



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 15th September 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
9th September 2025

1.	To receive and accept any apologies for absence
2.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
3.	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>
4.	To receive an update from the Dolphins Recreation Centre regarding Project 1 (5.1)
5.	To approve the Full Council minutes – Monday 21 st July 2025
6.	To approve the Extraordinary meeting minutes – Monday 18 th August 2025
7.	To note action points
8.	To receive an update on the 2026/2027 budget (0.2)
9.	To discuss and approve the solar panels being placed on the Goods Shed (5.1)
10.	To request members to join the Building Working Group (0.12 new)
11.	To discuss and approve any changes Tetbury Town Council would like to propose to Cotswold District Council Community Governance Review (CGR) (0.13 new)
12.	To approve the creation of a Local Plan Working Group (2.1)
13.	To consider and approve nominations for Local Green Spaces (LGS) within Tetbury (2.3)
14.	To note response from South Western Ambulance Service Trust (0.6)
15.	To approve supporting Tetbury Goods Shed with their National Heritage Lottery Fund Application for the proposed café project (5.1)
16.	To approve the Expenses Policy as recommended by the Finance & Scrutiny Committee (0.14)
17.	To approve the Safeguarding Policy as recommended by the Finance & Scrutiny Committee (0.14)
18.	To appoint members to the Local Government Reorganisation Working Group (0.13)
19.	To note Mayors and CEO reports
20.	Noting draft minutes of Heritage Environment and Community Committee dated Monday 1 st September 2025
21.	Noting draft minutes of Planning Committee dated 21 st July 2025
22.	Noting draft minutes of Finance & Scrutiny Committee dated Monday 8 th September 2025
23.	To note Working Group minutes
24.	To receive County Councillor Report
25.	To receive District Councillor Reports
26.	To consider correspondence received to date and approve the Remembrance Wreath at £28.50
27.	To receive Members Reports
28.	Items for inclusion on the October Agenda
29.	To note the dates and time of the Full Council meeting, Monday 20 th October 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.

MINUTES OF THE FULL COUNCIL MEETING
held at Tetbury Library, Close Gardens, Tetbury
7pm Monday 21st July 2025

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), 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: Twenty-two

TC01. 07/25 To receive an update from The Rail Lands Regeneration Trust:

A representative from the Goods Shed reported a successful year, with recovery continuing post-COVID. A new General Manager has been appointed, transitioning management from volunteer-led to a part-time paid role.

A wide range of events and activities have taken place, including concerts, exhibitions, theatre, cinema, and community collaborations. Notable events included the Off the Rails Festival, Tetbury Wool Fair, and the Christmas Fair. Regular programming such as Tuesday Jive Nights and theatre screenings continues to attract audiences.

The venue remains financially active, with event income closely matched by operating costs. Continued support from grants, donors, and local organisations is essential. A new “Angels Fund” is being launched to encourage larger individual contributions.

The onsite café operates five days a week and remains popular, though staffing remains a challenge.

Future plans include a bar and café extension, carriage upgrades (currently paused due to asbestos), and the installation of solar panels. Youth and community engagement remains a priority, with efforts to diversify programming and build partnerships with schools and arts organisations.

Thanks were extended to all volunteers and supporters, including the Town Council.

Good Shed Representative informed the Council that a support letter is required from the Town Council, as landlord, to accompany a National Heritage Lottery Fund application for the proposed café extension at the Goods Shed. The Council noted the request and will discuss and respond formally. No direct opinions or decisions were given during the meeting.

TC02. 07/25 To receive and accept any apologies for absence:

Nikki Ind – Holiday -received and accepted.

Alison Figueredo – None received.

TC03.07/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

Cllr I Watson – Highfield Resident no pecuniary interest – Agenda item 32.

TC04. 07/25 Public Consultation:

A resident expressed concern about the limited availability of burial spaces in Tetbury and stressed the importance of maintaining local burial options for the community.

Another resident referenced historical planning permissions and agreements that had identified land for potential extension. They noted that legal and ownership issues remain unresolved, particularly as the land is managed by the Dolphins Recreation Committee.

A further resident informed the Council that a benefactor has had a parcel of land professionally valued and is willing to purchase it for £50,000, with the intention of leasing it back to the Council at a peppercorn rent for use as a burial ground.

Two residents made emotional appeals. One, a fifth-generation Tetbury resident, expressed a heartfelt wish to be buried alongside their family and urged the Council to preserve this connection to local heritage. Another asked what the Town Council will say to families when the current burial ground is full, and where their loved ones will be buried if no local provision is secured.

Additional comments were made regarding confusion over the ownership of the proposed extension land, with questions raised about the legal process and the involvement of Sports England. Concerns were also expressed about the Council's future responsibilities—both legal and moral—should the current burial ground reach capacity without an alternative in place.

A representative from the “20 in the Town” group referenced a 2020 consultation which showed approximately 75% public support for implementing 20 mph speed limits in Tetbury.

A representative from Beverston Parish Council expressed support for speed reduction measures, citing both safety concerns and historical context. They proposed mutual support between neighbouring parishes to strengthen the case for change.

Resident noted that Tetbury Town Council had previously been promised Vehicle Activated Signs (VAS), and a request was made to contact GCC for an update on the missing signs.

Due to public attendance for several specific items, the Mayor exercised discretion to move agenda items 9, 10, and 20 forward in the meeting schedule to accommodate those present.

TC09. 07/25 To discuss and approve Burial Site searches for Tetbury as recommended by the Heritage, Environment and Community Committee – Recorded vote requested:

A proposal was presented to commission CDS to conduct a professional site survey within a 1-mile radius to identify potential new burial ground locations, at a quoted cost of £7,711.25.

Cllr Z Baker noted the need for an independent and comprehensive assessment of land suitability, considering factors such as water levels, bedrock, and legal constraints. Over the past decade, multiple letters have been sent to various landowners regarding potential burial ground sites, yet no progress has been made, highlighting the ongoing difficulty in securing suitable land through local channels. It was noted that a professional survey could help resolve ongoing local debate.

Cllr K Painter raised concern that he had previously served on working groups related to this issue and felt that this prior work should be reviewed before commissioning a new survey.

Cllr S Sanderson noted that past efforts had not been successful and suggested that it may now be appropriate to seek an independent review to move the matter forward.

Cllr L Farnham expressed concern about the size of land sought for burial, noting that it appeared to be an extremely large area. A request was made for clarification on the land requirements.

A counterproposal by Cllr K Painter and Cllr C Pearce to delay the survey by two months to allow a stakeholder group to conduct preliminary research was put to a recorded vote but did not pass.

It was proposed by Councillor Zowie Baker seconded by Councillor Rodney Smith to approve Burial Site searches for Tetbury as recommended by the Heritage, Environment and Community Committee recorded vote.

Voting Record	Favour	Against	Abstain	Absent
	I Watson	C Pearce		A Figueredo
	S Sanderson	K Painter		N Ind
	Z Baker	L Farnham		Vacancy
	R Smith			
	J Taylor			
	M Baker			
	S Scott			
	P Burrell			
	X Macutay-Malloch			

TC10. 07/25 To discuss and approve the re-allocation of Burial Ground Reserves to General Reserves: Due to the result of the previous item this was suspended.

TC20. 07/25 To approve GCC highways 20's plenty scheme:

Council reaffirmed support for the GCC's community 20 scheme and will request consideration for Tetbury, also support for reducing 40 mph to 30 mph limits on approach roads and collaborating with neighbouring parishes including Beverston.

It was proposed by Councillor L Farnham seconded by Councillor I Watson to approve GCC highways 20's plenty scheme and collaborate with neighbouring parishes for support.

Voting record	For 12	Against 0	Abstain 0	Absent 3
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TC05. 07/25 To receive an update from the Dolphins Recreation Centre regarding Project 1:

The building has received its initial sign-off, marking a significant milestone in the project. Final approvals are now pending, specifically the fire safety certificate and the air pressure test, both of which are required before full operational status can be granted.

To prepare for opening, a series of test events are scheduled to take place throughout August. These will allow for final adjustments and operational checks. Subject to successful completion of these final steps, the building is expected to be fully operational by September.

TC06. 07/25 To approve the Full Council minutes – Monday 16th June 2025:

It was proposed by Councillor Patricia Burrell seconded by Councillor Mark Baker to approve the Full Council minutes of Monday 16th June 2025.

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC07. 07/25 To note actions points:

Noted.

TC08. 07/25 To discuss and approve the Rural England Prosperity Fund grant of £19,000 for Tetbury Goods Shed: Grant application for £19,000 pending; final plans to be submitted upon confirmation of award – deferred till September.

TC11. 07/25 To discuss and approve any changes Tetbury Town Council would like to propose to Cotswold District Council Community Governance Review (CGR):

Discussion on possible warding of Tetbury for future elections to reduce costs (from £7,000 to £2,500 per election) - Questions raised about election logistics if wards are under/over-subscribed, eligibility for standing and co-option - Decision deferred to September pending further information

TC12. 07/25 To approve Vexatious Policy as recommended by the Finance & Scrutiny Committee:

It was proposed by Councillor J Taylor seconded by Councillor I Watson to approve the Vexatious Policy as recommended by the Finance and Scrutiny Committee.

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC13. 07/25 To discuss and approve Local Government Reorganisation:

The Council agreed to engage proactively with Gloucestershire County Council (GCC), Gloucestershire Rural Community Council (GRCC), and neighbouring parishes to explore devolved powers and opportunities for collaborative service delivery, including areas such as car parks and verge maintenance.

It was proposed by Councillor Mark Baker and seconded by Councillor Liz Farnham to approve the formation of a Local Government Reorganisation Working Group. The group will include the Chief Executive Officer (CEO) and Executive Officer (EO) and will undertake research into approaches taken by neighbouring councils.

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC14. 07/25 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:

It was proposed by Councillor Zowie Baker seconded by Councillor Mark Baker to approve working in collaboration with The Feoffees to write to water organisation to request silt chambers on overflow pipes going into Millenium Green:

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC15. 07/25 To allocate two Councillors to sign off August invoices:

Cllrs X Macutay-Malloch and Cllr I Watson volunteered for August Invoices.

TC16. 07/25 To allocate two Councillors to carry out quarterly budget checks:

Cllrs S Sanderson and Cllr I Watson volunteered for quarterly budget checks.

TC17. 07/25 To discuss and note Quarter 1 2025/2026 budget:

Noted.

TC18. 07/25 To discuss budget setting 2026/2027:

Timeline agreed September, Full council review in October, aim for approval by November; possibility of earlier public consultation discussed.

TC19. 07/25 To discuss the implementation of the Business Plan in Council meetings:

All agenda items to reference relevant business plan goals. Responsible councillors for each area to be engaged in agenda preparation and ongoing progress tracking.

Cllr J Taylor plans to circulate a summary table of business plan items and responsibilities

TC21. 07/25 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:

The Council discussed concerns regarding proposed changes by the South Western Ambulance Service to withdraw financial support for co-responder schemes. Cllr I Watson highlighted that the service is considering shifting responsibilities from the fire service to volunteers, which could impact the speed and effectiveness of emergency responses.

The Council agreed to write to the South Western Ambulance Service to express its concerns, particularly in light of Tetbury's rural setting and its significant older population, where rapid emergency response is critical. The importance of retaining experienced responders was emphasised, given the ongoing challenges in recruiting and retaining volunteers.

It was proposed by Councillor Liz Farnham seconded by Councillor Ian Watson to 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:

Voting record	For 12	Against 0	Abstain 0	Absent 3
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TC22. 07/25 To request all Councillors update their register of interests:

All Councillors were reminded of their legal responsibility to keep their Register of Interests up to date. Members are requested to review, update, and return their completed forms to the Chief Executive Officer (CEO) as soon as possible.

TC23. 07/25 To discuss Martyn's Law requirements:

Cllr Liz Farnham provided an overview of new legal requirements relating to event and venue safety under Martin's Law. It was suggested that Councillors complete a free 45-minute online training course to familiarise themselves with anti-terrorism awareness. It was further recommended that the Council review and update its emergency plan and work collaboratively with tenants (e.g., the Goods Shed) and event organisers to ensure compliance and preparedness.

It was proposed by Councillor Steve Scott to suspend standing orders seconded by Councillor Judith Taylor

Voting record	For 12	Against 0	Abstain 0	Absent 3
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It was proposed by Councillor Steve Scott and seconded by Councillor Judith Taylor that all Councillors be required to complete the online anti-terrorism training as advised by the Society of Local Council Clerks (SLCC). The proposal also included a review of the Council's emergency plan to ensure alignment with current safety and preparedness standards.

Voting record	For 12	Against 0	Abstain 0	Absent 3
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TC24. 07/25 To approve a full page in the Tetbury Advertiser to assist Zwingenberg Twinning

Society: The Council has been asked to assist in promoting the establishment of a new twinning association with Zwingenberg, Germany. While the Council will not run the association, it agreed to support the initiative by helping to advertise for volunteers.

It was proposed by Councillor Zowie Baker seconded by Councillor Ian Watson to approve a full page in the Tetbury Advertiser to assist Zwingenberg Twinning Society.

Voting record	For 11	Against 0	Abstain 1	Absent 3
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TC25. 07/25 To note Mayors and CEO reports:

Noted.

TC26. 07/25 Noting minutes of Heritage Environment and Community Committee dated Monday 2nd June 2025 accepted by Committee on Monday 7th July 2025:

Noted.

TC27. 07/25 Noting minutes of Planning Committee dated 24th March 2025, accepted by Committee on Monday 16th June 2025:

Noted.

TC28. 07/25 Noting minutes of Finance & Scrutiny Committee dated Monday 9th June 2025 accepted by Committee on Monday 14th July 2025:

Noted.

TC29. 07/25 To note Working Group minutes:

Noted.

TC30. 07/25 To receive County Councillor Reports:

Noted.

TC31. 07/25 To receive District Councillor Reports:

Noted.

TC32. 07/25 To consider correspondence received to date:

Resignation – Cllr Peter Coleman confirmed his resignation from Tetbury Town Council 07/07/2025

Highways – Ash Dieback planting – Contact CEO

Highfield Farm Development – advised that GCC Highways have not adopted this development and unsure whether this will take place. TTC not in a position to adopt this land.

TC33. 07/25 To receive Member Reports:

Cllr S. Scott raised concerns about lorries parking illegally in the town. He has addressed the issue directly with both a local High Street business and the lorry company involved.

Cllr Z. Baker noted that directly challenging lorry drivers falls outside the remit of the Town Council.

TC34. 07/25 Items for inclusion on the September Agenda:

Budget setting

Business Plan

TC26. 06/25 To note the dates and time of the next meeting – Monday 15th September, Tetbury Library, Close Gardens.

Noted.

Meeting ended 2130

Chair Dated

Extraordinary Meeting of the Council
held at Tetbury Town Council, The Old Court House, 63 Long Street, Tetbury
Monday 18th August 2025 at 6.30pm

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Ian Watson, Suzanne Sanderson, Zowie Baker, Patricia Burrell, Nikki Ind, Colin Pearce, Rodney Smith and Judith Taylor.

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

Public: Two

TC01. 08/25 To receive and accept any apologies for absence.

Cllr Xam Macutay-Malloch – Work – received and accepted.

Cllr Alison Figueiredo – Personal -received and accepted.

Cllr Liz Farnham – Work – received and accepted.

TC02. 08/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests.

None.

TC03. 08/25 Public Consultation.

None.

Cllr Kevin Painter arrived at 18:41 and chose to sit in the public seating area, declining the invitation to join the council table.

TC04. 08/25 To discuss and approve the issuing of Poll Cards for the forthcoming by-election, following the formal request for an election to be held.

The Council discussed the matter in depth, with particular attention given to the potential costs involved, especially if Tetbury were to be warded in future. During the discussion, Cllr J Taylor expressed concern about the financial impact of councillor resignations on the public purse. Cllr N Ind highlighted that poll cards are an essential part of the democratic process, ensuring that all eligible residents have the opportunity to vote.

It was proposed by Councillor Zowie Baker and seconded by Councillor Colin Pearce to approve the issuing of poll cards for the forthcoming by-election, following the formal request for an election to be held.

Voting record	For 6	Against 4	Abstain 0	Absent 4
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TC05. 08/25 To note the dates and time of the Full Council meeting, Monday 15th September 2025, 7pm.

Noted.

Chair Dated

1. Purpose of Report

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

Ref	ACTION	WHO	STATUS
TC11. 01/25 TC19. 07/25	Business Plan All agenda items to have relevant business plan reference number. Cllr J Taylor to circulate summary table of business plan, items and responsibilities	Cllr J Taylor	On-going
TC14. 01/25	Staff Working Group	CEO	Updated job descriptions and responsibilities have been forwarded to working group, meeting to take place 1 st October
TC09. 07/25	Burial Site Searches	EO	Site searches will begin end of October.
TC11. 07/25	Cotswold District Council Community Governance Review	CEO	Agenda item 11
TC13. 07/25	Local Government Reorganisation	CEO/EO	Emailed Town/Parish Clerks within GAPTC Cotswold Hub 7 except The Duntisbournes and Bagendon due to the location of these parishes. Agenda item 18.
TC14. 07/25	Work in collaboration with the Feoffees to write to water organisation to request silt chambers	CEO	Written to Water Organisation 01/08, letter signed by a representative of the Feoffees, District Councillor Nikki Ind and CEO of TTC. Letter received from Water organisation advising it is the responsibility of Highways. Awaiting a response from Glos Highways to seek clarification on whether

			silt chambers can be installed.
TC21. 07/25	Write to SWASFT to express concern regarding the proposed changes to withdraw financial support for fire co-responder schemes	CEO	Agenda item 14.
TC23. 07/25	Request all Councillors and staff carry out Anti-terrorism awareness training	CEO	Awaiting responses that all Councillors and staff have completed training.
TC20. 07/25	GCC Highways 20s plenty scheme	CEO	CEO completed survey on behalf of TTC 28.07.25
TC15. 07/25	Two Councillors to sign off August payments	CEO	Cllrs I Watson and X Macutay-Malloch signed off invoices and these payments noted at the Finance & Scrutiny meeting on 08.09.25
TC16. 07/25	Two Councillors to carry out quarterly budget checks	CEO	Cllrs I Watson and S Sanderson carried out checks 03.09.25. Noted some of the invoices have not been signed by 2 Councillors. Recommended that the van log book is counter signed once a month.
TC24. 07/25	Full page in Tetbury Advertiser to assist Zwingenberg Twinning Society	EO	Advertisement in September edition of the Tetbury Advertiser. A few responses have been received.

Tetbury Town Council Budget 2026/27 - Summary

	26-27	25-26	Difference	%
Income	£525,496	£491,599	£33,897	6.9
Expenses				
General Running Costs	£241,990	£232,600	£9,390	4.0
Building Costs	£9,000	£8,487	£513	6.0
Town Maintenance Costs	£165,353	£158,999	£6,354	4.0
F&S Budget	£2,500	£2,500	£0	0.0
H.E.C Budget	£52,315	£54,815	-£2,500	-4.6
Borrowing	£19,639	£19,639	£0	0.0
VIC Budget	£25,604	£26,652	-£1,048	-3.9
Police Museum Budget	£7,950	£7,950	£0	0.0
Total	£524,351	£511,642	£12,709	2.5
Budget Surplus / Deficit	£1,145	-£20,043	£21,188	-105.7
2025/26 Reserves	£28,014			
Estimated Reserves at end of 24/25	£29,159			
Contingency %	5.56			
This summary is based on an increase in the precept of:	7.00%			
This would mean a change of cost to a band D home of:	£12.32 Per Year			

Income

	26-27	24-25	Difference	%
Precept				
No Of Paying Homes	2,753.8	2,753.8		
Precept (D)	£188.32	£176.00	£12.32	7.0
Total Precept	£518,596	£484,669	£33,927	7.0
 Other Income				
Rent from Flat	£6,900	£6,930	-£30	-0.4
Office Rental		£0	£0	
Total Other Income	£6,900	£6,930	-£30	-0.4
 Total	£525,496	£491,599	£33,867	6.9

General Running

	26-27	25-26	Difference	%
Office Staff Costs	127,579	135,400	-7,821	4% increase
Staff Pensions	18,741	18,500	241	1
Staff Expenses	1,000	1,000	0	0
Training Costs	6,000	6,000	0	0
Telephone	4,750	2,350	2,400	102
Utilities	7,500	7,500	0	0
Insurance	7,000	7,000	0	0
Office Supplies	5,000	1,750	3,250	186
Subscriptions	3,200	3,200	0	0
Internal Audit Fees	5,000	5,000	0	0
Legal Fees	5,000	5,000	0	0
IT	15,000	15,000	0	0
CIVIC Expenses	800	800	0	0
Election Costs	25,000	19,200	5,800	0
Publicity	3,500	2,000	1,500	75
Members Expenses	1,000	1,000	0	0
Power of General Competence	400	400	0	0
Petty Cash	0	0	0	0
Heath and Safety Contract	5,520	1,500	4,020	268
Budget Impact	241,990	232,600	9,390	4

Building Costs

	26-27	25-26	Difference	%
Building Repairs & Maintenance	£0	£0	£0	
Council Tax and Business Rates	£9,000	£8,487	£513	3.0
Budget Impact	£9,000	£8,487	£513	6.0

Town Maintenance

	26-27	25-26	Difference	%
Income				
Town Centre Grant (S106)	3000	3000	£0	0.0
Total Income	3000	3000	£0	0.0
Expenses				
Maintenance Staff Costs	£123,285	£117,000	£6,285	5.4
Staff Pensions	£18,469	£18,400	£69	0.4
Staff Expenses	£1,500	£1,500	£0	
Vehicle Payments & Repairs	£3,520	£3,520	£0	0.0
Vehicle Tax and Insurance	£1,100	£1,100	£0	0.0
Equipment & Repairs	£3,500	£3,500	£0	0.0
Training	£500	£500	£0	0.0
Fuel	£2,000	£2,000	£0	0.0
Planting	£1,819	£1,819	£0	0.0
Tree Maintenance	£10,000	£10,000	£0	0.0
Clothing	£660	£660	£0	0.0
Playground Inspection and Repair	£2,000	£2,000	£0	0.0
Total Expenses	£168,353	£161,999	£6,354	3.9
Budget Impact	£165,353	£158,999	£6,354	4.0

F&S

	26-27	25-26	Difference	%
Small Grants	£0	£0	£0	
Dolphins Hall	£2,500	£2,500	£0	0.0
Total	£2,500	£2,500	£0	0.0

Health Environment & Community

	26-27	25-26	Difference	%
Income				
Allotment Grant (S106)	2,500	2,500	0	0
Open Spaces	700	700	0	0
Total	3,200	3,200	0	0
Expenses				
Youth Services	£29,600	£29,600	£0	
Defibrillators	£0	£0	£0	0.0
Emergency Fund	£600	£600	£0	0.0
Holiday Youth Provision	£2,500	£5,000	-£2,500	0.0
Organisation Grants	£3,000	£7,500	-£4,500	-60.0
Christmas	6,000	1,000	5,000	500
Open Spaces	6,050	6,050	0	0
Allotments	2,500	2,500	0	0
Awards	500	500	0	0
St Saviours Water	£115	£115	£0	0.0
Projects	£1,500	£4,500	-£3,000	
Town Crier	£650	£650	£0	0.0
New Bunting	£1,500	£0	£1,500	
Bunting Installation	£1,000	£0	£1,000	
Total	£55,515	£58,015	-£2,500	-4.3
Budget Impact	£52,315	£54,815	-£2,500	-4.6

Borrowing

	26-27	25-26	Difference	%
PWLB Repayments (Goods Shed)	£19,639	£19,639	£0	0
Budget Impact	£19,639	£19,639	£0	

VIC

	26-27	25-26	Difference	% Notes
Income				
Trading Income	6,000	5,000	1,000	20.0
Totals	6,000	5,000	1,000	20.0
Expenditure				
Staff Costs	24,954	24,100	854	3.5
Insurance	0	132	-132	-100.0
Stock	5,400	5,570	-170	-3.1
IT	1,000	1,000	0	0.0
Card Processing Costs	250	500	-250	-50.0
Stationery	0	350	-350	-100.0
Total Expenditure	31,604	31,652	-48	-0.2
Budget Impact	25,604	26,652	-1,048	-3.9

Police Museum

	26-27	25-26	Difference	%
Income				
Donations	700	700	0	
Grants	500	500	0	
Other	500	500	0	
Totals	1,700	1,700	0	
Expenditure				
Collections Care / Packaging	1,000	1,000	0	0.0
Misc Expenses	300	300	0	0.0
Insurance	750	750	0	0.0
Training	250	250	0	0.0
Publicity & Events	850	850	0	0.0
Outreach / Education	0	0	0	0.0
Remedial Conservation	0	0	0	0.0
Shop	0	0	0	0.0
Memberships	250	250	0	0.0
Projects	1,500	1,500	0	
Staff Costs	4,750	4,750	0	0.0
Total Expenditure	9,650	9,650	0	0.0
Budget Impact	7,950	7,950	0	0.0

Reserves

Current Emergency Reserves	95,000	
Actual % Emergency Reserves	18	
Expected % Emergency Reserve	20	
Estimated Free Reserves 04/2025	28,014	
Proposed Reserve Transfers		
Building Fund	0	
Increase Emergency Reserves	0	
Total Transfers	0	
Excess Reserves Carried into 2026/27	28,014	
Optional Reserves		
Burial Fund	30,370	
Shelter Funds	0	Went back into general reserves 2025/2026
Total Optional Reserves	30,370	
Reserves Including Optional Reserves	58,384	
Emergency Reserves for 2025/26	95,000	

TETBURY GOODS SHED

A R T S C E N T R E

10 September 2025

Report for Tetbury Town Council Full Council Meeting

Re: Rural England Prosperity Fund (REPF) project *Energising Tetbury Goods Shed Arts Centre*

Tetbury Goods Shed Arts Centre (TGS) requests Tetbury Town Council (TTC)'s approval for the £19k REPF grant awarded by Cotswold District Council (CDC) towards the installation of solar panels.

Key points

1. The project is for 30 panels with an estimated annual production of just over 10MWh per year. Based on our current energy rate, this equates to an annual saving of around £2700.
2. The lifespan of the panels is estimated to be 35-40years.
3. The project will reduce TGS's carbon footprint by around 2.25tonnes per year.
4. Planning advice has been received from CDC. It states that, as the Goods Shed is not a listed building and the solar panels are to be installed on the rear pitch of the roof (ie not facing the highway), the installation falls within permitted development rights.
5. The panels will be black in appearance to blend with the slate roof, although in actual fact, the panels will not be visible from the ground.
6. CDC has formally offered TGS the grant.
7. The next step is for TGS to sign a funding agreement with CDC, for which we need TTC's approval since the project affects their building.
8. 3 suppliers have provided quotes: Good Energy, Vision2030 and SustainableEnergy. We are currently negotiating with them for best and final offers.
9. The project must be completed by 28th February 2026.
10. The project will be managed by Richard Kingdom, General Manager of TGS.
11. TGS must raise match funding (ie the difference between the grant and the installation). This was originally estimated as £6k, however it is likely to be less once the competitive quoting process has concluded and the VAT situation is taken into account (as a charity, TGS is exempt from VAT on solar installations).

TETBURY GOODS SHED

A R T S C E N T R E

12. To this end, TGS has launched a 'Buy a Panel' campaign which has already received pledges totalling £2k. It is therefore anticipated that the target will be met in good time. TGS is also able to draw on its reserves if the full amount has not been raised by 28th February 2026 (or when the final payment is made to the contractors), in order to extend the fundraising campaign.
13. There is no financial impact on TTC, nor will TTC be responsible for any on-going management of this grant or the implementation of this project.

Committee and Date	FULL COUNCIL – Monday 15 th September 2025
Agenda item	10.
Subject	To request member to join the Building Working Group
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Due to Councillor Coleman stepping down as a Councillor, this has created a vacancy for the building working group. The building working group are looking at works that need to be carried out within the building to make it more energy efficient whilst working within the parameters of a Grade II listed building. Current members – Councillors S Scott, Z Baker and S Sanderson.
Financial Implications Budget code and cost centre	none
Climate Impact	none
Recommendation	To request member to join the Building Working Group
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 15 th September 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.

Following the Full Council meeting on Monday 21st July questions were raised about election logistics if wards are under/over-subscribed, eligibility for standing and co-option.

Response from CDC

With warded areas, each ward is its own election. If one area has more candidates than seats, there will be a poll. If other wards have less candidates than seats, the council will be able to co-opt to fill the seats. There is no option of moving candidates from one ward to another e.g.



Tetbury

Town Council

	No of Councillors	No of Candidates	Contested/Co-opt
Ward 1	5	7	Contested
Ward 2	5	4	Co-opt 1
Ward 3	5	5	uncontested

If a councillor were to resign during the term of office, it would only be their ward that would vote, not the whole town. This is where the costs can be reduced.

In terms of costs, the Town Council will be charged 75% of the election costs in this financial year. This will increase to 100% from 1 April 2026.

The total cost for the by-election that has been called and will take place shortly is approx. £12,500 so the charge to Tetbury will be in the region of £9,400.

For any election, we need one polling station per ward. If Dolphins Hall has now expanded, CDC will need to make a visit to look at the best options for polling stations in the future.

Based on another Town Council election CDC are currently running; the cost of a ward election is around £5,500 but there are some variables which affect this such as Royal Mail postage costs and the number of staff we need.

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 (1900 electorates), Tetbury East and Rural (1500 electorates), Tetbury West (1500 electorates) - with 5 Councillors per ward.
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 15 th September 2025
Agenda item	12.
Subject	To approve the creation of a Local Plan Working Group
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	To propose and approve the creation of a new working group, focusing on preparing and collating recommended responses to the Local Plan Consultation for consideration by Full Council. Reviewing the current Neighbourhood Plan, discuss possible new planning policies and existing policies - ahead of the District Council Local Plan Consultation, which is due this autumn. Allowing for the Town Council to take a proactive approach towards planning policies and developments for the future in Tetbury and the surrounding area and putting the Town Council in a position to respond to the upcoming Local Plan Consultation. <u>Alternative Options</u> Do nothing and not respond to the consultation – the opinions and voice of the Town Council will not be presented.
Financial Implications Budget code and cost centre	None
Climate Impact	An opportunity to feedback on how we would like to see the climate and ecological emergencies addressed through planning policies
Recommendation	To create a working group consisting of at least 4 Town Councillors. In addition, an invitation to be sent for a member of Tetbury Upton Parish Council to join this working group, as the Neighbourhood Plan is a joint one.
Report written by	Councillor Nikki Ind

Cotswold District Local Plan 2025–2043: Call for Local Green Space Nominations - Deadline Monday 6th October

Dear Clerk / Councillor,

We are writing to invite all Parish and Town Councils in the Cotswold District to consider putting forward nominations for **Local Green Spaces (LGS)** as part of the update to the Cotswold District Local Plan.

What are Local Green Spaces?

The Local Green Space designation was introduced in 2012 through the National Planning Policy Framework (NPPF). It offers **special protection against development** for green areas that are of particular importance to local communities.

The current Local Plan (adopted in 2018) includes 12 designated Local Green Spaces. The emerging Local Plan update now presents a new opportunity for Town and Parish Councils to nominate additional sites for LGS designation.

Who should submit nominations?

Local Green Spaces can be designated through either:

- **A district-wide Local Plan**, or
- **A Neighbourhood Development Plan (NDP)**, where one is being prepared.

If your Parish or Town Council **is not preparing a Neighbourhood Plan**, and you are aware of green spaces that may qualify, please consider submitting these for inclusion in the district-wide Local Plan.

If you are preparing an NDP, you may still use the same approach and evidence-gathering toolkit to inform your Plan. However, please note that **government funding for new Neighbourhood Plans has now ended**, which may affect the feasibility of progressing a new NDP. If your community is not already committed to preparing one, we recommend submitting sites through the Local Plan process.

How to nominate a Local Green Space

To support this process, we have provided a **Local Green Space Toolkit**, which includes:

- An overview of the policy and legal background,
- The criteria for LGS designation (as set out in the NPPF),
- A decision tree to help you assess potential sites,
- A checklist to ensure consistency and transparency,
- Guidance on alternative options if a site does not meet the LGS criteria.

The toolkit is designed to help you gather the robust evidence required to support any proposed designations. As development is unlikely to be permitted on designated LGSs, these sites may be subject to challenge—so a clear and well-supported case is essential.

What to do next

If your Council is considering nominating any sites, we ask that you:

1. **Let us know as early as possible** which sites you are considering, so we can advise you on whether they are likely to meet the criteria—this could help avoid unnecessary work.
2. **Complete the Toolkit** for each site you wish to nominate.

3. **Return completed submissions by Monday 6th October.**

If we have not received nominations by the deadline, we will assume that you do not wish to put forward any sites for designation at this time.

Below are the areas designated within the Tetbury and Tetbury Upton Neighbourhood Plan 2015 – 2030.

4.4.1 Local Green Space

4.4.1.1 is a new designation of green spaces that have a special significance in their local area. It is a designation to be applied to special areas on open space which should have outstanding attributes such as historic, visual, community or ecological value, as set out in the NPPF paras 76 and 77.

4.4.1.2 In Tetbury the Local Green Space designation is appropriate for the following areas of open space, often because of the visual and historic importance they have in the setting and appearance of the Old Town and sometimes more because of their intrinsic community value.

1. Recreation Ground: A valued and much-used community recreation facility strategically located near the centre of town.

2. Railway Path: A valued informal recreational resource and sustainable travel route on the historic former rail link to Tetbury.

3. Cutwell Valley: These small fields visually frame the historic edge of Tetbury including the former castle site - an ancient monument. They have visual and historic Significance and preserve the beauty and setting of the old town and Church. Several important views to the countryside are taken over them from the Bath Bridge.

4. The Green: Together with The Chipping, The Green is a small area of green open space visually very important for the setting of the conservation area and old Tetbury. They are both also important publically accessible green space in a part of town that does not have much.

5. The Chipping Steps: Designated as Local Green Space for similar reasons to The Green; the green space at Chipping Steps frames an iconic feature in Tetbury.

6. Priory Grounds: Historic setting of The Priory, a listed building in the conservation Area. This green area also has an important visual role in the wider historic town.

Having contacted Cotswold District Council about Local Green Spaces nominations, we have been advised that as Tetbury Neighbourhood plan has been adopted and as part of that the Local Green Spaces, Tetbury wouldn't need to put any of them forward in the Local Plan update.

The only benefit would be that the Local Plan update will run from (2025–2043) therefore, lasting beyond the time frame of the Tetbury NDP.

Within your backing papers you have received the Toolkit draft which sits alongside this paper which will provide the Council with guidelines and the steps we need to follow.

Before putting any area/s forward we need to consider:

Community Support

Community Use

Historical value

Tranquility

Beauty

Community Value

We also need to consider are the sites already protected (ie sports fields).

Please be aware that designating an area as a local green space cannot be used to stop developments.

Areas that have been nominated for consideration:

Preston Park

Field between Longfurlong Lane and A433

SWR and St Marys school playing fields

The Knapp

INTRODUCTION

The Natural Environment White Paper ([The Natural Choice](#)): securing the value of nature 2011) highlighted “the importance of green spaces to the health and happiness of local communities”.

Green spaces, particularly natural green spaces, located close to local people provide a range of social, environmental and economic benefits, including –

- improved mental and physical health
- increased social activity
- increased physical activity
- reduced crime
- improvements to children's learning
- increased voluntary action
- improved community cohesion and sense of belonging
- potential for local food growing
- more attractive places to live, work, play, visit and invest
- enhanced opportunities for wildlife habitats and wildlife corridors
- climate change adaptation for example by flood alleviation

The White Paper recommended that a new Green Areas designation be introduced that would give local people an opportunity to protect green spaces that have significant importance to their local communities.

“ We propose that green spaces should be identified in neighbourhood plans and local plans which complement and do not undermine investment in homes, jobs and other essential services. Given the importance of green spaces to the health and happiness of local communities the Government considers the new designation should offer suitably strong protection to localised areas that are demonstrably special”

That recommendation was incorporated into the [National Planning Policy Framework](#) (NPPF) as the new designation of Local Green Spaces.

PURPOSE OF THE TOOLKIT

This toolkit is designed to support local communities in putting forward their local open spaces for formal designation as a Local Green Space in a robust, consistent and transparent manner.

The Policy Context

National Planning Policy Framework

The NPPF 2024 provides the following information on Local Green Space designations -

106. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.

107. The Local Green Space designation should only be used where the green space is:

(a) in reasonably close proximity to the community it serves;

(b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and

(c) local in character and is not an extensive tract of land.

108. Policies and decisions for managing development within a Local Green Space should be consistent with national policy for Green Belts set out in chapter 13 of this Framework⁴⁵. Additional guidance is provided in the [National Planning Practice Guidance](#)

Local and Neighbourhood Plans

Local Green Spaces can be designated through the emerging Cotswold Local Plan or through neighbourhood plans. A policy related to Local Green Spaces will be included in the emerging Cotswold Local Plan. Where relevant, an appropriate policy should also be included in neighbourhood plans. The proposed text for the emerging Cotswold Local Plan is included at appendix

PROCESS FOR DESIGNATION

Step 1

If your community is considering designating an area as a Local Green Space, it may be helpful to test the site against the “decision tree” in Figure 1 on page 4.

Step 2

Make informal contact with the Council (contact Lesley Davies, Forward Planning) so that we can provide you with help in deciding whether it is worth progressing with the designation process.

Step 3

If the site seems potentially suitable, we will ask you to complete the designation checklist (including all the relevant evidence) see pages 7-12

Step 4

We will review the evidence you have provided and give guidance as to whether we consider the site suitable for designation and whether any additional evidence is required. If the evidence is sufficiently robust and, in the case of designation through the Local Plan, Cotswold District Council considers the site suitable, the designation process can start.

Step 5

If the site is to be designated in the Local Plan, we will consult the owner of the land (if known).

If the site is to be designated in a Neighbourhood Plan, those responsible for producing that plan should consult the owner of the land (if known).

Step 6

The site can then be considered for inclusion in the appropriate draft Local or Neighbourhood Plan. The deadline for inclusion in the emerging Cotswold Local Plan is Monday 6th October.

Step 7

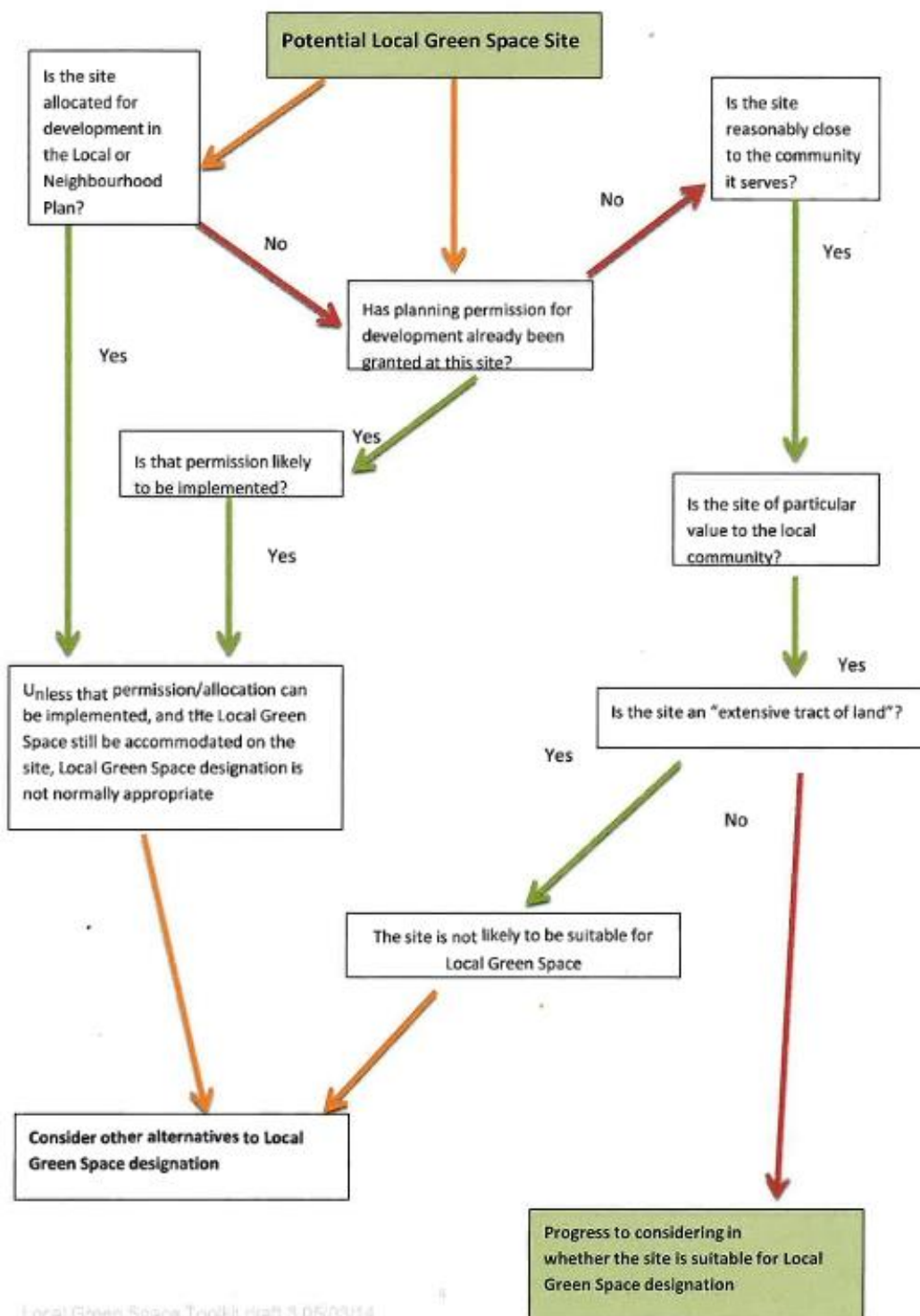
The site designation will be “tested” through the planning process. Anybody can object to policies or sites in a plan during the consultation process and these consultation responses must be considered. Neighbourhood Plans will also be subject to a local referendum. Both Local and Neighbourhood Plans are formally scrutinised by a Planning Inspector or an Independent Examiner, who will ensure that the plans are robust and based on sound evidence.

Step 8

Formal designation when the relevant plan is approved.

It is important to note that the designation process could take some time and that it may be worth looking in parallel at other means of protecting or enhancing the site.

Figure 1 -Decision tree



Any type of green space could be suitable for Local Green Space designation from recreational land with a sports pavilion or the area around a war memorial to allotments or an urban space that provides a tranquil oasis.

As Local Green Space designation means that development is highly unlikely to be permitted on a site, there is a strong possibility that landowners and others will challenge the designation. To meet that challenge the designation must be based on solid evidence that the site meets the relevant criteria. This will be easier to demonstrate if the checklist in this toolkit is completed and the relevant evidence provided.

A potential Local Green Space site must meet the criteria set out in the NPPF, and further detailed in the National Planning Practice Guidance. These criteria are not specific – they do not give set distances or areas, but act as guidance which should then be interpreted at a local level.

In order to ensure that any designation in the District is robust, we have created a checklist against which potential Local Green Space sites should be tested.

Not every potential site will meet every criteria however all sites must meet the following criteria in the checklist –

Table 1.

Point 2.1	not with an extant planning permission within which the Local Green Space could not be accommodated
Point 2.2	not allocated for development in the relevant Neighbourhood Plan or the Local Plan, unless it can be shown that the Local Plan housing allocation is not strategic and can be re-located somewhere else in the neighbourhood plan area; or alternatively that the Local Green Space could be incorporated within the site as part of the allocated development
Point 3.2	Not an “extensive tract of land”
Point 3.3	“local in character”
Point 5	in “proximity to the community it serves”
Point 6	“demonstrably special to the local community”

And all sites must meet at least one of the following criteria in the Checklist-

Table 2.

Point 7	“particular local significance ... because of its beauty”
Point 8	“particular local significance ... because of its historic significance”
Point 9	“particular local significance ... because of its recreational value”
Point 10	“particular local significance ... because of its tranquillity”
Point 11	“particular local significance ... because of its wildlife”
Point 12	“particular local significance ... for any other reason”

Accessible Natural Greenspace Standard (ANGSt)

The Accessible Natural Greenspace Standard (ANGSt) was originally developed by English Nature, but has subsequently been revised by Natural England to create the new Accessible Greenspace Standard (AGS) that is included in the GI Framework.

To provide certainty, [Natural England's Green Infrastructure Standards](#) (AGS) 2023 is used to define the likely size of a suitable Local Green Space and its distance from the local community.

[Accessible Greenspace Standard](#) (AGS)

The new Accessible Greenspace Standard (AGS), which is one of the 5 Headline GI Standards included in the GI Framework- Principles and Standards for England. The Accessible Greenspace Standard covers a broader range of greenspace than the original ANGSt, while retaining a focus on accessible natural greenspace. It measures six categories of publicly accessible greenspace, of increasing size and distance from home.

A Local Green Space should ideally be located within a 1km, 15-minute walk of the community it serves. Please see the table below. Given the rural nature of the District, it may be necessary to relax these requirements in certain circumstances.

A site of over 20ha (50 acres) and a 35-minute walk would be considered to be "an extensive tract of land" and therefore, not suitable for designation as a Local Green Space.

Table 3.

Type of Space	Minimum size	Maximum distance	Maximum Journey
Local Greenspace or Doorstep Greenspace	2 ha	300m	5 min walk
Neighbourhood Greenspace	0.5 ha	200m	Under 5 min
Wider Neighbourhood Greenspace	10 ha	1 km	15 min walk
District Green Space	20 ha	2 km	35 min walk
Sub Regional Green Space	100 ha	5 km	15 –20 min cycle
	500 ha	10 km	30-40 min cycle

Notes: Distances given are actual walking distances. Actual walking distance will be measured though network analysis in due course. However, in the meantime, the Green Infrastructure Mapping uses a straight-line distance from home to the boundary of the greenspace in analyses of the AGS standards. - Where possible all greenspaces should be accessible by public transport and, or safe active travel routes. - The Accessible Greenspace Standards do not cover formal sports provision, for which Sport England is responsible; nor play provision, which is covered by Play England. - The above diagram uses a walking speed

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of 60 metres per minute, which is the average for people of 60 years and teenagers. It uses a cycling speed of 20 kilometres per hour as an average for inexperienced cyclists.

CHECKLIST AND CRITERIA FOR LOCAL GREEN SPACE DESIGNATION

1	General Information Name and address of site <i>Some sites have several names, and all known names should be given</i>	Tick if relevant evidence provided
1.1		
1.2	Site location plan <i>The plan can be at any scale but must show the location and boundaries of the site. Please indicate the scale.</i> <i>Insert here or attach separately</i>	
1.3	Organisation or individual proposing site for designation <i>This will normally be a Town or Parish Council or a recognised community group</i>	
1.4	Ownership of site if known <i>Information on land ownership can be obtained from the Land Registry. Some land parcels are not registered however local people may know the owner.</i>	
1.5	Is the owner of the site aware of the potential designation? Do they support the designation? (Sites may be designated as Local Green Spaces, even if there are objections from the site owners)	
1.6	Photographs of site please <i>attach separately</i>	
1.7	Community served by the potential Local Green Space <i>i.e. does the site serve the whole village/town or a particular geographic area or group of people?</i>	
2	Planning History	
2.1	Is there currently a planning application for this site? If permitted/allocated, could part of the overall site still be used as a Green	

	<i>Further Information – Cotswold District Council – View and comment on</i>	
2.2	Is the site allocated for development in the Local or Neighbourhood Plan? If allocated, could part of the overall site still be used as a Green Open Space? <i>Further Information – Cotswold District Council – Planning and building -</i>	
3	Size, scale and “local nature” of proposed Local Green Space	
3.1	Area of proposed site <i>It is unlikely that a site of over 20ha (50 acres) would be considered suitable for designation.</i>	
3.2	Is the site an “extensive tract of land”? <i>(Extensive tracts of land cannot be designated as Local Green Space) e.g. how large is it in comparison to other fields; groups of fields; areas of land in the vicinity etc.? Does the site “feel” extensive or more local in scale?</i>	
3.3	Is the proposed site “local in character”? <i>e.g. does the site feel as though it is part of the local area? And why? How does it connect physically, visually and socially to the local area? What is your evidence?</i>	
4	Need for Local Green Space	
4.1	Is there a need for a local green space in this location? <i>e.g. is there a shortage of accessible greenspace in the area? Is there a village needs survey or parish plan that provides evidence of that need. Further information – Accessible Greenspace Standard Cotswold District Council – Cotswold District Green Infrastructure Strategy</i>	
5	Evidence to show that “the green space is in reasonably close proximity to the community it serves” <i>Please indicate what evidence you have provided against each point.</i>	
5.1	How far is the site from the community it serves? Is the site within 2km of the local community? <i>Possible evidence – a map to show that distance</i>	
5.2	Are there any barriers to the local community accessing the site from their homes? <i>e.g. railway line; main road Possible evidence – a map showing any potential barriers and how those can be overcome.</i>	

6	Evidence to show that the green area is “demonstrably special to a local community” <i>Please indicate what evidence you have provided against each point.</i>	
6.1	Evidence of support from Parish or Town Council <i>e.g. letter of support; Council minutes</i>	
6.2	Evidence of support from other local community groups or individuals. <i>e.g. letters of support; petitions; surveys etc.</i>	
6.3	Evidence of support from community leaders <i>e.g. letters of support from Ward Members; County Councillors; MP etc.</i> <i>Further information on contact details - Cotswold District Council, Gloucestershire County Council, House of Commons</i>	
6.4	Evidence of support from other groups <i>e.g. letters of support from organisations such as CPRE; Home - CPRE; Cotswold National Landscape; Gloucestershire Wildlife Trust; Gloucestershire Rural Community Council; Cotswold Lakes local amenity societies; local schools etc.</i>	
7	Evidence to show that the green area “holds a particular local significance, for example because of its beauty,” (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
7.1	Is this criteria relevant to this site ?	
	YES / NO	
7.2	Describe why the community feels that the site has a particular local significance for its beauty.	
7.3	Site visibility <i>e.g. is it easy to see the site from a public place? Are there long-distance views of the site? Are there views of the site from any key locations?</i>	
7.4	Is the site covered by any landscape or similar designations? <i>e.g. Area of Outstanding Natural Beauty; Conservation Area; Special Landscape Area</i> <i>Further information Natural England; Cotswolds National Landscape; Planning and building - Cotswold District Council</i>	

7.5	Is the site (or the type of site) specifically mentioned in any relevant landscape character assessments or similar documents? <i>e.g. Cotswolds AONB landscape character assessment. Further information – Cotswold District Council; Natural England; Cotswolds Conservation Board</i>	
7.6	Does the site contribute to the setting of a historic building or other special feature?	
7.7	Is the site highlighted in literature or art? <i>e.g. is the site mentioned in a well-known poem or shown in a famous painting?</i>	
8	Evidence to show that the green area “holds a particular local significance for example because of its historic significance” (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
8.1	Is this criteria relevant to this site ?	
	YES / NO	
8.2	Are there any historic buildings or remains on the site? <i>e.g. listed buildings; scheduled ancient monuments ; registered parks and gardens; war memorials; other historic remains or structures.</i> <i>Further information – Cotswold District Council; English Heritage; Gloucestershire Historic Environment Record; Gloucestershire Archives; local history society;</i>	
8.3	Are there any important historic landscape features on the site? <i>e.g. old hedgerows; ancient trees; historic ponds or historic garden features</i> <i>Further information – Cotswold District Council; English Heritage; Request archaeological data from Gloucestershire's Historic Environment</i>	
8.4	Did the site play an important role in the historic development of the village or town? <i>e.g. the old site of the town railway station; the old garden for the manor house etc.</i>	
8.5	Did any important historic events take place on the site?	
8.6	Do any historic rituals take place on the site? <i>e.g. well-dressing; maypole dancing etc.</i>	

9	Evidence to show that the green area “holds a particular local significance, for example because of its recreational value (including as a playing field)”, (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
9.1	Is this criteria relevant to this site ?	
	YES / NO	
9.2	Is the site used for playing sport? <i>If so what sport? How long has it been used for sports provision? Is this sports provision free or is a club membership required?</i> Further information – Sport England	
9.3	Are the public able to physically access the site? <i>e.g. are there any public rights of way across the site? Or adjacent to the site? Has access been allowed on a discretionary basis? Is there public access to the whole site or only part? Is there good disabled access to the site? (A site can still be designated even if there is no public access.)</i> Further information – Gloucestershire County Council	
9.4	Is the site used by the local community for informal recreation? And since when? <i>e.g. dog walking; sledging; ball games etc</i>	
10	Evidence to show that the green area “holds a particular local significance, for example because of its tranquillity” (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
10.1	Is this criteria relevant to this site ?	
	YES / NO	
10.2	Do you consider the site to be tranquil? <i>e.g. are there are any roads or busy areas close by?</i>	
10.3	Is the site within a recognised tranquil area? <i>e.g. within the Campaign to Protect Rural England's tranquillity maps</i>	
11	Evidence to show that the green area “holds a particular local significance, for example because of the richness of its wildlife”; (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
11.1	Is this criteria relevant to this site ?	

	YES / NO	
11.2	Is the site formally designated for its wildlife value? <i>e.g. as a site of special scientific interest; a key wildlife site etc</i> Further information - Natural England ; Gloucestershire Centre for Environmental Records	
11.3	Are any important habitats or species found on the site? <i>e.g. habitats and species listed in the UK priority habitats and species lists or in the Cotswold Water Park or Gloucestershire Biodiversity Action Plans or protected species or on the red/amber lists of birds of conservation concern.</i> Further information - Natural England ; Gloucestershire Centre for Environmental Records ; National Biodiversity Network ; Cotswold Water Park Trust ; RSPB	
11.4	What other wildlife of interest has been found on the site? Further information - Natural England ; Gloucestershire Centre for Environmental Records ; National Biodiversity Network ; Cotswold Water Park Trust	
11.5	Is the site part of a long term study of wildlife by members of the local community? <i>e.g. long-term monitoring of breeding birds.</i>	
12	Evidence to show that the green area “holds a particular local significance, for any other reason”; (if applicable) <i>Please indicate what evidence you have provided against each point.</i>	
12.1	Is this criteria relevant to this site ?	
	YES / NO	
12.2	Are there any other reasons why the site has a particular local significance for the local community?	

ALTERNATIVES TO LOCAL GREEN SPACE DESIGNATION

If during the process it becomes evident that the site is not appropriate for local green space designation, there are other options that can be investigated.

Agreements with land-owners

It may be possible for local communities to reach either formal or informal agreements with the owner of the site to ensure access to the site for local people. This may be an appropriate option where the site owner has a long-term connection with the local area, for example the owner of a large historic estate. It may be possible for the land-owner to dedicate the site as “open access land”.

Further information:

[Right of way and open access land - GOV.UK](#)

Community Purchase

In some instances local communities have purchased important sites to ensure that they remain in community control in perpetuity. The ownership can lie with the Town or Parish Council or with a specific trust.

Village Green status

Anyone can apply to register land as a green if it has been used by local people for lawful sports and pastimes „as of right“ (ie without permission, force or secrecy) for at least 20 years.

Further information:

[Town and village greens: how to register](#)
[Open Spaces Society](#)

Local Nature Reserves

A Local Nature Reserve (LNR) provides people with special opportunities to study or learn about nature or simply to enjoy it. Local Nature Reserves are designated by district or county councils, and the Local Authority must control the LNR through ownership, lease or agreement with the owner.

Further information:

[Natural England](#)

Assets of Community Value

The Community Right to Bid gives community groups a fairer chance to prepare and bid to buy community buildings and facilities that are important to them. This could include village shops, pubs or allotments. The right covers private as well as public assets. It is important to nominate land and buildings to be part of the register of „assets of community value“, which is held by the Local Authority (Cotswold District Council). If something on this register is offered for sale, the community then have up to six months to prepare a bid.

Further information:

www.gov.uk
[My Community Rights](#)
Cotswold District Council – [Community right to bid](#)

APPENDIX 1: DRAFT COTSWOLD LOCAL PLAN POLICY AND SUPPORTING TEXT

Draft Supporting Text

The NPPF makes provision for local communities to identify green areas of particular importance to those communities, where development will not be permitted except in very special circumstances. These Local Green Spaces can be designated through the local plan or through neighbourhood plans. The following sites have been proposed as Local Green Spaces through the local plan consultation process –

A

B

C

Draft Policy

Development will only be permitted within a Local Green Space where there are very special circumstances, which would outweigh the harm to the Local Green Space. Particular attention will be paid to the evidence presented by the local community when assessing development presented by the local community when assessing development proposals that are likely to affect a designated Local Green Space.

Glossary of Terms

Accessible Greenspace

Accessible Greenspace is defined as a greenspace that is specifically provided FOR public access, or one to which the public would usually expect to access (such as a cemetery), or one over which there is a public RIGHT to open access, and deemed likely to be accessible to the public at any reasonable time, free to entry and available for a range of pastimes (although some sites may be closed to the public overnight and there may be fees for parking a vehicle). Accessible greenspaces are available to all, meaning that every reasonable effort is made to comply with the requirements of the Equality Act 2020. There are a range of types of greenspaces included within the definition of publicly accessible greenspace (listed under Green Infrastructure).

WEB REFERENCES

Natural Environment White Paper – The Natural Choice: securing the value of nature (2011)

<http://www.official-documents.gov.uk/document/cm80/8082/8082.pdf>

National Planning Policy Framework.

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Practice Guidance.

[Planning practice guidance - GOV.UK](#)

Natural England – Accessible Natural Greenspace Standards

<https://designatedsites.naturalengland.org.uk/GreenInfrastructure/AccessibleGreenspaceStandard.aspx>

Natural England – Landscape

<http://www.naturalengland.org.uk/ourwork/landscape/default.aspx>

Natural England - mapping

<http://www.naturalengland.org.uk/publications/maps/default.aspx>

Natural England – Local Nature Reserves

<http://www.naturalengland.org.uk/ourwork/conservation/designations/lnr/>

Land Registry

<http://www.landregistry.gov.uk/>

Cotswold District Council – planning applications

[View and comment on planning applications - Cotswold District Council](#)

Cotswold District Council – planning policy

[Planning policy - Cotswold District Council](#)

Cotswold District Council – Green Infrastructure Strategy

[Cotswold District Green Infrastructure Strategy](#)

Cotswold District Council – Community right to bid

[Community Right to Bid - Cotswold District Council](#)

Gloucestershire County Council – Find your Councillor

<http://glostext.gloucestershire.gov.uk/mgMemberIndex.aspx?bcr=1>

Gloucestershire County Council – public rights of way <http://www.gloucestershire.gov.uk/prow>

House of Commons – find your MP

<http://findyourmp.parliament.uk/>

Campaign to Protect Rural England – home page <http://www.cpre.org.uk/>

Campaign to Protect Rural England – tranquil places

<http://www.cpre.org.uk/what-we-do/countryside/tranquil-places>

Cotswolds Conservation Board

<http://www.cotswoldsaonb.org.uk/>

Gloucestershire Wildlife Trust

<http://www.gloucestershirewildlifetrust.co.uk/>

Gloucestershire Rural Community Council <http://www.grcc.org.uk/>

Cotswold Water Park Trust

<http://www.waterpark.org/>

English Heritage

<http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for- england/>

Gloucestershire Historic Environment Record

<http://www.gloucestershire.gov.uk/her>

Gloucestershire Archives

<http://www.gloucestershire.gov.uk/archives/article/107703/Archives-Homepage>

Sport England

<http://www.sportengland.org>

/

Gloucestershire Centre for Environmental

Records <http://www.gcer.co.uk/>

National Biodiversity

Network

<http://www.nbn.org.uk/>

Royal Society for the Protection of Birds

http://www.rspb.org.uk/Images/BoCC_tcm9-217852.pdf

Town and village greens: how to register

[https://www.gov.uk/town-and-village-greens-how-to-](https://www.gov.uk/town-and-village-greens-how-to-register)

[register](https://www.gov.uk/town-and-village-greens-how-to-register) Open Spaces Society [http://www.oss.org.uk/what-](http://www.oss.org.uk/what-we-do/village-greens/)

[we-do/village-greens/](http://www.oss.org.uk/what-we-do/village-greens/)

My Community Rights

<http://mycommunityrights.org.uk/community-right-to-bid/>

www.gov.uk – Community right to bid

<https://www.gov.uk/government/policies/giving-people-more-power-over-what-happens-in-their-neighbourhood/supporting-pages/community-right-to-bid>

www.gov.uk – open access land

<https://www.gov.uk/right-of-way-open-access-land/open-access-land>

Our ref: CEO6401

21 August 2025

Tara Niblett

Sent via email – ceo@tetbury.gov.uk

Dear Tara

Future of Fire Co-Responding in the South West

Thank you for your correspondence on the future of Fire Co-Responding in the South West.

On Wednesday 30 July, representatives of the South Western Ambulance Service NHS Foundation Trust, including the Chief Executive, met with the region's five Chief Fire Officers, to discuss the future of Fire Co-Responding in the South West.

Following the meeting, the group issued the below joint statement from the Chief Executive of the South Western Ambulance Service NHS Foundation Trust and the Chief Fire Officers from Avon Fire and Rescue Service, Cornwall Fire and Rescue Service, Devon and Somerset Fire and Rescue Service, Dorset and Wiltshire Fire and Rescue Service, and Gloucestershire Fire and Rescue Service, regarding the future of Fire Co-Responding in the South West.

"Representatives of the South Western Ambulance Service NHS Foundation Trust, including the Chief Executive met with the five Chief Fire Officers on Wednesday 30 July to discuss the future of Fire Co-Responding in the South West.

"The meeting was positive, and all Chief Executives reaffirmed their commitment to improving the safety of local communities and to ensure that by working together, the very best response to patients calling 999 can be achieved.

"The collective agreement is that the South Western Ambulance Service will continue with their plans to increase the number of Community First Responders across the South West whilst committing to not exiting any Fire Co-Responding scheme until appropriate backfill arrangements are in place.

"It was agreed that in a relatively small number of Fire Co-Responding stations where Fire Co-Responding activity is very low, that lifesaving equipment will be re-purposed by the Ambulance Service to make sure it is available for people who need it most. The Ambulance Service and the Fire and Rescue Services will work together to ensure that this is handled locally and that this is a joint process.

"The Chief Executive of South Western Ambulance Service took the opportunity to reiterate his thanks to Fire Co-Responders who have provided dedicated care to patients over the years.

"All Chief Executives stated that they look forward to continuing to work collaboratively in the future."

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



The Prompt Payment Code 



Further updates regarding Fire Co-Responding will be published on the News section of our website - <https://www.swast.nhs.uk/news>

For reassurance, we will not be exiting any Fire Co-Responder schemes, until we have a suitable, alternative service, set up and running first.

Thank you once again for taking the time to contact me.

Yours sincerely

A black rectangular redaction box covering the signature of Dr John Martin.

Dr John Martin
Chief Executive KAM FCPara

Committee and Date	FULL COUNCIL – Monday 15 th September 2025
Agenda item	15.
Subject	To approve supporting Tetbury Goods Shed with their National Heritage Lottery Fund Application for the proposed café project
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Tetbury Goods Shed is a well-established cultural, community venue and it plays a vital role in promoting arts, heritage and community engagement. The Trustees is now seeking funding from the National Heritage Lottery Fund to support the development of the café within the Goods Shed. The project aims to enhance the visitors experience, increase accessibility and sustainability and provide a welcome space to residents and visitors. As landlords of the Goods Shed, the Council has been asked to write a letter of support which would demonstrate our backing and help strengthen their application.
Financial Implications Budget code and cost centre	None
Climate Impact	The café can adopt a range of eco-friendly practices to reduce its carbon footprint
Recommendation	To approve supporting Tetbury Goods Shed with their National Heritage Lottery Fund Application
Report written by	CEO

15th September 2025

To whom it may concern

Re: Letter of support for Tetbury Goods Shed – National Heritage Lottery Fund Application

As the landlords of the Goods Shed, Tetbury Town Council is pleased to offer its full support for the application to the National Heritage Lottery Fund in relation to their proposed café development.

The Goods Shed is a cherished heritage asset and a cultural venue for our community. Housed in a beautifully restored Victorian railway building, it has become a focal point for arts, heritage and community engagement in Tetbury. The proposed café project represents an exciting opportunity to further enhance the Goods Shed accessibility and sustainability.

We believe the initiative will:

- Provide a welcoming and inclusive environment
- Improve the visitor experience and encourage longer stays, benefiting local tourism and the economy
- Support the long-term viability of the Goods Shed as a heritage and cultural destination
- Provide additional income that is vital for the ongoing maintenance and preservation of the building.

We hope the National Heritage Lottery Fund looks favourably at this grant application.

Yours faithfully

Tara Niblett
Chief Executive Officer



EXPENSES POLICY

DISCUSSED AT FINANCE & SCRUTINY SEPTEMBER 2025 AND RECOMMENDED
TO FULL COUNCIL SEPTEMBER 2025



TO BE RECOMMENDED TO FULL COUNCIL

MONDAY 15TH SEPTEMBER 2025
TO BE REVIEWED JULY 2026

TETBURY TOWN COUNCIL EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how employees, Councillors, Curator and Police Museum Volunteers can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties.

Expenses will not be paid unless supporting evidence is provided, this should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from RFO. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council will pay claims for authorised expenses by BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the RFO before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the RFO.

Training

When attending training courses all employees will be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Travel

Use of your own car

Any use of your own car on business is subject to you:

- holding a full UK driving licence
- ensuring that your car is roadworthy and fully registered

The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

Travelling by Train

First class travel is not permitted for any council-related business, employees, councillors, curator and Police Museum volunteers must travel using standard or economy class options.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £15 for breakfast (if this is not included in the hotel room rate)
- £25 for lunch
- £35 for dinner

Guidance from NALC

The maximum amounts above are inclusive of drinks.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the CEO. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.



SAFEGUARDING POLICY

Discussed at Finance & Scrutiny and recommended to Full Council for
approval September 2025



To be approved at Full Council - September 2025
To be reviewed September 2026

1. Introduction

Tetbury Town Council (the 'Council') makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe and promotes good practice in safeguarding those using Council services or facilities.

All Officers, Staff and Elected Members have a duty to safeguard children and adults at risk.

This policy should be read in conjunction with any other relevant policies or codes of practice.

2. Scope of the Policy

This policy applies to anyone working for or on behalf of the Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual using the Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Any external bodies who provide activities in Tetbury Town Council facilities for children or adults at risk is required to adhere to current safeguarding legislation and guidance.

3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible.

In contrast, **child and adult protection** is about responding to circumstances that arise.

A **child** means anyone under the age of 18 (The Children's Act 1989).

An **adult at risk** or **vulnerable adult** is a person whose ability to protect themselves from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise.

Types of abuse: Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms; the Care Act lists the following types:

- Physical abuse
- Domestic Violence, including 'honour' based violence, forced marriage and female genital mutilation
- Sexual abuse
- Psychological abuse, including emotional abuse, bullying, and cyberbullying
- Financial (or material) abuse
- Modern slavery
- Discriminatory abuse
- Organisational or Institutional
- Neglect
- Self-neglect

The **designated Safeguarding Officers** for the Council is the Chief Executive Officer and Executive Officer and has overall responsibility for safeguarding.

External Body means any person, trustee, or authorised representative of a club, business, organisation or charity working with the Council.

4. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding and will be offered appropriate safeguarding training.

5. Reporting concerns

The main point of contact for raising safeguarding issues is the Chief Executive Officer and Executive Officer. The Safeguarding Officers will provide guidance on all safeguarding concerns and ensure referrals to statutory agencies are made where appropriate.

It is not up to Officers, Staff and Elected Members of Tetbury Town Council to decide whether a vulnerable person is suffering harm as a result of abuse or neglect, but it is up to Officers, Staff and Elected Members to report any concerns as soon as possible.

6. External bodies working with Tetbury Town Council

External Bodies that use the Council facilities will be required to provide their Safeguarding Policy, where applicable, at the time of booking facilities.

Any contractor, or sub-contractor, engaged by the Council in areas where workers are likely to come into regular contact with children, young people or vulnerable adults will be required to provide a suitable Safeguarding Policy or Child Protection and Vulnerable Adult Policy where applicable.

Committee and Date	FULL COUNCIL – Monday 15 th September 2025
Agenda item	18.
Subject	To appoint members to the Local Government Reorganisation Working Group
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	Following on from the Full Council meeting which took place on Monday 21st July 2025, parishes from GAPTC Hub 7 have been contacted to see if they would be interested in joining a working group. Two of the parishes within GAPTC Hub 7 have not been contacted due to their proximity to Tetbury (The Duntisbournes and Bagendon). Currently Shipton Moyne, Tetbury Upton and Beverston have advised they would like to attend. At the Full Council meeting on Monday 21st July 2025, it was resolved that the CEO and EO of Tetbury Town Council become members of this working group. At the Full Council meeting on Monday 15th September, we would like to appoint Councillors who would be interested in joining the working group. Once members from Tetbury Town Council have been appointed, we will contact the parishes who have registered an interest and to arrange a meeting at the beginning of October. A remit for the working group will be put forward to the Finance & Scrutiny Committee on Monday 13th October for Full Council approval on Monday 20th October.
Financial Implications Budget code and cost centre	None
Climate Impact	None at present
Recommendation	To appoint members to the Local Government Reorganisation Working Group
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

Cotswold District Council have not received any nominations following the election request. The election process will be re-run, and we are currently awaiting dates.

Currently have 1 empty allotment plot1 on the Highfield development. The next resident on the waiting list has been contacted.

CEO and EO completed FiLCA (Financial Introduction to Local Council Administration)
EO completed safe-guarding and introduction to domestic abuse training

Received several enquiries following the advertisement in the Tetbury Advertiser for Twinning with Germany, these details will be forwarded onto the Twinning representatives in Germany.

TTC is now renting a storage container at Eagle Plant for all machinery to be stored securely overnight and at the weekend. This has allowed for the car park to be cleared and has made way for two more parking spaces.

SSE are carrying out tree works next near the Wiltshire Bridge.

Lloyds Bank have extended the room hire until February 2026.

CEO and EO attended Cloudy IT Assertion 10 webinar. Assertion 10 'Digital and Data Compliance', is a new requirement in the AGAR for the 2025/26 financial year. More details to follow.

CEO and EO met with Gloucestershire Highways representative to discuss various issues in Tetbury.

Grounds Team

Cleared TTC car park and moved salt into dry storage
Maintenance in Suffolk Close play area – repaired bench and replaced fence slats
Cleared sheds in Highfield Allotments for new plot holders
Hedge cutting – Ryland Close and Jacob Close
Started cutting overgrown laurel hedge in St Saviours
Mowing and strimming various locations throughout the town

VIC Team

Over July and August, the Tetbury VIC recorded a total of 839 visitors. While these numbers reflect a drop compared to the same period last year 1615, this trend is consistent with national patterns.

In response to operational needs, we've successfully upgraded our Point-of-Sale system. The previous setup had become outdated and was beginning to impact service delivery. The new system is already improving transaction speed and reliability, and staff feedback has been positive.

Despite the quieter months, the VIC team remains proactive. We continue to work closely with local businesses, supporting community events and promoting regional attractions. Our partnerships with nearby venues like Westonbirt Arboretum and the Goods Shed Arts Centre remain strong, and we're exploring new ways to expand our KPIs—particularly around digital engagement and visitor satisfaction.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
1st September 2025

Present:

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

Officers: V Bolwell (EO)

Public: none.

HEC01. 09/25 To receive and accept any apologies for absence:

Cllr A Figueredo – none received.

Cllr C Pearce – holiday – received and accepted.

M Marsh – Curator – received and accepted.

HEC02. 09/25 Public Consultation:

None.

HEC03. 09/25 Declarations of Interest:

None.

HEC04. 09/25 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 7th July 2025: It was proposed by Cllr Suzanne Sanderson seconded by Cllr Z Baker to approve the minutes of the Heritage, Environment and Community meeting held on Monday 7th July 2025.

Voting record	For 4	Against 0	Abstain 1	Absent 2
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HEC05. 09/25 To note Budget, spend to date and forecast spend:

Noted.

HEC06. 09/25 To note Heritage, Environment community Action Plan from previous meeting:

Noted.

HEC07. 09/25 To note Visitor Information Centre report:

Noted.

HEC08. 09/25 To note the Police Museum report:

Noted.

Members discussed the management of the donation boxes and agreed that the keys should be held by the Chief Executive Officer (CEO) to ensure secure access. It was further agreed that all monies collected should be counted jointly by a member of the office team and the curator. This procedure is intended to uphold transparency and strengthen financial oversight in the handling of donations.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
1st September 2025

HEC09. 09/25 To discuss budget requirements 2026/27:

After debate the members agreed they budget requirements, these will be submitted to September's Finance and Scrutiny.

Members noted that the committee has not awarded grant funding for some time and discussed ways to promote the opportunity more effectively. Cllr N. Ind suggested introducing two annual application windows to increase visibility and encourage submissions. The Executive Officer (EO) advised that the current grant policy would need to be amended to reflect this change, and members agreed. The EO will contact the Chief Executive Officer (CEO) to discuss the necessary adjustments to the grant process.

HEC10. 09/25 To discuss Colour Friday – Shop Small Shop Tetbury 2025:

Due to Cllr A Figueredo's absence this item has been rescheduled for October.

HEC11. 09/25 To discuss and approve installation of a Memorial Bench at St Saviours:

Due to the limited space available at St Saviour's Graveyard, members acknowledged that the area requested cannot be utilised for burial purposes. Subject to confirmation from the gravedigger that the space is unsuitable for interment, members agreed to grant permission for the proposed installation.

It was proposed by Cllr Zowie Baker seconded by Cllr Ian Watson to approve the installation of a Memorial Bench at St Saviours Graveyard at no cost to the council.

Voting record	For 5	Against 0	Abstain 0	Absent 4
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HEC12. 09/25 To review and approve funding for a planning application concerning the installation of a historic sign on Bath Bridge: As a result of insufficient planning evidence, members agreed to postpone the item until the meeting scheduled for 6th October 2025.

Cllr Ian Watson agreed to raise the relevant issue with the Heritage Officer at Cotswold District Council.

HEC13. 09/25 To note Christmas 2025 Switch on Event:

Cllr Ian Watson expressed his appreciation for the Executive Officer's dedication and efforts over the past nine months in preparing for the Christmas event. He formally recognised her commitment and extended thanks on behalf of the committee.

The Executive Officer confirmed that all plans are in place, including the necessary insurances, risk assessments, and licences. A Working Group meeting has been scheduled for 17th September, during which all stakeholders will be invited to attend.

Additionally, the Executive Officer sought the committee's approval to approach a local resident to switch on Tetbury's Christmas lights. The resident's family has played a significant role in supporting and contributing to Tetbury's Christmas celebrations over several years. Members were supportive of the proposal and acknowledged the family's longstanding involvement.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
1st September 2025

HEC14. 09/25 To discuss the rejuvenation of Suffolk Close Playpark:

The Executive Officer (EO) informed members that five potential grant funding streams have been identified to support a new community initiative. As part of one application, a video blog is required to strengthen the submission. The EO requested support from the committee in producing this content.

All members present agreed to participate, provided that the EO supplies scripts and prompts on the day to guide their contributions. Members expressed enthusiasm for the project, recognising its potential value to the town and looking forward to being involved in this exciting initiative.

HEC15. 09/25 To consider Correspondence:

West Street Public conveniences – Noted.

HEC16. 09/25 To receive members reports:

Cllr Rodney Smith – Highfield Development Allotments

Concern was raised regarding the time the Grounds Team spends cultivating plots prior to new tenants taking them on. It was suggested that the office consider implementing a more efficient system to reduce this workload.

Additionally, Cllr Nikki Ind proposed establishing an allotment association, similar to the one at Hampton Street. The Executive Officer (EO) will raise this suggestion with the CEO.

Cllr Rodney Smith – Market Place Layby

Over the weekend, it was observed that a trader had positioned their stalls directly in front of the benches, obstructing public seating. There was also a significant amount of rubbish left behind.

Cllr Suzanne Sanderson added that boxes had been left in the middle of the road by the same trader.

The EO will send a letter to the trader reminding them of the terms and conditions of trading in the Market Place.

HEC17. 09/25 Items for inclusion on the October Agenda:

Colour Friday

Bath Bridge

VAS Highways

HEC18. 09/25 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 6th October at Tetbury Library – Close Gardens – Tetbury:
Noted.

Chair.....

Date.....

Meeting ended 845pm

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 21st July 2025
at 6.30pm

PRESENT:

Councillors: J Taylor (Chair), P Burrell (Vice Chair), R Smith, S Scott, M Baker

Officers: CEO – T Niblett, EO – V Bolwell

Public: District Councillors I Watson

PL01. 07/25 Apologies for absence:

None

PL02. 07/25 Declarations of Interest:

None

PL03. 07/25 Public Consultation:

None

PL04. 07/25 To approve the minutes of the meeting held on Monday 16th June 2025:

It was proposed by Councillor P Burrell, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 16th June 2025.

Voting record	For 5	Against 0	Abstain 0	Absent 0
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PL05. 07/25 Consideration of planning, listed building consent, tree work and licensing applications received by 14th July 2025 (refer to attached Schedule link)

<u>25/01829/FUL</u> Full application for erection of two storey extension to side elevation 2 Hodges Close Decision: Committee have requested clarification on how this sits next to the garages	<u>25/01850/LBC</u> Listed building consent for internal alterations, improvements and associated works 26 Church Street Decision: TTC has no objections
<u>25/01906/LBC</u> Listed building consent for Limewash to front elevation 4 The Green Decision: TTC has no objections	<u>25/02053/FUL</u> Full application for removal of retaining wall and erection of replacement wall Hullers, Berrells Road Decision: Committee have requested confirmation on whether this works have already started
<u>25/02003/FUL</u> Full application for conversion of existing furniture workshop into a single storey two bedroom dwelling The Old Forge, Hampton Street Decision: TTC has no objections	<u>25/02067/TCONR</u> Works to trees in conservation areas for T1 – Large Yew tree to be reduced by 1.5 – 2.0 meters 26 Close Gardens Decision: TTC has no objections

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 21st July 2025
at 6.30pm

PL06. 07/25 To note planning applications using Scheme of Delegation:

None

PL07. 07/25 Correspondence:

None

PL08. 07/25 To receive Chairs report:

Chair attended the presentation by Stonewood regarding the Worwell Farm development, have advised that they are looking to handover the Doctors building August 2026.

PL09. 07/25 to receive Vice Chairs report:

None

PL10. 07/25 To receive Members report:

Councillor M Baker – Would like to establish whether a fence that has been erected needed planning permission. CEO to contact CDC Planning Department for clarification.

PL11. 07/25 Next scheduled meeting – Monday 15th September 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 8th September 2025 at 7pm

Present

Town Councillors: M Baker (Chair), J Taylor (Vice Chair), Z Baker, R Smith, P Burrell, L Farnham, C Pearce

Officers: T Niblett – CEO/RFO

Public: 1 member of the public

FS01. 09/25 Apologies for absence:

Received from Councillor S Scott – Working away from Tetbury
Councillor A Figueirido – No apologies received

FS02. 09/25 Declarations of Interest:

None

FS03. 09/25 Public Consultation:

None

FS04. 09/25 To approve the minutes of the meeting held on Monday 14th July 2025:

Following minor amendments, It was proposed by Councillor S Scott, seconded by Councillor Z Baker to approve the minutes of the meeting held on Monday 14th July 2025.

Voting Record:	For – 5	Against – 0	Abstentions – 2	Absent - 2
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FS05. 09/25 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 11

IT Provider (FS15. 03/25) – On-going

FS12. 07/25 Events Co-ordinator – Events company have been employed, they will employ 4 members of staff to assist with the coordination of the Christmas switch on event.

FS06. 09/25 To note Bank Reconciliation and Financial Summary for July and August 2025:

As of 31st July 2025, it was noted that TTC Current Account held £14,159.59, TTC Deposit Account £275,603.88, Contingency Funds £92,115.15, Police Museum £12,817.48, CIL and Buildings Maintenance £81,654.82. The Visitor Information Centre account held £1,316.25.

As of 31st August 2025, it was noted that TTC Current Account held £12,535.58, TTC Deposit Account £248,306.23, Contingency Funds £92,173.45, Police Museum £12,599.11, CIL and Buildings Maintenance £81,706.50. The Visitor Information Centre account held £1,635.42.

It was noted that on the TTC Current Account income an unknown credit of £550.00 has been received from Lloyds Bank. The RFO advised the committee that a telephone call was made to Lloyds Bank and they are unsure where the credit has come from.

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

FS07. 09/25 To note August payments:

It was noted that Tetbury Town Council payments for August amounted to £28,849.53, VIC payments for August amounted to £2,580.88, Police Museum £318.50, Credit Card payments amounted to £744.07.

FS08. 09/25 To approve September payments and estimate transfer of funds:

It was noted that Tetbury Town Council payments for September amounted to £32,945.51, VIC payments for September amounted to £2,354.56, Police Museum no payments requested.

The RFO advised the committee that the September statement for the Credit Card has not been received, once this has been received a copy of the payment schedule will be sent to all members.

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 L Farnham, seconded by Councillor C Pearce to approve the September 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
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FS09. 09/25 To note income and expenditure for Month 4 and 5:

Noted. It was requested that the RFO contacts the Curator to ask when funds will be used for the Police Museum Collection Care as it was noted nothing has been spent so far.

FS10. 09/25 To discuss budget requirements for 2026/2027:

A draft budget had been circulated which currently has a 7% increase in the precept. It was noted that the Heritage, Environment and Community Committee has reduced their budget requests by £9,000. Requested van costs are received by the next meeting to factor these costs into the budget. It was noted that there are significant increases within the telephone, health & safety and office supplies budget lines, it was requested that a breakdown of the telephone costs be discussed at the next meeting and the possibility of increasing the audit fee budget line.

FS11. 09/25 To discuss Expenses policy and recommend to Full Council for approval:

Following the amendment requests at the July meeting, were the policy includes employees, Councillors, Curator and Police Museum Volunteers, first class travel is not permitted if travelling by train, to remove the section regarding annual events, a further request was made to remove a sentence within the purpose of policy, it was proposed by Councillor L Farnham, seconded by Councillor C Pearce to recommend the Expenses Policy to Full Council.

Voting Record:	For – 7	Against – 0	Abstentions – 0	Absent - 2
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FS12. 09/25 To discuss and recommend to Full Council for approval Safeguarding Policy:

The CEO advised that the EO had carried out the safeguarding policy and CEO to carry out the training shortly. It was requested that we note the designated Safeguarding Officers for TTC are CEO and EO. It was asked whether DBS checks need to be carried out.

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

FS13. 09/25 Correspondence Received:

None

FS14. 09/25 Councillor Reports:

Councillor J Taylor – Would like to thank the grounds team for their excellent work in St Marys Church before the service of induction to welcome the new Rector.

Councillor L Farnham – It would be beneficial if the works that the TTC grounds team carry out in St Marys Church and other areas within the town are acknowledged as we are only paid a small amount from Gloucestershire Highways to cut the verges and do not receive any financial remuneration from housing associations, churches and organisations who require our assistance at various times of the year.

Councillor C Pearce – requested the date when the burial searches are taking place. CEO advised this will begin at the end of October.

FS15. 09/25 Items for next meeting:

IT Supplier, Budget, Telephone, Devolution working group remit, staff working group update, van cost

FS16. 09/25 Date of next meeting:

Monday 13th October 2025, 7pm

FS17. 09/25 Exclusion of the Public and Press to allow discussion of confidential business: It was proposed by Councillor L Farnham, seconded Councillor P Burrell 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
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Meeting closed 7.55pm

FS18. 09/25 Staffing matters:

The national pay awards were noted, and all employees will receive this in the September salaries.

Committee were advised that a Stage 1 absence letter had been given to an employee.

Meeting closed 8.10pm

Chair Dated

Attendance & Apologies

- Present: Councillors ZB, MB, County Councillor IW; Working Group: DB, SW, BS, JB, RA; 20's Plenty: PJ; Public: VB (note-taker)
 - Apologies: Cllr CP; Cllr RS attendance uncertain
-

VAS (Vehicle Activated Signs)

- Legal agreement in place since April 2023; signs still not installed
 - Two poles approved (Hampton Street, London Road); third rejected due to lack of survey
 - Equipment confirmed in warehouse; concerns over location effectiveness
 - Emails sent to GCC cabinet member and officers. **IW**
-

Communication

- SharePoint email issues resolved
 - Updates to be shared promptly
 - In-person meeting with cabinet member planned **IW**
-

20's Plenty Campaign

- Council-supported letter submitted
 - Budget decisions pending (November); high demand across Cotswolds
 - Public consultation and full council vote to follow **IW**
-

HGV Weight Limit & Lorry Watch

- Reports of 18-tonne limit breaches; enforcement via Lorry Watch
 - Volunteers needed; TRO proposed to reduce limit to 7.5 tonnes
 - TRO cost: £20,000–£25,000; only £2,000 left in budget (refreshes April)
 - Exemptions needed for agricultural vehicles
-

Evidence Gathering

- CCTV speed cameras discussed (£750/unit); 6–12 needed
 - Tube surveys: £185 initial, £130 additional; required for TROs
 - Could request funding via TT council motion
-

TRO Process

- Group to decide TRO priorities (weight vs speed)
 - TROs must be single purpose
 - Info on process and surveys to be circulated
-

Developer Impact & CIL

- CIL may fund TROs if linked to planning (e.g., Whiteland's)
 - Need to clarify overlapping funding sources
-

Bath Bridge Safety

- Multiple vehicles have struck Kerb over several years; JB has spoken to district Cllr LH-W regarding tree removal and road markings that are planned
 - Reflectors not allowed on listed bridge
 - Issue ongoing since pre-COVID
-

Manhole & Drainage

- Priory cover fixed, others outstanding
 - Use "Fix My Street" for reports; emphasise personal impact
 - Drain cleaning records disputed; residents urged to report
-

Vandalism & Anti-Social Behaviour

- Cycling signs vandalised (Love Lane, Conyger Road), **RA**
 - Car scratching reported at Cutwell; have authorities been informed
-

Road Resurfacing Requests

- The Ferns: £280,000 each; not feasible currently
 - Residents lobbying; Council IW aware.
-

Yellow Line Maintenance

- Fading lines near Bath Bridge/fire station
 - Repainting requested
-

Other Updates

- County Cllr IW committed to attending all meetings
 - Encouragement to persist with issue reporting **FIX MY STREET**
 - Full council meeting: Monday, 7:00 PM at library (public welcome)
 - Full Council Vacancy
-

Action Items

- Escalate VAS delay if no update in 7 days
 - Meet cabinet member at Shire Hall
 - Share TRO/tube survey info
 - Decide TRO priorities and request funding
 - Continue reporting issues and vandalism
 - Recruit more volunteers
 - Support resurfacing and line maintenance efforts
-

Next Meeting & Participation

- Next meeting: 11th November, 7:00 PM
 - More volunteers needed for Speed Watch and Lorry Watch – Agreed to move to Wednesday Cllr ZB is available.
 - Council-approved dates circulated
-

Ian Watson, Tetbury Division

Tetbury Division Councillor Report

Period: July–August 2025

1. Business Considered by the Cabinet at GCC

During July and August, Gloucestershire County Council's Cabinet and committees considered key decisions, including:

- **Fostering Payment Scheme Review (August 8)** – Updated payment structures to improve recruitment and retention.
- **Procurement of Children's Social Care Services (August 6)** – Approved new commissioning arrangements for better outcomes.
- **Public Transport & Rural Bus Services** – E-petition activity around changes to the "C bus" route.
- **Highways Investment Priorities** – Continued emphasis on resilience and repairs after recent heavy rainfall.
- **Climate & Environment Action Plan** – Progress on carbon reduction and active travel initiatives.

2. Local Government Reorganisation (LGR) and Devolution

- **Devolution Deal Progress**
Gloucestershire leaders continue to explore options for a county-wide **devolution deal** with Government, which could bring additional powers and funding for **transport, housing, skills, and economic growth**.
- **Local Government Reorganisation (LGR)**
While no formal decision has been made, discussions about **streamlining governance** (e.g., moving from the current two-tier system of County and District councils to a single unitary model) remain part of the long-term debate.
- **Impact on Residents**
For communities like Tetbury, LGR and devolution could mean:
 - **More local decision-making** over transport, planning, and infrastructure.
 - **Potential governance changes**, including fewer councils but stronger local boards or community networks.
- **Next Steps**
 - County officers are continuing discussions with Government; any public consultation is likely to happen later this year or in 2026.
 - I will keep residents updated on how this might affect services and representation locally.

3. Infrastructure & Highways

- **Tetbury Trail Resurfacing**

In July, the Tetbury Trail underwent essential resurfacing to improve accessibility and safety. The closure lasted around five days, and feedback so far has been positive.

4. Council & District Updates

- **New Political Leadership at GCC**

Since the May 2025 elections, Gloucestershire remains under **No Overall Control**, with a **Liberal Democrat minority administration** now in place, led by **Cllr Lisa Spivey**.

- **Committee Activity**

Key committees met in July, including Full Council and Fire & Rescue Scrutiny, with updates on emergency services resilience and road safety budgets.

5. Environment, Green Spaces & Heritage

- The **Tetbury Trail** is now a protected byway, and the July works are part of Gloucestershire's climate strategy to encourage sustainable travel.

6. Schools, Culture & Heritage

- **Sir William Romney's School** remains an important education hub in the area.
- Tetbury continues to benefit from cultural attractions such as the Market House and Highgrove, which support the local economy.

7. Looking Ahead – Key Dates & Actions

- **Immediate Priorities (September):**
 - Monitor outcomes of rural bus service consultations and petitions.
 - Engage with residents about the **Tetbury Town Council by-election** on **2 October**.
- **Longer Term:**
 - Track progress on **LGR and devolution** discussions to ensure Tetbury's voice is heard.
 - Advocate for winter road maintenance and local resilience.

Laura Hall-Wilson – Cotswold District Councillor for Tetbury with Upton

Update for Tetbury Town Council – Full Council, Monday 15th September 2025

July and August have been and gone in a heartbeat and it seems in the UK we switch seasons in a day as autumn feels like it is here! Cotswold District Council have not met in August and as a family, we have not taken holiday in the summer months but will do so in September this year, so we have been in and around Tetbury to enjoy all the town has to offer in the brilliant weather we have had this summer.

I attended the full Tetbury Town Council meeting on Monday 21st July in the library and note the strength of feeling from some attendees on the situation with the burial ground. I have been very open with anyone on social media who has raised the issue that they are most welcome to contact me and we can discuss, to date I am yet to receive an email from any of my residents but I will be glad to inform anyone who does contact me that the town council have agreed, once again to invest in looking for a solution to this ongoing problem.

Elsewhere within the town, I have been pressing highways to deal with the issue of regular collisions with south side of Bath bridge coming into town. I have escalated the matter to the cabinet member for highways at Gloucestershire County Council and I am assured of a date any minute for works to be carried out to make drivers aware of the narrowing of the road as they enter the bridge. I am pressing for more than just a white line on the road before another collision does damage to the listed bridge and not just the kerb stone.

Stonewood are making progress on the Worwell Farm site and I was glad to attend the meeting they held for residents at the Close Hotel to answer questions and meet those living near the building works. It was a bit disappointing the subsequent press coverage mentioned the homes and not the surgery, which fuelled some speculation the surgery was no longer on track but I am pleased to report this is not the case, full steam ahead!

I have reached out to the Integrated Care Board (ICB) to arrange a meeting with them, well ahead of the opening of the new surgery to discuss the services commissioned by them into the building. The doctors are keen to provide more with the new space they will have but it is within the gift of the ICB so I will be pushing to get more within the town for our residents.

At the last full council meeting of Cotswold District Council I raised the allocation of monies from the UK Shared Prosperity Fund and what this means for Tetbury, who as a town have been awarded a share of £7,500 as part of the Town Centres Initiative. I am hopeful Tara and Victoria may have an update on this as I received very little information in response to my query on what this “initiative” looked like in practice and I am very keen that this taxpayer funded grant to the town does not get wasted and some really positive action can come from it.

In other grant funding news I am delighted that the Goods Shed have been awarded a grant under the Rural England Prosperity Fund and will be strongly urging the Town Council as the owner of the Good Shed building to support the use of this grant to invest in the building to make it more energy efficient. I was very pleased to write a letter of support for two applications under this grant scheme and will continue to do whatever I

can to promote pots of money such as this and encourage Tetbury businesses to apply for them.

The program for Local Government Reform continues to evolve, we are yet to fully see what proposal for the county the new administration in Gloucestershire will put forward to the Secretary of State and with a cabinet reshuffle in Westminster, whether this will even be a priority for the new Secretary of State, Steve Reed MP who has been moved from DEFRA to replace Angela Rayner. It is clear that town and parish councils will have a larger role in any new hierarchy of local Government so it is important to continue to prepare for that and consider what the council would like that increased responsibility to look like and to lobby for it.

On planning, we have had very little in the way of major planning applications in the Tetbury with Upton ward, with developers taking more advantage of the new calculation for housing land supply further north in the district. I see all the applications that come through and of course if there is ever an application that causes concern, please do contact me.

Lastly, there have been a few road closures and disruptions in recent weeks for things such as filming at Chavenage, Openreach work in the town and also Highways. I will try and share these as widely as possible to make sure people are aware, so do pass on any that you know of.

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

September 2025

Since July and over the summer things have been quieter, but the day-to-day work has continued, including planning applications and working with County Councillor Ian Watson and Gloucestershire County Council on highways concerns raised by residents.

I have also attended a number of meetings which have included:

- Joint meeting with Tetbury Town Council and the Feoffees of Tetbury at the Millennium Green, regarding drainage concerns
- Meet the MP – Roz Savage - at The Goods Shed in Tetbury
- Local Government Reorganisation – Member Briefings

Full council on 16th July included:

- Recommendations from Constitution Working Group – Approved
- LGA Corporate Peer Challenge Progress Review - Noted
- Appointment of Independent Remuneration Panel Member(s) - Approved
- Overview and Scrutiny Committee Annual Report for 2024/25 - Noted
- Report Back from British Farming Motion Task and Finish Group - Approved
- Local Plan Update Report – Approved

You may have seen the coverage in the media following the Council's letter to the Treasury regarding Inheritance Tax and the effect on local farmers and the letter to the Secretary of State of Housing, Communities and Local Government, regarding the increase in Housing Targets – more detailed articles are available on the Cotswold District Council social media channels and website – view the latest news

Agenda Items at the Cabinet meeting on 4th September included:

- Preventing Homelessness Strategy
- Private Sector Housing Civil Penalties Policy and HMO Amenity Standards
- Corporate Plan 2025-2028 refresh
- Service Performance Report 2025-26 Quarter 1
- People and Culture Strategy
- Financial Performance Report 2025-26 Quarter 1

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 –

- **Planning & Licensing – 10th September 2.00pm**
- **Council – 24th September 6.00pm**
- **Audit & Governance – 30th September 4.00pm**
- **Planning & Licensing – 8th October 2.00pm**
- **Overview & Scrutiny – 13th October 4.00pm**
- **Cabinet – 16th October – 6.00pm**
- **Planning & Licensing – 12th November 2.00pm**
- **Overview & Scrutiny – 17th November 4.00pm**
- **Cabinet – 20th November 6.00pm**
- **Council – 26th November 2.00pm**
- **Cabinet – 26th November 6.00pm**
- **Overview & Scrutiny – 1st December 4.00pm**
- **Audit & Governance – 4th December 4.00pm**
- **Planning & Licensing – 10th December 2.00pm**

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

1. Cotswold District Council Updates

Cabinet & Council Decisions

At the September 4 Cabinet meeting, several key items are on the agenda:

- Preventing Homelessness Strategy 2025–2030
- Private Sector Housing Civil Penalties Policy and HMO Amenity Standards
- Corporate Plan 2025–28 refresh
- Service Performance Report 2025–26 (Quarter 1)
- People and Culture Strategy
- Financial Performance Report 2025–26 (Quarter 1)

Policy Advocacy (Inheritance Tax)

The Council's Leader, Cllr Mike Evemy, has written to the Chancellor expressing concern that upcoming inheritance tax reforms could be "catastrophic" for Cotswold family farms. The Council has proposed alternatives such as waiving IHT for land held in continuous family ownership or using a "pay-if-you-sell" model.

Community Funding – Crowdfund Cotswold

A new round of Crowdfund Cotswold has opened, inviting community groups and residents to propose local projects. Since launching in 2021, the programme has supported over £1 million in initiatives. Applications are open until 24 September 2025.

2. Planning and Development

Government Housing Targets & Local Plan Concerns

Cllr Mike Evemy, Leader of the Council, wrote to the Minister of Housing and stated that while the Government expects all areas to deliver new housing, 80% of the Cotswolds lies within protected landscapes. He has stressed the risk of speculative development if the Local Plan update is not fully recognized in policy.

3. Climate, Environment & Transport

- The Tetbury Trail has been legally adopted as a GCC Bridleway.
TTC and Greening Tetbury in initial talks to apply for trees to replant in ash dieback areas.

4. Community & Local Services

Share Your Cotswold Moments

Residents are being encouraged to submit photographs celebrating the Cotswolds' landscape and heritage, for use in Council communications.

Fly-tipping Awareness

The Council has reinforced messages on residents' responsibility in waste disposal, with an emphasis on tackling fly-tipping.

5. Ward Matters

Parking

- West Street Car Park Ongoing issues with capacity and enforcement have been raised by residents. Residents' Requests – Gumstool Hill: Some residents are seeking reserved parking arrangements. Discussions are ongoing, but this would need detailed consideration by CDC and Gloucestershire County Council (as the highways' authority).
- Road Resurfacing: Calls have been made for resurfacing work on The Ferns and Cutwell. I have raised this with Gloucestershire County Council Highways.
- Parking Enforcement: Continued requests for stronger parking enforcement have been noted, and I am pressing officers for increased patrols in problem areas.

Agenda 26. Correspondence

To the CEO, Mayor and Councillors of Tetbury Town Council.

For the Council Meeting 15th September 2025.

Please see the complaint of no lighting in Church Street/ West Street Carparks, sent to CDC. 09/09/2025. This situation has been overlooked for far too long.

Please could TTC also have some input into reminding CDC of their responsibility on this very unsafe situation of no lights.

Complaint of carpark lighting to CDC.

It is well over a year now since I wrote to you with a complaint of NO lighting in (Brewery Lane), Church Street and West Street carparks Tetbury. After emails advising me that the matter was being investigated still nothing has been done! Tetbury Town Council and CDC Councillor Ian Watson are aware of this situation, and both lay the blame with Bromford Housing Association, presumably as there are two very high up non-working lights attached to their properties.

As CDC take the revenue from these car parks, I understand that UK lighting must comply with British Standard BS EN 12464-2 and BS 5489-1: 2013, which sets out requirements for both new and old existing carparks.

Practical considerations: Lighting must be uniform to avoid dark spots and allow clear perception of people and their faces. (These car parks do not!)

Safety and Security: Proper lighting helps deter crime, (This is not apparent!)

Liability, Non-Compliance with these standards can lead to penalties and legal action:

(When leaving a well-lit Church Street to proceed into the very dark car park it is extremely hazardous with pavement curbs at different levels, there is also fear of crime not only to vehicles but also on a personal level.)

What adds insult to this dire situation is the fact that recently CDC have just had installed six electric car charging points in West Street carpark and still cannot provide adequate lighting. The dark nights are approaching fast and will fall well within the hours of parking charges so please can you ensure the safety of its users.

Should you not agree with my complaint, I would like to request a copy of your Lighting Strategy for car parks and your Hazard Analysis Control for people who use them.

Yours sincerely



POPPY APPEAL

Patron: Her Majesty The Queen

The Royal British Legion Poppy Appeal



September 2025

Service of Remembrance – Wreaths

The Annual Service of Remembrance in Tetbury, will take place on Sunday November 9th at 2.30pm, to which we hope you or a representative of your organisation will be able to attend

There will be a two-minute silence at 11am on November 11th held around the Market Hall and there will be a Remembrance Service in St Marys' church on Sunday November 9th at 2.30pm followed by the wreath laying ceremony at St Saviour's church yard afterwards. It would be helpful if you can be at church by 2.15pm.

There has been a change this year and the minimal cost of a wreath is £20.00 for a blank 'C' wreath, or £28.50 if badged. We would hope your organisation will make a payment of that or more if you are able. A return slip is attached. Please send a deputy if you are unable to attend personally. Your representative will be asked to line up along the path in St Saviour's as is usual. Details of the order of wreath laying will be available on the day.

After the wreath laying ceremony and two-minute silence you are invited, with your party, to tea in St Saviour's church. Please indicate your presence on the attached slip.

Thank you for your co-operation and please contact me if there are any queries. Please pass this letter to the responsible person if that is no longer you.

Regards,

Jane Haines
Honorary Poppy Appeal Organiser
Tetbury & District



Registered No. 219279 under the Charities Act, 1960

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