

MINUTES OF THE HERITAGE & ENVIRONMENT
held at Tetbury Library, Close Gardens, Tetbury on the 3rd February 2025

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair) P Coleman, P Burrell, I Watson and X Macutay-Malloch, Alison Figueredo and Kevin Painter.

Officers: V Bolwell (EO)

Public: 2 members of public

HE01. 02/25 To receive and accept any apologies for absence:

Councillor C Pearce – Holiday – received and accepted.

Councillor R Smith – medical - received and accepted.

HE02. 02/25 Public Consultation:

A member of public raised concerns about dog fouling at the Goods Shed. In 2019, Tetbury Town Council installed signs requesting that dogs be kept on leads, which initially led to compliance from the public. However, there has been a noticeable increase in dogs off leads over time, resulting in fouling in play and picnic areas. These dogs are often out of sight, leading to unremoved fouling. The resident also noted that several signs have been removed, and the remaining signs are worn and outdated. The resident requested that the council refresh the signage to ensure the health and safety of the general public.

A member of the public requested information regarding the decision to change the name of this committee, including the timing and reasons for the change. The Executive Officer (EO) will forward the relevant information.

The member also inquired about outdated Burial Regulations available online. Committee members noted that the current regulations were approved in July 2024 and will clarify the errors noted.

HE03. 02/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

None.

HE04. 02/25 To approve minutes of the Heritage and Environment meeting held on Monday 6th January 2025:

After amendments It was proposed by Cllr P Burrell seconded by Cllr S Sanderson to approve the minutes of the Heritage and Environment committee meeting held on Monday 6th January 2025.

Voting record	For 7	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE05. 02/25 To approve Councillor Alison Figueiredo's appointment to the Heritage and Environment Committee with immediate effect:

It was proposed by Councillor P Burrell seconded by Councillor P Coleman to approve Councillor Alison Figueiredo's appointment to the Heritage and Environment Committee with immediate effect.

Voting record	For 7	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE06. 02/25 To note Budgets for forecast year 24/25, spend to date and forecast spend: Noted.

MINUTES OF THE HERITAGE & ENVIRONMENT
held at Tetbury Library, Close Gardens, Tetbury on the 3rd February 2025

HE07. 02/25 To note Action Plan from previous meeting: Noted

HE08. 02/25 To note Visitor Information Centre report and approve relocation:

Members discussed the closure and relocation of the Visitor Information Centre (VIC). It was approved that the VIC will close its current location and relocate to the Town Council Offices, with the new location opening on 31st March 2025. The Executive Officer (EO) will provide detailed information regarding the relocation and press release by the 14th of February.

Additionally, members recommended consulting with the Curator to discuss the feasibility and logistics of opening the Police Museum six days a week. It was highlighted that having the Police Museum open from 10am to 3pm, Monday to Saturday, with volunteers available on Wednesdays and Fridays, would enhance the visitor experience. Both staff members have expressed their willingness to manage the opening and closing of the museum during these hours.

It was proposed by Councillor Z Baker seconded by Councillor P Coleman to note the closure 24th March 2025 and relocation date of the Visitor Information Centre (VIC) opening 31st March 2025 and to recommend to Full Council consulting with the Curator regarding the opening of the Police Museum from Monday to Saturday.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE09. 02/25 To note the Police Museum report:

Due to absence not received.

HE10. 02/25 To receive an update form the Highways Working Group:

Noted.

Cllr Z Baker has received correspondence and will forward it to the Executive Officer (EO). Cllr P Burrell requested an update regarding the Traffic Regulation Order (TRO) at the Ferns, noting that the signage is still outstanding and specifying the waiting times. This matter needs to be followed up as soon as possible.

There are manhole covers causing noise disturbances. The EO will contact Highways to address this issue.

HE11. 02/25 To discuss and approve the proposed merger of the Health, Wellbeing and Youth committee with the Heritage and Environment committee:

Cllr P Coleman expressed concern that merging the committees might dilute both the Heritage and Wellbeing objectives.

Cllr I Watson highlighted that during the Covid pandemic, the committee was pioneering in its Health and Wellbeing objective. The committee has successfully managed the recent transition of the Friendship Café to the Tetbury Area Youth and Community Trust (TAYCT). Currently, the Service Level Agreement with TAYCT includes support for youth, leaving very little for the committee to oversee directly.

Cllr K Painter raised the point that merging the two committees could confuse residents.

**MINUTES OF THE HERITAGE & ENVIRONMENT
 held at Tetbury Library, Close Gardens, Tetbury on the 3rd February 2025**

Cllr P Burrell noted that the meetings could become longer and expressed concern about being forced into a committee that emphasises wellbeing when their primary focus is Heritage.

Cllr S Sanderson welcomed the merger but raised concerns about staffing these meetings and the roles for the officers.

Cllr Z Baker noted that merging the committees would be beneficial for achieving objectives, as many items overlap and mirror each committee.

It was proposed by Councillor I Watson seconded by Councillor K Painter to recommend to Full Council a trial period of one year for the merger of the Health, Wellbeing and Youth committee with the Heritage and Environment committee.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE12. 02/25 To discuss Christmas 2025:

Noted report.

Cllr P Burrell praised the initiative of a local resident fundraising group for providing Christmas lights in the trees and on lamp posts after the Town Council removed the budget for lights.

HE13. 02/25 To discuss Tetbury inspiration awards:

Members thanked the EO for the concise information regarding the awards.

Cllr X Macutay-Malloch will design the promotion poster and members agreed on a red and gold design. EO to liaise with Cllr X Macutay-Malloch regarding wording.

HE14. 02/25 To approve response to the letter received from Wessex Water:

After amendments it was proposed by Councillor S Sanderson seconded by Councillor Z Baker to approve the response to Wessex Water and send copies to the Local MP and the Environmental Agency.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE15. 02/25 To discuss Dogs on Leads at the Goods Shed:

Cllr Z Baker noted that this item was raised due to correspondence received from a member of the public and thanked the individual for highlighting the problem. After an investigation by the Executive Officer (EO), Cotswold District Council (CDC) has kindly provided Tetbury Town Council (TTC) with official signs to replace the outdated ones.

Cllr P Coleman mentioned that he would also address the issue in the Mayor's piece for the Tetbury Advertiser. The members thanked the member of the public for bringing this to their attention.

The EO requested the adoption of the site map of bins at the Goods Shed for visual reference for the grounds team. The member of the public agreed to forward this map.

**MINUTES OF THE HERITAGE & ENVIRONMENT
 held at Tetbury Library, Close Gardens, Tetbury on the 3rd February 2025**

HE16. 02/25 To approve Woof about Tetbury:

It was proposed by Councillor P Coleman seconded by Councillor A Figueiredo to approve with no financial support Woof about Tetbury date to be confirmed.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

EO to provide support on behalf of the council. The members requested a date asap so that other town events do not clash.

HE17. 02/25 To discuss and approve the Beacon Event for the 80th VE Day:

It was proposed by Councillor Z Baker seconded by Councillor S Sanderson to approve the 80th D Day Beacon Event at The Goods Shed 8th of May 2025.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE18. 02/25 To discuss and approve Town and Tourism Finger pointers:

It was proposed by Councillor Z Baker seconded by Councillor P Coleman to approve the refresh of town and tourism finger pointers by Tetbury Grounds Team.

Voting record	For 8	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HE19. 02/25 To approve Tree Works at Cotswold Close – 4435:

It was proposed by Councillor P Coleman seconded by Councillor P Burrell to approve the Tree Works at Cotswold Close.

Voting record	For 7	Against 0	Abstain 1	Absent 2
---------------	-------	-----------	-----------	----------

HE20. 02/25 To consider Correspondence received:

Tetbury Chamber meeting – Please can EO raise Fire Station hatchings these were previous TRO’s and outstanding.

Residents Thank you – Best Christmas House Lights.

Trail App – EO to research the demo at no sot to council.

HE21. 02/25 To receive members reports:

Cllr P Burrell – Welcomed Cllr Alison Figueiredo to the Heritage and Environment Committee.

HE22. 02/25 Items for inclusion on the 2025 February agenda:

Actions – Inspirational Awards – Woof About Tetbury – Dog Fouling – Christmas Events

HE23. 02/25 Time and date of the next Meeting 7pm Monday 3rd March 2025 at St Marys School

Tetbury GL8 8BW:

Noted.

Chair.....

Date.....

Meeting Closed 2020