

**MINUTES OF A MEETING OF THE HERITAGE AND REGENERATION COMMITTEE
held in the Council Chambers, Long Street, Tetbury, Monday 5th June 2017 at 6:30pm**

PRESENT: Councillors: Sandra Ball (Chair), Tina Stevenson (Vice Chair), Stephen Hirst, Ian Maslin, Caroline Morgan, Kevin Painter Officers: Town Clerk, Stephen Holley; Customer Relations Officer, Georgina Osman; and Tourist Information Centre Assistant, Jill Renshaw. Members of the public: Two

HR1. 06/17 Election of Chair:

Councillor Sandra Ball was elected to serve as Chair for the remainder of the Council Year. Councillor Tina Stevenson was elected to serve as Deputy Chair.

HR2. 06/17 Apologies:

Received from Councillor P Burrell.

HR3. 06/07 Public consultation:

Mr Pearce raised concerns about the delay in the burial ground planning application and would like the council to move forward with the planning application as a priority. The Town Clerk advised that a proportion of the delay was due to the Environment Agency (EA) taking six weeks to acknowledge our contract. It was hoped that the Council would receive the EA analysis report in the next 10 days, which should then allow the Council to resubmit the planning application. The Councillors would be provided with an expected timetable, so they would be better informed on stages of the application.

HR4. 06/17 Declarations of Interest:

None.

HR5. 06/17 Minutes of Meeting held on 3rd April 2017:

It was proposed by Councillor Painter, seconded by Councillor Maslin to adopt the minutes of the meeting held on 3rd April 2017 as circulated – AGREED 5 for, 0 against, 1 abstention

HR6. 06/17 Review action points from previous meeting:

Received.

HR7. 06/17 Budget figures to date:

Noted.

HR8. 06/17 Priorities and projects 2017/18:

The Committee noted that it had the opportunity to contribute to the Council's Action Plan for 2017/18 by suggesting Activities or Projects it investigate or pursue. The following were RECOMMENDED to the Council:

	Activity / Project	Priority for Action	Progress by
		High = Immediate / 3 months Medium = 3 to 6 months Long = This Council Year and/or ongoing	
1	Provision of Additional Burial Ground	High-Medium	Council / H&R
2	Supporting the Town Centre Economy	Medium term and to be considered an ongoing priority	Council / H&R
3	External Staircase	High	H&R /Town Clerk
4	Bluebell Trail (if approved)	Medium	H&R / Town Clerk

5	Complete 'Visit Tetbury' website	Short-Medium	H&R / CRO
6	Update and Replace the Tourism Visitor Maps at the Goods Shed and the West Street Car Park	Short-Medium	H&R / CRO
7	Christmas lights at St Saviours lych-gate	Short-Medium	H&R / CRO
8	Refurbishing the Picnic Area by the Goods Shed	Short term	H&R / CRO

HR9. 06/17 Tourist Information Centre Report:

Report received. Councillor Painter suggested that a postcard could be made featuring Tetbury's Town Crier to add to the TICs merchandise.

HR10. 06/17 Police Museum Report:

Report received.

HR11. 06/17 Bluebell Trail along the disused Rail Lands:

The Committee AGREED the principle of the creation of a 'Bluebell Trail' along the old railway track and Approved the draft project plan. It was suggested that the Council apply for the Tesco 'Bags of Help' scheme to help fund the project. The Committee would like this to be a community project and for volunteers and families to be involved. The Chairman thanked the Town Clerk for his hard work so far

HR12. 06/17 External staircase to the Courtroom/ Council Chamber:

The Town Clerk provided an outline of the investigations to date. He asked the Committee to consider whether it wished to revive the project to develop the previous larger scheme for a single story extension with an internal lift. The Committee felt that that project still had merit but it would be relatively expensive and the Council had insufficient funds. In view of that, it was AGREED that the existing staircase should be replaced 'like for like' but incorporating a stair lift. This would not prevent the Council from reviving the larger project at a later date – All in favour.

HR13. 06/17 Tourism maps at West Street car park and outside Tetbury Goods Shed:

The Committee AGREED the principle of replacing the outdated tourism maps. The Customer Relations Officer was requested to present a potential new design to a future meeting – All in favour.

HR14. 06/17 'Visit Tetbury' website design and approve contract:

After a few minor amendments to the website design the Committee AGREED the new logo and website design and approved WMC agency's quote to build the website – All in favour. It was also AGREED to request that WMC quote to create a colour-coded plan of the town centre shops and other premises serving visitors, similar to the one they had produced for the Malmesbury website.

HR15. 06/17 Purchase and installation of a new dog waste bin along the old railway footpath:

The Committee APPROVED the purchase and installation of the new bin – All in favour.

HR16. 06/17 New picnic furniture for the Old Railway picnic site:

The Committee APPROVED the design of the proposed new furniture – All in favour.

HR17. 06/17 Suggestion that the town become a 'Walkers are Welcome' town and possibly a cycling/walking hub:

DEFERRED to the next meeting.

HR18. 06/17 Purchase of an additional TIC display noticeboard: T

The Committee APPROVED the purchase of a new display noticeboard – All in favour.

HR19. 06/17 Christmas lights for St. Saviours lych-gate roof:

The Committee AGREED that they would like to purchase some white LED fairy lights to decorate the lych-gate roof that could be powered by solar or battery power and operated with a timer. A budget of £300.00 was AGREED – All in favour.

HR20. 06/17 Lloyds Bank proposals for the location of the mobile bank trailer:

The Committee AGREED that The Chipping Car Park was the most suitable proposed location for the mobile bank - 5 for, 0 against, 1 abstention. The Committee felt it important that Lloyds Bank put adequate directional signage up.

HR21. 06/17 Cherry trees at St. Saviours burial ground:

It was AGREED to remove two Cherry trees to optimise the number of burial plots available, it being noted that one tree was already dead and the other was in less than perfect condition. 5 for, 0 against, 1 abstention. In view of concerns about the possible impact of the removal of two Cherry trees on neighbouring properties in Holders Close it was also AGREED to request the Town Clerk to write advising neighbours of the Council's intention to remove the two trees. The letter should advise that there would be minimal loss of screening of the burial ground as the trees were adjacent to the residents car park.

HR22. 06/17 Tree works arising from the Tree Survey 2016/17: The Committee APPROVED the quotations for the necessary tree maintenance works – All in favour.

HR23. 06/17 Correspondence:

1. Enquiry about purchasing a memorial bench to be sited within the town. The Committee had no objection to the proposal bench but requested that details be brought to the next meeting as an Agenda item.
2. Proposal to phase the potential burial ground extension, the Committee asked for this to be referred to Full Council to discuss and asked the Town Clerk to write to the correspondent to advise them of the delay.
3. Invitation from Tetbury Summer Show for the Council truck to participate in the shows parade. The Committee that this would be a wonderful idea and committed to being involved. Customer Relations Officer to reply.
4. Concerns regarding the existing St. Saviours burial ground and the possibility of all the cherry trees being removed. The Town Clerk to reply advising that only two trees were to be removed.
5. Enquiry as to the ownership of a bus shelter on Hampton Street. The Committee thought the ownership of the bus shelter fell to the landowner but requested the Town Clerk to confirm this.

HR24. 06/17 Councillors Reports:

Councillor Morgan – (i) advised that the current sign at the entrance to the Old Station car park was out of date and would like the H&R Committee at its next meeting to consider whether it would like to contribute towards a new sign (ii) advised that the Goods Shed had asked a local Artist to paint a scene of the Goods Shed for presentation to the Council, to be hung in the Council Chamber/Courtroom

HR25. 06/17 Items for the next agenda:

The following items were suggested - Tourism maps, Walkers Welcome, Goods Shed ticket commission.

HR26. 06/17 Time and date of the next meeting:

Monday 3rd July 2017 at 6:30pm

The Meeting closed at 8:28pm

Chairman Date