

**MINUTES OF A MEETING OF THE HERITAGE AND REGENERATION COMMITTEE
held in the Council Chamber, Council Offices, Monday 1st October 2018 at 6:30pm**

PRESENT:

Councillors: K Painter (Chair), S Ball, P Burrell, N Ind, I Maslin, C Morgan, J Turton

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

Members of the public: One

HR01. 10/18 Apologies for absence:

Received from Councillors Hirst and McCorkell

HR02. 10/18 Public Consultation:

None

HR03. 10/18 Declarations of Interest:

Cllr Ball French Twinning Welcome Signs (minute 11. 10/18)

HR04. 10/18 Minutes of the meeting held on 3rd September 2018:

Following a few minor amendments, it was proposed by Cllr Burrell, seconded Cllr Maslin to approve the minutes of the meeting held on 3rd September 2018 – Approved

HR05. 10/18 Action Points from the last meeting:

Poppy Appeal – Tea party booked for 4th November at the Goods Shed to say thank you to all volunteers who have assisted with this campaign

Car Park Tourism Boards x3 – CTDM to contact Goods Shed to see whether they would design and assist with costs for the board outside the Goods Shed. CTDM to obtain costs to produce either one sided or double sided signs as Cotswold Tourism do not have the budget to assist with funding for new boards although artwork would be provided.

Town Centre CCTV – Survey Monkey ended 30th September, decision to proceed will be decided at Full Council in October

Installation of lamp post litter bin behind Market Hall – The Feoffees had concerns regarding a potential bin fire where the litter bin was originally situated, the bin has now been removed and as of today's date no other suitable post has been found to accommodate this bin.

Police Museum Internal CCTV – CCTV Company visited the premises earlier today, awaiting quotation

Action Plan:

Activity / Project	Priority for Action High = Immediate / 3 months Medium = 3 to 6 months Long = This Council Year and/or ongoing	Progress by
Provision of Additional Burial Ground	High term	Council / H&R Planning permission received 18.07.18
Supporting the Town Centre Economy	Medium term and to be considered an ongoing priority	Council / H&R On-going
External Staircase	High Term	H&R /Town Clerk On-going. H&R would like the roof

		to be like-for-like and not lead.
Bluebell Trail (if approved) Wild Towns Project	Medium term	H&R / Town Clerk On-going Full Council project given its own budget.
Update and Replace the Tourism Visitor Maps at the Goods Shed, West Street and Chipping Street Car Parks	Medium Term	H&R / VIC & CTDM On-going project
Poppy campaign/display	Medium Term	H&R/ EO On-going project End date 11/11/2018

HR06. 10/18 Budget figures to date:

It has been noted that the overall funds available for the Heritage & Regeneration Committee is £18,595, £5,634.41 still to be allocated for on-going projects and forecast spending for the rest of the year £4,750.00. Committee has requested the office to obtain figures for tree works that need to be carried out in St Marys Church.

HR07. 10/18 Visitor Information Centre Monthly Report:

Ticket sales for the Music Festival have reduced dramatically due to people purchasing on-line. Order has been placed for the new David Thompson image merchandise and this should be received within the next 3 weeks. Advert to be placed in Tetbury Advertiser and ask whether the image could feature on the front cover as well. Cards for Good Causes will be arriving 16th October. Thanks given to Chris Eddolls for his work on the VIC Sales Analysis which provides an insight into trends.

HR08. 10/18 Police Museum Monthly Report:

Unfortunately our Museum Mentor Linda Cood has moved away from the area leaving us without a Mentor, awaiting advice from the Museum Development Officer on how to proceed. Following a visit to the closed Cirencester Magistrates Court we have put in a request to receive Chandelier, Brass Plaques, Courtroom Phone and various leaflets for our displays. Saturday opening of the Police Museum went well and we received 202 visitors with 18 entrants from children to win a SWAT rucksack full of goodies. Cllr Ball has kindly agreed to open the Police Museum on the two Saturdays for the October half-term.

HR09. 10/18 Civic Society Plaques:

Mr Angell provided an overview. There are 7 properties in town which has been chosen for their historical importance and all owners have agreed for the plaques to appear on their building. It was proposed by Cllr Burrell, seconded Cllr Ball that the plaques are made in cast iron and Mr Angell to commission Photocast Products (Liverpool) to produce the plaques at a cost of £351.12+VAT each – Approved.

TTC has agreed to fund plaques to appear on The Ormond and 26/28 Long Street (First Police Station in Tetbury). The Civic Society to contact The Feoffees of Tetbury and Tetbury Lions to ask whether they would consider assisting with this project. H&R Committee to revisit this project in the New Year to see whether funds are available to purchase other plaques, thanks was given to Mr Angell for his commitment to this project.

HR10. 10/18 Revive & Thrive:

Cllr Painter provided an overview. Revive & Thrive is based on a membership designed to increase opportunities for discussion and information to be shared on and off-line. Membership includes a subscription to a magazine, closed Facebook discussion group and the ability to enter market town challenges. CTDM to forward the online magazine to the committee and a meeting needs to be arranged with a representative before proceeding any further.

HR11. 10/18 French Twinning Welcome Signs:

Following the town twinning with Chatillon-sur-Indre additional signage needs to be erected on the Welcome to Tetbury signs. A quotation of £65 + VAT per sign has been received this will include the supply and fitting for 5 signs. It was proposed by Cllr Ind, seconded Cllr Maslin to proceed with the supply and fitting of 5 signs at £65+VAT – Approved

HR12. 10/18 Christmas Memory Tree and Carol Service:

Following the success of last year's event, the EO and CTDM would like to organise this event again. Rev Poppy Hughes has kindly offered to carry out a carol service on Saturday 8th December starting at 5.30pm. The estimated cost to the Council for this event would be £70 for mulled wine, mince pies and decorations for St Saviours. The memory tree is the focal point to this event and the cost to the Council would be £100 to sponsor the event and £80 to purchase the tree. A photograph of the Memory tree will be published in the Churches Conservation Trust magazine which reaches over 2000 members. It was proposed by Cllr Burrell, seconded Cllr Ind to approve the running of both events with a cost to the Council of approximately £250 – Approved.

HR13. 10/18 Burial Ground Design:

Due to unforeseen circumstances the designs have not been received. Full Council October agenda item.

HR14. 10/18 Pride in Your Town Campaign:

Following a recent walkabout of the town it was noted that most of the gutters within the town has been blocked up with straw. Need to engage with Ubico to make regular cleaning arrangements for the town of Tetbury. Cllr Turton to contact all Councillors to co-ordinate a Community Service to sweep and remove all debris in the town centre.

HR15. 10/18 Council Representation at Remembrance Event in Chatillon-sur-Indre:

CTDM and family have been asked to represent Tetbury at this year's wreath laying ceremony in Chatillon-sur-Indre. The only cost to the Council will be the flights and airport parking all other costs in France are being met by Mr Christopher Coombes. It was proposed by Cllr Morgan, seconded Cllr Burrell to approve these costs and to allow the CTDM 2 days away from the office – approved.

The Committee were advised that there has been some confusion over the officers time spent on the Twinning event with Chatillon-sur-Indre. TTC EO has completed and submitted the EU funding application form which has been submitted in the name of TTC and signed off by the Mayor Cllr Ball. All finances for this project will be carried out by the EO and it was made clear that the Twinning Committee and not TTC will organise the event which is taking place in May 2019.

HR16. 10/18 Correspondence:

Thank you card was received from John Silvester Police Museum Curator for his leaving gifts received by TTC.

HR17. 10/18 Councillors Reports:

Cllr Ind – Requested information to be placed on the Visit Tetbury website. Advised to contact CTDM with information.

Cllr Masling – DIY SOS Big Build will be on screen Wednesday 3rd October 2018 for a young man in Avening, Cllr Maslin advised that Tetbury Lions has supported this cause. It was requested that thanks be sent to the Tetbury Lions from the H&R Committee for their continued support in this matter.

Cllr Turton – Advised that the electric charging points should have been an agenda item for this meeting and has requested that it is an agenda item for the November meeting. Cllr Turton to provide a report for this meeting. Cllr Morgan advised that CDC has money put aside for such projects.

Cllr Ball – Will be attending the AGM for the Gloucestershire Playing Fields Association.

HR18. 10/18 Items for the next Agenda:

Visit Tetbury website, electric charging points

HR19. 10/18 Time and ate of the next meeting – 6.30pm Monday 5th November 2018

Meeting closed 8.10pm

Chair Dated