clerk	7 Sep 2023	Closed	Report shared by Clerk
23016	Declaration of Interest Forms for website - outstanding	Admin	Cllr Redfern	Council	9 Aug 2023	Clerk	7 Mar 2024	Closed	ROI forms for Cllr Harris; Cllr Bocking; Cllr Davies now published on website

23017	Sponsor a tree scheme /Ash Dieback tree replacement scheme update noted including potential replanting and potential of new planting sites.	Environment	Cllr Sharpley	Cllr Harris	3 Aug 2023	Cllr Harris	31 Dec 2023	Closed	
23018	D-Day 80th Anniversary Commemorations	Community	Clerk	Cllr Redfern	15 Aug 2023	TPC	6 Jun 2024	Closed	Council agreed not to pursue this any further
23020	Planning App 23/00724/FUL 1 Laburnum Cottage Resubmission for new/ retrospective work carried out Objection agreed/submitted.	Planning	TBC	Cllr Watson	3 Aug 2023	TPC	TBA	Open	<i>TBC Planning have issued a STOP Notice due to unauthorised works</i>
23021	Planning App 22/01343/FUL Chestnut Tree Farm 85 Houses	Planning	TBC	Cllr Bocking	29 May 2023	TBC	1 Feb 2024	Closed	Planning Appeal decision has been Approved
23022	Planning App 23/00685/CLP Dog Exercise Field	Planning	TBC	Cllr Bocking	15 Aug 2023	TPC	7 Sep 2023	Closed	Application withdrawn
23023	Planning App 23/00605/APP Land off Brook Lane 160 Houses	Planning	TBC	Cllr Bocking	20 Jul 2023	TBC	7 Sep 2023	Closed	Awaiting TBC Planning decision - the location of this is within Down Hatherley Parish
23024	Upgrade WordPress Website to Premium Plan	Admin	Cllr Redfern	Cllr Redfern	23 Aug 2023	Cllr Redfern	7 Sep 2023	Closed	PC agreed upgrade costs - Website now upgraded
23025	Planning App 23/00102/CONDIS Electric Charging Points	Planning	Clerk	Cllr Bocking	7 Sep 2023	TPC	7 Sep 2023	Closed	PC agreed to support
23026	Parish Councillor communication channels - Cllr. Mike Davies to organise Gmail and access Website	Admin	Cllr Redfern	Cllr Davies	6 Jul 2023	Cllr Davies	2 Nov 2023	Closed	Cllr Davies to follow-up - No change
23027	Gloucestershire Community Rail Transport event	Community	Cllr Redfern	Cllr Redfern	7 Sep 2023	Other	30 Sep 2023	Closed	Event organised at the Local Centre
23028	Update on A38 Road Safety TRO feasibility study update from Down Hatherley Parish Council	Highways & PROW	TPC	Clerk	7 Sep 2023	GCC	31 Dec 2023	Closed	Traffic Regulation Order (TRO) bid by Down Hatherley, Norton and Leigh Parish Councils, for the A38 speed limit to be reduced from 50mph down to 40mph through their parishes - out for consultation
23029	Bid for community speed watch - for fixed community speed VAS (Cllr Harris) – VAS not yet sited, SLA and other paperwork has been submitted and confirmation number received.	Highways & PROW	Cllr Harris	Cllr Harris	7 Sep 2023	Cllr Harris	31 Dec 2023	Closed	Cllr Harris has submitted SLA to Glos Police. Dave Holland has confirmed that the VAS is on the way. What3Word location agreed as birthdays proclaims passing - council agreed on 02 Nov 2023 to drop this initiative due to cost of administering the scheme
23030	Lowering the kerb at Twigworth bus shelter outside Orchard Park following residents' complaints	Highways & PROW	Cllr Harris	Cllr Harris	7 Sep 2023	Clerk	7 Sep 2023	Closed	Remove from agenda pending further updates from Highways Cllr Harris has spoken to Max Kelly (Highway) and discussed the need for a new location.
23031	Redundant HGV Information board at A38 lay-by for Parish use	Highways & PROW	Cllr Redfern	Council	7 Sep 2023	TPC	7 Sep 2023	Closed	GCC have stated that TPC can use - this has now been refurbished
23032	Pavements on A38 from Church to Twigworth Green	Highways & PROW	Cllr Harris	Cllr Harris	7 Sep 2023	Cllr Harris	31 Dec 2023	Closed	Overgrowing hedges to be reported to Glos Highways (Cllr Harris) possibility of s106 obligation to be investigated.
23033	Down Hatherley Lane diversion traffic via Brook Lane (see public session)	Highways & PROW	Cllr Harris	Cllr Harris	7 Sep 2023	Cllr Harris	31 Dec 2023	Closed	

23034	Public footpath updates (PROW) Ramblers association are taking access through the Park being fought by OP Residents association	Highways & PROW	Cllr Harris	Cllr Harris	7 Sep 2023	Cllr Harris	31 Dec 2023	Closed	GCC have issued Temporary Closure of PROW
23035	Newt pathway at Bloor Homes development was designated in planning documents. Some residents have taken over this land, Drone footage has been acquired showing the before/after effects of the "taking over" of this land.	Highways & PROW	TPC	Council	7 Sep 2023	TPC	31 Dec 2023	Closed	Residents have been informed at the time of ownership. Covenant documents have been seen. Cllr Harris will follow this up - Awaiting feedback
23036	Shared surfaces at Twigworth green (Cllr Redfern) concerns over interpretation have been raised in the Newsletter.	Highways & PROW	Cllr Redfern	Cllr Harris	7 Sep 2023	Cllr Harris	7 Sep 2023	Closed	Matters are showing signs of improvement - continuing to improve, propose to close action
23037	MUGA and other community facilities update from Cllr Redfern, present plan is for a management company to run, but could be transferred to pc for £1. The PC would be required to run community hall as charity and would require trustees Information from TBC has been obtained and distributed to Councillors	Community	Cllr Redfern	Council	7 Sep 2023	TPC	31 Dec 2023	Closed	The Parish Council has confirmed that they will not be seeking to manage this facility - TBC have confirmed that a Management Company will do this
23038	Proposal to track business with Tracking Plan database and display on website	Admin	Cllr Redfern	Cllr Redfern	6 Jul 2023	Cllr Redfern	31 Dec 2023	Closed	Database now created and posted to website - updated after each PC meeting
23039	Agree and assign Cllr Bocking portfolio responsibilities; to include a regular report back at each meeting	Admin	Cllr Redfern	Council	2 Nov 2023	TPC	2 Nov 2023	Closed	
23040	Fresh application to be made to Mid Counties Co-Op with regards their Community Funding scheme - Parish Noticeboard	Community	TPC	Cllr Sharpley	26 Aug 2024	Cllr Sharpley	1 Feb 2025	Closed	The MidCounties Co-Op have made a contribution of £168 towards the Noticeboard
23041	Council agreed to support the proposal to apply to the Local Council Award Scheme and register for the Foundation Award.	Admin	Cllr Redfern	Council	2 Nov 2023	TPC	31 Dec 2025	Closed	Awaiting clarifications from NALC on qualifying criteria for training records and Clerk CDT Points
23042	Council agreed to explore funding and assistance from GRCC for 4-Year Plan/ Consultation	Admin	Clerk	Council	2 Nov 2023	Cllr Redfern	31 Jul 2024	Closed	On-line survey posted - no funding required
23043	Safe A38 Road Crossing at Mary Ps Nursery	Highways & PROW	Member of Public	Council	16 Nov 2023	TPC	17 Jun 2024	Closed	Refer Item 23059
23044	Look for a sponsor to cultivate the Twigworth Green roundabout, plus GCC permission	Environment	TPC	Council	23 Nov 2023	GCC	TBA	Closed	Cllr Watson has asked Norton Garden Centre who are interested - would need GCC Highways approval
23045	Consider a Motif for Twigworth to create an identity	Community	Cllr Redfern	Cllr Redfern	23 Nov 2023	TPC	31 Mar 2023	Closed	Cllr Redfern to engage with the community especially children for a design - published Jan 24 newsletter article - no replies
23046	Council to create and adopt an Environmental Policy by May 2024	Environment	TPC	Council	30 Apr 2024	TPC	30 Apr 2024	Closed	Adopted by Council 01/02/24

23047	S106 - Between Tiverton & Westway - Widen existing footway; install bus boarder kerbing and hardstanding at southbound bus stop and provide dropped kerb crossing to link to northbound stop.	S106	Cllr Redfern	Cllr Harris	2017	GCC	TBA	Closed	See 23059
23048	S106 -South west of YewTree House- Improve width of existing footway by cutting back vegetation over 100 metres.	S106	Cllr Redfern	Cllr Harris	2017	GCC	TBA	Closed	See 23059
23049	S106 - North of St Matthew's Church - Improve width of existing footway by cutting back vegetation over 60 metres.	S106	Cllr Redfern	Cllr Harris	2017	GCC	TBA	Closed	See 23059
23050	S106 - North of fuel filling station - Widen existing footway over 45m and install dropped kerbs to provide crossing.	S106	Cllr Redfern	Cllr Harris	2017	GCC	TBA	Closed	See 23059
23051	S106 - South of The Old Rectory- Widen existing footway by removing grass verge over a distance of 145m.	S106	Cllr Redfern	Cllr Harris	2017	GCC	TBA	Closed	See 23059
23052	<b>S106 - Two new bus shelters</b> , SMS Code reference glodawop, referred to as stop Twigworth Lodge Hotel & Opposite Twigworth Lodge Hotel, located on the A38 Tewksbury Road, outside properties Green Trees and Westway located between the Oakwood Hotel and the proposed access for the Development, to be provided in accordance with Gloucestershire County Council Bus Stop Specifications Document dated February 2006 (updated 2010)	S106	Cllr Redfern	Clerk	2017	GCC	1 Nov 2024	Closed	GCC has confirmed the contribution (£14,000.00 plus indexation uplift) was paid in full in June 2019 and the full amount allocated to project – this was approved for expenditure at the Cabinet meeting dated 17th June 2020. Subject to Twigworth Parish Council approving adoption, the GCC confirms that this contribution has been provided and utilised in accordance with the terms of the legal agreement
23053	<b>S106 - Twigworth Education &amp; Library Facilities</b> eg. Twigworth Green Primary School	S106	Cllr Redfern	Clerk	2017	GCC	TBA	Open	Library Contribution £142,100; Secondary School Education Contribution £1,563,755; Primary School Education £2,261,982; Off-Site Pre-School/Nursery Education Contribution £311,880; On-Site Pre-School/Nursery Education Contribution £352,560; Sixth Form Education Contribution £238,150. To be followed up with Gloucestershire County Council
23054	Twigworth Green resident concerns about development issues	Community	Cllr Redfern	Cllr Redfern	1 Jun 2023	Cllr Redfern	On-Going	Closed	See separate action sheet “Twigworth Green - Resident Observations” On-Going Issues
23055	PRoW footpath (ETW6) from A38/Orchard Park to Apley Road/Brook Lane	Highways & PROW	Cllr Redfern	Cllr Harris	29 Dec 2023	Cllr Harris	1 Apr 2024	Closed	ETW6 deviation was approved and a certificate issued but OP residents were objecting - Footpath now temporary closed
23056	Planning App 23/00441/FUL Land To The West Of Twigworth Court Farm - Installation of ground mounted solar to export up to 16 MW (AC) electricity, comprising photovoltaic panels and associated infrastructure and works	Planning	TBC	Cllr Bocking	1 May 2023	TBC	TBA	Closed	TBC Planning have permitted development
23057	Footpath Twigworth Green - Innsworth... lighting and surface... safety barriers at pond	Highways & PROW	Cllr Redfern	Council	25 Jan 2023	Cllr Bocking	TBA	Closed	Innsworth Parish Council have been advised of this action, Cllr Bocking is aware - consider closed



23058	S106 - Dog Waste bins/signs throughout Fallow Fields	S106	Cllr Redfern	Council	14 Feb 2024	TBC	TBA	Closed	Refer item 23060
23059	<b>S106 - Footways Enhancement Contribution</b>	S106	GCC	Clerk	7 Jul 2017	GCC	5 Jul 2031	In Progress	GCC has confirmed the contribution (£96,625.00 plus indexation uplift) has been paid in full and that the County Council has until 5th July 2031 to allocate or spend the contribution
23059	South of The Old Rectory – Widen existing footway by removing grass verge over a distance of 145m	S106	GCC	Clerk	7 Jul 2017	GCC	TBA	Closed	This work was completed by Gloucestershire County Council during 2024
23059	North of fuel filling station – widen existing footway over 45m and install dropped kerbs to provide crossing	S106	GCC	Clerk	7 Jul 2017	GCC	TBA	In Progress	<i>Contacted GCC Highways Manager (Max Kelly) with reference to on-going concerns about pedestrian road safety along the A38 at Twigworth, i.e. crossing and narrow footpaths... favourable response received about the crossing... Road Safety have been asked to look at this. Max has also logged the issue of the narrowness of the footway to the Area Highways Representative to investigate in the first instance, landowners have a responsibility here too. Green - received confirmation about “siding out work of the footway” at this location. <b>GCC have stated that this job will be done, when and if resources allow.</b></i>
23059	North of St Matthew’s Church – improve width of existing footway by cutting back vegetation over 60 metres	S106	GCC	Clerk	7 Jul 2017	GCC	TBA	Closed	This work was completed by Gloucestershire County Council during 2024
23059	Southwest of Yew Tree House – improve width of existing footway by cutting back vegetation over 100 metres	S106	GCC	Clerk	7 Jul 2017	GCC	TBA	Closed	This work was completed by Gloucestershire County Council during 2024
23059	Between Tiverton and Westway – widen existing footway; install bus boarder kerbing and hardstanding at southbound bus stop and provide dropped kerb crossing to link to northbound stop	S106	GCC	Clerk	7 Jul 2017	GCC	TBA	Closed	
23059	Fircroft Road Junction – reduce bellmouth radius and install inline crossing and tactile paving	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Victoria Road junction - install inline crossing and tactile paving	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Longford Mews junction - install inline crossing and tactile paving	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Longford Lane junction – investigate provision of dropped kerbs to provide crossing	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Bus stops at Longford Lane junction - Install bus boarder and new flag at southbound bus stop and investigate repositioning northbound bus stop 50m to the south to improve interchange between services 71 and 97/98	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council

23059	Works at Chesterton Court - install tactile paving at existing dropped kerbs and widen footway over 60m to north of junction	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Works at former fuel filling station – potential to improve footway across entrances to former fuel station by marking footway	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	North of Longford Bridge – improve width of existing footway by cutting back vegetation over 315 metres	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	Longford Parish Council to follow up with Tewkesbury Borough Council
23059	Works to layby – create footway along length of layby to connect to proposed foot/cycle path into the development and new access off A38	S106	GCC	Council	7 Jul 2017	GCC	TBA	Closed	
23060	<b>S106 - Fallow Fields Contributions</b>	S106	TBC	Clerk	3 Aug 2024	TBC	5 Sep 2024	In Progress	Confirmation received from TBC 20/08/24
23060	Changing Facilities contributions (£83,558.29) for Down Hatherley and Norton Village Halls	S106	TBC	DHPC & NPC	3 Aug 2024	TBC	13 Feb 2028	Closed	DHPC & NPC To follow up with Tewkesbury Borough Council
23060	Community buildings contributions (£42,460.57) towards Down Hatherley and Norton Village Halls	S106	TBC	DHPC & NPC	3 Aug 2024	TBC	13 Feb 2028	Closed	DHPC & NPC To follow up with Tewkesbury Borough Council
23060	Sports Hall contributions (£34,629.19) towards improvements at Down Hatherley and Norton Village Halls	S106	TBC	DHPC & NPC	3 Aug 2024	TBC	13 Feb 2028	Closed	DHPC & NPC To follow up with Tewkesbury Borough Council
23060	Playing pitches contributions (£28,988.48) for new pitch at Norton Village Hall	S106	TBC	Norton PC	3 Aug 2024	TBC	13 Feb 2028	Closed	NPC To follow up with Tewkesbury Borough Council
23060	Swimming pool contributions (£39,945.47) for Tewkesbury Leisure Centre	S106	TBC	TBC	3 Aug 2024	TBC	19 Dec 2028	Closed	To be followed up with Tewkesbury Borough Council
23060	Dog waste bins and signage contributions (£1302.98) at Fallow Fields	S106	TBC	Clerk	3 Aug 2024	TBC	24 Jan 2032	In Progress	<i>Two waste bins at play park area... no evidence of signs (to be rechecked)</i>
23060	Recycling contribution for bins (£5,944.85)	S106	TBC	Clerk	3 Aug 2024	TBC	24 Jan 2032	In Progress	<i>To be checked by TPC and confirmed work complete</i>
23060	Astroturf contributions (£5,149.77) for Plock Court	S106	TBC	TBC	3 Aug 2024	TBC	19 Dec 2033	Closed	To be followed up with Tewkesbury Borough Council
23060	Indoor Bowls contribution (£6,389.26) at Down Hatherley and Norton Village Halls	S106	TBC	DHPC & NPC	3 Aug 2024	TBC	19 Dec 2033	Closed	DHPC & NPC To follow up with Tewkesbury Borough Council
23060	NHS contribution (£10,062.76) for Longlevens Surgery	S106	TBC	TBC	3 Aug 2024	TBC	19 Dec 2033	Closed	To be followed up with Tewkesbury Borough Council
25001	Portaloo business activities, dog barking and possible person living on premises (on 27 November) along Tewkesbury Road.	Community	Member of Public	Cllr Redfern	27 Nov 2024	TBC	TBA	In Progress	<i>Following a County Court trial, the Potato business now appears to have been removed from this location... the dog barking issue still remains!</i>

25002	Orchard Park - The TBC Planning Compliance Officer visited the site and spoke to the site office; the static homes are being updated and replaced and at the same time the layout is slightly changing; the end development resulting in less homes overall.	Planning	Cllr Redfern	Cllr Redfern	27 Nov 2024	TBC	TBA	Closed	TBC have advised that this appears to be being completed in accordance with the site licence, however the plans that have been submitted were not available for them to view at the time, TBC plan to contact the licensing department to confirm, but so far all appears to be approved and permitted.
25003	Reported broken Footpath Signpost at Sandhurst Lane / Coss Brook - Enquiry Number: 22076708	Highways & PROW	Cllr Redfern	Cllr Redfern	1 Dec 2024	GCC	TBA	Closed	Awaiting reinstatement by GCC - no change
25004	Street Light not working A38 opposite "Leighton". Job 50221575 ref	Highways & PROW	Member of Public	Cllr Redfern	24 Feb 2025	GCC	TBA	Open	<i>Reported to GCC - their contractor has applied for full traffic management as they are unable to access the unit safely. Job 50221575 ref</i>
25005	Reported rotten boards on Hatherley Brook Footbridge near Ironbridge Road, Twigworth Green - Enquiry Number: 22076992	Highways & PROW	Cllr Redfern	Cllr Redfern	23 Apr 2025	GCC	June 2025	Closed	Awaiting repair by GCC - no change
25006	Dog Waste bin at SUDs Pond	Community	Cllr Redfern	Clerk	27 Feb 2024	TBC		Closed	<i>Gateway have now installed additional bin</i>
25007	Continuing problems with the routine servicing of dog waste bins at TG	Community	Cllr Redfern	Clerk	27 Feb 2024	TBC		Closed	<i>Gateway and their contractor now seem to be managing this to the schedule</i>
25008	Part of the Twigworth Green development is within the Down Hatherley Parish	Community	Cllr Redfern	Clerk	27 Jun 2025	Clerk		Closed	<i>Feedback now received from Clerk/DHPC</i>
25009									