



Tetbury

Town Council

To all Members of the Council

(Councillors: Steve Scott (Mayor), Mark Baker (Deputy Mayor), Zowie Baker, Patricia Burrell, Liz Farnham, Alison Figueiredo, Nikki Ind, Xam Macutay-Malloch, Kevin Painter, Colin Pearce, Susanne Sanderson, Rodney Smith, Judith Taylor, Ian Watson)

You are summoned to attend the Meeting of the Council on Monday 21st July 2025 at 7pm for the transaction of the following business. The meeting will be held at Tetbury Library, Close Gardens, Tetbury, Glos. **All members of the public and press are welcome.**

Chief Executive Officer
14th July 2025

1.	To receive an update from The Rail Lands Regeneration Trust
2.	To receive and accept any apologies for absence
3.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
4.	Public Consultation <i>The Council allows fifteen minutes for public questions or statements. Each person speaking is to state their name and will be allowed a maximum of three minutes. Questions may be answered briefly but not debated. Issues may be referred to a later meeting of the Council or a Committee for response if deemed necessary.</i>
5.	To receive an update from the Dolphins Recreation Centre regarding Project 1
6.	To approve the Full Council minutes – Monday 16 th June 2025
7.	To note action points
8.	To discuss and approve the Rural England Prosperity Fund grant of £19,000 for Tetbury Goods Shed
9.	To discuss and approve Burial Site searches for Tetbury as recommended by the Heritage, Environment and Community Committee – Recorded vote requested
10.	To discuss and approve the re-allocation of Burial Ground Reserves to General Reserves
11.	To discuss and approve any changes Tetbury Town Council would like to propose to Cotswold District Council Community Governance Review (CGR)
12.	To approve Vexatious Policy as recommended by the Finance & Scrutiny Committee
13.	To discuss and approve Local Government Reorganisation
14.	To discuss and approve working in collaboration with The Feoffees to write to water organisation to request silt chambers on overflow pipes going into Millenium Green
15.	To allocate two Councillors to sign off August invoices
16.	To allocate two Councillors to carry out quarterly budget checks
17.	To discuss and note Quarter 1 2025/2026 budget
18.	To discuss budget setting 2026/2027
19.	To discuss the implementation of the Business Plan in Council meetings
20.	To approve GCC highways 20s plenty scheme
21.	To discuss and approve writing to Southwestern Ambulance Services NHS Foundation Trust (SWASFT) to express concern regarding the proposed changes to withdraw financial support for fire co-responder schemes
22.	To request all Councillors update their register of interests
23.	To discuss Martyn's Law requirements
24.	To approve a full page in the Tetbury Advertiser to assist Zwingenberg Twinning Society
25.	To note Mayors and CEO reports
26.	Noting minutes of Heritage Environment and Community Committee dated Monday 2 nd June 2025 accepted by Committee on Monday 7 th July 2025
27.	Noting minutes of Planning Committee dated 24 th March 2025, accepted by Committee on Monday 16 th June 2025
28.	Noting minutes of Finance & Scrutiny Committee dated Monday 9 th June 2025 accepted by Committee on Monday 14 th July 2025
29.	To note Working Group minutes

Tara Niblett - Chief Executive Officer

The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA

ceo@tetbury.gov.uk Tel: 01666 504670 Office open to the public 9.30am – 2.30pm Monday to Friday

Website: Tetbury.gov.uk @TetburyTC

30.	To receive County Councillor Report
31.	To receive District Councillor Reports
32.	To consider correspondence received to date
33.	To receive Members Reports
34.	Items for inclusion on the September Agenda
35.	To note the dates and time of the Full Council meeting, Monday 15 th September 2025, 7pm

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime & Disorder, Health & Safety and Human Rights. Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings and at all times when acting as a Councillor.

Tetbury Rail Lands Regeneration Trust Limited



ANNUAL REPORT TO TETBURY TOWN COUNCIL – 2024/25.

The past year has been a successful one and Tetbury Goods Shed has progressed well, shrugging off the impact of COVID, to move forward positively to maintain the right balance of our Three Imperatives – Artistic Ambition, Community Benefit and Financial Sustainability. We refer to these three elements as our Triple Bottom Line. All three interact closely, and have to be managed appropriately, to ensure the Goods Shed provides excellent variety of arts and entertainment, reaching across the Tetbury community, whilst keeping our head above water financially.

Our aim continues to be to strive to provide a diverse range of events – concerts, arts' exhibitions, talks, theatre, shows for young children, cinema, afternoon tea concerts, comedy and initiatives with other local charities. Variety, but quality, at prices that are at a sensible level to encourage as many people to attend as possible (and we are seeing a high number of sell-outs, thankfully!).

During the year, the Goods Shed also put on some special events – our end of summer holidays 'Off The Rails' festival; the '451 Comic.Con' (which will return in 2026); the Tetbury Wool Fair; part of the Tetbury Music Festival; the Yellow-lighted Bookshop Literary Festival; the Xmas Fair; the Greening 'Big Green Week', and SWR's Summer Art Show. We have also introduced the National Theatre Live on film, which enables Tetbury's audience to see London live theatre shows on screen – allowing us to see the plays at a significant amount less than travelling to the West End (great value! Saving around £250-£500 per show – depending on whether you might have decided to stay in a London hotel).

All-in-all, we believe we are creating a venue that is 'A Gem in the Cotswolds' and is building a reputation for providing excellent value events to a wider range of audiences each year – keeping our Community Benefit imperative to the fore.

The one aspect that does keep the Board on its toes is the need to supplement the Goods Shed finances each year with donations, sponsorship, grants and other fund-raising initiatives. Our income from the events we put on during the past year (to November 2024) reached just over £295,000, but our related expenditure to keep the Shed open was around £293,000 – so we are living on a knife edge and any unexpected expenditure will impact severely on the small reserves we try to keep.

We have to keep bolstering our finances and we have been very grateful for donations from the David Thomas Trust, the Martin Smith Foundation, the Tetbury Town Council (CIL grant etc), Perry Bishop, the Red Carpet Club, Lennox Hannay Trust and a number of individuals who have made gifts to the Trust. Then most recently, we asked local businesses to sponsor the purchase of new parasols for outside the café and Flooring South-West and Larkhill Vineyard were among those who supported us. All are very important to the longer life of the Goods Shed.

Patron: Lady Smith OBE

Registered Company No 4102029

Registered Charity No1092160

Registered Office: Tetbury Goods Shed Arts Centre, Old Station Yard, Cirencester Road, Tetbury Gloucestershire GL8 8EY.

At the moment the Board is trying to establish a group called 'The 52 Angels' made up of generous supporters of the Goods Shed willing to donate either £500 or £1000 a year to help balance our books. If we could get 40-50 such individuals then the strain on our finances would be significantly reduced.

Another important contributor to the operational effectiveness of the Goods Shed, is the Whistlestop Café, which is open 5 days a week and provides over £1500 per month to help cover the operating costs (utilities etc). The excellent refreshments are very popular, but one of the main challenges for the Café Manager has been finding, then retaining, staff to serve the customers – the hospitality trade continues to be tough to recruit for, but the team serve lovely food and drinks.

During the past year, one significant change has been the appointment of a General Manager to effectively take over the day-to-day running of the Goods Shed. On December 4th 2024, Richard Kingdom started in the role and has become a very important member of the team. He has brought much experience of the arts and entertainment world as well as having lots of ideas about how we can continue to develop our offering. Richard is supported by 2 members of part-time staff (Kathryn Evans and Kairen Vann), but also a very important team of volunteers – without whom the Goods Shed could not operate. We are always looking at roles and responsibilities and what it might cost to increase our paid staff numbers, but with the tightness of the funds, at present we have to rely on our great team of volunteers.

Looking to the future: The Board has a number of projects that are being considered as part of our 3-5 year plan. These include:

- Extending the café/bar area (and replacing the marquee) – this has been presented to the planners at CDC and various surveys are being finalised (newts, bats, flood risk etc) before the Planning Committee consider it further;
- Upgrading the carriage – the TTC CIL grant has been received, but before work can commence an additional expense has been identified (removing some toxic materials), which is being addressed at this time (funding will have to be found for this extra work);
- Solar panels/air conditioning – a grant from the Rural England Prosperity Fund (CDC) has been applied for and approved to instal the solar panels. The air conditioning is an extra expense, but required as the Hall gets very hot during concerts in the summer months (heat-stroke is a concern);
- Working with Young Musicians – providing talented younger artists to chance to perform in front of audiences and gain more experience;
- Develop relationships with other arts centres – to complement not compete;
- Enhance the offering – with more diversity to attract younger audiences;
- Work with the local schools – offer the opportunity to be creative and perform;
- Divest the on-going upkeep of Tetbury Trail – pass to GCC Highways;
- Review staffing requirements against impact on financial sustainability.

The Board of TRLRT thanks TTC for its support over the past year. As noted, it has been successful but continues to be challenging as we need to keep a tight hold on the financial reins, whilst trying to broaden our appeal and being a benefit to Tetbury.

Report provided by Richard Warrington: Chair of Trustees TRLRT

**MINUTES OF THE FULL COUNCIL MEETING
held at St Marys School, St Marys Road, Tetbury
7pm Monday 16th June 2025**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Nikki Ind, Ian Watson, Liz Farnham, Kevin Painter, Suzanne Sanderson, Zowie Baker, Patricia Burrell, Colin Pearce, Rodney Smith, Xam Macutay-Malloch and Judith Taylor.

Officers: T Niblett (CEO (Chief Executive Officer)) V Bolwell (EO (Executive Officer))

Public: eleven

TC01. 06/25 To receive an update regarding Worwell Farm Development:

The representative provided members with an update on the progress of the surgery build and was pleased to report that construction has officially begun.

While the contractors are contractually obligated to complete the build within 12 months, a slight delay is anticipated due to pending approval for connecting cables to the substation at Old Isom Housing development. Alternative solutions are currently being explored to avoid significant disruption.

The representative also reassured members that the weight limit regulations through Tetbury will be strictly observed throughout the construction process.

TC02. 06/25 To receive and accept any apologies for absence:

Alison Figueredo – Work - received and accepted.

Peter Coleman – Holiday – received and accepted.

TC03.06/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

Cllr Nikki Ind – Agenda item 12. Employee of St Marys.

Cllr Kevin Painter – Agenda item 12. Associated with St Marys.

TC04. 06/25 Public Consultation:

The representative provided a brief overview of Agenda Item 12. To date, £10,000 has been spent on developing a grant application for the refurbishment of St Mary's Church. The original funding request was up to £27,000, though it is acknowledged that receiving the full amount is unlikely.

The Community Infrastructure Levy (CIL) grant is considered crucial for leveraging additional external funding. The church is highlighted as a key community asset and an integral part of the Neighbourhood Plan.

The representative also stressed the risks of inaction, noting that without investment, the church may face financial unsustainability due to an aging congregation and the high costs of maintaining the historic building.

TC05. 06/25 To receive an update from the Dolphins Recreation Centre regarding Project 1:

An update was received from representative of the Dolphins Recreation Centre. A written project report had been circulated to members prior to the meeting.

Concerns were raised about the limited community fundraising efforts to date, alongside appeals for additional funding support.

Cllr C Pearce asked for information regarding the youth club (Tetbury Area Youth and community Trust) are they going to be using the new build?

At this time the representative was unable to answer that question and that it was a question for TAYCT.

Agenda item 12 moved, Chair used discretion to adjust agenda sequence and exercise authority per standing orders.

Cllr N Ind left the meeting 1920

Cllr K Painter left the meeting 1920

TC12. 06/25 To discuss and approve the Community Infrastructure Levy (CIL) application from St Marys Church:

Members discussed the CIL funding application for St Mary's Church in detail. Questions were raised about the Diocese's financial contribution, which was clarified as limited to guidance and permissions. Concerns were expressed over investing in early-stage costs such as planning and architectural fees without assurance the project would proceed, though these were acknowledged as necessary for progression. Some members voiced reservations about supporting religious organisations and the potential precedent this might set. Specific worries were also noted regarding the removal of historic pews and the impact on heritage preservation, with legal and historical challenges recognised but not deemed challenging. In support of the application, members highlighted the church's role as a key community asset, its inclusion in the Neighbourhood Plan, and the potential to unlock larger grants and deliver long-term community benefit.

It was proposed by Councillor L Farnham seconded by Councillor X Macutay-Malloch to approve £12,000 of CIL for the St Marys Church application.

Voting record	For 3	Against 6	Abstain 2	Absent 4
---------------	-------	-----------	-----------	----------

TC06. 06/24 To approve the Annual Meeting of the Council minutes – Monday 19th May 2025:

It was proposed by Councillor Mark Baker seconded by Councillor Judith Taylor to approve the Annual Meeting of the Council minutes of Monday 19th May 2025.

Voting record	For 10	Against 0	Abstain 3	Absent 2
---------------	--------	-----------	-----------	----------

TC07. 06/25 To note actions points:

Noted.

It was noted that the Business Plan needs to be included on the agenda. Cllr J. Taylor has requested a meeting with the Mayor, Cllr S. Scott, to discuss the matter further.

TC08. 06/25 To approve the Community Infrastructure Levy (CIL) report to Cotswold District

Council: Cllr L Farnham suggested that the document should include a brief sentence explaining each item of CIL expenditure. This would help clarify the rationale behind funding decisions and improve transparency.

After amendment It was proposed by Councillor L Farnham seconded by Councillor P Burrell to approve the community infrastructure Levy (CIL) report to Cotswold District Council.

Voting record	For 13	Against 0	Abstain 0	Absent 2
---------------	--------	-----------	-----------	----------

TC09. 06/25 To approve Section 1 – Annual Governance Statement 2024/25 for the Annual

Governance and Accountability Return 2024/25: It was proposed by Councillor P Burrell seconded by Councillor Z Baker to approve Section 1 – Annual Governance Statement 2024/25 for the Annual Governance and Accountability Return 2024/25

Voting record	For 13	Against 0	Abstain 0	Absent 2
---------------	--------	-----------	-----------	----------

TC10. 06/25 To approve Section 2 – Accounting Statements 2024/25 for the Annual Governance

and Accountability Return 2024/25: It was proposed by Councillor M Baker seconded by Councillor Z Baker to approve Section 2 – Accounting Statements 2024/25 for the Annual Governance and Accountability Return 2024/25.

Voting record	For 13	Against 0	Abstain 0	Absent 2
---------------	--------	-----------	-----------	----------

It was noted that there are plans to review the selection of the internal auditor in the future.

TC11. 06/25 To discuss and approve the re-allocation of Burial Ground Reserves to General

Reserves: Due to the absence of a background paper, this item has been deferred to the July Full Council meeting. Cllr N. Ind also suggested that information regarding site search costings be included in the July agenda to support informed discussion.

TC13. 06/25 To discuss the Rural England Prosperity Fund application agreed in principle by the Finance & Scrutiny Committee to install solar panels on the Goods Shed:

The CEO requested that a copy of the grant application be submitted to the Council for noting. It was also brought to Full Council's attention that the application was submitted late due to an extension of the original closing date. The representative clarified that the submission was an expression of interest at this stage.

TC14. 06/25 To approve Code of conduct policy as recommended by Finance & Scrutiny

Committee: It was proposed by Councillor L Farnham seconded by Councillor I Watson to approve Code of conduct policy as recommended by Finance & Scrutiny Committee.

Voting record	For 12	Against 0	Abstain 1	Absent 2
---------------	--------	-----------	-----------	----------

TC15. 06/25 To approve Complaints policy as recommended by Finance & Scrutiny Committee: It was proposed by Councillor Z Baker seconded by Councillor P Burrell to approve Complaints policy as recommended by Finance & Scrutiny Committee.

Voting record	For 13	Against 0	Abstain 0	Absent 2
---------------	--------	-----------	-----------	----------

TC16. 06/25 To note Mayors and CEO reports:

Noted.

TC17. 06/25 Noting minutes of Heritage & Environment Committee dated 7th April 2025 accepted by Heritage, Environment and Community Committee on Monday 2nd June 2025:

Noted.

TC18. 06/25 Noting minutes of Health, Wellbeing and Youth Committee dated 14th April 2025 accepted by Heritage, Environment and Community Committee on Monday 2nd June 2025:

Noted.

TC19. 06/25 Noting minutes of Finance & Scrutiny Committee dated Tuesday 22nd April 2025 accepted by Committee on Monday 9th June 2025:

Noted.

TC20. 06/25 To note Working Group minutes:

Noted.

TC21. 06/25 To receive County Councillor Report:

Noted.

TC22. 06/25 To receive District Councillor Reports:

Noted.

TC23. 06/25 To consider correspondence received to date:

Transport link support requested.

It was proposed by Councillor L Farnham seconded by Councillor C Pearce to suspend standing orders in order to approve a letter of support to Gloucestershire County Council. The letter will express Tetbury Town Council's support for improved transport services on behalf of the community.

Voting record	For 13	Against 0	Abstain 0	Absent 2
---------------	--------	-----------	-----------	----------

TC24. 06/25 To receive Members Reports:

Cllr N Ind – Cllr N. Ind attended the recent Town and Parish Summit and found it highly informative. Encourages all members to take every opportunity to educate themselves on the upcoming devolution process. This is the Council's opportunity to be fully prepared for when devolution is implemented.

Concern raised regarding the handling of donation boxes within the Museum and whether an appropriate financial process is being followed. Cllr S Scott noted that this issue had previously been raised at the Finance & Scrutiny Committee and confirmed that a proper process will be implemented.

Cllr I Watson - A meeting was held with District Councillor Laura Hall-Wilson, Cllr J Taylor and residents of West Street to discuss the ongoing car parking issues. One suggestion was the potential



use of Tetbury Fire Station for public parking; however, Cllr Watson confirmed, following discussions with the Chief Fire Officer, that this is not a suitable option. As a call-out station, Tetbury Fire Station requires 24/7 emergency access, making public parking unfeasible.

Also £11,000 has been successfully secured through the Build Back Better Fund to support six community projects.

Additionally, members were updated on the impact of increased national housing targets, which will affect the Council's planning responsibilities, particularly within the Cotswold District. There is an online meeting to discuss this at Cotswold District Council, please let Cllr Watson know for links.

Cllr L Farnham – attended the recent Wildlife Count event at St Marys Church, where the Town Council's Grounds Team received multiple compliments for their work. Members were pleased to hear this and requested that the positive feedback be passed on to the team.

A request was made for the Heritage, Environment and Community Committee to consider improved signage for St Michael's Catholic Church.

Additionally, concerns were raised regarding idling vehicle engines, particularly outside St Mary's School. Cllr Z. Baker will raise this issue with the school office.

Cllr K Painter – attended the Greening Tetbury Green week events. Noted the improved the bus timetable since raised at a previous meeting.

TC25. 06/25 Items for inclusion on the July Agenda:

Budget setting
Business Plan
Burial Reserves

Cllr N Ind noted apologies

TC26. 06/25 To note the dates and time of the next meeting – Monday 21st July 2025, Tetbury Library, Close Gardens.

Noted.

Meeting ended 2030

Chair Dated

1. Purpose of Report

To note the actions taken on previous decisions of the Committee.

Ref	ACTION	WHO	STATUS
TC11. 01/25	Business Plan	Cllr J Taylor	On-going
TC14. 01/25	Staff Working Group	CEO	Cllr I Watson and CEO met with Grounds Foreman to discuss grounds team job descriptions and responsibilities. Meeting with grounds team members to obtain their views before presenting to Staff Working Group.
TC09. 03/25	Decommissioning of telephone kiosk at the Market Place	CEO	TTC have now adopted the BT Telephone Kiosk. Awaiting signed agreement from BT.
TC24. 06/25	Improve signage for St Michaels Church	HEC	HEC14. 07/25-minute reference. 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
--	--	--	--------------------------------



COTSWOLD
District Council

Expression of Interest 2025/26

Rural England Prosperity Fund

Background to REPF

The Rural England Prosperity Fund (REPF) is a Government funding source, with English rural councils receiving an allocation. It has been running since the 2023/24 financial year, initially for two years but has now been extended into the 2025-26 financial year

The Department for the Environment, Food and Rural Affairs oversees the administration of the fund.

The Rural England Prosperity Fund seeks to strengthen the rural economy and rural communities, by funding capital projects for small businesses and community infrastructure in rural areas. The Rural Fund will support the government's mission in rural areas to:

- kickstart economic growth
- break down barriers to opportunity
- build an NHS fit for the future

Each of the above priorities has sitting underneath it themes and sub-themes and a set of 'interventions' that the fund is able to support. More information can be found at:

<https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026>

Cotswold District Council has been awarded **£229,240 in 2025-26**. The available funding is for capital-only projects. **Please note that ordinarily we would not award grants of less than £5,000 or more than £25,000 in this round of applications. A minimum of 20% match funding is required, but your application will be strengthened if you are able to provide more.**

Project promoters are being invited to submit proposals. Please complete this (EOI) form to focus on current opportunities and challenges in Cotswold District Council and describe how your project or intervention fits within the prescribed REPF objectives, outputs and outcomes – see <https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026>.

Please send this form to Paul James, Economic Development Lead, Cotswold District Council by email to paul.james@cotswold.gov.uk by **5pm** on **Monday 16th June 2025**. This information will be used to assess the project, in consultation with the Council's REPF Assessment Panel, and determine whether it will form part of the Council's spend in 2025-26.

By completing this EOI you are confirming that you certify to the best of your knowledge the information submitted on this form is true and correct and you have the appropriate level of authority to submit this EOI on behalf of your organisation.

Project Contact Information

Project Name (be specific not general, to avoid confusion with other similar projects or locations)

Energising Tetbury Goods Shed Arts Centre

Applicant Organisation

Tetbury Goods Shed Arts Centre (charity no. 1092160)
--

Applicant Address

Tetbury Goods Shed Arts Centre Old Station Yard, Cirencester Rd, Tetbury, GL8 8EY
--

Primary Contact (name and role in the organisation)

Richard Kingdom, General Manager

Contact Telephone Number and Email Address
--

Project summary: In this section you will be required to give more details on your project outcomes and community benefits.

Describe your project idea clearly and succinctly, including what the investment would buy and why it would meet the aims of the Rural England Prosperity Fund. Include the potential timeframe and any significant drivers or constraints related to the scheduling of the investment. Include details of the organisation(s) that would be involved in its delivery and why public funds are needed. (Max 1250 characters)

This is the first step in Tetbury Goods Shed's transition from legacy energy to renewable sources and greater efficiency. This will ensure that we remain fit for purpose in the face of the climate emergency, by responding to audience need, demand for long-term financial sustainability, and responsibilities for a reduced carbon footprint.

We will install a 12.4kW solar PV system on the rear, south-facing pitch of our roof. This sensitive installation (panels will not be visible from the surroundings) will immediately reduce our legacy energy consumption and carbon footprint.

We will also install air conditioning in the main hall to improve comfort and safety of our visitors (intensifying hot weather poses a health hazard for our older visitors). The PV mitigates the risk of the AC significantly increasing our grid demand and carbon footprint. The improved comfort will positively impact footfall and allow us to expand our programme during the hotter months.

Partners include Good Energy (PV) and local contractors (AC). Grant support is essential to accelerate implementation. The project can be completed by February 2026 and supports REPF aims of decarbonisation, improving cultural and community assets, and building climate resilience.

Project Status

In this section you will be required to give details of the current status of your project and milestones.

How confident are you that the project will be completed before February 2026? Please provide details.

We are confident that the full project will be delivered before February 2026. The PV installation is far and away the most significant part of this project and Good Energy is fully briefed on our timescale and has assured us that they are able to complete the installation in time.

Meanwhile, installation of the AC system will be undertaken by local contractors that are already known to the Goods Shed and their lead-in times are compatible with the project timeframe and deadlines.

If our bid is successful, we have a planned 'buy a panel' fundraising campaign to raise match funding. However, we have a strong reserves position and can draw on this immediately in order to action the project without delay. The project is therefore "shovel-ready" subject to grant approval.

Project Objectives:

This section looks at the key objectives set out by the Government and how your project relates to both those and the key priorities of Cotswold District Council.

Investment theme: tick the primary theme that best fits your project	
Communities and Place	x
Support for Local Business	

Please highlight which of the Cotswold District Council priorities your project is best related to:

Link to Cotswold District Council Corporate Plan here:

<https://meetings.cotswold.gov.uk/documents/s9243/Annex%20A%20Corporate%20Plan.pdf>

Cotswold District Council priority: tick the primary theme that best fits your project	
Supporting the economy	
Responding to the climate emergency	
Supporting communities	x
Delivering good services	

Strategic Fit (max 1000 characters)

(Please expand on the local context for your project). Having identified Cotswold District Council's priority/priorities in the above question, please expand on this and explain how your project aligns with the objectives of the Council and its partners.

This project aligns with the Cotswold District Council Corporate Plan by supporting a shift to Net Zero and improving the resilience of a valued cultural and community asset.

By installing the solar system and enabling climate-adaptive improvements to audience comfort, this project also safeguards local cultural provision while reducing environmental impact.

The Goods Shed is a flagship cultural and community venue for the town and surrounding area, and this project is a significant step towards future-proofing its energy infrastructure while increasing its operational viability and public use.

Partnership working and collaboration.

Does your project intend to work with other places or organisations to deliver this project? If so, please provide details.

This project will be delivered with Good Energy (PV) and local independent contractors.

More broadly, Tetbury Goods Shed has ongoing relationships with an increasingly wide variety of local groups and partners, is supported by Tetbury Town Council, and is embedded in a number of local and regional cultural networks. This is in addition to our volunteer and supporter network, and our growing numbers of visitors and audiences. As well as enabling us to continue to bring cultural and community benefits to this wide range of stakeholders, this project will also serve as a flagship initiative for other comparable organisations considering ways of improving their energy resilience and reducing their carbon footprints.

Summary of benefits/outcomes that will be delivered.

Expanding on your summary, provide information on the tangible benefits, measurable outputs and outcomes that would be delivered. These could address challenges or capitalise on opportunities, including those associated with solutions to improve local pride in place, increase life chances, to help spread and create opportunity. List the expected outputs and outcomes and indicate the timescales. Please refer to the REPF list of outputs and outcomes – see <https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026>. Please also include any outputs and outcomes your project will deliver which are not included in the Government's list. (Max 1250 characters).

Outcomes include reduced energy costs, higher attendance, and a flagship example of low-carbon cultural infrastructure.

Feedback raised concerns about heat during extreme weather. Our monitoring corroborated this, with the top of our seating often reaching the high 20s, exceeding outdoor temperature and beyond management by natural ventilation. We expect this to be higher still over the summer. We will continue to establish a baseline and report on improvements. Initial assessment Oct 2026.

We have audience figures since our 2016 opening. We can extract month-to-month trends over successive years and evaluate the impact of improved hot-weather comfort against forecasts. Initial assessment circa Oct 2026.

Estimated PV generation is 12290kWh annually (approx. a third of demand), and a carbon saving of 2.38 tonnes annually. We will monitor actual generation and usage/storage (by diversion to water heating thus reducing gas demand). The AC system also offers low-level space heating, extending the period before our gas-powered underfloor heating is turned on. We will therefore take an in-the-round view to measure generation/usage and the corresponding carbon reduction and financial savings. Initial assessment circa April 2027.

Evidence of need or demand (Max 1000 characters)

Give details of the evidence you can reference that supports your case that there is a need or demand for this project.

The Goods Shed depends on fundraising to break-even every year (annual accounts available on request) and in an increasingly challenging fundraising environment, we need to actively pursue ways to reduce operational costs. We have tracked rising utility costs since 2016 and know that our energy consumption is a base-line expense against which significant savings can be made.

As an organisation, we are committed to reducing our impact and know anecdotally – and through Greening Tetbury – that this ambition is shared by many of our visitors. We therefore expect to gain traction with our planned 'Buy a Panel' initiative and for that to be a vehicle for sharing our plans.

Temperatures in the hall regularly exceed comfortable levels, particularly for elderly audiences (see above re feedback and monitoring), leading to discomfort, attendance drop-off and the risk of a potential health hazard. Introducing greater climate control of our auditorium has become an organisational priority.

How will the project support Cotswold District Council Net Zero goals? Does the project contribute to wider environmental considerations such as resilience to natural hazards and the 25-year Environment Plan?

See Cotswold District Council's Climate Emergency Strategy

https://www.cotswold.gov.uk/media/8d8eab9716634de/cdc-climate-emergency-strategy-adopted-2020_09_23.pdf

The project supports the Cotswold Climate Emergency Strategy by directly reducing carbon emissions through solar generation and electrification. It is also the first important step in a programme that will eventually remove the Goods Shed's gas dependence and dramatically improve the energy consumption and carbon footprint of the organisation, boosting our resilience by reducing operational exposure to energy price volatility.

The solar install will be future-proofed with capability for battery integration (size and viability to be determined by 12-18 months' monitoring of generation and usage), and inverter capacity to expand the solar array in the future. As mentioned, this project is the first step in a wider transition project with planned moves away from gas for heating and hot water through a heat pump (circa 2028 in line with energy contract renewal) and cooking in the café (circa 2026-7 when the kitchen is overhauled with the planned café extension). We are also exploring additional measures including air destratification and infra-red heating in office areas. These plans will be reviewed against our ongoing energy monitoring.

The project also contributes to the 25-year Environment Plan by adapting to climate-driven heat impacts on our users, safeguarding our future as a vital cultural and community asset for Tetbury and its surroundings.

Summary of the SPF Investment(s) requested and other sources of funding: (Estimated total cost of the project, and (if available) list the main elements of the budget. Provide details of any potential or secured source(s) of funding and the likely shortfall.)

Total Project Cost (please break down into main elements if possible)	£35,507.44 Solar PV installation: £25,979.96 Air conditioning: £6,707.48 AC installation: £2,820.00
Other sources of funding either agreed or in process (please specify amounts and sources)	£10,507.44 Tetbury Goods Shed fundraising/reserves
Current estimated funding shortfall	£25,000
Ask of REPF (Capital)	£25,000
If we cannot offer you the full amount, what is the minimum amount that you would be able to accept in order to deliver this project in the necessary timescale?	£19,000 This would reduce the scope of the project to just the solar panel installation. This is the core piece of infrastructure that makes the AC system – as well as future energy efficiency improvements – both possible

	and practical from an energy consumption/carbon footprint perspective. The reduced scope of the project necessarily reduces the level of investment that the Goods Shed is able to commit (as match funding will be required to support future bids and initiatives towards the other elements).
--	--

Please provide a brief explanation of the project's status, including whether any necessary approvals and consents, e.g. planning permission, landowner consent, have been obtained. (Max 700 characters)

Good Energy made a full survey report that determined that solar offered the greatest impact on our energy and carbon footprint, the strongest Return On Investment, and was achievable immediately. Good Energy is ready to deliver this project.

Harrison Bowley, Cotswold District Council, advised that, as the panels are to be installed on the unseen rear pitch of the roof, they fall within permitted development rights covered under Class J of Part 14 of Schedule 2 of the Town and Country Planning Order.

Finance and Scrutiny Committee of Tetbury Town Council (our landlords), granted us permission to make this bid. We anticipate Full Council consent if our bid is successful.

Please provide a brief explanation of the project milestones (Max 700 characters)

- Grant approval: August–September 2025
- Contractor commissioning: September–October 2025
- Launch 'Buy a Panel' campaign: September 2025
- Solar install: November–December 2025 (a notably quieter time for solar installs, equating to better availability from the contractor)
- AC installation: January 2026
- Project completion and commissioning: February 2026

What are the key challenges and risks associated with the successful delivery of this project?

- Availability of contractors: the principal contractor, Good Energy, has confirmed that the REPD timescales are achievable for them. Conversations with other contractors also indicate that lead times for booking in the AC installation are also manageable within the timeframe.
- DNO approval: Risk mitigated through Good Energy's expertise and experience. Securing DNO approval is part of the service provided by Good Energy.
- Raising additional funds: We have a track record of successfully mounting similar campaigns and we also have sufficient reserves to cover any shortfall between the fundraising and the match funding required to deliver the project. This also means that we are in a position to begin this project immediately, without the need to raise additional funds first.
- Supply chain delays: Mitigated by early contractor engagement.

Equalities and diversity: Does your project have any positive or negative impact on any of the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation?
<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

The project positively impacts age and disability characteristics by improving thermal comfort and safety, particularly for elderly users and those with health vulnerabilities. No negative impacts are anticipated. Tetbury Goods Shed Arts Centre is committed to inclusive programming and accessibility.

Full Council – Monday 21st July 2025

Agenda 08. Rural England Prosperity Fund Grant of £19,000 for Tetbury Goods Shed

Attached is a copy of the Rural England Prosperity grant application which was submitted in June 2025.

Below is a timeline received from the Goods Shed.

- Expression of Interest: The form supplied by CDC is described in this way (the file name of the bid adopts their 'REPF EOI 2025-26' formulation). We had anticipated that further information/forms might be required, however, my understanding is that CDC has been able to move to a final list of projects without the need for this further stage of the application process.
- Deadline extension: We only became aware of the opportunity *after* the deadline had been extended. For clarity, here is a brief summary of the time-line by which the bid was submitted:

February 2025 – Energy Company, Good Energy, do a free survey and quote for green energy measures; a heat pump and solar panels. This is purely on a 'good to know' basis with no plans to actively pursue such measures in the short term.

28 May – Cllr Laura Hall-Wilson comes to the Goods Shed for an introductory meeting at which she brings the REPF fund to our attention.

30 May – I spoke to Paul James at CDC about the REPF and the suitability of a number of possible projects. The idea of the solar panels, and an accompanying cooling system, was identified as the best fit.

4 June – John Turton and I meet to scope out the feasibility of assembling a bid in time (this includes liaising with Good Energy to revise their quote from the whole roof to one pitch, liaising with Planning, scoping options for cooling, and actually writing the application). We decide to give it a shot!

9 June – Tara contacts us to say that we should not submit any bid without their approval.

9 June – TTC Finance and Scrutiny Committee agree in principal to us proceeding with the bid but make it clear that we will need Full Council approval before entering into any funding agreement.

16 June – We submit the REPF EOI bid.

4 July – Paul James contacts us to say that our project is one of the ones they wish to support with a reduced offer of £19,000 (we originally applied for £25,000 but stated that a reduced project of just the solar panels could be achieved with an award of £19,000).

We are excited about the potential benefits that this project could have for the ongoing sustainability of the Goods Shed and for the improvements that it will bring to the building itself. The match funding will be provided by the Goods Shed, either by our own fundraising and/or from reserves. However, if TTC share our enthusiasm for this project – and we hope that they will! – then we would really like to have a conversation about the possibility of the work being commissioned by TTC.

Recommendation: To approve the Rural England Prosperity Grant once Goods Shed has received notification that their grant has been successful.

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	09.
Subject	To discuss and approve burial site searches in Tetbury
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	The site searches will be to define the optimum area for a cemetery. Review of environmental factors with respect to cemetery development within the Tetbury local authority area and up to 1 mile from the local authority area boundary. This will highlight highly unsuitable areas to avoid at the earliest stage. Before the Town Council spends any more from the Earmarked Reserves it is recommended that the site searches are carried out in the first instance and should CDS Group find any suitable land bring this back to Full Council to approve the next steps. At present it is recommended that a T2 groundwater risk assessment would be carried out.
Financial Implications Budget code and cost centre	£7711.25 (exc VAT) To be removed from Burial Grounds Earmarked Reserves which currently holds £30,372.06
Recommendation	To carry out the site searching assessment before carrying out any further investigation works.
Report written by	EO



Cemeteries & Crematoria



Parks & Leisure



Environmental Solutions

C1197 Tetbury Town Council
The Old Court House
63 Long Street, GL8 8AA Tetbury

Date: 03.07.2024

Quote No: CDS CC 2416

Fee Proposal

Product name and additional info	Quantity	Unit	Price	Sum
Site Searching Assessment				7 711.25
A.0 Determine scope of site searching with client	1	pcs	0.00	0.00
No cost. Scope was agreed on phone call with Victoria Bolwell on 18.06.24 5 acre site to cater for a 100 year site. To review Tetbury settlement boundary.				
A.1 - Environmental Screening Exercise	1.5	day	775.00	1 162.50
To define the optimum area for a cemetery. Review of environmental factors with respect to cemetery development within the Tetbury local authority area and up to 1 mile from the local authority area boundary. This will highlight highly unsuitable areas to avoid at the earliest stage.				
A.2 - Site Search Criteria	0	pcs	0.00	0.00
Establish a site search criterion (i.e. access, site size, geology, local plan policies/designations and public transport), to identify land suitable for a burial ground.				
A.3 Site Identification	4.75	day	775.00	3 681.25
Using software, identify circa 10 sites in private ownership and assess against the criteria from A.2. This includes any sites provided by the council to review specifically				
A.0-A.3 Reporting and Client Presentation	2.5	day	775.00	1 937.50
Reporting of A.0-A.3 + 1 no. client presentation				
A.0 - A.3 - Project Management	1		930.00	930.00
Peer review, administration fees and sign off by senior team.				
Subtotal:				7 711.25
Landowner Contact				0.00
Following breakpoint and council review.				
Landowner Letters	0	day	0.00	0.00



C
D
S



Cemeteries & Crematoria



Parks & Leisure



Environmental Solutions

Product name and additional info	Quantity	Unit	Price	Sum
----------------------------------	----------	------	-------	-----

Issue landowner letters to those sites which council approve to take forward.
To follow up with another letter 2 weeks after first issue.

Price to be issued based on number of landowners to contact (@£750/day - to be agreed with the client first.)

Price not included

Conduct Initial Discussions with Landowner to understand interest,	0	hour	0.00	0.00
--	---	------	------	------

This does not constitute land negotiation, as this would need to be undertaken by a surveyor, however it will provide the council with an indication as to which land can be brought forward for formal discussions.
To be priced at £100p/hr - to be prior agreed with client.

Price not included

Subtotal:	7 711.25
Tax (20%):	1 542.25
Total (GBP):	9 253.50

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by CDS. Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.



Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	11.
Subject	To discuss and approve any changes Tetbury Town Council would like to propose to Cotswold District Council (CDC) – Community Governance Review
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	CDC has received two formal requests, one from a Parish Council asking to change to a Parish Meeting, and the other requesting an increase in the number of parish councillors. CDC are preparing to undertake a Community Governance Review (CGR) and are inviting all other Parish and Town Councils/Meetings to consider whether there are changes we would like to propose. A CGR can consider: • Creating, merging, altering, or abolishing parishes. • Changing the name of a parish. • Reviewing electoral arrangements (e.g. number of councillors, warding). • Grouping or de-grouping parishes under a common council. • Changing the status of a parish (e.g. from council to meeting) to reflect local circumstances. Attached is information relating to CGRs and a document setting out the differences between a parish council and a parish meeting. Proposed Timeline: The review is expected to take place over the next 9–12 months, with any changes implemented at the ordinary elections in May 2027. Requests should be made no later than 30 September 2025. An initial report will be presented to CDC Full Council in November and will include a timetable for the consultation process. Purpose of Proposal To request Tetbury Town Council adopt a warding structure aligned with the District Council's established wards, with the aim of improving electoral cost-efficiency.



Tetbury

Town Council

	At present, when a Councillor position becomes available, all Tetbury electors are invited to vote. Implementing a ward-based system in line with the District Council would mean: Only electors within a specific ward vote when a Councillor vacancy arises in that ward. This adjustment could significantly reduce electoral costs, especially during the 2027 elections when TTC will be responsible for 100% of the expenses. Although Councillors will be placed within a ward depending on where you live within the town, you are all elected to represent the town as a whole and the business of the council will not change. In a warded system, only wards with more candidates than seats would proceed to vote—avoiding unnecessary elections where candidates are unopposed. Warding the Council can be set out with 5 Councillors for each ward, alternatively you could ward 6 for town as this has the largest number of electors, 5 for East and 4 for West. Another consideration would be to increase or decrease the number of Councillors for TTC although a justification for these changes would need to be put forward to CDC.
Financial Implications Budget code and cost centre	None at present
Climate Impact	Only one polling station will be used Less paperwork will be produced.
Recommendation	To approve warding Tetbury Town Council in line with Cotswold District Council wards – Tetbury Town, Tetbury East, Tetbury West with 5 Councillors per ward.
Report written by	CEO

Community Governance Review

Introduction

Cotswold District Council (the Council) is proposing a Community Governance Review to consider requests submitted by two parish councils. The changes include one parish council seeking to move to a parish meeting and another seeking to increase the number of councillors.

A Community Governance Review (CGR) allows for these requests to be considered by all stakeholders and provides the opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government.

The Council would usually undertake a CGR every 5 years or so, however considering these requests and the possibility of changes local government more generally, we are asking all parishes within the district if there are any changes they would like to be considered.

A CGR can consider the following:

- amending the area of the parish
- abolishing a parish council and moving to a parish meeting
- creating a new parish council
- changing the name of the parish
- electoral arrangements i.e. warding, number of councillors
- grouping or de-grouping of parishes

Any changes requested should:

- reflect the identities and interests of the community;
- be effective and convenient;

they should also take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or Parish; and
- any other arrangements for community representation or engagement

In undertaking the review, the Council will be guided by Part 4, Chapter 3, of the Local Government and Public Involvement in Health Act 2007, and the Local Government (Parish and Parish Councils) (England) Regulations 2008.

More information

To help with any discussions for changes, the following is a summary of changes that can be requested. If you need more information or assistance, please do get in touch.

Parish Boundaries

- Parish boundaries must be readily identifiable by permanent features, e.g. watercourses, major roads, or railway lines. Boundaries between parishes should also be easily identifiable, often with open space between built communities.

Potential Growth

- Consideration will be given to any current and planned or potential development within the area during a period of five years from the start of the Review process
- This will seek to 'future-proof' the review and avoid the need for further reviews in the short to medium term.

Council Size

The Local Government Act 1972 (as amended) specifies that each parish council must have at least five councillors.

There are no rules relating to the allocation of councillors between parish wards, other than each parish ward must have at least one parish councillor.

Whilst consistency across councils is important, local circumstances are key in any decision and each area will be considered on its own merits.

The Council will have regard to:

- Population and electorate
- Geography
- Pattern of communities within the area
- Existing levels of representation
- Potential growth within the area over 5 years from the start of the review
- Take-up of seats at elections

The Council has adopted the following scale in determining the number of councillors:

Electorate	Number of Councillors
not exceeding 200	5

201 - 500	7
501 - 1,000	9
1,001 - 2,000	11
2,001 - 4,000	13
over 4,000	15

This scale is a guide but is not absolutely prescriptive, and the Council acknowledges that other scales are operated across the country, including a more complex version devised by the National Association of Local Councils (involving smaller electorate band widths and incremental increases of one across councilor numbers).

In the case of any potential increase in councillor numbers, the Council will have regard to whether previous elections and by-elections have been contested or whether there have been difficulties in attracting sufficient candidates to stand for election, leading to uncontested elections and/or a need to co-opt members in order to fill vacancies. Similarly, a particular issue or temporary set of circumstances is not likely to support a permanent change in numbers.

In the case of any potential decrease in councillor numbers, this Council will need to look at the frequency of contested elections, whether co-option has been the 'norm', and whether a parish council has functioned perfectly well with reduced numbers over a period of time.

Parish Warding

Parish warding is the division of a parish into wards for the purpose of electing councillors. The Review will consider any existing or proposed parish wards, including the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

There should be a clear rationale behind any warding (or de-warding) proposals, which reflects the identities and interests of the community of the area and is effective and convenient.

Regard should also be had to the size, population and boundaries of any ward, together with the number of councillors to be elected for each ward and the number of electors they will represent.

Consideration will also be given to whether the number, or distribution, of local government electors for the parish would make a single election of councillors impracticable or inconvenient; and/or whether it is desirable that any area or areas of the parish should be separately represented.

'Small' Parishes and Grouping of Parishes

It is possible to group parishes together to form a common parish council. This may be worthy of consideration by two or more adjoining small parishes, who wish to move from meeting to council status, particularly as parishes with less than 150 electors are unable to establish their own parish councils.

Existing Parish Councils with Small Electorates

There are a number of parish councils in the District with either under or only just over the threshold of 150 whereby, under current legislation, a parish council could be created.

Provided these Councils still reflect community identities and provide effective and convenient local government, it can continue to have a parish council - i.e. there will be no automatic presumption to seek to dissolve any existing parish council with an electorate of 150 or less.

However, these councils may seek to move to a parish meeting and this can be considered as part of the review process.

Parish Meeting Areas with Larger Electorates

For parish meeting areas with more than 150 electors, the review process provides an opportunity for those areas to seek council status, if they wish to.

New Parishes

Principles to be taken into account when creating new parish councils are:

- where the number of electors is 1,000 or more, a parish council must be created
- where the number of electors is between 151 and 999, a parish council may be created with a parish meeting being the alternative form of governance
- where the number of electors is 150 or fewer, a parish council shall not be created.

Although the District is currently entirely parished, it is still possible to create a new parish either by amalgamating two or more parishes (similar to grouping) or by separating part of an existing parish (similar to warding but on a larger scale).

It would need to be demonstrated that any proposed new parish would reflect the identities and interests of the area better than the existing arrangements and would also be effective and convenient.

Abolition of Existing Parishes and Dissolution of Existing Parish Councils

The abolition of parishes, and dissolution of parish councils, is rare, and would not be undertaken unless clearly justified. Clear and sustained local support for such a course of action would need to be demonstrated.

Nevertheless, the dissolution of a council, and a reversion to meeting status, might be the best course of action to retain effective and convenient government of the area.

Parish Names

Parishes may request a change to their name to reflect new or changed circumstances.

Submitting Proposals

Proposals for change can be made by parish/town councils or parish meetings. Any proposals should clearly identify the change requested and the support, or otherwise for it. Parish/town councils must consider any proposal for change at a formal meeting, however proposals from electors will be considered. Such proposals will be shared with the relevant parish council for comment before any included in the review process.

Any requests for changes to parish areas should be made in writing either by email to elections@cotswold.gov.uk or by post to Electoral Services, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX

Parish Councils vs Parish Meetings

(information provided by Gloucestershire Association of Parish & Town Councils)

In areas across England, civil parishes are governed either by a *Parish or Town Council* or, in the smallest parishes, by a *Parish Meeting*. Both are part of the first tier of local government but have distinct structures and powers.

Feature	Parish/Town Council	Parish Meeting
Legal Status	Statutory body with corporate status	Not a corporate body
Established By	Local Government Act 1894	Same Act (for parishes with <200 electors)
Governance	Elected councillors (minimum five members)	Electorate meet as a body; chaired by elected chair
Elections	Held every 4 years; members must stand or be co-opted	Chair elected annually by electors
Meetings	Regular formal meetings throughout the year	At least two per year; open to all electors
Precepting Power	Can set and raise a precept via Council Tax	Can also precept, though usually very modest
Duties and Powers	Full range of statutory duties (e.g. s137, GPC*)	Limited to functions outlined in LGA 1972, s.13
Employment of Clerk	Must appoint a Proper Officer (Clerk)	May appoint a clerk; not required
Use of General Power of Competence (GPC)	Available if eligible and resolved by Council	Not applicable
Use of Committees	May delegate to committees, sub-committees, or officers	No delegation powers; decisions made by meeting
Transparency Code	Must comply with statutory Transparency Code	Only partially applies; generally exempt unless handling money

*GPC: General Power of Competence, enabling eligible councils to do "anything individuals may do" (subject to statutory constraints).

Key Distinctions

- A Parish/Town Council is an independent legal entity capable of holding land, employing staff, and entering into contracts.
- A Parish Meeting is a gathering of the local electorate with limited powers and no legal identity.
- Parish Meetings are more participative in form, whereas Parish/Town Councils operate through elected representatives.
- Parish Meetings cannot exercise certain functions such as eligibility for the Local Council Award Scheme or the General Power of Competence.

Conclusion

While both forms of governance serve to represent local interests, Parish/Town Councils are more formalised and capable of delivering a broader range of services. Parish Meetings remain appropriate for very small communities where a council may not be practical or proportionate.

More information

Please refer to *The Good Councillor's Guide 2024* (NALC, p. 11–13) and *All About Local Councils* (NALC, p. 4–6) for further context.

Contacts

GAPTC:

email: [REDACTED] [REDACTED]

Cotswold District Council:

email: elections@cotswold.gov.uk phone: 01285 623002 (9am – 2pm)



VEXATIOUS POLICY

Recommended to Full Council by Finance & Scrutiny – July 2025



TO BE APPROVED AT FULL COUNCIL – JULY 2025
To be reviewed – July 2027

A policy for the management of abusive, unreasonably persistent / habitual, or vexatious requests, and requesters. This policy can also be used for the management of abusive, persistent, or vexatious complaints and complainants by substituting “request” and “requester” with the words “complaint” and “complainant” where appropriate.

1. Introduction

1.1 This policy identifies situations where a person making a request, either individually or as part of a group, or a group of requesters, might be considered to be habitual or vexatious. The following forms Tetbury Town Council’s policy for ways of responding to these situations.

1.2 Habitual means ‘done repeatedly or as a habit’. The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought purely to cause annoyance to the defendant’.

1.3 Indicators that requests (which can be verbal, written, in person, via telephone or information technology) are vexatious if:

- a) they include abusive or aggressive language.
- b) requesters can be said to bear a personal grudge or make completely unsubstantiated accusations against Tetbury Town Council, individual Councillors, or specific employees.
- c) requests from individuals are unreasonably persistent, frequent, or overlapping.
- d) the effort required to meet the request will be so grossly oppressive or a strain on time and resources, that Tetbury Town Council cannot reasonably be expected to comply, no matter how legitimate the matter or valid intentions of the requester.

1.4 This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.5 The term “request” in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, and any subsequent modification of this legislation.

1.6 Habitual or vexatious requests can be a problem for Council staff and Councillors. The difficulty in handling such requests is that they are time consuming and wasteful of resources in terms of Officer and Councillor time. While Tetbury Town Council endeavours to respond with patience and sympathy to the needs of all requesters, there are times when there is nothing further which can reasonably be done to assist, or to rectify, a real or perceived problem.

1.7 When dealing with any request Tetbury Town Council will consider:

- a) the burden complying with requests would bring on it.
- b) the motive of the requester.
- c) the value or serious purpose of the request.
- d) if dealing with the request would cause any harassment of or distress to employees.

1.8 Raising of legitimate queries, or the criticism of the progress of a request, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent requestor. Similarly, the fact that a requestor is unhappy with the outcome of a request and seeks to challenge it should not necessarily cause him/her/they to be labelled vexatious or unreasonably persistent.

1.9 The aim of this policy is to contribute to the overall aim of dealing with all requests in ways which are demonstrably consistent, fair, and reasonable while ensuring that others e.g. Staff, Councillors or the Council as a whole suffer no detriment.

2. Habitual or Vexatious Requesters

2.1 For the purpose of this policy the following definition of habitual or vexatious requesters will be used: "The repeated and/or obsessive pursuit of unreasonable requests and/or unrealistic outcomes and/or reasonable requests in an unreasonable manner".

2.2 Prior to considering its implementation, the CEO will send a copy of this policy to the requester to give them prior notification of its possible implementation.

2.3 Where requests continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the CEO will seek agreement from Councillors to treat the requester as a habitual or vexatious requester for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious requests.

2.4 The CEO on behalf of Tetbury Town Council or the Mayor (if appropriate) will notify requesters, in writing, of the reasons why their request has been treated as habitual or vexatious and the action that will be taken.

2.5 The status of the requester, including their compliance with any restrictions issued under this policy, will be kept under review. If a requester subsequently demonstrates a more reasonable approach, then their status will be reviewed. See 6.1.

3. Definitions

3.1 Tetbury Town Council defines unreasonably persistent and vexatious requesters as those people who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's requests. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a requester.

3.2 Examples include the way in which, or frequency with which requesters raise their issues and how requesters respond when informed of Tetbury Town Council's decision about the request such as:

- Having insufficient or no grounds for their complaint and making the complaint to annoy.
- Refusing to specify the grounds of a complaint, despite offers of assistance.
- Refusing to cooperate with the complaints investigation process.
- Refusing to accept that certain issues are not within the remit of the complaints policy despite having been provided with information about the scope of the policy/procedure.

- Refusing to accept that issues are not within the power of the Council to investigate, change or influence.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the complaint as the investigation proceeds.
- Denying or changing statements he/she/they made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions and insisting they are all answered.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various members of staff and/or organisations e.g. M.P's, Councillors, Council's independent auditor.
- Making excessive demands on the time and resources of staff with lengthy telephone calls, emails to numerous council staff, frequent and/or complex letters, emails and expecting immediate responses.
- Submitting repeat complaints with minor additions/variations, which the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence.
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.
- Speaking to the member of staff in a derogatory manner which causes offence, swearing, either verbally or in writing despite being asked to refrain from using such language.
- Using threatening language or behaviour towards Council staff which provokes fear.
- Repeatedly contacting a member of staff regarding the same matter which has already been addressed.

4. Imposing Restrictions

4.1 The CEO will ensure that the request is being or has been addressed in accordance with policy and relevant regulations.

4.2 In the first instance the CEO will consult with the Council prior to issuing a warning to the requester. The CEO or Mayor (if appropriate) will contact the requester in writing (sent by

signed for delivery), provide them with a copy of this policy and explain why this behaviour is causing concern and ask them to change this behaviour.

4.3 If the disruptive behaviour continues, the CEO or Mayor (if appropriate) will issue a further letter, sent by signed for delivery to the requester advising them that the way in which they will be allowed to contact Tetbury Town Council in future will be restricted. The CEO or Mayor will make this decision in consultation with the Council and inform the requester in writing of the procedures that have been applied and for what period. The letter will state:

- a) why the decision has been taken.
- b) what action has been taken.
- c) the duration of that action.
- d) how they can appeal against the decision.

4.4. Any restriction that is imposed on the requester's contact with Tetbury Town Council will be appropriate and proportionate and the requester will be advised of the period over which the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

4.5 Restrictions will be tailored to deal with the individual circumstances of the requester and may include one or a combination of the below measures:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf.
- Banning the complainant from sending emails to individual and/or all Council staff or Councillors and insisting they only correspond by letter.
- Requiring contact to take place with one named member of staff or Councillor only (with a named deputy in their absence);
- Restricting telephone calls to specified days and/or times and/or duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Letting the requester know that Tetbury Town Council will not respond to or acknowledge any further contact from them on the specific topic of that request.

4.6 Where a requester continues to behave in a way that is unacceptable, the CEO, in consultation with the Council, may decide to refuse all contact with the requester and stop any investigation into his/her/them request.

4.7 Where the behaviour is so extreme or it threatens the immediate safety and welfare of employees or Councillors, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the requester may not be given prior warning of that action.

5. New requests from requesters who are treated as abusive, vexatious or persistent

5.1 New requests from people whose contact have triggered this policy will be treated on their merits. The CEO together with the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new request.

A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a requester is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him/her/they, will be recorded and notified to those who need to know within the Council at the discretion of the CEO or Chairman.

6. Review

6.1 The status of a requester judged to be unreasonably persistent or vexatious will be reviewed by the CEO and the Council after three months and at the end of every subsequent three months within the period during which the policy is to apply.

6.2 The requester will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

7.1 The CEO will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- a) the name and address of each member of the public who is treated as abusive, vexatious, or persistent, or any other person who so aids the requester.
- b) when the restrictions came into force and end.
- c) what the restrictions are.
- d) when the person was advised.

7.2 Tetbury Town Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy, as a confidential matter.

8 Appeals

8.1 Appeals against the Council's decision can be made to the Council in writing within 5 working days of the receipt of the decision. The Council will review the decision and address any points made in the Appeal correspondence. The outcome of this review will be final.

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	13.
Subject	To discuss and approve Local Government Reorganisation
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Tetbury Town Council needs to be prepared for the imminent reorganisation of local government, and this can be an opportunity for Town & Parish Councils to work together to take control of services in their area, as they develop and possibly cease, following the creation of the unitary council. This is an opportunity for Tetbury Town Council, as a large Town Council and the 2nd largest town in the district, to be a deliverer of services and to be ambitious, working with our neighbours collaboratively to ensure we do not lose services and could possibly enhance them by taking control. We need to establish. What are our priorities are going to be locally - driven by consultation with our residents - working with GRCC to establish a consultation questionnaire for residents in the area. Details of summit at Cotswold District Council https://www.cotswold.gov.uk/townandparishsummit GAPTC - work with GAPTC to coordinate the Councils within Hub No 7 - Tetbury, Avening, Long Newnton, Shipton Moynihan, Tetbury Upton, Beverston, Kingscote & Didmarton, Westonbirt with Lasborough, Boxwell with Leighterton - Bagendon & The Duntisbournes. https://gaptc.org.uk/cots-hubs NALC - Devolution Kit - investigate this https://www.nalc.gov.uk/resource/nalc-welcomes-government-clarification-over-parish-and-town-council-involvement-in-reorganisation-proposals.html
Financial Implications Budget code and cost centre	None currently
Climate Impact	None currently
Recommendation	Approve for CEO to discuss strategy and options with GAPTC, GRCC & NALC. Creation of a working group based on GAPTC No 7 Hub members
Report written by	Cllr N Ind, CEO Tara Niblett & EO Vicki Bowell

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	14.
Subject	To discuss and approve working in collaboration with the Feoffees to write to water organisation to request silt chambers for overflow pipes going into Millenium Green
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	A meeting was held between representatives of the Feoffees, CEO, EO and Grounds Foreman to address concerns regarding the stream running through the Millenium Green. The discussion focused on the accumulation of silt and vegetation within the stream and the consequences in the future if this is not addressed immediately. The Grounds team are currently cutting back vegetation on the Council's land to improve water flow. The Feoffees are looking at ways to remove silt within their part of the stream. Despite a prolonged dry period, water is still flowing through the stream. It is suspected that a water company may be releasing water overnight from various housing estates, contributing to inconsistent water levels. The Town Council proposes collaborating with the Feoffees to draft a joint letter to the water organisation to request silt chambers be installed which will assist in the future and will allow the water to run freely. This letter will be co-signed by District Councillor Nikki Ind who is the Ward Councillor for this area.
Financial Implications Budget code and cost centre	None
Climate Impact	Flooding will become a major concern within this area if the silt and vegetation is not removed and the silt chambers are not installed.
Recommendation	To write a joint letter with the Feoffees to the water organisation to request silt chambers on the water pipes feeding into the Millenium Green.
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	15.
Subject	To allocate two Councillors to sign off August invoices
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Throughout the year, the authorisation of invoices for Tetbury Town Council, Visitor Information Centre, Credit Card and Police Museum is carried out by two Councillors on the Finance & Scrutiny Committee. To provide an insight into the Council financial procedures, we are seeking two Councillors who do not sit on the Finance & Scrutiny Committee to authorise the August invoices. This process takes around 1 hour, and the invoices will be available to view and authorise from Wednesday 13th August.
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To allocate two Councillors to sign off August invoices
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	16.
Subject	To allocate two Councillors to carry out quarterly budget checks
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	To provide an insight into the Council financial procedures, we are seeking two Councillors who do not sit on the Finance & Scrutiny Committee to carry out the first quarter budget checks for 2025-2026. This procedure will take approximately one hour, and the paperwork will be available to view from week commencing Monday 18th July.
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To allocate two Councillors to carry out quarterly budget checks
Report written by	CEO

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
90 TTC Income							
1076 Precept	363,502	484,669	121,167			75.0%	
1078 CIL Income	21,121	0	(21,121)			0.0%	21,121
1090 Interest Received	3,435	0	(3,435)			0.0%	
1092 Telephone Monthly Credit	1,170	0	(1,170)			0.0%	
1110 Burials	3,070	0	(3,070)			0.0%	
1120 Flat Rent	1,725	6,900	5,175			25.0%	
1122 Flat Gas	12	0	(12)			0.0%	
1140 Markets	20	0	(20)			0.0%	
1200 Grants Received	3,500	7,164	3,664			48.9%	
1900 Miscellaneous Income	279	0	(279)			0.0%	
TTC Income :- Income	397,834	498,733	100,899			79.8%	21,121
Net Income	397,834	498,733	100,899				
6001 less Transfer to EMR	21,121	0	(21,121)				
Movement to/(from) Gen Reserve	376,714	498,733	122,019				
100 TTC Administration							
4000 TTC Admin. Staff	53,041	252,400	199,359		199,359	21.0%	
4001 TTC Pensions	11,833	36,900	25,067		25,067	32.1%	
4002 TTC Staff Expenses	152	2,500	2,348		2,348	6.1%	
4030 Power of Gen. Competence	0	400	400		400	0.0%	
4060 Training Costs	1,302	6,500	5,198		5,198	20.0%	
4062 Election Costs	0	19,200	19,200		19,200	0.0%	
4063 CIL Grant Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4070 Business Rates	2,215	8,487	6,272		6,272	26.1%	
4080 Telephone	2,255	2,350	95		95	96.0%	
4085 Allotment Exp (Yr 6 of 10)	2,150	2,500	350		350	86.0%	
4090 Utilities	1,349	7,500	6,151		6,151	18.0%	
4120 Insurance	9,222	7,000	(2,222)		(2,222)	131.7%	
4130 Office Supplies	487	1,750	1,264		1,264	27.8%	
4140 Publicity	1,512	2,000	488		488	75.6%	
4160 Subscriptions	2,874	3,200	326		326	89.8%	
4170 Audit/ Professional Fees	2,924	5,000	2,076		2,076	58.5%	
4175 Health & Safety Monthly Contra	300	1,500	1,200		1,200	20.0%	
4180 Legal Fees	0	5,000	5,000		5,000	0.0%	
4190 IT	5,078	15,000	9,922		9,922	33.9%	
4200 Member's Expenses	0	1,000	1,000		1,000	0.0%	
4210 Civic Expenses	0	800	800		800	0.0%	
4220 Vehicle Costs & Repairs	150	3,520	3,370		3,370	4.3%	

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Vehicle Tax/Insurance	0	1,100	1,100		1,100	0.0%	
4240 Building Repairs/Maintenance	756	0	(756)		(756)	0.0%	756
4265 D. Hall Grounds Maintenance	0	2,500	2,500		2,500	0.0%	
4290 PWLB Loan	9,819	19,639	9,820		9,820	50.0%	
4492 Bank charges	26	0	(26)		(26)	0.0%	
4996 Grant Expenditure	186	0	(186)		(186)	0.0%	
TTC Administration :- Indirect Expenditure	112,630	407,746	295,116	0	295,116	27.6%	5,756
Net Expenditure	(112,630)	(407,746)	(295,116)				
6000 plus Transfer from EMR	5,756	0	(5,756)				
Movement to/(from) Gen Reserve	(106,875)	(407,746)	(300,871)				
110 HEC							
1804 Highfield Allotment Income	400	0	(400)			0.0%	
HEC :- Income	400	0	(400)				0
4095 St Saviours Water	0	115	115		115	0.0%	
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	0	600	600		600	0.0%	
4316 Holiday Youth Provision	2,704	5,000	2,296		2,296	54.1%	
4317 Organisation Grants	0	3,000	3,000		3,000	0.0%	
4400 Equipment & Repairs	371	3,500	3,129		3,129	10.6%	
4410 Fuel	278	2,000	1,722		1,722	13.9%	
4420 Clothing	396	660	264		264	60.0%	
4430 Open Spaces	352	6,050	5,698		5,698	5.8%	
4435 Trees / Tree Work	0	10,000	10,000		10,000	0.0%	
4440 Planting	1,234	1,819	585		585	67.8%	
4451 Christmas	0	1,000	1,000		1,000	0.0%	
4460 Playground Inspection & Repair	368	2,000	1,632		1,632	18.4%	
4470 Projects	1,411	4,500	3,089		3,089	31.4%	
4471 Awards	0	500	500		500	0.0%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	56	0	(56)		(56)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	37,799	73,344	35,545	0	35,545	51.5%	0
Net Income over Expenditure	(37,399)	(73,344)	(35,945)				
115 Police Museum							
1130 Police Museum Donations	709	0	(709)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	709	0	(709)				0

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4061 PM Training and Expenses	0	400	400		400	0.0%	
4120 Insurance	627	0	(627)		(627)	0.0%	
4121 Police Museum Insurance	0	750	750		750	0.0%	
4141 Police Museum Marketing	373	850	477		477	43.9%	
4161 Police Museum Memberships	0	100	100		100	0.0%	
4480 Police Museum Staff Costs	1,188	4,750	3,563		3,563	25.0%	
4481 Police Museum Collections Care	0	1,000	1,000		1,000	0.0%	
4482 PM Training and Expenses	169	400	231		231	42.2%	
4483 Police Museum Education	1,348	0	(1,348)		(1,348)	0.0%	
4491 Bank Charges	34	0	(34)		(34)	0.0%	
Police Museum :- Indirect Expenditure	3,738	8,250	4,512	0	4,512	45.3%	0
Net Income over Expenditure	(3,030)	(8,250)	(5,220)				
<u>135 HEC</u>							
4316 Holiday Youth Provision	0	0	(0)		(0)	0.0%	
HEC :- Indirect Expenditure	0	0	(0)	0	(0)		0
Net Expenditure	(0)	0	0				
<u>140 Community Projects</u>							
1150 Community Fridge Grant	0	1,000	1,000			0.0%	
Community Projects :- Income	0	1,000	1,000				0
Net Income	0	1,000	1,000				
<u>150 Potential Projects for next ye</u>							
4085 Allotment Exp (Yr 6 of 10)	0	2,500	2,500		2,500	0.0%	
Potential Projects for next ye :- Indirect Expenditure	0	2,500	2,500	0	2,500		0
Net Expenditure	0	(2,500)	(2,500)				
<u>200 Visitor Information Centre</u>							
1805 Maps	257	1,200	943			21.4%	
1830 Ticket Sales Nat. Express Inc	208	300	93			69.2%	
1840 Ticket Sales Goods Shed	71	300	229			23.7%	
1862 Cards/Notelets and Postcards	93	450	357			20.7%	
1865 Postage and Packaging	0	200	200			0.0%	
1870 Walks & Cycles	106	500	394			21.2%	
1872 Tea Towels	251	1,000	749			25.1%	
1875 Gifts & Souvenirs	294	750	456			39.2%	

Detailed Income & Expenditure by Budget Heading 01/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1880 Books and Guides	94	250	156			37.6%	
1882 Local Crafts	207	0	(207)			0.0%	
1885 Calendars	8	50	43			15.0%	
1900 Miscellaneous Income	1,309	0	(1,309)			0.0%	
Visitor Information Centre :- Income	2,897	5,000	2,103			57.9%	0
4801 Banking charges	26	0	(26)		(26)	0.0%	
Visitor Information Centre :- Direct Expenditure	26	0	(26)	0	(26)		0
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	543	0	(543)		(543)	0.0%	
4800 Maps	80	2,000	1,921		1,921	4.0%	
4810 Post Cards	59	0	(59)		(59)	0.0%	
4825 Cards/Notelets & Postcards	5	0	(5)		(5)	0.0%	
4830 Books - Heritage	43	0	(43)		(43)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	0	100	100		100	0.0%	
4845 Gifts & Souvenirs	0	2,000	2,000		2,000	0.0%	
4870 Website	540	470	(70)		(70)	114.9%	
4885 Local Craft	131	0	(131)		(131)	0.0%	
4900 Ticket Sales Nat. Express	198	250	52		52	79.2%	
4935 Ticket Sales Good Shed Arts Ce	29	0	(29)		(29)	0.0%	
4940 VIC Staff Costs	5,770	24,100	18,330		18,330	23.9%	
4961 Square Automatic Charges	22	500	478		478	4.4%	
4970 VIC Repairs/IT	0	1,000	1,000		1,000	0.0%	
4980 VIC Stationery/Miscellaneous	102	350	248		248	29.1%	
Visitor Information Centre :- Indirect Expenditure	7,664	31,520	23,856	0	23,856	24.3%	0
Net Income over Expenditure	(4,792)	(26,520)	(21,728)				
Grand Totals:- Income	401,840	504,733	102,893			79.6%	
Expenditure	161,858	523,360	361,502	0	361,502	30.9%	
Net Income over Expenditure	239,983	(18,627)	(258,610)				
plus Transfer from EMR	5,756	0	(5,756)				
less Transfer to EMR	21,121	0	(21,121)				
Movement to/(from) Gen Reserve	224,618	(18,627)	(243,245)				

Tetbury Town Council 2025-2026

Bank - Cash and Investment Reconciliation as at 30 June 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2025	TTC Current Account	9,620.31
30/06/2025	TTC Deposit	302,900.33
30/06/2025	ttc fixed term deposit	92,062.18
30/06/2025	Lloyds Credit Card	0.00
30/06/2025	Police Museum & Courtroom	9,904.38
30/06/2025	TIC 00734002	888.11
30/06/2025	Petty Cash Tin VIC	1.10
30/06/2025	CIL & Buildings Maintenance	81,611.92
		496,988.33
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		496,988.33
<u>All Cash & Bank Accounts</u>		
1	TTC - Current Account	9,620.31
2	TTC - Deposit Account	302,900.33
3	TTC Contingency	92,062.18
4	Credit Card Account	0.00
5	Police Museum	9,904.38
6	VIC - Current Account	888.11
7	Petty Cash VIC	1.10
8	CIL & Building Maintenance	81,611.92
Other Cash & Bank Balances		0.00
Total Cash & Bank Balances		496,988.33

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	20.
Subject	To approve GCC Highways 20s plenty scheme
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Over the next three years, GCC are seeking to implement lower speed limits, across rural and urban areas of Gloucestershire (please see correspondence attached) In March 2024, Tetbury Town Council supported the 20s plenty group initiative (please see backing paper from 24th June 2024 Full Council report). GCC are requesting an expression at this stage on two issues: Whether we would like to be considered for Community 20s on some roads within our area? (yes or no) Whether there are other (higher speed) roads that we feel would benefit from a reduction in speed limit where we currently have safety concerns (yes or no)
Financial Implications Budget code and cost centre	None
Climate Impact	Improving road safety, reduce the number of accidents, creating a safer environment for vulnerable road users.
Recommendation	Yes - for Tetbury to be considered for Community 20s on some roads within our area. Yes – for other higher speed road that we feel would benefit from a reduction in speed limits.
Report written by	CEO



Trust Headquarters

Our ref: CEO6377
Your ref: N/A

7 July 2025

Councillor Ian Watson, Gloucestershire County Council

Sent via email – ian.watson@gloucestershire.gov.uk

Dear Mr Watson

Phasing out of the Fire Co-Responder role in Gloucestershire

I would like to provide some reassurance and clarification regarding the South Western Ambulance Service NHS Foundation Trust's decision to phase out the Fire Co-Responder role.

As part of our commitment to continually review and improve our 999 response model, we have taken the decision to gradually phase out our Fire Co-Responder arrangements with Fire and Rescue Services across the South West. We have been working together with Fire and Rescue Services to implement this change, that will take place over the next 12 months, allowing for a planned and carefully managed transition.

This decision follows a comprehensive review which considered mobilisation costs, consistency of cover, and most importantly, the level of service that we can provide to patients.

Strengthening our Community First Responder model

In recent years, we have significantly developed and strengthened our Community First Responder (CFR) model. We now have over 650 volunteer CFRs across the South West, including 107 in Gloucestershire.

Last year, CFRs responded to 29,232 incidents across the region. They respond to all category of calls, including Category 1.

Level 3 First Responder on Scene clinical training is delivered by SWASFT to those becoming Community First Responders. The awarding body is Future Quals. Currently we have a whole host of people available to help save lives within their local community, including nurses, engineers, postal workers, and teachers.

Because CFRs respond directly to patients from within their local community, they often arrive on scene before an ambulance. CFRs are equipped with enhanced clinical skills to provide early interventions, including the administration of pain relief and the ability to discharge patients at scene when clinically appropriate, and with support from the Trust. They also have direct access to

Chair: Richard Crompton
Chief Executive: Dr John Martin KAM FCPara



The Prompt Payment Code



Ambulance control. They can contact control directly to ask for clinical advice and can send patient observations directly back to clinicians working within control.

There is also a significant cost difference between a Fire Co-Responder (£80 per mobilisation) and a SWASFT CFR, whose average cost per mobilisation is around £20 when factoring in training, out-of-pocket expenses, and uniforms.

As part of our responsibility to provide the best possible care to patients, while meeting national expectations for efficiency and value for money, we are investing into increasing volunteers across the South West. We are repurposing the finances to ensure we can provide increased availability and coverage in communities across the South West, including rural and hard-to-reach areas through our established CFR model.

Supporting Fire Co-Responders through the transition

We are extremely grateful to the Fire Co-Responders who have provided dedicated care to patients over the years. As part of the transition, we have invited Fire Co-Responders to upskill their training to the higher clinical level, enabling them to become CFRs, so they can acquire new skills and continue to help support their local community in a medical emergency. We are also thankful to the Fire and Rescue Services who have volunteered space on their sites for us to undertake local recruitment and training.

Expanding community response through GoodSAM

In addition, SWASFT has recently expanded the use of the GoodSAM Responder app, which alerts trained members of the public, off duty CFRs, and Health Care Professionals, to nearby cardiac arrests reported to our 999 control room. Using GPS technology, GoodSAM notifies the nearest available responder within 500 metres so they can begin CPR in the critical minutes before an ambulance arrives.

We now have over 2,000 trained GoodSAM responders across the South West, and anyone with a certified Basic Life Support qualification or who has completed the Resuscitation Council UK's [Lifesaver online training](#) can now register to respond. The aim is simple: to reduce the time it takes to start life-saving CPR, even without any equipment.

This is another step in our wider strategy to strengthen community-based emergency care and improve outcomes for patients.

What this means for Gloucestershire

Most Fire Co-Responder units will be phased out within the next 12 months - including those in Gloucestershire currently based at Chipping Campden, Colford, Dursley, Fairford, Lydney, Morton-in-Marsh, Newent, Northleach, Stow-on-the-Wold, Tetbury and Wotton.

As with all dynamic changes across the healthcare system, we will continuously review the situation over the coming months. If, after 12 months, recruitment levels are not where they need to be, the Trust will evaluate the available options and consider appropriate next steps to ensure patient needs continue to be met effectively.

We are proactively considering future models of collaboration with the other emergency services for the benefit of the population.

We would like to reassure you that this change has been designed to further improve the timeliness and quality of emergency care delivery in Gloucestershire and the rest of the South West. Patient safety and experience remains our highest priority, and we are confident that our strengthened CFR model supports this aim effectively.

Yours sincerely



Dr John Martin
Chief Executive KAM FCPara

Appendix

Gloucestershire Data

- In Gloucestershire there are 11 Fire Stations with Fire Co-Responders.
- The total number of Fire Co-Responders is 42.
- In the last 12 months (29/06/2024-29/06/2025) they responded to 386 patients in total. This equates to 32 patients on average per month.
- In the last 12 months for the same period, Fire Co-Responders were unable to respond to 605 incidents when requested by Ambulance control.
- In the last 12 months (29/06/2024-29/06/2025) Community First Responders responded to 4,334 patients in total. This equates to 361 patients on average per month.
- In Gloucestershire there are 37 Community First Responders (within five miles of Co-Responding Fire Stations).
- In total, there are 107 Community First Responders in Gloucestershire.
- In May 2025, Fire Co-Responders in Gloucestershire responded to 19 patients.
- In May 2025, SWASFT's Community First Responders responded to 348 patients in Gloucestershire.
- The average response time over a 12 month period (29/06/24 – 29/06/25) for Cat 1 in Gloucestershire by Fire Co-Responders is 13 minutes.
- The average response time over a 12 month period (29/06/24 – 29/06/25) for Cat 1 in Gloucestershire by Community First Responders is 9 minutes 58 seconds.

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	21.
Subject	To write to Southwestern Ambulance Services to express concern regarding changes to Firefighter responders
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	The Southwestern Ambulance Service NHS Foundation Trust (SWASFT) has proposed significant changes to its co-responder scheme in 2025, primarily aimed at cost reduction and restructuring emergency response services. These changes are <u>not</u> supported by the Fire Service or GCC. Currently, there is no public consultation that I am aware of, but individuals or councils can write to SWASFT expressing their concerns. If Tetbury Town Council (TTC) decides to write to SWASFT I would be happy to countersign as District and County Councillor. Proposed Changes • Phasing Out Fire Co-Responders: • SWASFT plans to withdraw financial support for fire co-responder schemes across the Southwest, aiming to save £5 million annually. • Transition to Volunteers: The Trust intends to replace professionally trained firefighter co-responders with Community First Responders (CFRs), who are volunteers. • Training Offer: Current fire co-responders have been invited to retrain as CFRs, though concerns have been raised about the viability and sustainability of relying on volunteers. Concerns Raised • Impact on Rural Communities: Local authorities, such as Devon County Council, have expressed concern that rural areas—where emergency response times are already challenged—will be disproportionately affected. • Volunteer Viability: The Fire and Rescue Services Association (FRSA) questions whether enough volunteers can be recruited and retained to replace the current fire co-responder workforce.



Tetbury

Town Council

	Loss of Professional Resilience: Firefighter co-responders offer consistent availability and experience, which may not be matched by volunteers who can leave the role with little notice. Attached is a letter that I have received from Southwestern Ambulance Service.
Financial Implications	None
Budget code and cost centre	
Climate Impact	None
Recommendation	Write to SWASFT to express concern over the proposed changes
Report written by	Councillor Ian Watson

CHANGES TO THE REGISTER OF MEMBERS' INTERESTS

I,
(*insert your name*)

a Member of
(*insert your Council's name*).....Parish /Town
Council, give notice of the following change(s) to the financial or other
interests which I declared on the Register of Interests form already lodged
with Cotswold District Council.

Type of Change(s)	Details of Change(s) N.B. - For each change, please identify the section of the original form to be amended
Insertion(s)	
Deletion(s)	
Amendment(s)	

Signed Dated

(END)

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	22.
Subject	To request all Councillors update their register of interests
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Within the Tetbury Town Council Code of Conduct, which was approved at Full Council on Monday 10th June, it is requested that all members must notify the CEO of any new interest (disclosable or other registrable interest) or change to any registered interest within 28 days of the date of that change. Any Councillors who believe their interests have changed please complete the attached form.
Financial Implications Budget code and cost centre	None
Climate Impact	None
Recommendation	To request all Councillors update their register of interests
Report written by	CEO

A large crowd of people is gathered at an outdoor festival. Many people are sitting on the grass, and many are holding colorful umbrellas. In the background, there is a tall clock tower and a large building with a dome. The text "Preparing for Martyn's Law" is overlaid on the image.

Preparing for Martyn's Law

Helen Ball BA(Hons) FSLCC

- 1997-2009 Parish Clerk to Newbald Parish Council
 - Population 900
 - Budget £20k
- 1999-2009 Town Clerk to Beverley Town Council
 - Population 17500
 - Budget £250k
- 2009-present Town Clerk to Shrewsbury Town Council
 - Population 77000
 - Budget £5.2m
- 2010-present Co-opted Member of the Shropshire Association of Local Councils Executive
- 2019-present Board Director SLCC
- 2023-present Vice-Chairman of SLCC



SLCC
For Local Council Professionals

My Interest in Martyn's Law

May 2017

- 2 weeks after the Manchester Bombing, Let's Rock Shrewsbury took place

March 2017

- Westminster Bridge Attack & stuck in a lockdown situation in Parliament

August 2023

- Bomb Threat at the Flower Show

July 2024

- Response to intelligence of a potential gun attack

August 2024

- Response to intelligence of an EDL march on the Gates of the Flower Show



What we
want to
achieve
today?

Where we are with Martyn's Law
and why we should do anything

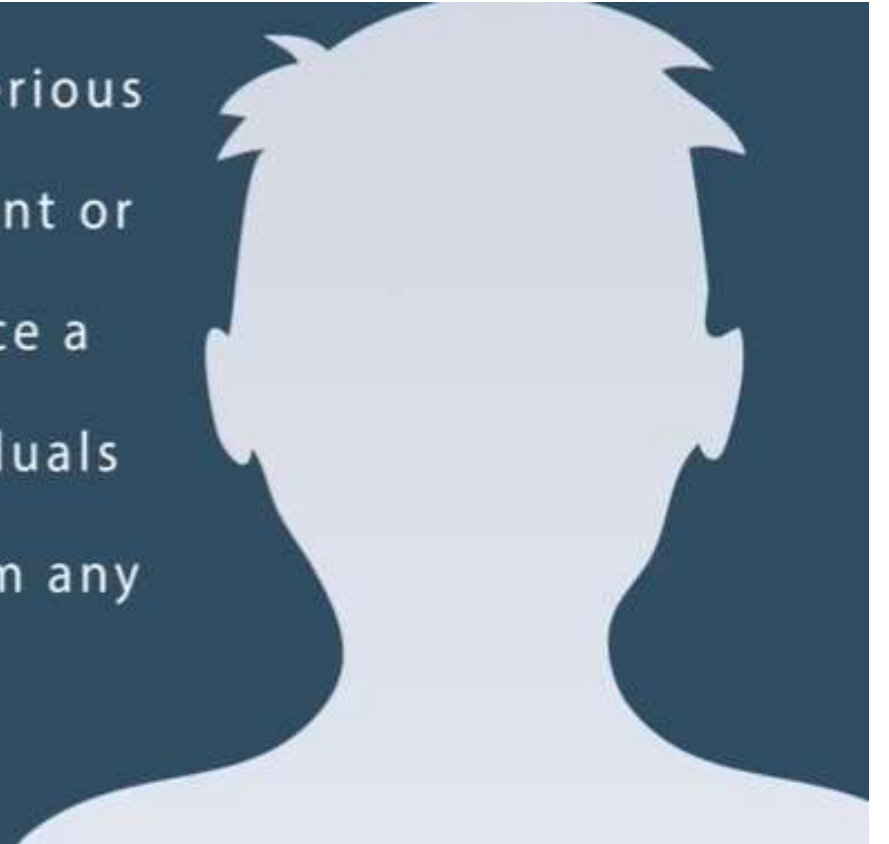
Our Top 6 Tips

Practical Steps to do now

*We all play a crucial role in
making sure protective
security measures are in
place to protect people in
our communities*



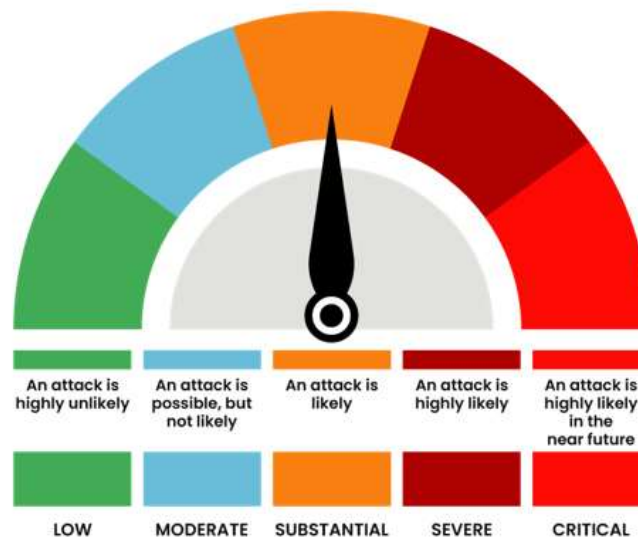
Terrorism is a use or threat of action (such as serious violence or damage) to influence the government or intimidate the public. Its purpose is to advance a political, religious or ideological cause. Individuals who engage in terrorist activities can come from any background and demographic.



Threat Risk

UK Threat Level – An attack is likely

There's no reason why it should happen in Shrewsbury.....but there's no reason why it shouldn't



Building Response Level	Description	UK threat Level
EXCEPTIONAL	Maximum protective security measures to meet specific threats and to minimise vulnerability and risk	CRITICAL
HEIGHTENED	Additional and sustainable protective security measures reflecting the broad nature of the threat with specific business vulnerabilities and judgements on acceptable risk	SEVERE AND SUBSTANTIAL
NORMAL	Routine protective security measures appropriate to the your event	MODERATE AND LOW

This is Martyn's
Legacy. Thank
you for
campaigning
for it, Kw
Spain

CHARLES III



c. 10

Terrorism (Protection of Premises) Act 2025

2025 CHAPTER 10

An Act to require persons with control of certain premises or events to take steps to reduce the vulnerability of the premises or event to, and the risk of physical harm to individuals arising from, acts of terrorism; to confer related functions on the Security Industry Authority; to limit the disclosure of information about licensed premises that is likely to be useful to a person committing or preparing an act of terrorism; and for connected purposes.

Evaluation Requirements of Martyn's Law

Standard Tier (200-799 capacity)

- A **standard terrorism evaluation** must be completed and must include information such as:
- type of terrorism most likely to occur at the premises,
- terrorism prevention measures in place at premises,
- harm reduction measures, and
- procedures to be followed if a terrorist act occurred.

Enhanced Tier (800+ capacity)

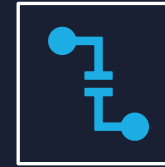
- **terrorism risk assessment** must be produced,
- **terrorism protection training** must be provided,
- a named individual must be appointed as the **designated senior officer** for the premises or event, and will be responsible for regularly reviewing and updating the terrorism risk assessment,
- all “**reasonably practicable**” measures that might be expected to reduce the risk of such an act occurring or the risk or scale of harm as a result must be implemented. The bill states that this obligation should not impose a “disproportionate burden” on the person in control of the premises or event, and
- a **security plan** must be produced that pulls these various strands together. This must be provided to the regulator.

Martyn's Law / Protect Duty

What will that mean for Parish Councils



That they engage with freely
available counter terrorism
advice and training



That they conduct
vulnerability assessments of
their operating places, spaces
& events



That they mitigate risks
created by the vulnerabilities
identified



That they develop and
implement security plans

What price a life

- Shouldn't we take the same approach regardless of the legislation
- Make sure you, all staff, councillors and volunteers are terrorism aware
- Embed terrorist activity into your everyday risk assessments
- Follow HOT, SCAN & Run, Hide, Tell
- Make sure your communication is security minded
- Start developing an Emergency Plan



Top Tip No

1

**Read up on
Martyn's Law**

SLCC
For Local Council Professionals

MARTYN'S LAW



Figen Murray, mother of Martyn Hett who was tragically one of 22 people killed in the Manchester Arena terrorist attack in 2017, has been working tirelessly over the last five years to have a new protect duty introduced in the UK, to be known as Martyn's Law. Figen describes the progress so far.

The journey with Martyn's Law has been an incredibly long and arduous one - however, it feels like we are coming to the point of it being presented as a draft legislation this spring, followed by a few parliamentary processes until its sign off by King Charles III.

December 2022 proved to be a very positive month and brought two very important encounters - the first was with the new Home Secretary, Suella Braverman and Tom Tugendhat, Security Minister.

Most meetings at the home office have a certain running order; I usually meet Nick Aldworth, former Chief Superintendent, Metropolitan Police and Brendan Cox, Survivors Against Terror (active supporters of the new law) at the café opposite for a quick strategy meeting to plan how to proceed. 12 December was no different.

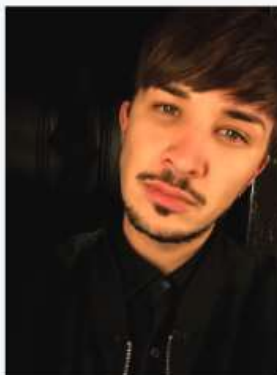
At the time we were very concerned about smaller venues being left unsecured. Ready to argue our corner and equipped with all the right words to say, we were pleasantly surprised to be told there would be two tiers, with the standard tier covering venues with a capacity of 100 plus. We no longer needed to argue the case for smaller venues - and it was great news.

During the same meeting we were told the government decided to call the legislation Martyn's Law - two pieces of great news in one meeting was more than we could have wished for.

Three days later the Prime Minister, Rishi Sunak, phoned me at home to reiterate that the government is giving the green light for the legislation and things will go ahead with the draft paper being presented by him in parliament in early spring 2023.

It was very poignant that he phoned me on Martyn's 35th birthday - very surreal but such an apt birthday gift! I felt humbled and grateful. The Prime Minister also requested we continue working with the Home Office on the finer detail of the legislation.

And of course, behind the scenes our meetings with the Home Office continue. We obviously want to achieve the best outcome for Martyn's Law and are negotiating some of the finer details of the legislation where there is still a discrepancy between the Home Office and our vision.



For any new legislation to be effective it needs to be fit for purpose. It needs to be practicable and proportionate - however, Martyn's Law also needs teeth so that people adhere to the changes the legislation will inevitably bring with it.

Whilst event organisers and venues will need to operate differently, Martyn's Law does not intend to be something punitive. There will be a period of embedment as venues will need to adapt and change is never straightforward or easy. Guidance and support, sometimes even bespoke support will be offered, especially for the standard tier. There is also already an abundance of training, information and support available.

So, what is on offer to help people adapt to Martyn's Law?

- Free of charge ACT E-learning training (ProtectUK app and website www.protectuk.police.uk)
- Counter Terrorism Security Advisers (CTSAs)
- A variety of learning tools and a lot of guidance (ProtectUK)
- Working groups run by the Home Office at various UK locations
- Fair and credible sanctions for breaches are being established
- Promotion of a positive culture change across the various industries the legislation applies to
- Bespoke support and statutory guidance by the government

The proposed two-tier system covers:

Standard tier

Applies to locations with a 100+ capacity. These venues can engage in simple training and information sharing, can prepare by establishing with staff what to do in case of a terrorist attack (e.g. locking doors, knowing where to evacuate or evacuate colleagues and customers) and it recommends that lifesaving skills are acquired and administered in the immediate aftermath of an attack until emergency services arrive. My hope was that life-saving skills would be mandatory in this tier but they only recommend it.

Enhanced tier

The enhanced tier is for 800+ capacity venues which should already know what is required - however, the legislation crystallises this, stipulating they need to undertake a thorough risk assessment and follow this up with a sound security plan. They may need to update their CCTV provision, ensure security training is up to the required standard, train staff to be able to offer life-saving training and they need to be familiar with new systems and processes.

Martyn's Law will of course never stop all terrorist attacks, but it will significantly reduce opportunities for them to strike and cause harm to the fabric of our society. However, I feel it would be very useful to educate the general public about the existence of Martyn's Law, enabling them to challenge poor security once the legislation is active. An educated public will result in a more resilient public. It is hoped the government will run public awareness campaigns soon so that by the time the legislation properly kicks in, people are already expecting to be kept safe.

I hope that life-saving skills are taught more widely, ideally at school age, so the public is better equipped to deal with life threatening emergencies where they become first responders by default of their presence.

Martyn's Law will bring about big changes to the way we live. People will inevitably notice increased security measures - however, it will hopefully mean people will be attending events at venues, big and small, in the knowledge they are kept much safer.

Whilst I was initially criticised that Martyn's Law will result in turning the UK into a police state, that is obviously not going to be the case. Being quite involved within the security sector I know that Martyn's Law will bring with it lots of opportunities, from better training to producing equipment and security products that will become increasingly more sophisticated.

Mass screening is already happening at some major venues, some in a test phase and others already actively using the technology. Feedback from the public is that in many cases people were not even aware they were being security screened and it also speeds up the process of allowing people into venues, avoiding unnecessary queues.

Street furniture, such as benches, planters, bins, lamp posts, bike stands and many other items can be transformed to be effective counter terrorism measures. Security can become part of the landscape we live in without compromising the aesthetics of modern towns and cities; architects and town planners can find new ways of incorporating security measures into their streets and buildings without compromising the look and feel.

My biggest expectation is that lives are saved through Martyn's Law.

Editor's comment: Martyn's Law has been published as a draft legislation and will undergo scrutiny by the Home Affairs Select Committee before its formal introduction.



Top Tip No

2

**Good
Websites**

PROTECT YOUR BUSINESS PROTECT THE PUBLIC **PROTECTUK**

ProtectUK provides business and the public with counter terrorism support and guidance to effectively protect and prepare



Sign up to the Protect UK website

www.protect.police.uk

SLCC

For Local Council Professionals »

[Report](#)[Tell us about](#)[Apply or register](#)[Request](#)[Thanks and complaints](#)[Your area](#)

Terrorism in the UK

The threat from terrorism is real and serious. We've seen that terrorists can strike at any time and any place without warning. The police serve a key role in protecting the UK, but communities defeat terrorism and we need help and support from you and your community. Find out more about what we're doing to keep the country safe, how to spot possible terrorist activity and how to report anything suspicious that you've seen or heard.

[Signs of possible terrorist activity](#)[Current threat level in the UK](#)[Staying safe from terrorism](#)

Contact a counter terrorism security adviser (CTSA)

As part of ACT Awareness local counter terrorism security advisers (CTSAs) work closely with businesses, representatives of trade organisations and professional bodies across the UK, making sure their protective security measures and plans are kept up to date with the latest counter-terrorism security advice.

CTSAs have comprehensive, specialist training in areas such as:

- explosives and precursor chemicals
- pathogens and toxins
- radiological sources
- site and vulnerable point surveying
- business continuity and disaster recovery
- information and personnel security
- integrated security systems
- designing out vehicle-borne terrorism
- chemical, biological, radioactive or nuclear (CBRN) defence



Top Tip No

3

Risk Aware

We already have significant Risks & Responsibility



Health & Safety At Work Act 1974 - Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public

S17 Crime & Disorder Act 1998 – The Council must have due regard to their likely effect on Crime & Disorder and to do all it reasonably can to prevent crime and disorder (which includes terrorism).

Occupiers Liability Act 1957 – An occupier of premises is under a duty to their lawful visitors to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe when using the premises for the purposes for which they are invited or permitted by the occupier to be there.

S26 Counter Terrorism & Security Act 2015 – There is a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism. A Parish Council is not listed in the act but is duty bound by its work with partners in local efforts to prevent people from being drawn into terrorism.

S4 Licensing Act 2003 – details the 4 key objectives on licensing authorities and any organisation licensed under the act; these include:

- Prevention of Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

Just like managing risk



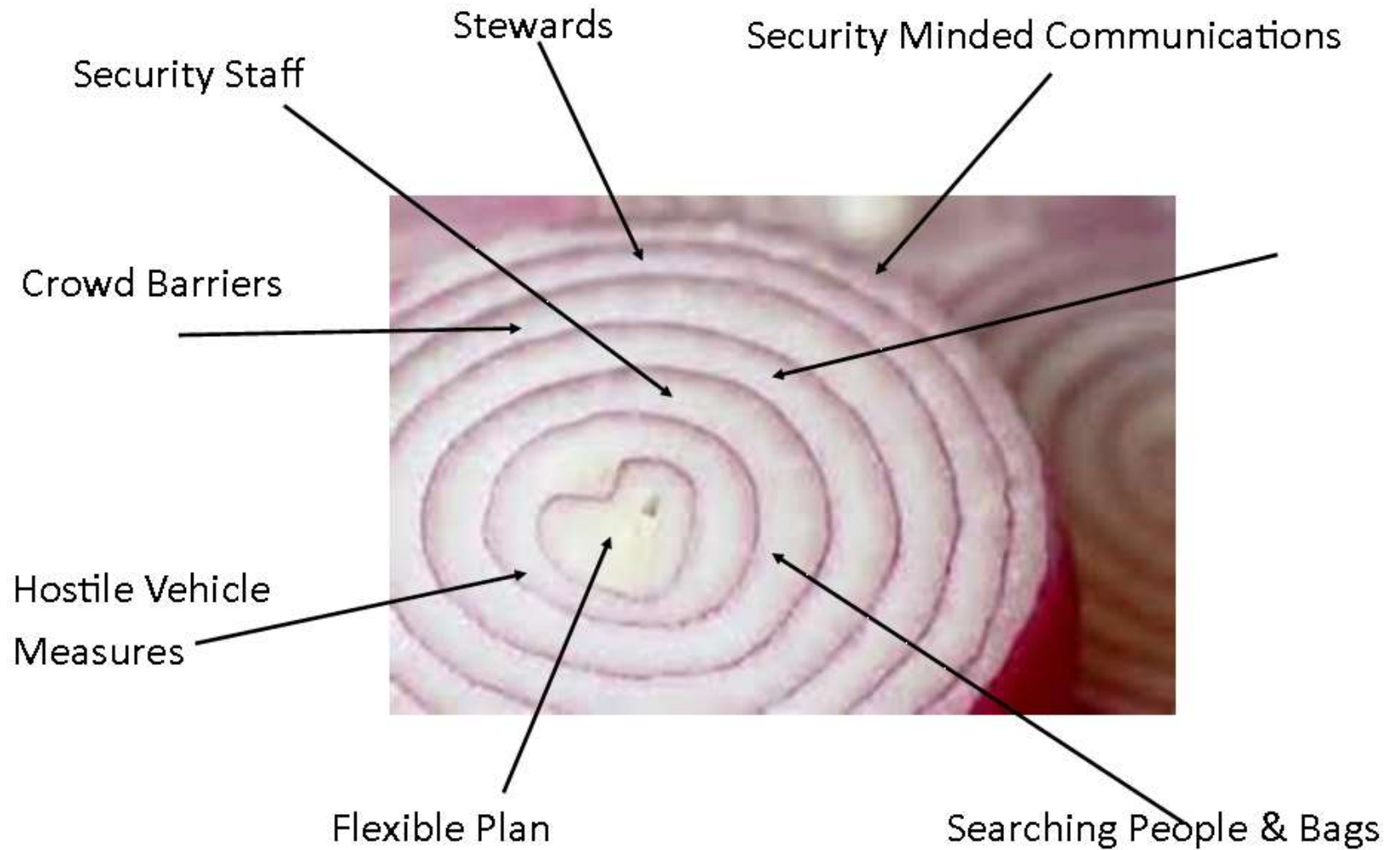
Start adding Terrorist vulnerability to your everyday Risk Assessment

Terrorist Activity - Bomb Threat - Marauding Terrorist - Suspect Package - Vehicle as a weapon	- Public - Staff - Contractors	4	2	Monitor numbers in the area - Review National Terror Threat and any local <u>intelligence</u> - Maintain Blue Light Access to <u>site</u> - All key staff ACT Trained and aware of HOT, SCan Principles - Creation of sterile site - Site sweep ahead of event start - Security - Barriers <u>installed</u> - Use of vehicles to restrict <u>access</u> - CCTV	4	1	DPS
Threat of Attack	- Public - Staff - Contractors	3	2	- Security sweep site - Staff on reconnaissance aware ahead of the event - All staff Terror <u>trained</u> - CCTV & Body Worn Cameras - Police Aware - Emergency Planning & SAG aware	3	2	Event Director
Emergency Plan Lack of awareness of the plan	- Staff - Contractors	4	2	- Review Event & Security Plan - Notify SAG - Notify Safe <u>Neighbourhood</u> Team - Briefing <u>wit</u> Staff/Marshals/Security - Radio Communications	2	1	Event Director

Any site vulnerabilities?

- Unlocked doors & Gates, Doors propped open
- Unattended Bags
- Unauthorised persons
- Unlocked computers, ID badges left around
- What is typical activity? What is a-typical activity?
- Site plans on websites

Security is like an onion – lots of layers make a good Security Plan



There will
always be
residual RISK





Top Tip No

4

E-Learning

Start training you and your team

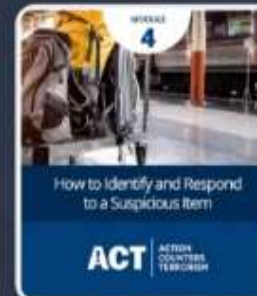
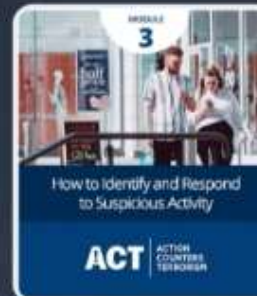
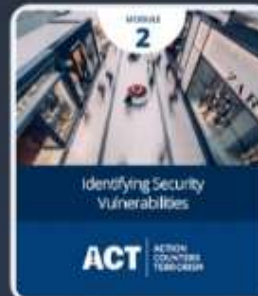
COUNTER-TERRORISM AWARENESS

FAQ's & Support

Completion Survey

Save Progress?

ACT | ACTION
COUNTERS
TERRORISM



SLCC
For Local Council Professionals



by
Highfield
e-learning



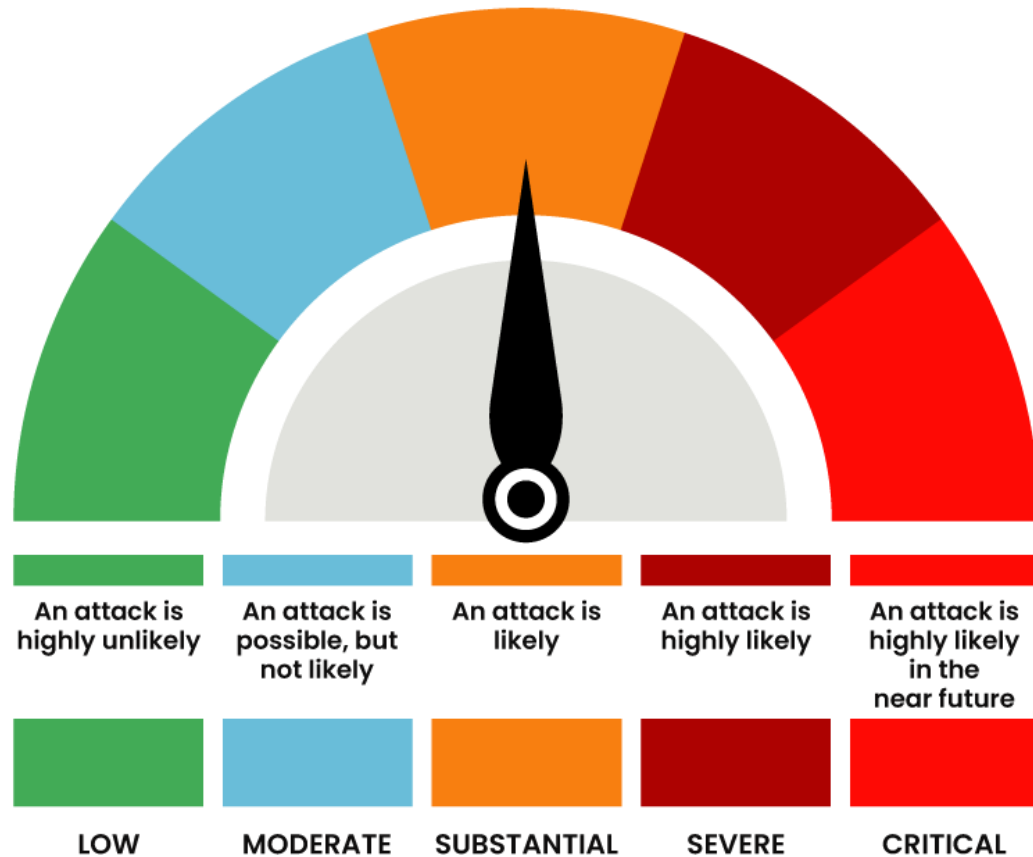
Top Tip No



**National
Guidance**

UK Threat Level – An attack is likely

There's no reason why it should happen in our Parish.....
but there's no reason why it shouldn't



Building Response Level	Description	UK threat Level
EXCEPTIONAL	Maximum protective security measures to meet specific threats and to minimise vulnerability and risk	CRITICAL
HEIGHTENED	Additional and sustainable protective security measures reflecting the broad nature of the threat with specific business vulnerabilities and judgements on acceptable risk	SEVERE AND SUBSTANTIAL
NORMAL	Routine protective security measures appropriate to the your event	MODERATE AND LOW

Suspicious Package

**UNATTENDED ITEMS:
LOST... or SUSPICIOUS?**

 **H** **Hidden?**

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.

 **O** **Obviously suspicious?**

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?

 **T** **Typical?**

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.

NaCTSO
National Counter Terrorism Security Office

 **BRITISH
TRANSPORT
POLICE**

**Understanding
suspicious
behaviour can
provide an
early indication
of a threat.**



Suspicious Behaviour

- W** **What** - are they doing?
- H** **How** - are they behaving?
- A** **Alone** - or acting with others?
- T** **Threat** - what type do they pose?



SEE, CHECK AND NOTIFY

See, Check and Notify

- SEE – understand what hostile reconnaissance is and how to spot it
- CHECK – know what to do if you suspect a hostile reconnaissance or identify suspicious activity
- NOTIFY – who you should tell and what you should tell them

Power of Hello – Behavioural Detection

- Looking for behaviour that is out of the ordinary.
- At events, you would expect to see people having a good time and enjoying themselves. If you see someone alone, who very clearly isn't having a good time, the Power of Hello encourages you to act on this observation by approaching them, saying 'hello' and asking if you can help them with something.
- When this approach is made by someone marked out as being in a position of authority it may elicit a behaviour change. The person approached may not engage at all, or they may be grateful for your assistance. Alternatively, if they are up to no good, they will know they have been spotted and may try to avoid any awkward questions.
- When we look at incidents of hostile reconnaissance, when someone is scoping out an area in preparation for an attack, the would-be attacker would be noticeably anxious and behave in a way that isn't considered 'ordinary'. An approach from someone asking a direct question could elicit a tell-tale response.
- Engaging with someone directly can be a powerful deterrent in itself – and goes beyond counter-terrorism. The person acting 'abnormally' could be a missing person or someone in crisis who needs emotional support. But, whatever the situation, acting on a gut feeling that someone's behaviour isn't quite right and approaching them with a simple 'hello' can prevent something bad from happening.





Vehicle as a Weapon

- Terrorists are increasingly adopting less sophisticated methodologies for carrying out attacks in the West.
- Partly driven by terrorist propaganda and instructional videos appearing online in recent years.
- Vehicle as a Weapon (VAW), is the deliberate use of a vehicle to injure and kill people or damage infrastructure. With a plentiful supply of vehicles on our roads, and with little training required, it is within the capability of many individuals to obtain a suitable vehicle for an attack.
- VAW attacks frequently start on public roads with no warning and can often form part of a layered attack in conjunction with other methodologies such as bladed and blunt force weapons.



Vehicle as a Weapon

- Does our site have areas where people congregate and can a vehicle drive at speed into them?
- What vehicles do we expect at our site and where?
- Which vehicles would stand out?
- What does 'normal' driving behaviour look like at our site?
- Are there times of the day when we need to be more aware of vehicle movements?



Hostile Vehicle Mitigation

- Magdeburg (Dec 2024) – Blue Light Entry [6 dead/299 injured]
- New Orleans (Jan 2025) – Bypassed HVM and went on pavement [15 dead/50 injured]
- Munich (Feb 2025) – Overtook a police vehicle [2 dead/37 injured]
- Mannheim (Mar 2025) – No HVM [2 dead/14 injured]



Bladed Weapon

- How likely is the item to be used to cause harm or disruption?
- What potential threat items are readily available at our location?
- What procedures do we have if we locate bladed weapons?
- Given that Town Rangers have found people carrying knives and found knives hidden away in the town should awareness be heightened?

Firearms

- What procedures do we have in place if we find a firearm, ammunition or firearm components?





Terrorist Attacks

- Would we recognise the indicators of an attack
- Have we considered our response to a terrorist attack?

SLCC

For Local Council Professionals »

IN THE RARE EVENT OF
a firearms or weapons attack



RUN - to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.



SLCC
For Local Council Professionals

At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So stay safe, and just remember the words:

RUN. HIDE. TELL.

To watch the film, visit:

www.protectuk.police.uk



Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on **0800 789 321**.

Our specially trained officers will take it from there.

Your call could save lives.

Always in an emergency, call **999**.

GUIDE – SHELTER - COMMUNICATE



Guide – Direct people towards the most appropriate location (invacuation, evacuation, hide)



Shelter – Understand how your place or space might be able to lock-down and shelter people within it for several hours



Communicate – Communicate effectively & promptly with users & be capable of giving clear instructions & integrating with any response or rescue operation.

Security Minded Communications



Security-Minded Communications (SMC) is designed to disrupt hostiles and to make a hostile believe that if they were to choose your organisation or event as a place to attack, they will almost certainly fail.

It's also telling the public your event is safe

NPSA Security Minded Communications Guidance

<https://www.npsa.gov.uk/security-minded-communications-guidance>

SIA - Stay Safe Tell Security Campaign

<https://thesiauk.blog/stay-safe-tell-security/>



Top Tip No

6

Shouldn't we
do this
anyway



Carols in the Square & Lights Switch On

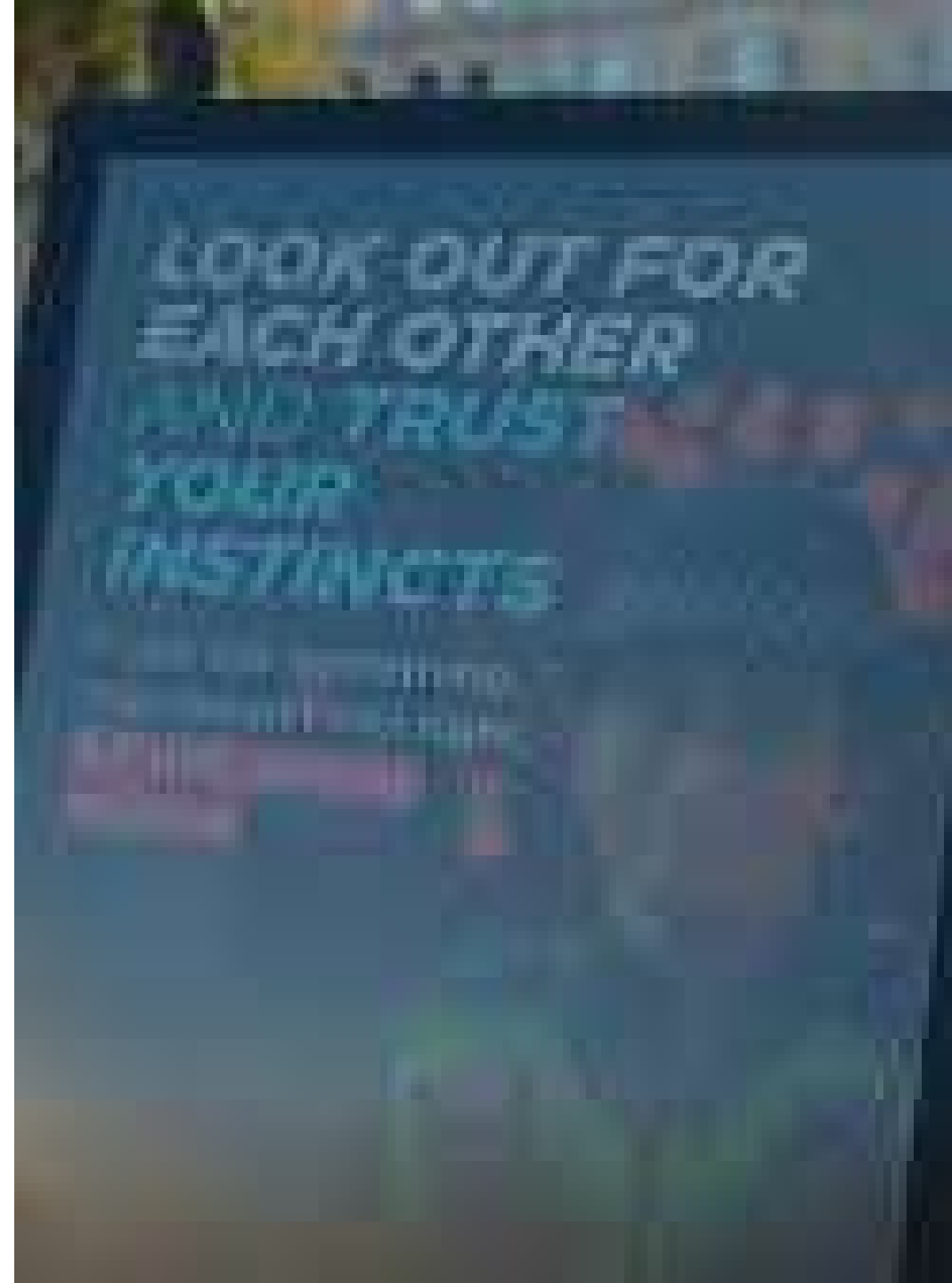
Sing-along carol service broadcast on the BBC Network nationwide, 2500 visitors, confined streets – run by Shrewsbury Town Council under Town Centre Premises Licence with Road Closures

Think – Understand the threat from Terrorism

1. Describe the premises and their operating environment
2. Which type of terrorist attack are most likely to occur at the premises?
3. Have you identified relevant workers who must receive terrorism protection training and ensured it is provided to them?
4. Who will put the plan into action in the event of an incident?
5. How is the plan and relevant information being communicated to workers at the premises?

Task – Plan to warn people on the premises that an attack is taking place

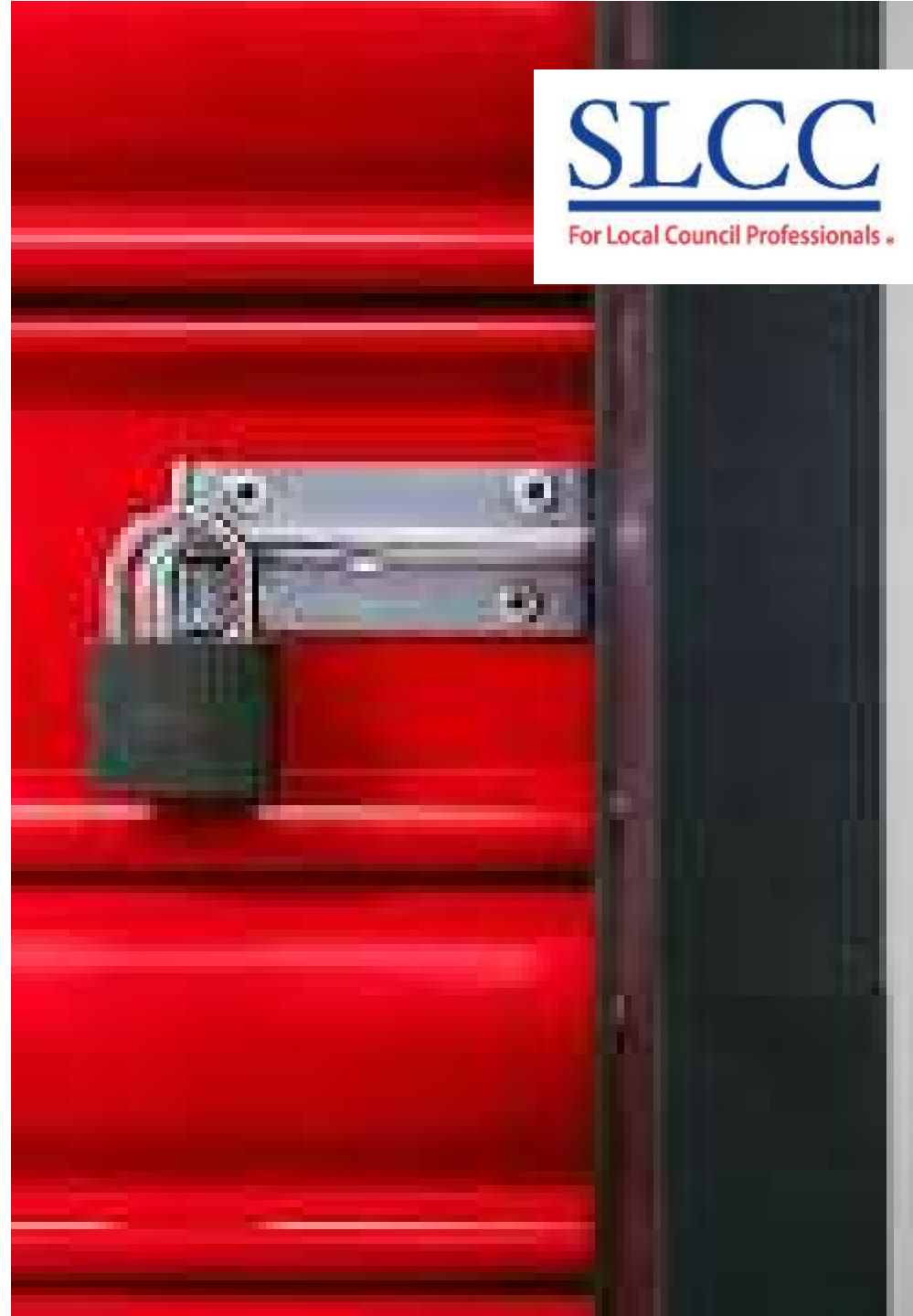
1. In the event of an attack, what actions will be taken to rapidly communicate with people on your premises?
2. Include information about any communication systems that are available. How will they be used and who will use them
3. Consider what messages will be used



Task – Plan to lockdown your premises

Lockdown means locking doors or other barriers to prevent access to part of all of a site or building. The aims of lockdown are to reduce the immediate threat of harm by delaying attackers and preventing people inadvertently putting themselves into the path of danger. As part of lockdown, you may wish to consider bringing customers, visitors, workers and nearby members of the public into the building, prior to securing doors, when you assess it is safe and appropriate to do so. Lockdown will not always be appropriate, careful consideration must be given as to the circumstances in which lockdown should be used. Lockdown actions should not be taken if people will be put at risk.

1. Explain how you will lockdown your premises in an emergency and in what circumstances this is likely to be possible. Check that existing doors and shutters can be locked quickly and safely from the inside.
2. What action will you take to ensure relevant workers know how to lockdown the premises? Your actions should include details of the role that relevant workers play in locking down the premises and how and when they have practised locking down the premises.
3. How will people on your premises be informed that it has been locked down and that they should not attempt to leave because of the threat outside?



Task - Plan to evacuate the premises

Getting people safely and quickly away from danger could save lives. Identify potential evacuations routes to take people away from the threat. Careful consideration must be given to the circumstances in which evacuation takes place.

1. Describe your evacuation plan, including details of roles that relevant workers will play in evacuating premises.
2. What action will you take to ensure your relevant workers know how to evacuate the premises? Your actions should include how and when relevant workers have practised evacuating the premises.
3. How will you communicate with people at the premises in the event of an evacuation? It is important to clearly communicate where the threat is, so they evacuate from it.
4. Have you taken action to ensure your evacuation plan supports and does not conflict with those for neighbouring premises?

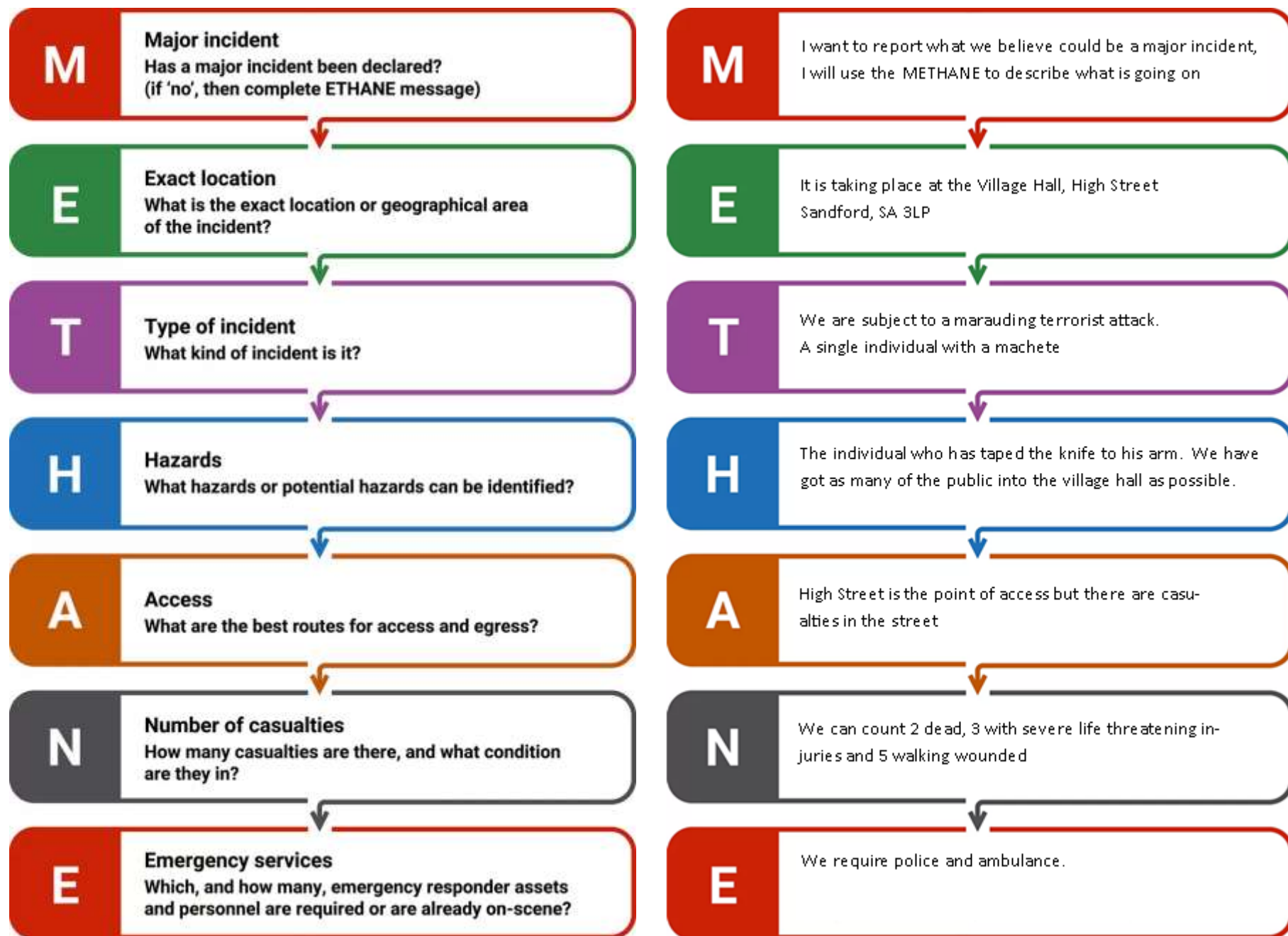


Task - Plan to call the emergency services and relay the necessary information

Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services

1. How will you ensure all relevant workers understand how to contact the police? Include how and when you will brief relevant workers on what to say to the police. The safety of the caller is a priority.
2. Could you display posters of the appropriate material that summarises the information the police need to know in the event of a terrorist incident? If so where will you do so?





Task – Use available first aid and fire safety equipment

Research into serious injuries shows that the quicker people are treated, the greater their likelihood of survival. Using simple techniques with readily available equipment can save lives. Health & Safety risk assessments already in place in your premises will be relevant. Consider is additional first aid and fire safety equipment may be needed in the response to a terrorist attack

1. Have you completed a First Aid Needs Assessment? If so, what were its findings and when was it completed?
2. Is your First Aid or Fire Safety equipment in-date, fit for purpose and readily available?
3. Have relevant workers been trained to use that equipment as part of their terrorism protection training or otherwise? Have you recorded this and planned refresher training?





Task – Consider how you can make your neighbours or local network aware of your plan and alert them to an attack

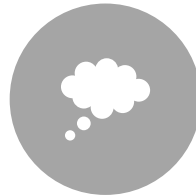
Getting early warning of an attack can vastly improve responses and maximise the effect of life saving actions

1. Have you communicated with the persons responsible for neighbouring premises during your planning? If not, what action will you take to identify and contact such persons?
2. How will you communicate with them in the event of a terrorist incident?

Emergency Plan



Identify Evacuation
Routes



Think about those
local resources that
are available



Which Buildings
could be used as Rest
Centres



Who has the
knowledge



Communications



Vulnerable People



Community Emergency Plan Toolkit

September 2016

[Microsoft Word - community emergency plan toolkit.doc
\(publishing.service.gov.uk\)](#)

[Home](#) > [Government](#) > [Emergency preparation, response and recovery](#)

Guidance

Community resilience: resources and tools

These resources to enable individuals, communities and organisations that support them to take part in emergency preparedness activities.

From: [Cabinet Office](#)

Published 7 March 2011

 [Get emails about this page](#)

Documents

Related content

What should you do now

- Don't Panic
- Sign up for the ACT E-Learning
- Contact your force CTSA
- Review Legislation - How in scope are your activities
- Start working through those tasks
- Look at the NALC & SLCC webpages





Helen Ball – Town Clerk - Shrewsbury Town Council
Helen.ball@shrewsburytowncouncil.gov.uk

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda Item	23.
Subject	To note Martyn's Law requirements to enhance our preparedness against terrorist attacks and to agree actions to be taken, now and once the guidance is finalised.
Accountable Members	Full Council
Responsible Person	The individual who controls the premises or the organiser of the event will be responsible for compliance with the Law.
Summary/Purpose	Martyn's Law is also known as the Terrorism (Protection of Premises) Act 2025. It requires public premises and events to enhance their preparedness against terrorist attacks. It introduces a tiered approach, with different requirements based on the size and nature of the event. It emphasises the need for planning and training alongside physical security measures for smaller venues. The types of vulnerabilities to consider include: site safety and unauthorised people, suspect packages and unattended bags, knife and vehicle attacks, and what information is made available online to help those people intent on causing harm. Guidance is still being drafted and will take an estimated two years to produce. But, because of the need to protect the public and to assure them that we take their safety seriously,, we can take some actions now. Gloucestershire Association of Parish and Town Councils (GAPTC) have promised to distribute the slides presented by Helen Ball on 25th June. They provide an excellent overview and suggested actions that we should consider taking. Further guidance can be found at: https://www.protectuk.police.uk/martyns-law
Recommendations	• TTC staff, Councillors and volunteers are encouraged to undertake e-learning/awareness training. • To enhance our existing risk assessment process, to assesses the vulnerability of events such as the Christmas Lights Switch-On, to consider the actions to be taken in the event of different types of terrorist attacks, to keep the public safe. • To update our Emergency Plan and run a desk-top exercise to test it.

	• To routinely test our fire evacuation plan for the Old Courthouse, to assess its fitness for purpose. • TTC to liaise with other organisations in the town, to inform them of new Law, and to help them prepare. • Counter Terrorism Considerations for Organisations Is your organisation prepared to deal with a terrorist incident? If an attack took place at or near your premises, do you or your staff know what to do to help keep people safe? In this session, facilitated by Counter Terrorism Policing Southwest, we will guide you through some key areas to consider when writing or reviewing a Counter Terrorism (CT) Plan, including communication, evacuation, lockdown, first aid and training. We will signpost you to expert guidance that will help you construct policies and procedures for your organisation that could ultimately save lives. There will be time at the end of the even for Q & A should you have any questions. These sessions are the same, and attendance at only one is necessary. 28th July, 2-3 pm 27th August, 10-11 am 30th September, 10:30-11:30
Financial Implications	There are no direct financial implications from Martyn's Law at this time but there could be further financial considerations for premises and events in future.
Report Written by	Cllr Liz Farnham

Committee and Date	FULL COUNCIL – Monday 21 st July 2025
Agenda item	24.
Subject	To approve a full page in the Tetbury Advertiser to assist Zwingenberg Twinning Society
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Councillor Ian Watson, EO and CEO met with a representative from Zwingenberg who is keen to restart the twinning of our two towns again which began in 1981. Over the years, engagement and community participation within this partnership have significantly declined, and this has impacted the social and cultural benefits originally envisioned through the twinning agreement. We are requesting approval to spend £198 for a full page within the September edition of the Tetbury Advertiser. The proposed editorial if approved will be delivered to all households in Tetbury and capture those residents who are not on social media or visit the Town Councils website page. The editorial will be used to gauge if there is an interest in residents or organisations within the town to reignite this partnership. Tetbury Town Council will facilitate the start of the process with the editorial and to introduce Zwingenberg twinning society with those residents and organisations from Tetbury who have expressed an interest.
Financial Implications Budget code and cost centre	£198 for a full page Alternative options £110 half page, £66 quarter page 4140 (Cost centre 100) Available funds £488
Recommendation	To approve a full page in the Tetbury Advertiser to assist Zwingenberg Twinning Society
Report written by	CEO

1. Purpose of report
To note works carried out at the Town Council Offices, VIC, and Grounds Team
2. Recommendation
For Full Council to note report
3. Town Council Offices

Following the resignation of Councillor Peter Coleman, a notice of Councillor Vacancy has been displayed on our noticeboards, Facebook and website pages. If an election has been called by residents this will take place no later than 6th October, if no election is called a co-option for a new Councillor will take place at the Full Council meeting on Monday 15th September.

EO has been securing market and food vendors for the Christmas switch on event taking place on Friday 5th December.

EO has been working on Tetbury Town Council event management plan which incorporates the risks highlighted with Martyn's Law.

On Wednesday 25th June, Councillors Z Baker and S Sanderson – Chair and Vice Chair of the Heritage, Environment and Community Committee attended a charity evening to accept a £1,000 donation from the Tetbury Woolsack committee, this generous donation will assist with the Christmas Day lunches initiative.

Cllr Z Baker and CEO met with Police Museum Curator to discuss financial procedures, insurances, staff and volunteers opening and closing Police Museum.

Currently have 3 empty allotment plots on the Highfield development. The next 3 residents on the waiting list have been contacted. Rent has been received from all except one of the allotment holders.

EO attended SLCC Managing Closed Churchyards on-line event.

CEO met with a representative from the Goods Shed to discuss the possibility of renegotiating the lease between both organisations which will assist the Goods Shed with obtaining grants. Agenda item for Full Council soon.

Grounds Team

Mowing and strimming various locations in and around the town.
Assisting Tetbury in Bloom with town troughs
Fencing Tetbury Trail to deter dogs entering the water
Clearing Cookspool of vegetation
Clearing Highfield allotments in order for them to be rented out
Cutting perimeter hedge to Highfield allotments

VIC Team

June has been a steady and encouraging month at the Tetbury Visitor Information Centre. Although we've seen a reduction in National Express services, we moved quickly to ensure continued visibility for ticket availability. New promotional posters have been requested to let visitors and residents know that tickets can still be purchased directly from the VIC. This proactive approach aims to maintain awareness and retain customer confidence.

Footfall throughout the month remained consistent with seasonal trends, averaging approximately 25-35 visitors per day. Weekends saw a slight increase in numbers, particularly during fine weather and on event days, pushing daily totals closer to 45. Sales figures have mirrored these patterns, showing stable performance across both ticketing and merchandise.

In anticipation of the upcoming school holidays, we've expanded our children's gift and activity range. New merchandise lines have included puzzles, pocket-money toys, and summer-themed souvenirs, which have already seen a 12% increase in sales compared to this time last year.

Social media continues to play a key role in our outreach. Our Instagram account reached over 4,800 users this month—an increase of 18% from May—while Facebook engagement remained strong, particularly through collaborations with local shops and event organisers. These partnerships have proven invaluable, helping us amplify visitor messaging and showcase Tetbury's unique offerings.

I have reintroduced the monthly meeting between the Mayor, Deputy Mayor, Committee Chairs, and Executive Officers in the past month. This meeting intends to facilitate more integrated thinking within the council. The group will convene a couple of days after the full council meeting, allowing us to reflect on any issues or concerns that arose from the full council or the previous month's committee meetings. By examining these matters collectively, we hope to expedite the progression of concerns through the council and ensure that fewer issues fall through the cracks.

I have also had the pleasure of attending the U3A open day at The Goods Shed this month. It was truly impressive to witness the variety of activities available and the enthusiasm of both members and coordinators regarding the offerings. I may have even registered my interest in learning more about one or two of the activities.

Councillor Steve Scott
Mayor – Tetbury Town Council

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 2nd 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 2nd June 2025.

Voting record	For 4	Against 0	Abstain 2	Absent 4
---------------	-------	-----------	-----------	----------

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.

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

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.

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

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
---------------	-------	-----------	-----------	----------

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
---------------	-------	-----------	-----------	----------

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.

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

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

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in St Marys Primary School, Tetbury on Monday 16th June 2025
at 6.30pm

PRESENT:

Councillors: J Taylor, P Burrell, R Smith, S Scott, M Baker

Officers: CEO – T Niblett, EO – V Bolwell

Public: District Councillors N Ind, I Watson, Councillor C Pearce

PL01. 06/25 To elect a Chair:

Councillor J Taylor was re-elected as Chair

PL02. 06/25 To elect a Vice Chair:

Councillor P Burrell was re-elected as Vice Chair

PL03. 06/25 Apologies for absence:

None

PL04. 06/25 Declarations of Interest:

None

PL05. 06/25 Public Consultation:

None

PL06. 06/25 To approve the minutes of the meeting held on Monday 24th March 2025:

Following a minor amendment, it was proposed by Councillor P Burrell, seconded by Councillor J Taylor to approve the minutes of the meeting held on Monday 24th March 2025.

Voting record	For 3	Against 0	Abstain 2	Absent 0
---------------	-------	-----------	-----------	----------

PL07. 06/25 Consideration of planning, listed building consent, tree work and licensing applications received by 11th June 2025 (refer to attached Schedule link)

<u>25/01699/TPO</u> Works to trees with a TPO for T1 - small Oak tree with a canopy that is touching the flats behind to be crown reduced all round, approx. 2-3 m on the side of the buildings, but less on the south side to create an evenly balanced canopy of approx. 4 metres in every direction T2 - large Silver Birch tree that has grown photo tropically and has a severe lean towards the north and leaning over an electrical sub-station, to be height reduced by approx. 4 metres and the shoulders of the retained canopy trimmed to create a tree shape, to leave a finished height of approx. 7 metres	<u>25/01700/TPO</u> Works to trees with a TPO for one mature Horse Chestnut. Tree is approximately 45ft tall with a crown spread of approximately 30ft 1.25 to 30% crown reduction which will result in removing approximately 4 to 6 ft from the crown all round. 2.10 to 15% crown thin, as well as removing major dead wood from the crown 6 Chestnut Close Decision: no objections
---	---

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in St Marys Primary School, Tetbury on Monday 16th June 2025
at 6.30pm

Braybrook Close Decision: no objections	
<u>25/01548/TPO</u> Works to trees with TPO for T1 Beech- crown reduced by 2 metres due to excessive shading on the garden and to create a balanced shape, currently unbalanced due to neighbouring tree removal 16 Dormers Close Decision: No objections	<u>25/01295/FUL</u> Full application for erection of single storey extension to front elevation 173 St Marys Road Decision: No objections
<u>25/01279/LBC</u> Listed building consent for alterations of 1 cottage, 4 flats, conversions of 2 studios into 1 cottage and repair to railing to front elevation The Cottage, Old Coombe House, 3 New Church Street Decision: No objections	<u>25/01473/FUL</u> Full application for erection of single storey side & rear extension 5 Eccles Court Decision: No objections

PL08. 06/25 To note planning applications using Scheme of Delegation:

None

PL09. 06/25 Correspondence:

None

PL10. 06/25 To receive Chairs report:

None

PL11. 06/25 to receive Vice Chairs report:

None

PL12. 06/25 To receive Members report:

District Councillor Ind – Advised that two trees instead of five will be planted at the back of the Doctors surgery to replace the tree that was taken down, this is following the recommendation from the Tree Officer. The trees will be planted in the Autumn.

PL13. 06/25 Next scheduled meeting – Monday 21st July 2025, 6.30pm

Meeting closed 6.45pm

Chair Dated

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 14th July 2025 at 7pm

Present

Town Councillors: J Taylor (Chair), Z Baker, R Smith, P Burrell, L Farnham, S Scott, A Figueirido

Officers: T Niblett – CEO/RFO

Public: 2 members of the public

FS01. 07/25 Apologies for absence:

Received from Councillor M Baker – Holiday

Councillor C Pearce – Collected backing papers this morning and not prepared for the meeting

FS02. 07/25 Declarations of Interest:

None

FS03. 07/25 Public Consultation:

Resident raised concerns regarding Tetbury Town Council handing over Plot 8 to the Dolphins Recreation Centre. The resident informed the committee they had proof that the land was gifted to Tetbury Town Council, CEO has requested that if this is a legal document could this be handed into the office.

Resident raised concerns that the no cycling sign next to the library has become overgrown with vegetation and has requested this is cut back.

FS04. 07/25 To approve the minutes of the meeting held on Monday 9th June 2025:

Following a minor amendment, It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the minutes of the meeting held on Monday 9th June 2025.

Voting Record:	For – 6	Against – 0	Abstentions – 1	Absent - 2
----------------	---------	-------------	-----------------	------------

FS05. 07/25 To note action points from previous meetings:

Police Museum (FS07.06/24)– Meeting between Curator, Councillor Z Baker and CEO took place on 10th July where financial procedures and questions from the Heritage, Environment and Community Committee were discussed. Notes from this meeting to be sent to all Councillors, meeting to be arranged in September to go through the action plan and budget requirements.

Building Working Group (FS11. 11.24&TC11. 12/24) – Following the resignation of Councillor P Coleman, Full Council agenda item to request another Cllr join this working group.

Civic Expenses (FS05. 02/25) – Agenda item 10

IT Provider (FS15. 03/25) – Agenda item 11

FS06. 07/25 To note Bank Reconciliation and Financial Summary for June 2025:

As of 30th June 2025, it was noted that TTC Current Account held £9,620.31, TTC Deposit Account £302,900.33, Contingency Funds £92,062.18, Police Museum £9,904.38, CIL and Buildings Maintenance £81,611.92. The Visitor Information Centre account held £888.11.

FS07. 07/25 To approve July payments and estimate transfer of funds 2025:

It was noted that Tetbury Town Council payments for June amounted to £28,205.02, VIC payments for June amounted to £2,476.97, Police Museum £158.40, Credit Card payments amounted to £944.69.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 14th July 2025 at 7pm

It was requested that a transfer of funds of £25,000 from TTC Deposit Account to TTC Current Account and a transfer of funds of £2,500 from TTC Deposit Account to VIC Account. It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the June payments and the transfer of £25,000 from the TTC Deposit Account to TTC Current Account and £2,500 from the TTC Deposit Account to the VIC Account.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
----------------	---------	-------------	-----------------	------------

FS08. 07/25 To note income and expenditure for Month 3:

Committee members noted that the Police Museum expenditure on Marketing and Training/Expenses was relatively high considering we are only into the first quarter of the budget.

FS09. 07/25 To discuss and approve Internal Auditors Report:

Following the Internal Auditors visit on 13th June, it was noted that the bank reconciliations are not being signed off by the Councillors who are carrying out the monthly audits, on further inspection the committee advised that these checks are taking place.

The Internal Auditor had also requested that the BACS payments are released by two Councillors. The Committee advised that they are happy with the current arrangements and raised concerns if two Councillors had access to the Councils bank accounts whilst at home. It was proposed by Councillor S Scott, seconded by Councillor L Farnham that the committee have considered the proposals put forward by the Internal Auditor and are not going to approve of the recommendations.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
----------------	---------	-------------	-----------------	------------

FS10. 07/25 To discuss and recommend to Full Council Expenses Policy:

Following minor amendments, it was requested that the policy is brought back to the Finance & Scrutiny committee to recommend to Full Council in September.

FS11. 07/25 To discuss and recommend to Full Council Vexatious Policy:

It was proposed by Councillor S Scott, seconded by Councillor R Smith to recommend the Vexatious Policy to Full Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
----------------	---------	-------------	-----------------	------------

FS12. 07/25 To discuss and approve employing a temporary events coordinator for Switch on event behind held on Friday 5th December 2025 due to the requirements under Martyn's Law:

Tetbury Town Council has successfully delivered its annual Christmas event for several years with the Executive Officer coordinating logistics, safety and volunteer management. Due to the introduction of Martyn's Law The Terrorism (Protection of Premises) Act 2025 the operational landscape for public events has changed significantly. The funding of an events coordinator would come from the staffing budget. EO will be holding a meeting with an events company this week and

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 14th July 2025 at 7pm

will try to obtain a further 2 quotations, although CEO has advised this might not be possible due to timings. It was proposed by Councillor L Farnham, seconded by Councillor R Smith to proceed with employing a temporary events coordinator.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
----------------	---------	-------------	-----------------	------------

It was requested that a copy of Martyn's Law is given to the Goods Shed so they are fully aware of Martyn's Law when holding events.

FS13. 07/25 To discuss and approve the IT provider for Tetbury Town Council:

Councillor S Scott provided an overview. The Office 365 price is virtually the same with all companies that have been contacted. A cost analysis will be carried out and presented to the Finance & Scrutiny committee in September.

FS14. 07/25 To discuss budget requirements for 2026-2027:

Councillor S Scott provided an overview. At the end of the financial year TTC held £82,390 in general reserves and £91,862 3 months contingency, there is a possibility that the precept would need to be raised by 2%, although this may change before the budget is finalized in January 2026.

FS15. 07/25 Correspondence Received:

None

FS16. 07/25 Councillor Reports:

Councillor J Taylor – Attended the Cotswold District Council housing supply meeting, information from this meeting has been emailed to all Councillors.

Councillor R Smith – Could we please remind Committee members to speak one at a time?

Councillor L Farnham – Following Councillor P Coleman resignation when will the email address for Councillor P Coleman cease, CEO advised that the email account closed today in line with the vacancy notice.

FS17. 07/25 Items for next meeting:

IT Supplier, Budget, Expenses Policy, update on Events Coordinator

FS18. 07/25 Date of next meeting:

Monday 8th September 2025, 7pm

FS19. 07/25 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor S Scott, seconded Councillor Z Baker that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
----------------	---------	-------------	-----------------	------------

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA
Monday 14th July 2025 at 7pm

Meeting closed 8.15pm

FS20. 07/25 To approve Closed Session minutes dated 14th June 2025:

It was proposed by Councillor S Scott, seconded by Councillor L Farnham to approve the Closed Session minutes dated 14th June 2025.

Meeting closed 8.17pm

Chair Dated

Climate Strategy Working Group

Meeting held on Thursday 15th May 2025 in the Council Offices

Present: Cllrs: Judith Taylor, Nikki Ind and John Turton

1. Apologies: Cllr Xyta Aura Macutay-Malloch, Anne Cox and Ben Jackson
2. Minutes of the last meeting and matters arising
 - The minutes of the last meeting were accepted as a true record.
 - Judith had spoken to Tara about asking Cllr Mike McKeown to give a presentation to TTC on climate issues and the work he was involved in. Tara said only 10 minutes could be allowed for this; an alternative approach would be needed.
 - Good progress was made in updating the council's business plan at a training session at the end of March. Seven councillors had attended.
 - Following concerns that the council had purchased a petrol lawnmower rather than a more climate friendly machine, it was explained that the petrol machine would cope much better with the work it was needed for. However, it was felt that the decision-making surrounding purchases such as this should be recorded.
Action: CEO to note and action
 - Work on installing the EV points in the West Street car park was still unfinished. This has been going on for about 2.5 months now. John Turton also raised the issue of the Watermoor roundabout in Cirencester which was also taking months to complete and was going to be delayed still further as the result of finding asbestos on site.
3. Update from TTC
 - Raising awareness of climate issues amongst councillors was very important. Nikki suggested that on all agenda outlines and outcomes for TTC meetings there should be a section "Impact on climate".
Action: Judith to raise with Tara and Nikki to propose at TTC meeting if required.
4. Update from CDC
 - Nikki highlighted CDC's retrofit Home Efficiency Talks with there being a retrofit roadshow in Kemble on the 22 May from 7-9pm. There will be an opportunity for local Tetbury residents to ask questions of Justine Mallinson after a talk by John Andrew at the Goods Shed during the Big Green Week. Councillors should be encouraged to attend the Big Green Week. Judith would ask Anne Cox for the details of the Big Green Week (done) so this could be shared with councillors.
 - As there are a growing number of local events designed to build awareness of actions to reduce carbon emissions etc, it was felt Tetbury should be considering such an event, possibly early autumn. This event could also promote the importance of working with children on climate issues.
5. Update from Greening Tetbury
 - John had spoken to Colin about electric vehicles. His suggestion was a second hand, low cost electric vehicle with a towbar and trailer.
 - Ben was being trained as a water tester.
 - Ros Savage had attended a Greening Tetbury meeting and had asked for a meeting with John to discuss all his initiatives. John is looking to set up a commercial recycling scheme business to manage local waste. This would reduce

the emissions from the 10 commercial companies' vehicles collecting the waste, reduce the costs to businesses and possibly make money for other initiatives. TTC needs to be aware of the initiatives John is considering. He is attending a committee meeting in June and it was suggested he attends a full council meeting in July for 10 mins to brief councillors.

- John was looking at installing solar panels on the Men's Sheds workshop.
- He had visited Sir William Romney School; he wasn't convinced by the information presented on a screen detailing the energy produced by their solar panels. It seemed much too low and he wished to investigate this further.
- John was also considering a service to businesses to help them check their energy costs. He suggested the town council might like to do the same.
- Nikki also mentioned the community energy schemes that Mike McKeown had set up in prior to becoming a councillor.
- John also thought the purchase of a cherry picker for use by the community would also save local businesses and residents money. When the library starts operating again, it would be approached to see if it would advertise the loan of a thermal imaging camera.
- Finally, John demonstrated a paper cup collection pipe which could be located next to waste bins in Tetbury to encourage people to recycle their coffee cups. This should be demonstrated to town councillors.

The meeting closed at 8.15pm

JPT

**Minutes of the Car Parking Working Group meeting held on
Monday 11th March, 2024**

Present: Judith Taylor

1. Apologies for absence – none
2. Tony Dale's letter acknowledged the challenges that some of the District and Parish Councils within CDC were facing in relation to parking, saying there was no magic formula. He encouraged Judith to meet Maria Wheatley on 8th August to review provision in Tetbury.
3. The meeting with Maria Wheatley was highlighted and members of the group were invited to attend.
4. Judith shared the information relating to CDC's proposed charging points with 3 on the Chippings and 3 on West Street car park (as they had to be installed on car parks belonging to CDC). It was noted that the EV points at Tesco were usually full. It was suggested Tesco should invest in more EV points and some should be installed down at the Goods Shed.
5. The suggestion from a councillor that there should be a charge for parking between Courtfields and Magdalen Road gained no support from the group.
6. The Car Parking Working Group was being asked to report to the Highways Working Group. Judith was not in favour of this as car parking issues were issues for the whole council; currently minutes of meetings are distributed at full council meetings.
7. Issues about enforcement: it was suggested that there should be 20 minute slots for road parking but this would need to be enforced by the community police officer. It was suggested more cameras should be installed to help monitor illegal parking on e.g. double yellow lines.
8. No date was set for the next meeting.

Ian Watson, Tetbury Division
GCC Councillors Report
July 2025

After induction training, GCC is starting to work on real council business with cabinets and committees working.

I will be working on Corporate Overview and Scrutiny (Vice Chair), Children's Social Care and Planning. Additionally, I have been appointed to the board of Gloucester Airport (Staverton).

The Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government is currently consulting on the Fairer Funding Review 2.0. This review will shift funding from the more affluent areas of England and shift the balance to less affluent areas. Gloucestershire is rated on the more affluent side of the equation, notwithstanding areas of real poverty in the county. In effect, this may cost approx £10 million in funding.

The budget for 2026/7 is being prepared for presentation in November.

I have case work from around the division and have started attending parish council meetings.

Public Consultation on Council Reform

- The Council launched a public engagement campaign to gather views on the future structure of local government in Gloucestershire
- This is part of a broader devolution plan across England, which could lead to:
 - A single unitary authority for the whole county
 - A split between East and West Gloucestershire
 - Or a larger Gloucester-based authority with surrounding areas

<https://haveyoursaygloucestershire.uk.engagementhq.com/gloucestershire-county-council-local-government-reorganisation-survey>

Email Name Change Sparks Confusion

- Some residents noticed emails from the Council were labelled as from "Gloucestershire Council" instead of "Gloucestershire County Council".
- This led to speculation that a reorganisation had already been decided.
- The Council clarified this was a technical error due to a software migration and not a sign of imminent structural change

Laura Hall-Wilson – Cotswold District Councillor for Tetbury with Upton
Update for Tetbury Town Council – Full Council, Monday 21st July 2025

Another month has gone by and I have been busy meeting residents, businesses and community groups across the town and in my ward. A testament to the vibrancy of our town is that there are so many to meet! Please see below a summary of what I have been up to and some updates from Cotswold District Council.

As a family, we attended the 5k Family Fun Run at Chavenage, raising money for Tetburys Christmas Lights in December. Heavily pregnant, I obviously did not run (!) my husband and my Dad did and we really enjoyed the fantastic atmosphere with over 500 people enjoying running through the Chavenage Estate or sipping coffee in the sun. It's great to see the town come together to privately fund something that will add to the atmosphere in the town at Christmas helping secure our reputation as a destination to come and visit and shop.

I attended the Full Council meeting of Tetbury Town Council, where agenda items included an update on the Dolphins Hall and the Burial Ground situation, as well as updates from all council committees – I have been encouraging some social media commentators to attend these meetings, as you know there is always an opportunity for the public and press to attend and also to speak and ask questions at the beginning which is a much better source of information than social media.

Cllr Nikki Ind and I met up with Suzie Drye from Tetbury Area Youth and Community Trust (TAYCT) Suzie and her team do an amazing job running youth services in the town and have big plans for so much more!! It was exciting to be updated and I will do whatever I can to support this amazing charity in town as they continue to deliver more and more for young people and wider audiences.

I joined the Federation of Small Businesses for Coffee and Questions at The Growth Hub in Cirencester. If you have not checked out The Growth Hub yet, please do. They offer an enormous program of fully funded business support, right here on our doorstep supported by Cotswold District Council. It was great to meet small businesses from across the district and learn more about the offering at the hub.

I continued to progress some small issues at the new GP surgery with planning and electricity supply. I am really pleased that everyone involved has come together to find solutions for this significant infrastructure project and I will provide a further update in due course on progress at the build, there is a meeting being held by Stonewood imminently with residents closest to the development and I welcome this direct level of engagement with those most affected as the build progresses.

I met with the Mayor, Steve Scott to chat about all the projects across the town he is involved with and be brought up to date on the Dolphins Hall, another amazing project set to deliver for the town any minute now!!

I continued to chase Cabinet members for information on parking in the town, I have now received most of the information I have requested and so I will update those who have contacted me on parking, I am behind with providing this update and as soon as I get my head round the information sent to me I will summarise and distribute to interested parties.

As a council, at an Extraordinary Full Council meeting, we approved the recommendation of the cross party performance and appointments committee as to an Interim Chief Executive of Cotswold District Council. This is an incredibly important time for local government with big changes coming and we are really fortunate to have secured Jane Portman for an initial term of 6 months, Jane has enormous experience in transitioning local government to unitary arrangements and I know we all look forward to working with her.

Planning policy continues to evolve at pace in response to changes made in Westminster. We have been briefed as Councillors on what the change to the methodology in calculating 5-year housing land supply means for us as a district, essentially, we now need to build many more houses to meet the target imposed on us. This opens us up to lots of speculative developments being applied for. I am yet to see one in Tetbury but continue to monitor applications – I remain of the opinion that development is not a bad thing in the right place, with the right infrastructure and a plan for that infrastructure being delivered before building commences.

In response to the above, the Council are proposing fast tracking updates to the local plan. We are being asked to approve this at tonight's (16th July) full council meeting and so I will be able to update further on what this means next week.

Something to note for next week, we are subject to a hosepipe ban from 22nd July imposed on all Thames Water customers within a GL postcode, this means you can't water gardens & allotments, wash cars with a hosepipe, fill paddling pools & fountains or clean windows & patios. You can use watering cans or buckets, collect rainwater. For more updates, see the following website:

<https://www.thameswater.co.uk/help/water-supply-and-drought-update>

I have kept residents up to date with what I have been up to via social media and email and attending town and parish council meetings where possible. I welcome anyone to contact me at any time and hope they all know where to find me!

Lastly, we welcomed our second son, Bertie to the world on Saturday 28th June. We are all healthy and well having been well looked after by the midwives at Gloucester Royal Hospital and here in the community in Tetbury. I am keeping up with emails and casework from home and doing my best to attend meetings where possible, I always welcome people stopping and chatting to raise issues with me if you see me out and about in Tetbury

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

July 2025

Since my last update and following the decision by Rob Weaver to step down as Chief Executive Officer, I have been a member of the Selection Panel to interview short listed candidates for the role of interim Chief Executive Officer, and at a special full council meeting on Thursday 26th June our recommendation to appoint Jane Portman was approved. Jane comes to the district with almost 40 years of public service experience, with particular and significant first-hand knowledge on leading councils through local government reorganisation, where she collaborated and led on programmes in Dorset and Somerset. Further information regarding Jane's appointment can be found on the Cotswold District Council website - News Portal.

With Local Government reorganisation on the horizon, Gloucestershire County Council are asking for resident's views on local services. Sharing views will help to shape the final proposals for Gloucestershire which need to be submitted to the Government in the autumn. Please take this opportunity to have your say by 9th August - visit the County Council website – Future Gloucestershire.

The day-to-day work in the ward and district has continued, with a particular emphasis on planning, and I was delighted to attend the opening of the new Community Hall on the Recreation Ground at the Dolphins Recreation Centre in Tetbury – my thanks go to the trustees who have worked so hard to ensure that this new, modern, additional space for our community has been completed, through what have been turbulent times for any building project including Covid and the war in Ukraine.

I am delighted to remain involved with the Unsung Heroes Awards, which now include Young Unsung Heroes – please do put your nominations through the District Council website – it is so important that we celebrate and thank those people in our communities who contribute to making the Cotswolds such a wonderful place to live. In June, I also attended the raising of the flag at Trinity Road with members of the Royal British Legion to mark Armed Forces Day.

Member briefings this month have included Cyber Security and Online Safety, 5 Year Housing Land Supply & Economy. I encourage my colleagues in the Town and Parish Councils to attend their briefing on the 5 Year Housing Land Supply – Wednesday 9th July 6pm-7pm via Teams.

Agenda Items at the next Cabinet meeting on 10th July include:

- Achieving Corporate Net Zero
- Creative Cotswolds Action Plan – Culture Strategy
- LGA Corporate Peer Challenge Progress Report
- Planning Advisory Service (PAS) Peer Review and Action Plan
- Local Plan Update
- Licenced HMO fee policy and HMO Amenity Standards policy
- Service Performance Report 2024-25 Quarter 4
- Financial Performance Report 2024-25 Quarter 4

Full details of agenda and backing papers for District Council meetings are available on the Cotswold District Council website – www.cotswold.gov.uk – please search Meetings and select the meeting required. To watch the meeting please search Live Council Meetings and Webcasts and select Webcasts.

Forthcoming Meetings –

- **Overview & Scrutiny – 7th July 4.00pm**
- **Overview & Scrutiny – 8th July 2.00pm**
- **Planning & Licensing – 9th July 2.00pm**
- **Cabinet – 10th July 6.00pm**
- **Audit & Governance – 14th July 4.00pm**
- **Council – 16th July – 6.00pm**
- **Planning & Licensing – 13th August 2.00pm**
- **Cabinet – 4th September 6.00pm**

Keeping Up to Date

Please sign up to the CDC Town and Parish Council mailing list.



District Councillor Report July 2025

Ian Watson
Tetbury Town Ward

Local Plan Update (10 July 2025 Cabinet Meeting)

The Council is moving forward with a **comprehensive Full Local Plan Update**, merging two previously separate projects:

- The **partial update** of the adopted Local Plan (2011–2031)
- The **Development Strategy and Site Allocations Plan**

This update is in response to:

- A **new government housing need calculation**, which has **more than doubled** the required number of homes to **1,036 per year**
- The **loss of a five-year housing land supply**, making current policies outdated
- A new **submission deadline of December 2026**, with adoption targeted for 2027

The Council is also establishing a **Local Plan Oversight Board** to manage this process

2. Climate Action Progress

On 9 July 2025, the Council reported progress on its climate commitments:

- Installation of **EV chargers**
- Support for residents to **green their homes**
- Recognition for rising in **national climate action rankings**

3. Leadership Change

Jane Portman was appointed as **interim CEO** of the Council as of late June 2025

4. Community Engagement

- A **public consultation** is underway for **Chipping Campden's Neighbourhood Plan**, inviting residents to shape the town's future development

Additionally, there is continuing work, along with other district councils, on LGR and devolution. Meetings for councillors and officers as well as a public consultation are taking place.

Tetbury ward councillors are working together with the Parking Group, residents and CDC on parking issues in Tetbury.

Full Council – Monday 21st July 2025

Agenda 32. Correspondence Received – Highfields Estate

I am contacting to ask if Tetbury Council has been made aware yet of the issues around maintenance responsibilities for the Highfields estate in Tetbury? This is a long-standing issue.

In summary, Miller homes gave purchasers an *invented* map showing that most areas of the estate would be managed by a management company. This was duplicitous: the ONLY APPROVED managed area plan showed that most of the site would be adopted by the local authority. I am attaching correspondence that explains the situation in greater detail. There is *much* more correspondence on this matter than is attached here, not just from me but also from other residents on the estate. Our MP Dr. Roz Savage is following the case closely.

I would be grateful if this serious issue could be raised at the next council meeting. Miller Homes and their management company should not be allowed to benefit from their unlawful actions.

I would refer the council to the email I received from Ms. Claire Corbett, Senior Planning Officer at Cotswold District Council, four years ago:

'condition 1 – approved plans- of permission 15/02517/REM states:

"The development hereby approved shall be implemented in accordance with the drawings listed in the 'Application Plans and Documents (updated 12 April 2016)' document, as received by the Local Planning Authority on 12 April 2016."

The ADC Management and Maintenance Plan of June 2015 is listed in that document, therefore in order for this drawing to be revised an application to vary the condition would need to be made and I can find no record of such an application having being made... and therefore the revised plan has not been agreed by CD'

Claire Baker, CDC. May 2021

The original Management and Maintenance Plan of June 2015, drawn by ACD Architects, indicated that the site would be maintained- in the most part- by the local authority. We were not told that the managed areas plan they gave us with the contract was, in truth, one they had drawn up themselves a month *after* they were granted planning permission.

They led us to believe that the council had agreed that their management company would take over most of the maintenance. In fact, in the contract they gave us it states that they had complied with all elements of the April 2016 planning agreement. The redrawing of the map was can only have been done to make financial gain for their company.

As a result, Miller's management company has been charging thousands for (supposedly) maintaining the common areas of the estate. (All they actually do is cut grass, whether it's needed or not). After being alerted to the fact that we had discovered their duplicity, in January 2025, Miller commissioned a redrawing of the original ACD map and submitted it to the CDC. There is no indication that it was a revision: in fact, they requested that the map be dated July 2015, to make it look as though it was the original, approved document.

I am now calling on the council to do the right thing and adopt the common, ie public, parts of the estate as agreed with the local authority on 12th April 2015.

Dear Sir / Madam

Ash Dieback, caused by the fungus *Hymenoscyphus fraxineus*, has had a significant impact on Gloucestershire's woodlands and landscapes since it was first recorded in the UK in 2012. The disease has a fatality rate of 70–85% over a 20-year period, originating in Asia, and it was introduced to Europe around 30 years ago. Ash Dieback has spread rapidly across the UK, including Gloucestershire, where ash trees are a dominant species in many woodlands, hedgerows, and open habitats.

Ash trees make up over 10% of the canopy in 90% of Gloucestershire's woodlands. Their loss threatens over 1,000 species that rely on ash for habitat. Gloucestershire County Council (Highways) launched the Ash Dieback Project in 2020 to manage risks on public highways and council land.

During the last three years, GCC Highways have removed 18,430 infected Ash Trees from the estimated 27,000–32,000 ash trees requiring attention. By March 2025 62,831 trees were planted either by our Ash Dieback team or by providing young trees to Parish Councils.

Local Parish Councils Replanting

The Tree planting season is limited and occurs when the trees are dormant, typically between November and March. We encourage Parish councils to use their local knowledge, expertise and community relationships to assist in identifying areas where replanting could be undertaken. Where suitable we look to plant in groups of mixed native whips (young tree seedlings 2-3 years old), larger specimen trees could be considered where appropriate.

Within the capacity of the Ash Dieback Project, we currently have two options available.

1. Submit areas to be considered for replanting on highways land via the Ash Dieback Team.
2. Submit a request for whips / trees to be donated to the parish council, to plant themselves within the community via GCC Trees Team.

If you would like to submit a request for trees to be planted from November 2025 to March 2026, please complete the attached form, and return to

Trees@Gloucestershire.gov.uk by 01/09/2025.

This planting work is being undertaken in addition to the County Council's existing pledge on tree planting.

Supporting Local Community replanting Projects

One aspect our replanting phase, is supporting Local Parish Councils with donations of whips / trees to support local community replanting projects and enables the public to play a part in replanting two trees for every one lost by ash dieback, with emphasis on planting the right tree in the right place.

There are numerous benefits that projects like these can bring to the community, such as bringing people together, as well as positive impact on mental health and wellbeing, reducing stress and encouraging outdoor activities. Creating wildlife habitat, planting native mixed trees and hedgerows is an extremely important step to welcoming wildlife as they offer both protection and shelter, while fruits, nuts and seeds provide nutrition.

Plant a community orchard?

A community orchard is a collection of fruit trees shared by communities and growing in publicly accessible areas such as public greenspaces, parks, schools, churchyards and allotments.



Plant a wildlife hedgerow?

Wildlife corridors are designated areas that connect wildlife populations together. These corridors allow animals to travel between ecosystems for feeding, breeding, and migration. Many creatures including nesting birds, hibernating hedgehogs, dormice and other small mammals, as well as insects like beetles and butterflies, live in hedgerows.

