

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY  
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the  
12<sup>th</sup> January 2026**

Present:

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

Officers: V Bolwell (EO)

Public: One

**HEC01. 01/26 To receive and accept any apologies for absence:**

Cllr Rodney Smith – Personal – Received and accepted.

Cllr Colin Pearce – Personal – Received and accepted.

**HEC02. 01/26 Public Consultation:**

None.

**HEC03. 01/26 Declarations of Interest:**

None.

It was proposed by Cllr Z Baker, seconded by Cllr N Ind, that Standing Orders be suspended to bring forward agenda item 10, in order to accommodate a member of the public present for this item. The proposal was unanimously agreed.

*Cllr I Watson joined the meeting at 7.10pm, having attended a '20 is Plenty' meeting beforehand.*

**HEC10. 01/26 To discuss and approve Tetbury Christmas Light Grant Application:** It was proposed by Cllr Zowie Baker seconded by Cllr Suzanne Sanderson to approve the grant for £2000 for Tetbury Christmas Lights.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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**HEC04. 01/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 3<sup>rd</sup> November 2025:** It was proposed by Cllr Zowie Baker seconded by Cllr Nikki Ind to approve the minutes of the Heritage, Environment and Community meeting held on Monday 3<sup>rd</sup> November 2025.

Voting record	For 4	Against 0	Abstain 1	Absent 3
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**HEC05. 01/26 To note Budget, spend to date and forecast spend:**

Cllr Nikki Ind requested a breakdown of the costings for the Police Museum budget lines, specifically for Membership and Training.

**HEC06. 01/26 To note Heritage, Environment community Action Plan from previous meeting:**

**Riverbed Interpretation Boards:** Mock-ups of the interpretation boards have been drafted.

Feoffee meeting with clerk regarding hedge planting data.

**Plaque for Planning Application:** Awaiting dimensions from the History of Tetbury Society for the new plaque, which will be designed to match existing styles (either Civic Society or the smaller black plaque.)

**Replacement Tourism Board Goods Shed:** Organisation from Cirencester is recreating the lost VIC artwork. This is a significant project, and there may be opportunities to apply for grants.

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**HEC07. 01/26 To note Visitor Information Centre report:**

Cllr Nikki Ind expressed thanks to the VIC staff for their recent achievement in winning Bronze at the South West Tourism Awards 2025.

**HEC08. 01/26 To receive the Police Museum Report:**

**Training Activity:** High levels of training activity were noted, including EDI (Equality, Diversity & Inclusion) online training, Museum Association training in Cardiff (£189), and collection packaging. It was highlighted that funding arrangements for training are currently unclear; all training expenditure must be pre-approved by the CEO, not retrospectively, and must be confirmed as within budget.

**Grant Applications:** Grants have been applied for, including to the Royal Society (science) and a capacity builder grant to the National Justice Museum. It was noted that applications must be made in the name of Tetbury Town Council, as public body restrictions may apply.

**Museum Growth and Governance:** Praise was given for recent growth, including the crime lab day and increased visitor numbers. However, there is a need for greater transparency regarding expenditure and profit & loss reporting. The potential for establishing a separate CIO (Charitable Incorporated Organisation) structure was discussed.

**Action:** A meeting will be arranged with the CEO to clarify processes and ensure proper governance.

**HEC09. 01/26 To note Grounds Team monthly Play Park Inspection:**

Noted. Cllr Suzanne Sanderson and Cllr Zowie Baker are available for inspections in January. EO to arrange with Grounds foreman.

**HEC11. 01/26 To note Christmas 2025 Switch on Event:**

Members noted despite chaotic weather conditions (rain and wind), the event was successful. AV Connect provided valuable support with setup.

Road closures presented challenges, but market traders reported satisfaction, with some achieving record takings.

The crowd arrived suddenly, with many families braving the weather to attend.

**HEC12. 01/26 To note Highways Working Group notes 11<sup>th</sup> November 2025:**

**Vehicle-Activated Speed Signs:** A Service Level Agreement (SLA) for vehicle-activated speed signs at two police-defined locations is to be referred to Full Council for consideration.

**20mph Zones (GCC):** Gloucestershire County Council (GCC) has a budget of up to £2 million for 20mph zones, reflecting high demand. Evidence from Wales indicates that data-led enforcement (including letters, warnings, and educational classes) can reduce accidents.

**HEC13. 01/26 To discuss Town Crier Position and Uniform:**

**Town Crier Succession:** Our TC is stepping back from the Town Crier role to focus on Nailsworth.

It was proposed by Cllr Ian Watson seconded by Cllr Nikki Ind that an award (a £50 glass item) be presented in recognition of Tony Evans' contribution to Tetbury Town.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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**Appointment of New Town Crier:** A teacher at SWR, has expressed enthusiasm for the role and is available to take over. Tony has endorsed this following a successful meeting.

It was proposed by Cllr Nikki Ind seconded by Cllr Zowie Baker to approve the suggested successor.

Voting record	For 5	Against 0	Abstain 0	Absent 3
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**Uniform and Equipment:** The appointment was approved unanimously. Research is underway regarding the cost of a new uniform. Tony may be able to provide the cloak, but a new bell and other kit will be required. The preferred colour is royal blue. Funding options include the projects budget or reserves. Any expenditure above the council’s threshold will be referred to Full Council for approval.

**HEC14. 01/26 To consider Correspondence:**

**Christmas Lunch Thanks:** Thanks were received via two emails regarding the Christmas lunch. A quote from the correspondence will be included on the relevant page.

**Play Park Opposition (Suffolk Close):** Objections have been raised regarding the play park at Suffolk Close, including claims of funding misuse. The council noted the comments and confirmed that the decision stands unless six councillors request a call-in within the six-month window.

Preparation for the project highlighted several positives: funds have been raised, members of the public have praised the efforts, and the council has a duty to maintain the facility.

**Champing (Church Conservation Trust):** The Church Conservation Trust’s ‘Champing’ initiative requires a faculty from the diocese, not the council, as the churchyard is not owned by the council. The matter will be forwarded to St Marys Church Secretary.

**HEC15. 01/26 To receive members reports:**

None.

**HEC16. 01/26 Items for the inclusion of February 2026 Agenda:**

Town Crier Uniform

Update from Wild Wellbeing 2025

**HEC17. 11/25 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2<sup>nd</sup> February 2026 at Tetbury Library – Close Gardens – Tetbury:**  
 Noted.

Chair.....

Date.....

Meeting ended 835pm