

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury, GL8 8DU on the
2nd February 2026**

Present:

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

Officers: V Bolwell (EO)

Public: Cllr K Painter

HEC01. 02/26 To receive and accept any apologies for absence:

Cllr Colin Pearce – Personal – Received and accepted.

Cllr Alison Figueiredo – Personal – Received and accepted.

Cllr I Watson – Gloucestershire County Council – Received and accepted.

HEC02. 02/26 Public Consultation:

Cllr K Painter attended to answer question regarding Agenda item 15.

It was proposed by Cllr Z Baker seconded by Cllr N Ind that Standing Orders be suspended to bring forward Agenda Item 15, allowing Cllr K. Painter to respond to questions.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC15. 02/26 To consider and approve draft letter to be sent to the Chamber of Commerce requesting information on the number of businesses it supports and related details:

Discussion took place regarding correspondence received by Full Council (FC) at the December meeting concerning Tetbury Chamber of Commerce (TCC) which FC requested HEC to respond.

K. Painter in his chamber capacity advised that TCC is not a formally constituted organisation. At present there is no committee beyond the Chair (K Painter) and the Secretary (C Pearce), and the group has no membership fees or dedicated bank account.

Members noted that TCC is not an accredited member of the British Chambers of Commerce.

Concerns were raised regarding the TCC website, which currently displays a “Connection Not Private” security warning and includes several outdated business listings (e.g. Quales, Church Street Barbers). Members expressed reservations about its accessibility and the potential security risks associated with attempting to access the site.

Members further noted that seeking clarity on the status and operations of TCC support the Tetbury Town Council’s (TTC) 2024–2028 Business Plan objective 3.1 To review and re-establish the Council’s relationship with TCC in order to strengthen business support within the town.

K Painter also reported that an update had not yet been received from District Cllr L. Hall-Wilson regarding the market research study undertaken by Heartflood.

Questions identified for clarification included:

Status and security of the website

Number of businesses currently registered with TCC

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It was proposed by Cllr N Ind seconded by Cllr S Sanderson that a formal letter would be drafted and sent to the TCC Chair's address requesting responses to the questions raised. The correspondence and any reply will be included within public correspondence. Members expressed its support for constructive dialogue and for the potential relaunch of a functioning and representative Chamber for Tetbury.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC03. 02/26 Declarations of Interest:

Cllr S Sanderson declared a non-pecuniary interest in Agenda item 11, as they are a Governor at Sir William Romney's School.

HEC04. 02/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 12th January 2026: It was proposed by Cllr N Ind seconded by Cllr S Sanderson to approve the minutes of the Heritage, Environment and Community meeting held on 12th January 2026

Voting record	For 3	Against 0	Abstain 0	Absent 3
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HEC05. 02/26 To note Budget, spend to date and forecast spend:
 Noted.

HEC06. 02/26 To note Heritage, Environment community Action Plan from previous meeting:
 Noted.

HEC07. 02/26 To note Visitor Information Centre report:
 Noted.

HEC08. 02/26 To receive the Police Museum Report:
 No report received.

HEC09. 02/26 To note Grounds Team monthly Play Park Inspection:
 Noted.
 Cllr R Smith and Cllr S Sanderson are available for this February inspection.

HEC10. 02/26 To note Highways Working Group notes 20th January 2026:
 Noted.

HEC11. 02/26 To consider a request from Sir William Romney School (SWR) for financial support towards their Community Day and approve funding: Members noted that Tetbury Area Youth and Community Trust (TAYCT) were missing from the proposal. **Action** - Cllr S Sanderson will raise this with SWR.

Cllr N Ind suggested contacting the Feoffees for support.

Members also felt it would be a good opportunity to raise Tetbury Town Council profile.

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It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve a maximum budget of £500.00 for the Sir William Romneys Community Day BBQ – Budget Code 4316 – Youth Provision.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC12. 02/26 To discuss and approve Citizen Advice Bureau grant application: Members noted that previous grant allocations to other organisations had reduced the remaining grant budget. It was proposed by Cllr Z Baker and seconded by Cllr R. Smith that £1,000 from the remaining grant funds be awarded to the Citizens Advice Bureau in support of their grant application.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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Members discussed that, prior to the Covid-19 pandemic, the Citizens Advice Bureau (CAB) received a strategic grant from the Council. It was agreed that Tetbury Town Council should consider reinstating a strategic grant of £1500.00 for CAB in the 2027/28 financial year.

HEC13. 02/26 To discuss and approve funding for Town Crier Uniform:

Our previous Town Crier is considering whether to donate or sell the jacket. **Action** – EO to follow up.

Members agreed for “Emeritus” status for the retiring Town Crier.

There are currently no public events planned, so there is no urgency regarding regalia. It was agreed to explore sustainable sourcing options for future regalia, including local dressmakers and vintage suppliers.

It was noted that the Tetbury Advertiser still lists the contact details for the previous Town Crier, who retired before Christmas after approximately ten years’ service. The EO will arrange for this to be updated.

HEC14. 02/26 To review and approve proposed uses for the adopted Gumstool Hill Phone Box:

It was proposed by Cllr N Ind seconded by Cllr Z baker to approved the following proposed uses for the adopted Gumstool Hill Phone Box:

- Installation of a public Bleed Kit.
- Creation of displays featuring historic information about the town, including the Woolsack Races, Tetbury’s history as a market town, the Feoffees of Tetbury, and other notable local landmarks.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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It was agreed that the Executive Officer will contact the History of Tetbury Society to collaborate on the design and content of interpretation boards. This will be progressed as an **Action**.

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HEC16. 02/26 To discuss Business Plan for the Visitor Information Centre for the financial year 2026/27, consider recommendations, and agree next steps:

Members discussed the budget for 2027/28 and the development of a digital plan for the Visitor Information Centre (VIC). It was emphasised that there are no plans to close the VIC; rather, the Council is exploring alternative ways to enhance Tetbury’s digital presence as a visitor destination.

It was agreed to establish a working group to progress the digital plan, consisting of the following councillors: Councillors - S Sanderson – Z Baker – N Ind – R Smith. It was also agreed that absent members would be invited to join the working group.

HEC17. 02/26 to update members on the ongoing parking challenges within Tetbury and to seek agreement on coordinated plan of action in collaboration with the Car parking Working Group: Email to be sent to Chair of working group Cllr J Taylor to discuss plans.

Cllr N Ind highlighted the car park spaces at Tesco, noting that Love Lane provides a scenic walk into the town and showcases Tetbury’s heritage. Cllr Ind also raised concerns about excessive foliage along the route, suggesting that improvements could be made to enhance accessibility and the overall appearance of this key access point. It was noted that this matter is on the Highways agenda, and a site visit has been arranged to assess the potential for improvements.

It was also noted that Stow-on-the-Wold currently offers two hours of free parking for residents and visitors, which may be a useful comparison for future consideration.

HEC18. 02/26 To consider and approve whether HEC wishes to support the development of a Town of Culture 2028 bid: It was proposed by Cllr Z Baker seconded by Cllr N Ind to support the development of a Town of Culture 2028 bid.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC19. 02/26 To approve the SLA between Gloucestershire Constabulary Tetbury Town Council for the provision of Community Speed watch cameras: It was proposed by Cllr N Ind seconded by Cllr R Smith that the Service Level Agreement (SLA) between Gloucestershire Constabulary and Tetbury Town Council for the provision of Community Speed Watch cameras be approved, subject to the recommended camera sites from Gloucestershire Constabulary being approved by Full Council.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC20. 02/26 To note Wellbeing Week 2026 report:

No report received.

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HEC21. 02/26 To consider correspondence:

Community Litter Pick – EO to contact Insurance company regarding public liability

Wildlife Trust HabiMap programme – Members agreed to the survey and asked EO to highlight land owners.

Daily Telegraph – Information required regarding Antiques in Tetbury – Visit Tetbury responded.

It was proposed by Cllr Z Baker seconded by N Ind to suspend standing orders regarding correspondence received.

Voting record	For 4	Against 0	Abstain 0	Absent 3
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Correspondence was received from a resident concerning one of Tetbury Town Council’s trees, which was previously crown reduced in 2017. The Council’s tree surgeon has inspected the tree and identified a possible case of Ash Dieback. He advised that the most cost-effective approach would be to revisit the tree in the spring, during leaf growth, to assess its condition more accurately. At that time, a decision may need to be made regarding removal.

In light of this, the Executive Officer requested that £3,000 be ringfenced from the 2025/26 budget to cover any unexpected costs associated with the tree’s management in 2026/27 financial year. The tree surgeon has confirmed that the tree does not currently pose a risk to the public and will continue to monitor its condition.

It was proposed by Cllr N Ind seconded by Cllr Z Baker to ringfence £3000 from the 2025/26 budget to cover unexpected costs associated with the tree’s management in 2026/27

Voting record	For 4	Against 0	Abstain 0	Absent 3
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HEC22. 02/26 To receive members reports:

None.

HEC23. 02/26 Items for the inclusion of March 2026 Agenda:

Please let EO know by the 23rd of February 2026

HEC24. 02/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2nd March 2026 at Tetbury Library – Close Gardens – Tetbury:
 Noted.

Chair.....

Date.....

Meeting ended 850 pm