

**MINUTES OF A MEETING OF THE HERITAGE AND REGENERATION COMMITTEE  
held in the Council Chamber, Council Offices, Monday 4<sup>th</sup> June 2018 at 6:45pm**

**PRESENT:**

Councillors: S Ball, P Burrell, S Hirst, I Maslin, K Painter, N Ind, E Monks.

Officers: Executive Officer – T Niblett, Community & Tourism Development Officer (CTDM) – G Osman,

Members of the public: Three

**HR1. 06/18 Election of Chair and Vice Chair:**

Councillor Kevin Painter was elected to serve as Chair and Cllr Nikki Ind was elected as Vice Chair. Cllr Painter thanked Cllr Ball for time as Chair.

**HR2. 06/18 Apologies for absence:**

Noted from Cllrs Morgan and Stevenson

**HR3. 06/18 Public Consultation:**

None

**HR4. 06/18 Declarations of Interest:**

None

**HR5. 06/18 Minutes of the meeting held 9<sup>th</sup> April 2018:**

The minutes of the meeting held on 9<sup>th</sup> April 2018 were approved.

**HR6. 06/18 Action points from the last meeting:**

Police sign – Sign due to be installed week commencing 4<sup>th</sup> June

Christmas in Tetbury – Next meeting will be taking place 13<sup>th</sup> June at 6pm

Bluebell Trail – On-going project incorporated within the Wild Towns Project

Noticeboard outside Mistral – Received notification from Landlord happy for TTC to replace with new noticeboard, office team to obtain quotation

Poppy appeal – Poppies still coming into the office

External Wooden Staircase – Ongoing sourcing 'like for like quotation'

Tourism Boards – Will take place after VIC refurbishment

**HR7. 06/18 Budget figures to date:**

Thanks to Chris Eddolls for the new VIC spreadsheet, the H&R Committee will now receive a more true record of income and expenditure for the VIC.

**HR8. 06/18 Council Action Plan – Priorities and projects for 2018/19:**

	<b>Activity / Project</b>	<b>Priority for Action</b>	<b>Progress by</b>
		High = Immediate / 3 months Medium = 3 to 6 months Long = This Council Year and/or ongoing	
1	Provision of Additional Burial Ground	High term	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 Term	H&R /Town Clerk
4	Bluebell Trail (if approved) Wild Towns Project	Medium term £2,000 towards this project	H&R / Town Clerk
5	Complete 'Visit Tetbury' website	Short-Medium Term	H&R / CTDM & Working Group
6	Complete the refurbishment of Visitor Information Centre	Medium Term	VIC & CTDM
7	Update and Replace the Tourism Visitor Maps at the Goods Shed, West Street and Chipping Street Car Parks	Medium Term	H&R / VIC & CTDM
8	Poppy campaign/display	Medium Term	H&R/ EO

#### **HR9. 06/18 Walking Festival Feedback:**

John Burton from the Tetbury & District Footpath Walking Group provided an overview of the Walking Festival which took place on 27<sup>th</sup> – 29<sup>th</sup> April where 75 walkers participated in 6 local events all starting from the Goods Shed. The group were very pleased with how the first festival went and are looking at ways to improve it for next year. The H&R Committee asked whether a dog-friendly, child-friendly, wheelchair and buggy friendly walks could be incorporated. Advised there is a Beating of the Bounds walk which may be of interest to the group for future festivals. John advised the Committee that the walking group had a new website and will forward these details to our CTD Manager to include a link on our new Visit Tetbury website. The Footpath group will be meeting on 9<sup>th</sup> July and these points will be discussed and look at ways on how Tetbury can become a 'Walker Friendly Town'.

#### **HR10. 06/18 Civic Society request for Historic Plaques:**

Following the H&R Committee meeting on 5<sup>th</sup> February 2018 where the Committee agreed in principle to fund 4 plaques around the town, Roy Angell from the Civic Society provided the Committee with an overview of the types of plaques and wordings they would like to display on certain historic buildings around the town. The plaques would be sited at 26/28 Long Street, The Ormond, 44 Long Street. A quotation of £440 exc VAT per plaque has been received and it was asked whether 2 further quotations could be obtained together with a mock-up. The Civic Society have agreed that they will contact Cotswold District Council to ascertain the Listed Building Consent for each building and obtain permission from the home owners that they are happy to have a plaque displayed on their property.

#### **HR11. 06/18 Gloucestershire Wild Towns Project and Trim Trail:**

Committee were advised that a quotation for a Trim Trail potentially to be installed along the Rails Lands will be received shortly.

#### **HR12. 06/18 Visitor Information Centre:**

Refurbishment of VIC is well underway with new lighting installed, window board removed and desks moved to allow more space within the VIC. It was noted by the Mayor and Deputy Mayor that the door to the VIC is quite narrow, office to look into purchasing new door with a push button to allow easy access for visitors. Once the refurbishment has been completed all Councillors will be invited to an official opening ceremony. Although the visitor numbers are

slightly down on last year we have seen a large increase in numbers from our Spanish visitors but fewer from Japan and China.

We have finished writing content for the launch of the new website. Ticket sales for the Goods Shed and other venues have been generally quite slow this month with the Tetbury Music Festival tickets going on sale in July.

CTD Manager advised that we are down to the last box of Visit Tetbury leaflets and a new order needs to be placed with a few minor changes. A quotation from Cotswold Tourism of £400 for 3000 or £500 for 5000 leaflets has been obtained. It was proposed by Cllr Hirst, seconded Cllr Ball to order 5000 and allow the VIC staff and CTD Manager to make the necessary amendments before proceeding to print APPROVED

**HR13. 06/18 'Visit Tetbury' launch and social media workshop:**

Goods Shed booked for 4<sup>th</sup> July from 6pm for the launch of the Visit Tetbury website which will also combine a free social media workshop being presented by #WDYT. One representative from each business, shop, community group and organisation will be invited with a total of 140 places available. £800 has been requested from the H&R projects budget to pay for the costs for this event. It was proposed by Cllr Burrell, seconded Cllr Ball to approve the £800 budget APPROVED.

**HR14. 06/18 Police Museum:**

Maria Marsh has been appointed as the new Honorary Curator of the Police Museum. The Museum CCTV system has malfunctioned and quotations have been received for a replacement system and a new monitor. It was proposed by Cllr Maslin, seconded Cllr Ball to proceed with the quotation from Stroud Alarms APPROVED.

**HR15. 06/18 Town Crier Honorarium:**

It was proposed by Cllr Maslin, seconded Cllr Ind to approve the Town Criers Honorarium of £500 – APPROVED

**HR16. 06/18 Adoption of three West Street trees:**

Correspondence has been received by Tetbury in Bloom to ask TTC if they wish to adopt three trees in West Street car park. Currently there are seven trees in this area and four will need to be removed to let the other three trees thrive, if TTC are unable to adopt the trees all seven trees will be felled as Tetbury in Bloom are not in a position to formally take on the long term responsibility for these trees. It was proposed by Cllr Burrell, seconded Cllr Ind to keep the three trees and ask a tree specialist if the four other trees could be removed safely and planted elsewhere – voted 4 in favour, 2 abstentions

**HR17. 06/18 St Saviours Report:**

Inspection of St Saviours was recently carried out by Cllr Ball, it was noted that some works needed to be carried out regarding trees and ivy which will be forwarded to the Grounds team. Look at obtaining quotations for new stone troughs outside the churchyard. It has been noted that a few headstones and crosses are becoming dangerous, office to contact St Mary's Church to see whether they have any contact details for us to contact the families.

**HR18. 06/18 Open Spaces Policy:**

The updated Open Spaces Policy has been received and approved.

**HR19. 06/18 Dragons Den:**

Although this project has been put forward to SWR and St Mary's Primary School no uptake had been taken, it was agreed to drop this proposal. – Agreed.

**HR20. 06/18 Correspondence:**

A letter has been received to ask whether the Council would consider placing a litter bin behind the Market Hall. Although there is a bin next to the Post Office, office to look at purchasing a small bin and install in this area.

It was also noted that the flower troughs and benches are moved on a regular basis for vehicles trading under the Market Hall. It was agreed to change the lock and let the Feoffees know the combination.

**HR21. 06/18 Councillors Reports:**

Nothing to report

**HR22. 06/18 Items for the next agenda:**

None

**HR23. 06/18 Time and date of the next meeting – Monday 3<sup>rd</sup> July 2018 6.30pm**

Meeting closed 8.25pm

Chair ..... Dated .....