

**MINUTES OF A MEETING OF THE HERITAGE AND REGENERATION COMMITTEE
held in the Council Chamber, Council Offices, Monday 5th March 2018 at 6:30pm**

PRESENT:

Councillors: S Ball (Chairperson), P Burrell, S Hirst (arrived 6.35pm), I Maslin, C Morgan (arrived 6.40pm) and K Painter.

Officers: Executive Officer – T Niblett, Community & Tourism Development Officer (CTDM) – G Osman, Visitor Information Centre Assistant - J Renshaw

Members of the public: None

HR1. 03/18 Apologies for absence:

Received from Councillor Stevenson

HR2. 03/18 Public Consultation:

None

HR3. 03/18 Declarations of Interest:

None

HR4. 03/18 Minutes of the meeting held 5th February 2018:

Following a minor amendment it was proposed by Councillor Burrell, seconded Councillor Painter to approve the minutes of the meeting held on 5th February 2018 – Approved.

It was proposed by Councillor Painter, seconded Councillor Burrell to approve the minutes of the meeting held on 13th February 2018 – approved

HR5. 03/18 Action Points:

Police sign on Courthouse – Officers had submitted a compliance application, the District Council was expected to make a decision on 9th March.

Defibrillators – Arrangements had been made for three Officers to be trained by the South West Ambulance Service on 14th March. The town's District Councillors would be to ask to assist with purchasing two defibrillators. The Dolphins Hall Committee and the Goods Shed would be asked for permission to have defibrillators sited in these areas and to consider contributing to the cost.

Northfield Road Telephone box – Officers had requested a quote to move the telephone box from Northfield Road to the Goods Shed.

Christmas in Tetbury – A meeting had been arranged for 14th March. The name Christmas in Tetbury cannot be used.

Cantilever Swing – This would be removed due to Health and Safety concerns; the invoice would be sent to the Dolphins Hall Committee.

Bluebell Trail – Ongoing

Water bottle re-fill scheme – The Town Council Offices and the Visitor Information Centre had been registered as re-fill venues.

Coach bay white lining at the Goods Shed – Officers were exploring costs.

Noticeboard outside Mistral – Officer were in contact with the landlords of Mistral and Boho to request permission for the Council install a replacement noticeboard.

HR6. 03/18 Budget to date:

Noted.

HR7. 03/18 Police Museum Report:

Three people had expressed an interested in the vacancy for a Police Museum Curator. Informal discussions were being arranged by the present Curator. The Committee had requested that the Customer and Tourism Development Manager also attend. A meeting with the Professional Mentor had been arranged for 28th March to assist with the Re-accreditation process.

HR8. 03/18 Police Museum Summer Saturday Cover:

Following last year's successful trial to open the Police Museum on Saturdays it was hoped to open the Police Museum on Saturdays, starting 21st July through to 1st September from noon – 3pm. Volunteers should contact the Council Office.

HR9. 03/18 Visitor Information Centre:

Mrs Jill Renshaw provided an overview, following a meeting to discuss refurbishing the VIC to maximise the space available. It was proposed by Councillor Hirst, seconded Councillor Maslin to recommend to the Finance and Scrutiny Committee to ring-fence £10,000 to redecorate the VIC – APPROVED. It was requested that Officers investigate the cost of new furniture and report back to the Council for approval. Officers would contact Cotswolds Tourism to see if the Council could change the display sign on the VIC to 'Visit Tetbury'. The new VIC Assistant had been in training for one month.

VIC Merchandise – A sample had been received from Star Editions and the Committee liked the design. The Committee RESOLVED to place an initial order of £750. There would be no artwork charges and re-ordering could be done in low quantities. Councillor Painter had offered to provide an image of Tetbury showing the Market Hall and St Mary's Church, for the April meeting. Mrs. Renshaw was requested to contact Barry Barnes to discuss commissioning him to paint pictures of the Goods Shed, Chipping Steps, Market Hall and St Mary's Church for use as designs on 'Tetbury' merchandise.

HR10. 03/18 Visitor Information Centre Ticket Sales Commission:

VIC Assistant Chris Eddolls had provided a detailed spreadsheet which made clear that the 5% commission received from the Goods Shed ticket sales was too low. Although the VIC sold tickets for the Goods Shed the staff also carried out administration duties on behalf of the Goods Shed. In 2017 tickets sales through the VIC amounted to £7,709.00 with the Council receiving £160.31 once Credit and Debit card fees were removed. It was AGREED to request the Town Clerk to write to the Goods Shed requesting 10% commission from future sales – voted 4 in favour, 3 abstentions.

HR11. 03/18 Town Tourism Maps:

The Customer and Tourism Development Officer had been working with Mr Brecon Quaddy to obtain quotations from four perspective illustrators to design a new town map. It was AGREED to request Mr Quaddy for a quotation to amend the existing map (provided by Ariel Designs), incorporating the new 'Visit Tetbury' colours, subject to copyright considerations. Also, the map outside the Goods Shed should include the history of the railway line.

HR12. 03/18 Progress Report from 'Visit Tetbury' Website Working Group:

The Working Group was thanked for its report.

HR13. 03/18 Picnic Area Information Boards and Barbecues:

The information boards were being purchased through the Tesco Bags for Help grant. It was AGREED that the boards should be installed at a height and location that was wheelchair friendly. A printed version of the information on the boards would be available at the VIC. It was suggested that old fashioned milk churns would be a nice feature in this area; Councillor Painter would include a request out in his column in the Wilts & Glos Standard. The Committee noted a suggestion that barbecues in this area would not be a good idea due to fire hazard. It was AGREED to install one on a trial basis, along with a metal bin for the embers to be disposed of safely.

HR14. 03/18 Town Finger Post Signs:

Nothing to report.

HR15. 03/18 Tree Management Plan for St Mary's Churchyard – Recommendations for initial work:

Following a site visit in November 2017, it was noted that various tree works needed to be carried out in St Mary's churchyard, amounting to £3,470 plus VAT. The Town Clerk was awaiting a quotation for further tree works recommended by a specialist tree contractor.

Although a new budget line for tree works had been added for the 2018/19 financial year, it was believed that these extra works have not been budgeted for. It was proposed by Councillor Burrell, seconded Councillor Maslin to recommend to the Finance & Scrutiny Committee to increase the tree works budget by a further £5,000 from general reserves – voted 5 in favour, 1 abstention.

HR16. 03/18 External Wooden Staircase Renovation:

Two quotations had been received for the renovation of the external wooden staircase. One contractor had provided a quotation for repair using as much as the original material as possible, whereas the other had quoted for a substantial rebuild. Although the Committee was minded to proceed with the first contractor due to the price quoted, it was felt that the other contractor should be requested to quote for the same scope of work in order for the Council to be able to compare like-for-like quotations.

HR17. 03/18 Correspondence:

An email had been received from Amey (the County Council's Highway contractor) requesting the town and parish councils to pass on their thanks to the Snow Wardens, Plough Operators, Farmers and the local community who had helped with make the roads accessible following the recent snowfall.

Mr Kevin Painter had informed the Council of his intention to repeat the successful comic book workshop which he had run at the Goods Shed in 2017. Mr Painter had requested the Council's support either by a financial donation and/or allowing displays to be erected within the Council Offices. A Comic and Cartoonist of the Year Award Ceremony were also being planned, which should be an attraction to the town. The Committee agreed in principal to assisting with the Award Ceremony.

HR18. 03/18 Councillors Reports:

Councillor Hirst – Asked whether a new site for recycling should be found, following the closure of the facility at Tesco. This would be an item for the next meeting.

Councillor Painter – Advised that a headstone in St Saviours was out of place and needed putting back onto the correct burial plot. Councillor Ball advised that an inspection of the burial ground would take place in the near future. Stated that neighbours should be thanked for their community spirit following the recent snowfall and asked whether the Council needed a Winter Emergency Plan to sit alongside the new Emergency Plan.

Councillor Burrell – Suggested that the Committee look at providing an Expo event for all organisations within the town.

Meeting closed 8pm

Chair Dated