

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at St Marys School, St Marys Road, GL8 8BW Tetbury on the 7th July 2025**

Present:

Town Councillors: Z Baker (Chair), S Sanderson (Vice Chair), N Ind and R Smith.

Officers: V Bolwell (EO)

Public: one member of the public.

HEC01. 07/25 To receive and accept any apologies for absence:

Cllr I Watson – work - received and accepted.

Cllr P Coleman – personal – received and accepted.

Cllr A Figueredo – medical - received and accepted.

Cllr C Pearce – absent – no apologies received.

HEC02. 07/25 Public Consultation:

None.

HEC03. 07/25 Declarations of Interest:

None.

HEC04. 07/25 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 2RD June 2025: It was proposed by Cllr N Ind seconded by Cllr R Smith to approve the minutes of the Heritage, Environment and Community meeting held on Monday 2rd June 2025.

Voting record	For 4	Against 0	Abstain 2	Absent 4
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HEC05. 07/25 To note Budget, spend to date and forecast spend:

Cllr N Ind would like to clarify Town Centre budget line – is this S106 monies?

Cllr N. Ind requested clarification regarding a promotional display currently situated within the Council Chamber. Specifically, confirmation is sought on who authorised and funded the display. Concerns were raised about the presence of multiple spelling and grammatical errors on the item. Cllr Ind also inquired whether the cost of the display was covered by the Police Museum’s marketing budget for the current financial year.

HEC06. 07/25 To note Heritage, Environment community Action Plan from previous meeting:

HR10. 01/24 – It was noted that the steelwork has now been completed, and electrical sockets have been installed to allow the notice board to be relocated as required.

HE10. 02/25 - It was reported that the TRO (Traffic Regulation Order) work at New Church has been completed. Cllr Ind also raised concerns regarding ongoing illegal parking on Silver Street, highlighting that such obstructions could prevent emergency vehicles from gaining access. It was requested that this matter be raised with County Councillor Ian Watson for further investigation and action.

HEC07. 07/25 To note Visitor Information Centre report:

Noted.

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HEC08. 07/25 To note the Police Museum report:

Noted.

The June annual review in the advertiser? Who paid for this?

HEC09. 07/25 To discuss and review Police Museum Policy and receive an update of the Police Museum Business Plan:

Cllr Ind raised several concerns regarding the current Museum Policy, noting that it is outdated and in need of a comprehensive review. Key points included:

Governance: The policy repeatedly refers to the "governing body" as Tetbury Town Council. Cllr Ind emphasised that this should be clearly stated throughout, and that the Council must be consulted on all relevant matters, reaffirming that the museum is under the Council's control.

Section 9 – Acquisition: Cllr Ind stressed the importance of Council consultation prior to any acquisitions, particularly in relation to items of significant value. Members should be kept informed of such matters.

Terminology: The document frequently references "Heritage and Environment." It was requested that this terminology be reviewed and amended where appropriate.

Documentation Policy (Part 5): The policy notes that all items are recorded digitally using an Excel spreadsheet. Clarification was requested on whether this data is stored on a Tetbury Town Council device and whether appropriate cybersecurity measures are in place to protect against potential cyber-attacks.

Access Audit (Page 4): The last audit was completed in 2014, with a follow-up planned for 2022. The committee requested to see a copy of the most recent audit.

Business Plan – Section 5.3 (Staffing): The policy states that the museum is open Monday to Friday, 10am–3pm and monitored by Council staff. Cllr Ind requested that Saturday opening hours also be reflected in this section.

Action Plan: An update on the current status of the Action Plan was requested as these items should be completed.

It was noted that the Curator has advised staff at the Visitor Information Centre (VIC) not to open the museum due to insurance concerns. However, members reaffirmed that, in line with the resolution passed by Full Council in March, VIC assistants will continue to open the museum as previously agreed.

HEC10. 07/25 To discuss budget requirements 2026/27:

Members discussed approaching other organisations regarding purchasing new bunting.

Has the grounds team researched a new vehicle? Please can this be followed up – Cllr Z Baker will raise this with Ground foreman. This item will remain for September.

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HEC11. 07/25 To discuss and recommend to full council burial site search:

Members discussed the importance of identifying suitable sites within Tetbury for future burial land. It was agreed that conducting a comprehensive review of land across the town would help determine which areas Tetbury Town Council could consider approaching for this purpose.

It was proposed by Cllr Z Baker seconded by Cllr R Smith to recommend to Full Council Burial Site search with a recorded vote:

Voting record	For 4	Against 0	Abstain 0	Absent 4
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HEC12. 07/25 To discuss and approve the rejuvenation of Suffolk Close Play Area:

The Executive Officer explained that many grant funding applications require detailed costings, making it essential to meet with a developer to establish a preliminary plan and estimate of costs. Cllr N. Ind suggested exploring the use of Crowdfund Cotswold as a potential funding avenue. Members also discussed the Suffolk Close site and noted that, once completed, it could contribute to the enhancement of Webb Road.

It was proposed by Cllr N Ind seconded by Cllr Z Baker to approve the rejuvenation of Suffolk Close Play Area:

Voting record	For 4	Against 0	Abstain 4	Absent 4
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HEC13. 07/25 To discuss and approve the application for Brown and White Tourism Signs:

Due to the associated costs, members agreed that the purchase of additional tourism signage is not suitable at this time. It was noted that flags and signage have recently been acquired for the Visitor Information Centre, and further expenditure in this area is not currently justified.

HEC14. 07/25 To discuss and approve St Micheals Church Signage:

Members raised concerns about the current opening hours of St Michael’s Church and inquired whether church representatives had been approached regarding signage. It was noted that St Mary’s and St Saviour’s churches both have signage in place to guide visitors and are open daily. In light of this, Members questioned whether St Michael’s Church follows the same daily opening schedule. At present, the Council has chosen not to allocate funding for additional signage.

HEC15. 07/25 To discuss Colour Friday – Shop Small Shop Tetbury 2025:

Due to Cllr A Figueredo absence this item was deferred to September.

HEC16. 07/25 To consider Correspondence:

Noted.

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HEC17. 07/25 To receive members Reports:

Cllr R Smith – Hedges at St Marys Road – Cllr S Sanderson will follow up with neighbourhood coach.

Cllr Z Baker – A member of the public (MOP) has reached out regarding the historic plaque proposed for Bath Bridge, an item previously brought to committee by Cllr K Painter. The MOP has attempted to contact Cllr Painter directly for an update but has not received a response.

The committee had earlier discussed this initiative and agreed that the History of Tetbury Society would likely be the most appropriate body to assist in progressing the project. However, due to the lack of recent communication and the need for funding, the MOP has highlighted that financial support may be required via a planning application.

As such, this matter will be added to the September committee agenda for further discussion and decision-making regarding funding and next steps.

HEC18. 07/25 Items for inclusion on the September Agenda:

- Christmas
- Budget
- Colour Friday
- Heritage Plaque Bath Bridge

HEC19. 07/25 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 1st September at Tetbury Library – Close Gardens – Tetbury:
Noted.

Chair.....

Date.....

Meeting Closed 810pm