

**MINUTES OF HERITAGE AND REGENERATION COMMITTEE MEETING**  
**held at Council Chambers, Tetbury, Monday 5<sup>th</sup> September 2016 at 6.30pm**

**PRESENT:** Cllrs: S Ball (Chair), K Painter, T Stevenson, S Hirst, I Maslin, P Burrell, C Pearce, C Morgan, P Atkinson (Civic Society), R Smith. 3 members of the public

**HR1. 09/16 Apologies:** Cllr Lea, Cllr Morgan

**HR2. 09/16 Public Consultation:** Bruce Russell of Charlton Road asked about “Removal of the bypass provision” as an option, subsequent to the decision to make New Church St. a route for lorries. He asked that the committee review the Referendum notes of the time, if they remain extant.

**HR3. 09/16 To receive additional declarations of Pecuniary Interest:** None.

**HR4. 09/16 Adoption of Minutes held 4<sup>th</sup> July 2016:** It was proposed by Cllr Maslin, seconded by Cllr Burrell to adopt the minutes of the meeting as circulated – all agreed.

**HR5. 09/16 Action Points:** Design of Town Map – ongoing. Town signage – on the main agenda. Maintenance of entrance planters – concluded, closed. To arrange a board for the side gate – Cllr Painter – ongoing. Memorial Plaque item – forward to Main Meeting Burial Committee. Sovereign and Bromford Housing – concluded, closed (see note below.) TTC (Visit Tetbury) web site – on main agenda. H&R Committee Remit – completed, closed. Dolphins Inspirational Awards – Cllr Painter reported – ongoing. Communication with Hand Held Tours complete, closed. Repair to St Saviour’s wall – on agenda.

**HR6. 09/16 To note H & R budget figures to date:** Budget figures were noted.

**HR7. 09/16 To receive report from Tourist Information Centre:** Report circulated in advance.

**HR8. 09/16 To receive an update about the TIC carpet and access step:** Councillors were advised that the access step had been described as fit for purpose by Direct Access Ltd and that no replacement was therefore being sought. The TIC carpet proposal from Tetbury Carpets was discussed and the confirmation of payment was shared. (The carpet was replaced on the subsequent weekend, the behind-the-counter area having been adjudged to be potentially hazard for TIC staff.) It was noted that the invitation to tender process was not invoked, because the value was under the review level, but councillors agreed that for the future such items should be reviewed. An action point has been generated for the F&S committee to look at policy.

**HR9. 09/16 To receive an update about the TIC web site.** Councillors reviewed and approved the materials but declined to accept that the web developers at i2in be given an advance on their work. Work is now in progress. New images of the town are being supplied for the higher-res home page.

**HR10. 09/16 To receive an update about the town map:** Councillors reviewed the proposal material and generally approved the form. The asked that R Smith enquire about the production schedule.

**HR11. 09/16 To receive a report from the Tetbury Police Museum:** Report circulated in advance. Councillors asked R Smith to validate the proposal for a new interactive exhibit and to report on what the takings from the Police Museum “sales” are, to include the Donation Box numbers.

**HR12. 09/16 To receive an update about the Police Museum Outside Sign:** Cllr Painter reported that a “Banksy-style” outside sign backed with aluminium had been quoted at a cost of £403. Cllr Hirst proposed purchase of the item – Cllr Burrell seconded.

**HR13. 09/16 To receive an update about on the tree works at the Suffolk Close play area:** Councillors received the update; Cllr Stevenson proposed – seconded by Cllr Painter – that a tree be purchased to be planted in this position – their recommendation was for a Red Acer. Cllr’s agreed that a tree which would grow to a maximum height of 2m should be secured.

**HR14. 09/16 To consider and approve tree works at Courtfield, Magdalen Road and St Saviours.**

Councillors approved the spend on the St Saviours tree which was proposed by Cllr Hirst and seconded by Cllr Stevenson. The other tree items were deferred to the F&S committee at the request of Cllr Ball, since the amount required to address them was large and there was doubt that they might be Feoffee trees.

**HR15. 09/16 To receive an update about Signage:** Report material was circulated in advance. R Smith reported that the signage requests about parking had been referred to Highways and that he would pursue them for progress – and two options for fingerpost signs were proposed. Councillors asked that a re-visit be made to gain information from Cllr Lea about the last signs purchased and what further information might be available before a decision was reached.

**HR16. 09/16 To receive an update about the Rail Lands picnic area:** Councillors were shown prepared material pertaining to the TTC Customer Relations Officer's bid to gain funds from Tesco, to allow purchase of new materials for the Pail Lands Picnic Area.

**HR17. 09/16 To consider and approve a Bike Rack proposal for the Goods Shed.** In a follow-up to a previous item Rail Lands committee member Paul Lockley submitted a proposal through Richard Smith with a design for bike racking. No cost estimate has as yet been provided by GLC and R Williams who were contacted about providing these items. Councillors expressed misgivings about the expenditure they would attract. This item was deferred for further information.

**HR18. 09/16 To receive an update about the Market Hall area.** Report circulated in advance. A potential move to pave the area behind the Market Place with York Stone was noted, appropriate to the value of an S106 (the conditions of which have not yet realised.) Potential costs for this undertaking are being sought and this item is ongoing.

**HR19. 09/16 To consider and re-visit the approval of the St Saviour's wall repair:** An extra item of work undertaken on the rear of St Saviours wall was considered and approval sought to remit the contractor, Richard Hart. It was proposed by Cllr Hirst and seconded by Cllr Stevenson to settle this outstanding account.

**HR20. 09/16 To review Burial Regulations:** In keeping with the last course of action taken with these regulations in the review of April and May 2014 this item was forwarded to the F&S committee. Prepared materials for comparison (as councillor's requested) were sent forward by R Smith.

**HR21. 09/16 To note any correspondence received:** Cllr Ball received information about an ongoing request to site a headstone at St Saviours by Robert G. Smith and undertook to reply in person.

**HR20. 09/16 To receive any brief Councillor's Reports:**

Cllr Stevenson – proposed an agenda item to involve proposed (contract extended) council workforce member Andrew in courses for both tree-cutting and dry-stone walling, as a measure to limit further council expenditure and further Andrew's career. The Cllr also noted the Gloucester Road Safety scheme initiative now underway as something St Mary's primary school should be involved with. (**NB** – R Smith has communicated details about the initiative to Jo Woolley, Head Master.) Last, the Cllr noted the ongoing issue with Cottons Lane traffic and the potential of further discussions about traffic arrangements in West Street.

Cllr Painter – raised an issue about a burial plot, whether another can be purchased to inter remains but then be re-opened for a burial, what the cost implications were and what the process should be, especially since there's some question about whether St Saviour's churchyard can be extended. The councillors agreed that she could be reassured that such a purchase can be deferred since the provision of further space for St Saviours seems positive at this time.

Cllr Pearce - asked that the meeting minutes of the evening's earlier meeting with Kate Cowdell of the Bromford Housing Association be written up for circulation, together with any information from the Sovereign housing association, which was agreed by the Chair. (Cllr Ball and Cllr Pearce are now in receipt of this information.)

**Councillor Stevenson** – proposed the suspension of SO's at this juncture since the meeting was about to run over time. This action was seconded by Councillor Burrell.

Cllr Hirst – shared material prepared as a folder of "introductory items" to represent Tetbury. The materials were remarked upon positively although it was suggested that producing them marked with the name of council employees – in this that of the Chief Executive – might limit their shelf-life and that they should be more neutral in future. It was recommended that subsequent to the initial 800 being used up, the wording be changed to signatory "The Mayor of Tetbury" instead.

**HR21. 09/16 To receive any items for September agenda:** No new items were proposed.

**HR22. 09/16 To note the time and date of the next meeting: 6.30pm Monday 3<sup>rd</sup> October 2016**

Meeting closed at 8.00 pm

Chairman ..... Date .....