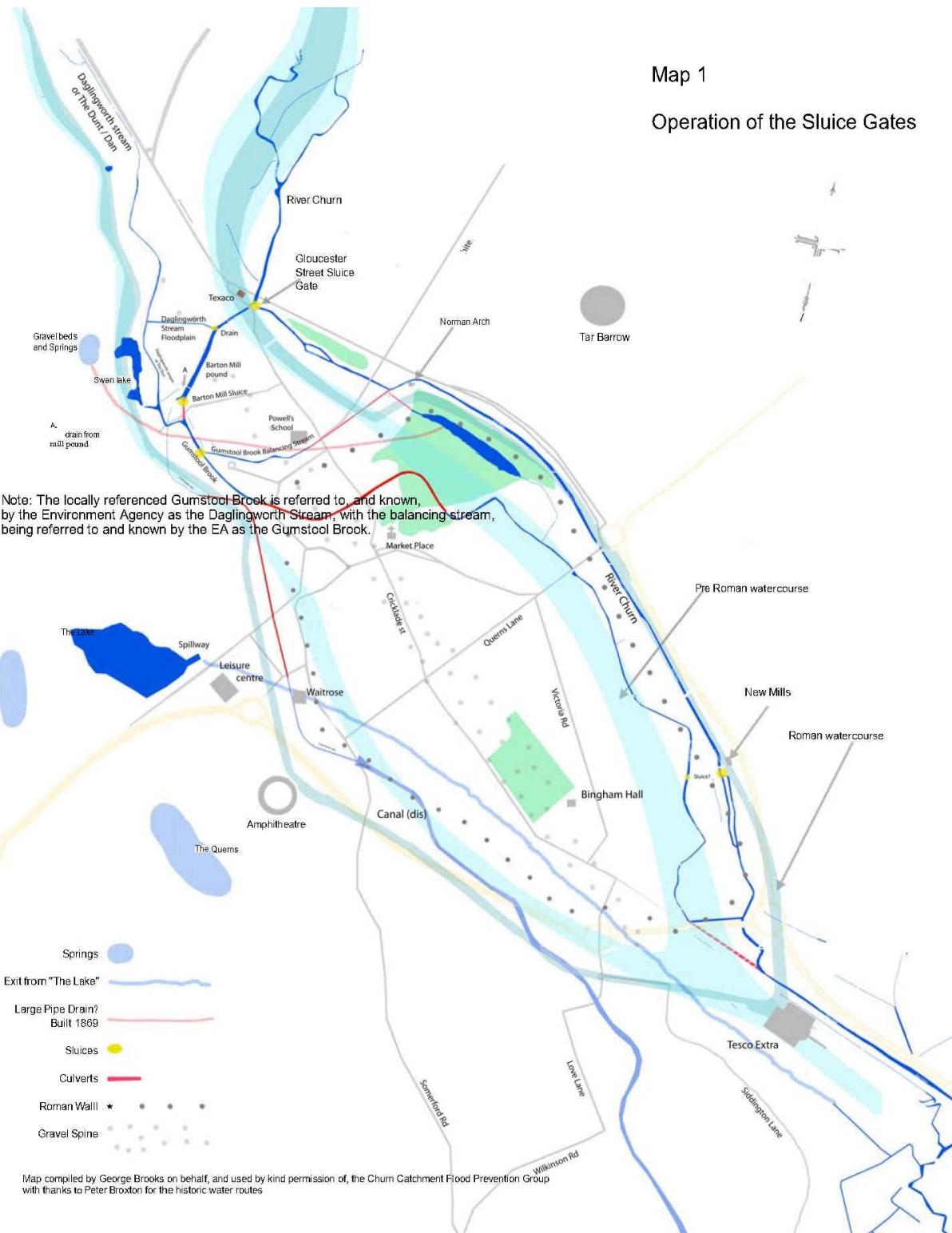


## Memorandum of Understanding: Operation of Sluice Gates in Cirencester - Quick Guide



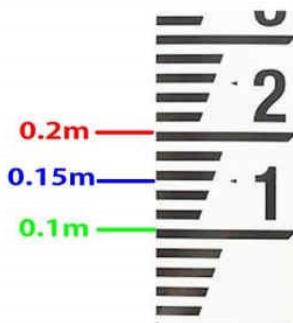


Map 2 – street location map

1. The main sluice gates are at Gloucester Street and are operated by Cirencester Town Council, as shown in the maps above. At this location there is one large gate and two small gates which are operated according to the level of water, measured by a numeric gauge. The purpose of the sluice gate operation is to manage the flow of water through Cirencester.
2. There are three other sets of sluice gates:
  - Gumstool Brook, operated by the Town Council controlling flow alongside Powell's School;
  - Barton Mill, Mill Pond, operated by the Bathurst Estate;
  - Old Mill House, City Bank, operated by the private landowner.
3. The water level at the Gloucester Street and Gumstool Brook sluices will be checked weekly by the Town Council's Land and Property Team when the water level rises above 0.15 on the Gloucester Street gauge. This is visually and using online data provided by the Environment Agency:  
<https://check-for-flooding.service.gov.uk/river-and-sea-levels?q=Cirencester>
4. Adjustments to the sluice gate at Gloucester Street are made according to the level of water, and other sluice gate operators notified, in accordance with the table below:

Gloucester Street	Large Gate	Small Gates	Monitoring	Communication
at or below 0.1	Fully Closed	Fully Open	Weekly	Advise New Mill Owner and Bathurst Estate when large gate fully closed
at or above 0.2	Gradually Open to keep level at or below 0.2 until Fully Open	Fully Open	Daily (CTC to also check New Mill and Barton Mill)	New Mill – inform the owner of each large gate adjustment  Barton Mill – inform Bathurst Estate when large gate fully open
fallen to, or below, 0.15	Close Gradually	Fully Open	Weekly	None

5. The water level gauge is situated at Gloucester Street bridge and is monitored using the gauge guide information as below:



#### 5.1 Gloucester Street – Water Level Gauge at or under 0.1m

When the water level is at, or under, 0.1m the large gate will be fully closed and the two small gates fully open. The water level will be monitored weekly.

#### 5.2 Gloucester Street – Water Level Gauge at or above 0.2m

When the water level is at, or above, 0.2m the large gate will be gradually opened to keep the water level at or below 0.2 until fully open. The water level will be monitored daily.

The owner of the New Mill, City Bank, sluice gate will be notified of each gate movement and when fully open the Bathurst Estate will be informed.

#### 5.3 Gloucester Street – Water Level Gauge fallen to, and or below, 0.15m

When the water level has fallen to, and or is below, 0.15m the large sluice gate will be gradually closed until the water level falls to and or is below 0.1m. The water level will be monitored weekly. At, or below, 0.1m the large sluice gate is fully closed. The owner of New Mill and the Bathurst Estate will be notified when the large gate is fully closed.

#### 5.4 Daglingworth Stream (Gumstool Brook) Offtake

The offtake sluice on the Daglingworth Stream (denoted on Map 1 and known locally as the Gumstool Brook), is only opened in stages if rising water levels start to flood the public footpath and only if water levels along the Mead Flood Plain (denoted on Map 1 as the Gumstool Brook Balancing Stream) are lower than that in the Daglingworth Stream.

5.5 When the sluice gate is gradually opened, inform the owner of the New Mill, City Bank, sluice as opening will increase flow to the Churn and Hereward Road. When water levels start to fall gradually close the sluice gate until it reaches the top of the 'V' notch, as shown in the picture below:



5.6 **New Mill, City Bank**  
This sluice gate is privately monitored and operated by the owner and at full flow, i.e. when the Gloucester Street sluice gate is at or above 0.2m, will be opened gradually until fully open in order to maintain appropriate levels of water. If it is not opened, it will flood the Mill House and Beeches Road, but not as far back as the Abbey. This advice is subject to guidance from the Environment Agency which may be given from time to time independently of this memorandum of operation in an emergency. In the event of an emergency and the private owner not being able to operate the sluice gate themselves the Town Council will operate the sluice gate with the permission of the owner.

5.7 **Barton Mill**  
This sluice gate is privately monitored and operated by the Bathurst Estate; if it is not operated in response to increases in flow in the Mill Pond there is a risk of flooding of the footpath. Recent work undertaken by the Environment Agency has reduced the risk of flooding at Mill Place. The Agency has installed a gauge close to the gate so that the owner can now easily check the levels. This and the additional information are subject to guidance from the Environment Agency which may be given from time to time independently of this memorandum of operation in an emergency. In the event of an emergency and the private owner not being able to operate the sluice gate themselves the Town Council will operate the sluice gate with the permission of the owner.

6. **Routine Maintenance**  
The Town Council's Land and Property Team check the course of the river, monthly, for obstructions and ensure that the grids at the culverts and lake are kept clear. During the Autumn and Winter the Land and Property Team cut back vegetation on the river banks within its own land ownership, including areas around the Mill Pond. The Environment Agency clears the trash screen at Thomas Street using the Agency's permissive powers.

7. **Emergency Planning**  
The importance of flood related issues is noted by the Town Council and as such, flooding, and emergency response falls within the remit of the Council's Land and Property Group, alongside Cotswold District Council and Gloucestershire County Council's statutory responsibilities in an emergency.

Gloucestershire County Council's Local Flood Risk Management Strategy (LFRMS) was adopted in 2014. It identified the extent of flooding in Gloucestershire, established priorities for managing flooding, and how GCC will work together with Risk Management Authorities (RMAs), other stakeholders, and local communities to manage flood risk.

Information requests about the private operation of sluice gates including specific gauge measurements should be made through the Environment Agency.

## 8. **Useful Information**

Emergency Out of Hours provided by Cotswold District Council: 01285 623000

[www.cotswold.gov.uk/environment/flooding](http://www.cotswold.gov.uk/environment/flooding)

<https://check-for-flooding.service.gov.uk/river-and-sea-levels>

[www.glos.gov.uk/planning-and-environment/flood-risk-management/flood-guide](http://www.glos.gov.uk/planning-and-environment/flood-risk-management/flood-guide)

[www.thameswater.co.uk/help/emergencies/flooding](http://www.thameswater.co.uk/help/emergencies/flooding)