

**To All Members of the Heritage, Environment and Community Committee**

Councillors: Zowie Baker (Chair), Suzanne Sanderson (Vice Chair), Nikki Ind, Alison Figueiredo, Colin Pearce, Rodney Smith, and Ian Watson.

You are summoned to attend the Heritage, Environment and Community Committee on **Monday 2<sup>nd</sup> February 2026** Tetbury Library, Close Gardens, Tetbury, for the transaction of the following business. **All members of the public & press welcome.**



**Executive Officer**  
27<sup>th</sup> January 2026

**AGENDA**

1. Apologies for absence
2. Public consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
3. Declarations of interest
4. To approve the Minutes of the meeting held on Monday 12 <sup>th</sup> January 2026
5. To note Budget, spend to date and forecast spend
6. To note Heritage Environment and Community Action updates
7. To note Visitor Information Centre report
8. To receive the Police Museum report
9. To note Grounds Team monthly Play Park Inspection
10. To note Highways Working Group notes 20 <sup>th</sup> January 2026
11. To consider a request from Sir William Romney School for financial support towards their Community Day and to approve funding
12. To discuss and approve Citizens Advice Bureau grant application
13. To discuss and approve funding for Town Crier Uniform
14. To Review and Approve Proposed Uses for the adopted Gumstool Hill Phone Box
15. To consider and approve a draft letter to be sent to the Tetbury Chamber of Commerce requesting information on the number of businesses it supports and related details
16. To discuss Business Plan for the Visitor Information Centre for the financial year 2026/27, consider recommendations, and agree next steps
17. To update Members on the ongoing parking challenges within Tetbury and to seek agreement on a coordinated plan of action in collaboration with the Car Park Working Group
18. To consider and approve whether HEC wishes to support the development of a Town of Culture 2028 bid
19. To approve the SLA between Gloucestershire Constabulary and Tetbury Town Council for the provision of Community Speed watch cameras
20. To note Wellbeing Week 2025 report
21. To consider Correspondence
22. To receive members Reports
23. Items for inclusion on the March 2026 agenda
24. To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2 <sup>nd</sup> March 2026 at Tetbury Library – Close Gardens – Tetbury

*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 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.

Cllr Xam Macutay-Malloch – None received.

**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.

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

**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. It was noted that the crepe vendor left early, which was considered unnecessary.

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

**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

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 HEC</u>							
1141 Christmas Markets	1,175	0	(1,175)			0.0%	
1804 Highfield Allotment Income	815	0	(815)			0.0%	
1901 Donation Received	1,000	0	(1,000)			0.0%	
<b>HEC :- Income</b>	<b>2,990</b>	<b>0</b>	<b>(2,990)</b>				<b>0</b>
4095 St Saviours Water	45	115	70		70	39.2%	
4310 Current Youth Services	29,600	29,600	0		0	100.0%	
4315 Emergency Fund	7	600	593		593	1.2%	
4316 Holiday Youth Provision	2,704	5,000	2,296		2,296	54.1%	
4317 Organisation Grants	0	3,000	3,000		3,000	0.0%	
4400 Equipment & Repairs	1,504	3,500	1,996		1,996	43.0%	
4410 Fuel	956	2,000	1,044		1,044	47.8%	
4420 Clothing	467	660	193		193	70.7%	
4430 Open Spaces	3,277	6,050	2,773		2,773	54.2%	64
4435 Trees / Tree Work	4,184	10,000	5,816		5,816	41.8%	
4440 Planting	1,257	1,819	562		562	69.1%	
4451 Christmas	64	1,000	936		936	6.4%	
4460 Playground Inspection & Repair	394	2,000	1,606		1,606	19.7%	
4470 Projects	3,267	4,500	1,233		1,233	72.6%	
4471 Awards	0	500	500		500	0.0%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	237	0	(237)		(237)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
<b>HEC :- Indirect Expenditure</b>	<b>48,991</b>	<b>73,344</b>	<b>24,353</b>	<b>0</b>	<b>24,353</b>	<b>66.8%</b>	<b>64</b>
<b>Net Income over Expenditure</b>	<b>(46,001)</b>	<b>(73,344)</b>	<b>(27,343)</b>				
6000 plus Transfer from EMR	64	0	(64)				
<b>Movement to/(from) Gen Reserve</b>	<b>(45,937)</b>	<b>(73,344)</b>	<b>(27,407)</b>				
<b>Grand Totals:- Income</b>	<b>2,990</b>	<b>0</b>	<b>(2,990)</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>48,991</b>	<b>73,344</b>	<b>24,353</b>	<b>0</b>	<b>24,353</b>	<b>66.8%</b>	
<b>Net Income over Expenditure</b>	<b>(46,001)</b>	<b>(73,344)</b>	<b>(27,343)</b>				
plus Transfer from EMR	64	0	(64)				
<b>Movement to/(from) Gen Reserve</b>	<b>(45,937)</b>	<b>(73,344)</b>	<b>(27,407)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115</u> <u>Police Museum</u>							
1130 Police Museum Donations	1,803	0	(1,803)			0.0%	
1135 Police Museum Grants Received	3,400	0	(3,400)			0.0%	
1900 Miscellaneous Income	0	0	(0)			0.0%	
Police Museum :- Income	<u>5,203</u>	<u>0</u>	<u>(5,203)</u>				<u>0</u>
4061 PM Training and Expenses	0	400	400		400	0.0%	
4121 Police Museum Insurance	627	750	123		123	83.6%	
4141 Police Museum Marketing	1,041	850	(191)		(191)	122.5%	
4161 Police Museum Memberships	356	100	(256)		(256)	355.6%	
4480 Police Museum Staff Costs	2,478	4,750	2,272		2,272	52.2%	
4481 Police Museum Collections Care	583	1,000	417		417	58.3%	
4482 PM Training and Expenses	169	400	231		231	42.2%	
4483 Police Museum Education	1,448	0	(1,448)		(1,448)	0.0%	
4485 Police Museum Grant Expenditur	5,278	0	(5,278)		(5,278)	0.0%	
4487 PM Marketing	21	0	(21)		(21)	0.0%	
4491 Bank Charges	85	102	17		17	83.3%	
Police Museum :- Indirect Expenditure	<u>12,085</u>	<u>8,352</u>	<u>(3,733)</u>	<u>0</u>	<u>(3,733)</u>	<u>144.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,883)</u>	<u>(8,352)</u>	<u>(1,469)</u>				
Grand Totals:- Income	5,203	0	(5,203)			0.0%	
Expenditure	12,085	8,352	(3,733)	0	(3,733)	144.7%	
Net Income over Expenditure	<u>(6,883)</u>	<u>(8,352)</u>	<u>(1,469)</u>				
Movement to/(from) Gen Reserve	<u>(6,883)</u>	<u>(8,352)</u>	<u>(1,469)</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>Visitor Information Centre</u>							
1805 Maps	543	1,200	657			45.2%	
1830 Ticket Sales Nat. Express Inc	458	300	(158)			152.8%	
1840 Ticket Sales Goods Shed	575	300	(275)			191.7%	
1862 Cards/Notelets and Postcards	351	450	99			78.0%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	317	500	183			63.4%	
1872 Tea Towels	737	1,000	263			73.7%	
1875 Gifts & Souvenirs	749	750	1			99.9%	
1880 Books and Guides	228	250	22			91.1%	
1882 Local Crafts	526	0	(526)			0.0%	
1885 Calendars	145	50	(95)			290.5%	
1897 Cards for Good Causes	1,406	0	(1,406)			0.0%	
1900 Miscellaneous Income	1,462	0	(1,462)			0.0%	
Visitor Information Centre :- Income	<u>7,502</u>	<u>5,000</u>	<u>(2,502)</u>			<u>150.0%</u>	<u>0</u>
4801 Banking charges	85	102	17		17	83.3%	
Visitor Information Centre :- Direct Expenditure	<u>85</u>	<u>102</u>	<u>17</u>	<u>0</u>	<u>17</u>	<u>83.3%</u>	<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	946	2,000	1,054		1,054	47.3%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4825 Cards/Notelets & Postcards	68	0	(68)		(68)	0.0%	
4830 Books - Heritage	78	0	(78)		(78)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	110	100	(10)		(10)	110.0%	
4845 Gifts & Souvenirs	1,376	2,000	624		624	68.8%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	243	0	(243)		(243)	0.0%	
4900 Ticket Sales Nat. Express	433	250	(183)		(183)	173.3%	
4935 Ticket Sales Good Shed Arts Ce	522	0	(522)		(522)	0.0%	
4940 VIC Staff Costs	19,953	24,100	4,147		4,147	82.8%	
4961 Square Automatic Charges	88	500	412		412	17.5%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	167	350	183		183	47.7%	
Visitor Information Centre :- Indirect Expenditure	<u>25,653</u>	<u>31,520</u>	<u>5,867</u>	<u>0</u>	<u>5,867</u>	<u>81.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,236)</u>	<u>(26,622)</u>	<u>(8,386)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	7,502	5,000	(2,502)			150.0%	
Expenditure	25,738	31,622	5,884	0	5,884	81.4%	
Net Income over Expenditure	<u>(18,236)</u>	<u>(26,622)</u>	<u>(8,386)</u>				
Movement to/(from) Gen Reserve	<u>(18,236)</u>	<u>(26,622)</u>	<u>(8,386)</u>				

Purpose of Report

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

Recommendation

**That the Action Points be noted.**

Ref	ACTION	WHO	STATUS
HR10. 01/24	Information Board Repair – The Goods Shed	EO	Contacted Information board supplier to update current boards.  Seeking funding
HE10. 01/25	Riverbed	All members	Interpretation board to be installed January/February 2026
HWY13. 03/25	Recognition of Highstreet Business	EO	To be presented in January.
HEC13. 10/25	Bath Bridge Historic Plaque Planning application	EO	Planning application sent to CDC.



This report provides an overview of activity at the Tetbury Visitor Information Centre (VIC) during January 2026. Although January is traditionally a quieter month for visitor activity, staff have continued to work proactively to enhance service delivery, strengthen digital engagement, and progress retail and operational improvements ahead of the upcoming spring season.

Footfall throughout January aligned with typical seasonal patterns, with reduced visitor numbers following the Christmas period. Despite this natural downturn, those who visited the centre engaged positively with the service. Staff continued to encourage visitors to provide feedback on their experiences, and the comments received were constructive and overwhelmingly positive. Visitors consistently praised the professionalism, friendliness, and detailed local knowledge of the team. Many also highlighted the usefulness of information relating to local walks, heritage, and independent high street businesses.

A significant focus during January has been the ongoing refresh of the VIC's digital presence, forming part of wider work to update the Visit Tetbury online identity. Key activity included reviewing and updating website pages to ensure accuracy for the 2026 season, refining written content, and improving the layout of visitor-facing information. Social media accounts also received increased attention, with more frequent posts highlighting local attractions, businesses, and events.

Work has also progressed on the cataloguing of merchandise from the Visitor Information Centre shop, in preparation for expanding online retail options. This project will enable visitors and residents to purchase Tetbury-branded goods and locally sourced products remotely. During January, staff photographed stock items, drafted product descriptions, reviewed pricing, and identified priority items for early upload. This initial catalogue will form the basis for the first phase of the online shop launch, providing an additional income stream while supporting local suppliers and craftspeople.

In addition to these key projects, staff undertook several operational tasks to prepare for the year ahead. This included reviewing printed materials, updating internal information resources, and beginning initial planning for spring promotional activity. Work is also underway to put in place a more consistent approach to capturing visitor feedback throughout the year, ensuring that data collected can be meaningfully analysed and used to inform improvements.

Although January is generally quiet, significant progress has been made across digital development, visitor engagement, and retail preparation. This work ensures that the Visitor Information Centre is well positioned as it moves towards the 2026 tourism season, with services that remain responsive, informative, and aligned with visitor needs and wider community ambitions.

Victoria Bolwell

Visitor Information Supervisor

## Monthly Playground Inspection Checklists

Tetbury Town Council - Play Parks: Suffolk Close, Webb, and Goods Shed

### Suffolk Close – Monthly Inspection Checklist

Date 28/01/26	Inspection Item	Condition	Comments
	Play equipment condition	Ok	
	Safety surfacing	Worn	By Swing Leg
	Signage visibility and condition	As new	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	Average	
	Benches and seating	Fair condition	
	Drainage and water pooling	None	

Signatures:

Councillor: \_\_\_\_\_

Grounds Team: \_\_\_\_\_CW\_\_\_\_\_

### Webb Road- Monthly Inspection Checklist

Date 23/01/26	Inspection Item	Condition	Comments
	Play equipment condition	OK	
	Safety surfacing	OK	
	Signage visibility and condition	As new	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	Good	
	Benches and seating	Good	
	Drainage and water pooling	Good	

Signatures:

Councillor: \_\_\_\_\_

Grounds Team: \_\_\_\_\_CW\_\_\_\_\_

### Goods Shed - Monthly Inspection Checklist

### Monthly Playground Inspection Checklists

Tetbury Town Council - Play Parks: Suffolk Close, Webb, and Goods Shed

Date 26/01/26	Inspection Item	Condition	Comments
	Play equipment condition	Good	Shackle needed awaiting delivery
	Safety surfacing	Good	To look at leveling in spring
	Signage visibility and condition	As new	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	Good	
	Benches and seating	Good	
	Drainage and water pooling	Ok	

Signatures:

Councillor: \_\_\_\_\_ Grounds Team CW \_\_\_\_\_

Please note any additional issues or concerns identified during inspections for inclusion in the next Heritage, Environment, and Community Committee monthly report.

N.B

*Suffolk close – Shackles have all been replaced by Wickstead 27/01/26*

*Webb Road 4 x Fence Posts now replaced 10/01/26*

*Goods Shed – awaiting shackles for swing*

Next monthly check week commencing 23/02/26

Please let EO if a councillor if available.



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## Highways Working Group – 20<sup>th</sup> January 2026 Summary Notes

### Attendance

- **Present:** Members RA-PJ (VB volunteer meeting Clerk (not council role))
- **Councillors** ZB
- **Apologies:** Cllr I Watson, Cllr M Baker, JB, BS-DB-SW & GC

### Key Updates

- **20's Plenty:** Ongoing increase in funding. I Watson update.
- **Speed Monitoring:** SLA for VAS to be approved at Jan Full Council. Two speed cameras agreed. Members to confirm that post have been installed on Cirencester Road.
- **Ferns Road:** Cllr J Harris meet with residents.
- **Yellow Lines:** Inconsistent need of refreshing Chipping and Silver Street.
- **Manhole Covers:** Some fixed; ongoing. JB raised pot hole Long Street around Knead.
- **Parking Signs:** not clear raise with Cllr J Taylor chair of parking working group.
- **Damaged Bike signs:** These have been refreshed and graffiti removed.
- **Reduce Lorry weight:** Cllr M Baker ongoing.

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### Parking & Access

- Pavement parking issues: recent media highlighted local councils are able to issue fines. **Action.**
- Co-op car park still closed; Contact Car park Working Group to follow up. **Outstanding Action.**

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### Actions

- IW: Update on 20's Plenty & VAS
- MB: Send HGV letter
- JT: Car park issues
- Glos Highways: Yellow lines & safety
- PCSO for pavement parking
- Dates for next year's meetings – second Tuesday of the month (with flexibility)– VB to send email to all.

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**Next Meeting** 10<sup>th</sup> March 2026 – 7pm - Old Court House

Committee and Date	Heritage, Environment and Community 2 <sup>nd</sup> February 2026
Agenda Item	11
Subject	To consider a request from Sir William Romney School for financial support towards their Community Day and to approve funding
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>Supporting Sir William Romney School’s Community Showcase 16<sup>th</sup> May 2026, offers significant benefits for both the local community and Tetbury Town Council. The event is designed to increase parental and community engagement, particularly among disadvantaged families, and to improve access to local support services. The Council has clear legal powers to provide such support, especially under the General Power of Competence.</p> <p><b>Why the Council Should Support the Event</b></p> <p><b>Community Engagement:</b> The event aims to strengthen relationships between the school, parents, and the wider community, which is proven to enhance pupil wellbeing, attendance, and achievement.</p> <p><b>Inclusivity:</b> By providing free activities, food, and transport, the event removes barriers for disadvantaged families, ensuring broader participation.</p> <p><b>Access to Support:</b> The event brings together statutory and voluntary support services in a non-stigmatising environment, making it easier for families to access help.</p> <p><b>Partnerships:</b> It will foster stronger partnerships between the Council, local businesses, and community groups, reinforcing Tetbury’s sense of community.</p> <p><b>Council Profile:</b> Supporting the event will enhance the Council’s reputation as an inclusive, community-focused authority.</p> <p><b>Demonstrates Community Leadership:</b> Shows the Council’s commitment to supporting local families and young people.</p> <p><b>Promotes Social Cohesion:</b> Helps build a more connected and resilient community.</p> <p><b>Positive Publicity:</b> Raises the Council’s profile as a proactive and supportive local authority.</p> <p><b>Fulfils Strategic Objectives:</b> Aligns with council aims to support wellbeing, inclusion, and partnership working.</p>
Recommendations	To approve
Financial Implications	TBC
Legal Legislation	General Power of Competence (GPC): As Tetbury Town Council has GPC, it may do “anything that individuals generally may do”

	<p>(Localism Act 2011, s.1), provided it is not prohibited by other legislation. This includes providing grants or financial assistance to support community events such as this.</p> <p>Section 137 (if GPC not available): Even without GPC, councils may provide financial assistance for activities that benefit the community under Local Government Act 1972, s.137, subject to statutory limits and requirements to demonstrate community benefit.</p> <p>Other Powers: The Council may also rely on powers relating to community wellbeing, partnership working, and support for young people and families.</p>
Climate impact	none
Report written by	EO

## Grant Application Form

Please answer all the questions and return the form to the Council.

CONTACT DETAILS	
Name of Organisation:	Citizens Advice Stroud & Cotswold Districts Ltd.
Charity Number (if applicable):	1096398
Name of Contact:	Elizabeth Hall
Contact address (Including postcode):	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████ r</p> <p>██████████</p>
Contact telephone number:	██████████
Contact email address:	████████████████████
Position within organisation:	Chief Executive Officer
YOUR GROUP	
Group/Organisation main activities:	<p>Citizens Advice Stroud and Cotswold Districts Ltd helps local residents resolve the problems they face by providing free, confidential, impartial advice and information and by influencing local and national policy makers.</p> <p>National Citizens Advice also has a strategic aim to “use the power of our data to advocate and target solutions to underlying root causes of issues”. One of the ways we deliver this locally is through our Research and Campaigns Group.</p> <p>The main areas of advice are money issues; charitable support and referrals to local foodbanks; housing; employment; relationships and energy issues.</p> <p>Advice can be accessed face to face by appointment at our Cirencester office and various outreach locations, via a Freephone telephone helpline and by email using the form on our website. Advice can also be accessed using the national Citizens Advice public website.</p> <p>Clients who have complex issues often need multiple appointments to resolve them which can involve face to</p>

	<p>face advice. This is especially true for clients with financial problems where there can be a lot of paperwork to see and calls to creditors to make; and disability benefits claims which can take several hours to complete. We have specialist staff and volunteers for benefits, debt and energy casework who take internal and external referrals.</p> <p>In addition, we have a team of dedicated foodbank advisers who take referrals from the Stroud, Cirencester and North Cotswold Foodbanks. There is also a dedicated specialist debt adviser in post for the North Cotswold and Cirencester Foodbank.</p> <p>One of our foodbank advisers currently attends the foodbank in Tetbury every week.</p> <p>The cost of living crisis and the ongoing issue of high day to day living costs has resulted in a greater demand for our service that we have been unable to meet with our current resources. Along with other organisations we have sometimes struggled to recruit paid staff and volunteers. However, we tried new initiatives for recruitment in 2024 that were successful and we are repeating these in 2025. We have new volunteer advisers and administration volunteers taking part in our current training programme.</p>
<p>Approximately how many Tetbury residents will benefit from the grant if approved?</p>	<p>During 2024-25 we advised 104 clients from Tetbury. We saw a reduction in client numbers from Tetbury in 2025. Our analysis indicates that the numbers were affected between mid March and the end of July when we were without an outreach presence in the town. This was due to a change in location to the library.</p>
<p>How will Tetbury benefit from the grant if approved?</p>	<p>As mentioned above, during 2024-25 we advised 104 clients from Tetbury to resolve 667 issues. Our clients ages ranged between 20 and 99 years old, and the main issues we advised on were benefits or debt related.</p> <p>Our advice brings economic benefits to the people we help – around half the advice relates to money issues and, by helping people maximize their income and reduce their debts, we are increasing the money in their pockets which they can then spend in the local economy.</p> <p>We also help Cotswold District Council to administer the Household Support Fund – enabling clients to obtain help with their energy and water costs as well as “wider essentials” such as white goods, warm clothing, warm bedding and energy efficient products as well as</p>



receiving supermarket vouchers to help with the cost of food.

In Tetbury, our advice resulted in an income gain of £97,617. Additionally, a further £16,888 of debts were written off.

A significant number of our clients identify as disabled or having a long-term health condition. In 2024-25 60% of our Tetbury clients described themselves as disabled or having a long-term health condition. Many of these clients have mental health issues and are facing a long wait for NHS help.

We know that our advice has health and wellbeing benefits – clients tell us that they feel less stressed, depressed or anxious after receiving advice, as well as sometimes reporting improvements in their physical health (for example if they have been assisted with energy issues, including grants, and can now afford to heat their home).

Our 2024-25 client feedback data showed that 86% of our clients said they felt less stressed and anxious as a result of the help they receive from us and 64% felt their physical health had improved.

We are also aware that when we help working people to resolve the issues that they face, they will then take less time off work with stress, or trying to sort out domestic issues, and this also helps the running of the local economy.

By empowering people to resolve their own problems and giving the skills and knowledge to help themselves better in the future, we are helping to reduce the burden on public services who might otherwise be picking up the tab.

We are also an organisation strengthened by volunteers. Many of our volunteers are retired professionals who bring a wealth of experience to the organisation. In return we provide challenging and stimulating volunteering opportunities which keep people healthier and happier in retirement and enable them to use their professional skills to give something back to their community. We also offer some students and young people the opportunity to volunteer with us in their gap years or holidays which gives them work and life experience. Some of our volunteers also use the experience gained with us to secure paid work.

	<p>Our Research and Campaigns team have been undertaking a research on project on the prevalence and impact of child poverty in our two districts. If you would like a copy of the report when it has been published please do let me know by email at [REDACTED]</p>
<p>Does your organisation have an equal opportunities policy or statement (if yes, please provide a copy with your application)</p>	<p>Yes, please find our equal opportunities statement attached. This is an excerpt from our 'Employee Handbook'.</p>
<p>Does your organisation have a formal constitution (if yes, please provide a copy with your application)</p>	<p>Yes, please find our 'Articles of Association' attached.</p>
<p><b>EVENT, ACTIVITY OR PROJECT</b></p>	
<p>Purpose for which grant is sought:</p>	<p>Any funding received will contribute to the cost of our core advice service which is available across the Cotswold District.</p> <p>This service is provided by a team of highly trained and experienced volunteer advisers who are supported by a small core team of paid staff.</p> <p>Our core costs include volunteer expenses which are now increasing as more volunteers work in the office instead of remotely, the cost of supervision of the volunteer advisers and volunteer administration team, the training of new staff and volunteers, the cost of paid generalist advice staff (not foodbank, debt or benefits caseworkers) and the cost of running our Cirencester office.</p> <p>Our predicted costs for the core advice service in the Cotswold District for 2025-26 are £166,836. We are grateful to receive a core grant from Cotswold District Council and a small grant from Gloucestershire County Council, but this covers less than 50% of our full core costs so we have budgeted to raise £15,000 during 2025-26 from town and parish councils to contribute to our core costs.</p> <p>We have a deficit budget for 2025-26 and anticipate the same for 2026-27 especially as several of our funding streams end.</p> <p>We receive funding from the other Town councils where we have an outreach – Moreton in Marsh, Stonehouse Dursley and Wotton under Edge. We also get funding from Stroud Town Council and Cirencester Town Council.</p> <p>Moreton in Marsh Town Council who are also a Cotswold Town Council have recently given us £1500</p>



# Tetbury

## Town Council

	for this year. Dursley Town Council gives us £5,500 per year on a multi year grant. Funds will also be used to support the running of our popular Tetbury outreach, based within Tetbury Library.
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Start date of project/activity:	1 April 2025
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End date of project/activity:	31 March 2026
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Are there any implications for climate change of the project for which you seek finance (benefit wildlife, reduce carbon emissions)	As part of our service, we provide energy advice encouraging people to improve the energy efficiency in their homes. This helps low-income households to reduce energy costs as well as reducing carbon footprints.
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<b>GRANT FUNDING</b>	
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Amount of grant funding requested:  Please provide a full breakdown of the project costs and how the grant money will be spent (itemise costs):	We are asking each town and parish council to contribute proportionately to the number of enquiries from each area in 2024-25. Last year we helped 104 residents of Tetbury to resolve 667 issues which accounted for 9.3% of all our work in the Cotswolds. We are therefore asking for 9.3% of £15,000 i.e. £1394.  Money received from any grants will contribute to our core costs which includes our office spaces, volunteer expenses, and staff salaries.
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How much money has/is being raised towards this?	So far, we have raised £5640 of our £15,000 goal. We are continuing to ask each parish and town council to contribute proportionately to the amount of enquires received in the last financial year.
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If applicable – how do you plan to raise funds to meet any shortfall and by when?	Again, we will continue to attempt to raise funds through parish and town councils.
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Have you previously received a grant from Tetbury Town Council? (if yes please state when, the amount and purpose of the grant).	We have received a grant in the past, pre-2020 – again for core costs.
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<b>BANK DETAILS</b>	
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Account Name:	Citizens Advice Stroud & Cotswold Districts Ltd
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Account Number:	██████████
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Sort Code:	██████
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Bank/Building Society Address:	████████████████████ ██████████████████ ██████████████████ ██████████ ██████████
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I hereby apply for a grant on behalf of the above group/organisation, and I confirm I have the authority to apply for funding on their behalf and that the information given above is, to the best of my knowledge and belief correct.

I confirm that this application is made on the basis that if successful, the group/organisation will be bound to use the grant only for the purpose specific in this application and will have to comply with any term and conditions attached to the grant.

Signed *Elizabeth Hall* Dated: 10.10.2025

**Position within the group/organisation:** Chief Executive Officer

**Checklist:**

**Have all boxes completed Y**

**Accounts Attached Y**

**Constitution Attached (if available) Y**

**Equal Opportunities Policy or Statement (if available) Y**

**Safeguarding Policies and Procedures (if applicable) Y**

**Completed forms should be returned to:**

CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA email:

[ceo@tetbury.gov.uk](mailto:ceo@tetbury.gov.uk)

Telephone enquiries: 01666 504670

Committee and Date	Heritage, Environment and Community 2 <sup>nd</sup> February 2026
Agenda Item	13
Subject	To discuss and approve funding for Town Crier Uniform
Accountable Members	All
Accountable Officer	Executive Officer
Summary/Purpose	<p>Our current Town Crier has requested Emeritus.</p> <p>This is an honorary title bestowed upon a former town crier who has retired from active service but retains the title and status due to their long, distinguished service or significant contributions to the community. The term "emeritus" denotes that they are retired but still recognised for their past role.</p> <p>Town Crier TE has advised that he no longer requires one of his uniforms. I enquired whether he would be willing to donate or sell the item to the Town Council for use within Tetbury we are waiting a response.</p> <p>Currently the EO has found a quote for one jacket at £750.00</p> <p>Bespoke items made to measure are exceeding £3,000.</p> <p>Our new TC has inherited his grandfather's Bell so this cost can be factored out.</p> <p>Currently the next official event on TTC calendar is November which gives time to source items.</p>
Recommendations	To discuss
Financial Implications	Currently around £1000 if donation is not received
Legal Legislation	<p><b>Section 111, Local Government Act 1972:</b> Councils may do anything "which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions." This broad power would cover the appointment of a town crier for ceremonial or community engagement purposes.</p> <p><b>General Power of Competence (Localism Act 2011, Sections 1-8):</b> If your council has adopted the General Power of Competence (GPC), it may do "anything that individuals generally may do," which includes appointing a town crier for any lawful purpose.</p>
Climate impact	N/A
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	14
Subject	To Review and Approve Proposed Uses for the adopted Gumstool Hill Phone Box
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>The purpose of this report is to review and agree on the future uses of the adopted Gumstool Phone Box. The phone box has been successfully acquired for community benefit, and the Council is to consider options for its utilisation, ensuring alignment with heritage preservation and community engagement objectives.</p> <p>Proposed Ideas for Discussion:</p> <ul style="list-style-type: none"> <li>• Bleed Kit Storage – A secure cabinet for emergency bleed control kits.</li> <li>• First Aid Station – Basic first aid supplies for public use.</li> <li>• Community Noticeboard – Display local events and council updates.</li> <li>• Tourism Leaflets – Maps, walking routes, and heritage information.</li> <li>• Local Business Promotions – Flyers for high street shops and services.</li> <li>• Mini Heritage Display – Showcase history of Tetbury.</li> <li>• QR Codes for Digital Info – Link to Visit Tetbury’s website or social media.</li> <li>• Book Swap / Mini Library – Encourage reading and sharing.</li> <li>• Art Display Space – Rotating exhibits of local artists’ work.</li> <li>• Seasonal Decorations – Themed displays for festivals.</li> <li>• Seed Swap Station – Promote gardening and biodiversity.</li> <li>• Recycling Point for Small Items – Batteries or used pens.</li> </ul>
Recommendations	To approve the proposed use(s) for the Gumstool Phone Box as agreed by the Committee.
Financial Implications	None at this stage. Any future expenditure will be subject to separate approval.
Legal Legislation	No direct legal implications identified. Compliance with local planning and heritage guidelines will be maintained.
Climate impact	Minimal. Repurposing the existing structure supports sustainability by avoiding waste and promoting reuse.
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	15.
Subject	To discuss and approve letter to chamber of Commerce
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>Tetbury Town Council received correspondence to support the activities and effectiveness of the Tetbury Chamber of Commerce. This enquiry was brought to the attention of Full Council, where members discussed the importance of understanding the Chamber's current role in supporting the local business community, particularly in relation to the vitality of the High Street.</p> <p>Following the discussion, Full Council resolved to refer the matter to the Heritage, Environment and Community Committee. The Committee has been asked to consider the concerns raised and to draft and, if appropriate, approve a formal letter to the Chamber of Commerce. The purpose of the letter is to:</p> <ul style="list-style-type: none"> <li>• Request up-to-date information on the Chamber's membership, including the number and types of businesses currently represented.</li> <li>• Seek clarification on the Chamber's recent and ongoing initiatives aimed at supporting the High Street and promoting local economic activity.</li> <li>• Encourage greater transparency and collaboration between the Chamber, the Town Council, and the wider business community.</li> </ul> <p>The outcome of this process is intended to ensure that the Council is well-informed about the Chamber's activities and can respond effectively to the concerns of local businesses, while also fostering a constructive relationship with the Chamber of Commerce for the benefit of Tetbury's High Street and local economy.</p>
Recommendations	To approve letter to Tetbury Chamber of Commerce
Financial Implications	None
Legal Legislation	<b>Local Government Act 2000</b> <b>Promotion of Economic Well-being: Empowers councils to take steps to promote or improve the economic well-being of their area.</b>
Climate impact	None
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	16.
Subject	To discuss the Business Plan for the Visitor Information Centre for the Financial Year 2026/27 consider recommendations, and agree next steps
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>To review the Business Plan for the Tetbury Visitor Information Centre (VIC) for the financial year 2026/27, consider its recommendations, and agree the next steps required for delivery.</p> <p>The Visitor Information Centre continues to play a key role in supporting Tetbury's local economy, offering frontline visitor support, promoting the town's retail, hospitality and cultural sectors, and contributing to Tetbury's identity as a heritage destination.</p> <p>The Business Plan sets out priorities for the coming year, including improvements to visitor experience, increasing income generation, strengthening partnerships with local businesses and attractions, and enhancing the VIC's digital presence through Visit Tetbury platforms.</p> <p>The plan also outlines operational needs, proposed service developments, budget considerations, and opportunities to further align the VIC with wider objectives of Tetbury Town Council, including tourism growth, high street vitality, and community engagement.</p>
Recommendations	To discuss and approve next steps
Financial Implications	None
Legal Legislation	<p><b>Local Government Act 1972 – Section 144 (Tourism Promotion)</b></p> <p><b>Town and parish councils have an express statutory power: Section 144 – Power to Encourage Tourism</b></p> <p><b>Under the Local Government Act 1972, councils may:</b></p> <p><b>Encourage visitors and tourism, and</b></p> <p><b>Provide facilities or plan for providing information to people visiting the area.</b></p> <p><b>This includes operating:</b></p> <p><b>Tourist Information Centres</b></p> <p><b>Visitor Information Centres</b></p> <p><b>Tourism enquiries desks</b></p> <p><b>Promotional services, brochures, websites, etc.</b></p>
Climate impact	None
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	17
Subject	To update members on the ongoing parking challenges within Tetbury and to seek agreement on a coordinated plan of action in collaboration with the Car park Working Group
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>Tetbury continues to experience a range of parking-related issues, including limited availability at peak times, congestion in residential areas, overspill from long-stay parking, and concerns raised by local businesses, residents, and visitors.</p> <p>The Car Park Working Group has identified the need for a structured approach to assessing these issues and developing sustainable, long-term solutions.</p> <p><b>Discussion Points:</b>  Summary of current parking concerns raised by residents, businesses, and visitors.  Review of initial findings from the Car Park Working Group.  Consideration of potential short-term measures (e.g., improved signage, clearer enforcement, visitor information).  Consideration of longer-term options (e.g., capacity review, potential reconfiguration, partnership with Glos CC or private landowners).  Engagement with stakeholders including Gloucestershire County Council, Cotswold District Council, local businesses, and community groups.</p> <p><b>Proposal / Recommended Actions:</b>  Endorse the formation of a structured action plan to be developed jointly with the Car Park Working Group.  Agree key priorities for the first phase of work, including data gathering, site assessments, and identification of quick-win improvements.  Request a detailed action plan and timeline be brought back to the Committee at a future meeting.  Approve ongoing engagement with relevant partners to support development and delivery of the plan.</p>
Recommendations	To discuss
Financial Implications	None
Legal Legislation	
Climate impact	
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	18
Subject	To consider and approve whether HEC wishes to support the development of a Town of Culture 2028 bid
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>A member of the public has outlined a proposal for Tetbury to Collaborate for UK Town of Culture 2028. Tetbury, with a population of under 8,000 and more than ten active cultural organisations, is considered to meet the scheme’s broad cultural eligibility criteria.</p> <p>The initial application process is reported to require minimal resource, with shortlisted towns receiving £60,000 to develop their full bid. The winning town is awarded £3 million, with £250,000 provided to runners-up.</p> <p>The proposal notes that support from Tetbury Town Council would be required in order to oversee any funding should the bid progress.</p> <p>The initiative is intended to be community-wide, and a meeting is scheduled for Wednesday, 28th January 2026 at The Goods Shed, involving representatives from ten local cultural organisations to discuss next steps.</p> <p>Members are asked to consider whether Tetbury Town Council wishes to support or participate in the development of a Town of Culture 2028 bid.</p>
Recommendations	To approve
Financial Implications	None
Legal Legislation	<p><b>Local Government Act 1972 – Section 145 (Power to Promote Entertainment and the Arts)</b>  <b>Section 145 gives local councils the power to:</b></p> <p><b>Provide or support entertainment, cultural events, festivals, and arts activity.</b>  <b>Support organisations engaged in cultural or artistic work.</b></p> <p><b>This power clearly covers supporting a cultural bid, working with cultural groups, and participating in planning/administration of arts-related initiatives.</b></p> <p><b>Local Government Act 1972 – Section 144 (Power to Encourage Tourism)</b>  <b>Section 144 allows a town council to:</b></p> <p><b>Encourage visitors to the area</b>  <b>Provide or support tourism activities</b>  <b>Fund initiatives that promote the town to tourists</b></p>

	<p><b>A Town of Culture bid is fundamentally tourism-driven, aiming to increase visitor numbers and cultural engagement.</b></p> <p><b>Primary Powers</b></p> <p><b>LGA 1972, s145 – Promote entertainment, arts, culture</b>  <b>LGA 1972, s144 – Promote tourism</b>  <b>Localism Act 2011 – GPC – Do anything an individual can do</b>  <b>LGA 1972, s111 – Incidental powers</b>  <b>LGA 1972, s142 – Provide information and publicity</b></p> <p><b>Together, these powers fully permit TTC to collaborate with cultural organisations, support the bid, help coordinate community involvement, and manage associated communications.</b></p>
Climate impact	
Report written by	EO

# **Service Level Agreement**

Between

Gloucestershire Constabulary

and

Tetbury Town Council

**Agreement Date: TBC**

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**THIS AGREEMENT** dated the [insert date] is made between  
**Gloucestershire Constabulary and Tetbury Town Council**

**1. Definitions**

- 1.1 **“Agreement”** - this Agreement between Gloucestershire Constabulary and the Community and / or Parish to provide and operate a **Community Speed Watch +** system and process.
- 1.2 **Appropriate technical device** – Surveillance Camera Commissioner(SCC) approved road side image capturing device system.
- 1.3 **Community Speed Watch +** – Community Speed Watch activities centred around an **appropriate technical device system**.
- 1.4 **Community Speed Watch** – a national initiative where, in partnership with the police, members of the communities use detection devices to monitor local vehicle speeds. The community members record and report drivers exceeding the speed limit to the police with the aim of educating drivers to amend the driver behaviour.
- 1.5 **Data Controller** – is a person, public authority, agency or other body which alone, or jointly with others, determines the purpose and means of processing personal data. In other words, the data controller determines the “why” and “how” personal data is processed.
- 1.6 **Data Processor** – processes personal data on behalf of the controller. The data processor is usually third party with no direct / organisational link to the data controller.
- 1.7 **DPA** – Data Processing Agreement, is an agreement between a data controller and a data processor, it regulates any personal data processing conducted for business purposes. A DPA may also be called a GDPR data processing agreement.
- 1.8 **DPIA** – Data Protection Impact Assessment describes a process designed to identify risks arising out of the processing of personal data and to minimise these risks as far and as early as possible. *DPIAs are an important tool for negating risk and for demonstrating GDPR compliance.*
- 1.9 **GDPR** – The General Data Protection Regulation is Europe’s replacement framework for data protection laws, replacing the UKs 1998 Data Protection Act. The UK’s decision to leave the European Union has not altered this. GDPR sets out requirements for how organisations handle personal data.

- 1.10 **Personal Data** – means any information relating to an identified or identifiable individual. An identifiable individual is a person who can be identified directly, or indirectly, in particular to an identification number (for example National Insurance number, vehicle registration number). It is also relevant to one or more factors specific to their physical, physiological, mental, economic, cultural or social identity (for example name, first name, date of birth, biometrics, fingerprints, DNA .....).
- 1.11 **Relevant Authority** – are a list of authorities that fall under the guidance set out by the Surveillance Camera Commissioner (SCC). The list includes Local Authorities, Parish Councils, the Office of Police & Crime Commissioner and any Chief Officer of a Police Force in England and Wales.
- 1.12 **Surveillance Camera Commissioner** – the role of the Surveillance Camera Commissioner (SCC) is to encourage compliance with the Surveillance Code of Practice. The office of the SCC was created under the Protection of Freedoms Act 2012 to further regulate CCTV. It does not have enforcement powers, however noncompliance with SCC guidance can (and has) been admitted in relevant Civil and Criminal Court proceedings. The SCC Code of Practice is set around 12 “Guiding principles” (**see Appendix A**).

## 2. Purpose and Scope

2.1 This Agreement represents commitments:

- By Gloucestershire Constabulary to support **CSW+** activities by acting as data processors in accordance with the terms of this Agreement;
- By the **CSW+** group to operate and administer **CSW+** activities in accordance with the terms of this Agreement; and
- By both parties to monitor and review the performance of **CSW+** and to seek ways of ensuring that it operates for the benefit of the local community whilst abiding to the principles set out within the SCC Code.

## 3. Duration

3.1 This Agreement is ongoing and remains valid subject to review of need. Throughout the term of this Agreement, Gloucestershire Constabulary and the **CSW+** group will monitor results at the chosen locations to satisfy themselves that there remains a specific issue with speeding. A cessation in speeding incidents will remove the requirement for an image capturing device used for **CSW+** activities regardless of the agreed review date. On the basis of an annual review, Gloucestershire Constabulary will use this information and any further information submitted by the **CSW+** group to decide whether it wishes to continue supporting **CSW+** activities.

- 3.2 Gloucestershire Constabulary will provide 28 days' notice (in writing) should it decide not to renew its support of **CSW+** activities.
- 3.3 Individual **CSW+** groups will be required to make payment for 2<sup>nd</sup> class postage costs incurred by Gloucestershire Constabulary when letters are created and posted to registered keepers of vehicles that are highlighted by **CSW+** activities. Numbers of letters posted per **CSW+** group will be agreed between each group and Gloucestershire Constabulary. Invoicing on a quarterly basis with costs subject to annual review. Initial agreements will be for 10 registration numbers per camera per week, this will be subject of annual review.
- 3.4 Image capturing device systems operated by **CSW+** groups must be **SCC accredited** at the point of purchase and compliance must be maintained for the duration of **CSW+** activities (the supplier will be able to demonstrate evidence of accreditation by production of an accreditation certificate).
- 3.5 In the interests of proportionality and necessity the data controller/s will ensure stored personal data is expunged every 12 months.

#### **4. Obligations**

- 4.1 The **CSW+** group is responsible for safeguarding the physical condition of the image capturing device.
- 4.2 The **CSW+** group maintain responsibility for meeting requirements laid down by Gloucestershire County Council (GCC) when using GCC road side furniture for housing the image capturing device.
- 4.3 All parties involved with **CSW+** activities will operate within the principles of GDPR.
- 4.4 Each **CSW+** group will produce a DPIA for activities in their area (the device suppliers will have produced a DPIA for their devices).
- 4.5 Gloucestershire Constabulary will action intelligence that is generated by **CSW+** activities in a way that the Constabulary feels most appropriate, the aim being to geographically target persistent excess speed activity. Gloucestershire Constabulary will also aim to target specific offending vehicles, identified by communities, that are routinely used in the commission of road traffic offences or are used in committing more serious offences.
- 4.6 Gloucestershire Constabulary to review letter pricing, based on second class post, annually, the timing of which will be reliant on Royal Mail costing notification and aimed at assisting with any planned budget setting.

4.7 Each CSW+ group will send one spreadsheet per camera each week in the format supplied by Gloucestershire Constabulary.

4.8 Gloucestershire Constabulary to send letters within one working week of receipt of data.

## **5. Funding**

5.1 **CSW+** groups are responsible for funding their own or securing funding for the procurement of image capturing devices.

## **6. Staffing**

6.1 **CSW+** groups will be responsible for staffing all back end functions as a part of their role/s as data managers (including data management and intelligence sharing). Gloucestershire Constabulary will perform functions as data processors and also perform joint site surveys with GCC.

6.2 **CSW+** groups will ensure that it provides a safe environment for its volunteers.

## **7 Security**

7.1 CSW+ groups are responsible for taking reasonable measures to ensure the security of the image capturing devices and any signage associated with CSW+ activities. Any loss and / or thefts should be reported to Gloucestershire Constabulary.

## **8. Record Management**

8.1 For the purposes of GDPR, data includes hand written notes, printouts and hard copies of data. All data records should be managed in accordance with GDPR principles.

8.2 Data transfer (into Gloucestershire Constabulary) should be via XLS file transfer and email.

## **9. Monitoring and Review.**

9.1 The Service can be reviewed jointly by the CSW+ group, GCC and Gloucestershire Constabulary by mutual consent. The areas that will form the basis of the monitoring and review appear in **Appendix D**.

## **10. Termination**

10.1 If at any time either party wishes to terminate the Agreement, it may do so by giving each party 28 days' written notice

10.2 The Agreement will also terminate at the end of the current term if it has not been reviewed in accordance with **Appendix D** or monitored for continued requirement in accordance with paragraph 3.1

## **11. Effect of Termination**

11.1 If data collection continues after the termination period this could be held as disproportionate and in breach of SCC guidance.

## **12. Indemnity**

12.1 **CSW+** groups shall indemnify Gloucestershire Constabulary completely against any claims, costs, demands or judgements which result from CSW+ activities unless such claims, costs, demands or judgements result from the Constabulary's own negligence.

12.2 Gloucestershire Constabulary shall indemnify the **CSW+** groups completely against any claims, costs, demands or judgements which result from carrying out any instruction issued by the Constabulary unless such claims, costs, demands or judgements result from the **CSW+** groups own negligence.

## **13. Confidentiality**

13.1 Neither of the parties nor their agents, staff or representatives shall during this Agreement and after it has been terminated use or disclose to any person who has no right to receive it, any Confidential Information which comes to the knowledge of the other party as a result of being involved in the making and implementation of this Agreement and **CSW+** activities. If one party is unsure as to whether or not a particular piece of information is confidential it shall check in writing its status with the other party before disclosing it to a third party.

## **14. General Clauses**

14.1 No amendment to this Agreement shall be valid unless it is agreed by both parties and evidenced in writing.

14.2 The invalidity, illegality or unenforceability of any term or condition shall not affect the validity, legality or enforceability of any other term or condition used in this Agreement.

14.3 This Agreement shall not create any rights for the benefit of or enforceable by any person who is not a party hereto. The provisions of the Contracts (Rights of Third Parties) Act 1999 are expressly excluded.

14.4 This Agreement shall be construed in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

**IN WITNESS** whereof the parties have signed this Agreement the day and year first before written

SIGNED: \_\_\_\_\_  
For an on behalf of the **CSW+** group

NAME \_\_\_\_\_  
(Please print)



SIGNED: \_\_\_\_\_  
For and on behalf of Gloucestershire Constabulary

NAME \_\_Robert Vestey\_\_\_\_\_  
(Please print)

**Appendix A**

SCC Code including its 12 Guiding Principles Police advice.

**Appendix B**

Copies of **CSW +** letters (to vehicle registered keepers).

**Appendix C**

Monitoring and review process

## Appendix A

### SCC 12 Point Code – Guidance notes from John Lynch-Warden

The “Surveillance Camera Commissioner Code (SC Code) CC CODE” sits under Section 29 to 31 of the Freedom of Information Act 2012. It is not a separate piece of legislation. The 2012 Act covers a vast array of personal data / information management legalities. It was the 2012 Act that directed the Surveillance Camera Commissioner to produce a Code of Practice, which more recently has been expanded to include bio-metrics. The Code is based on 12 Guiding principles.

The important points to be aware of -

This is not mandatory or fixed in statute, however it is good practice that the SCC encourages. The Code makes it clear that failure to comply with these principles can be used in both Civil and Criminal proceedings where there has been a data breach. There are marketing advantages to being compliant, covered later in these notes.

The SCC Code doesn't only apply Community Speed watch devices, it also includes CCTV, Body Worn Video, ANPR etc. All surveillance camera systems regardless of whether there is live viewing or recording of images, or information associated with data are included.

The SCC Code only applies to devices used in **public places**, and only applies to the **Police** and other “**Relevant authorities**”.

Relevant Authorities include -

- A Local Authority as defined by the Local Government Act 1972 (District Councils, Parish Councils, Highways Authorities to name but a few).
- Office of Police and Crime Commissioner.
- Any Chief Officer of Police in England and Wales.

Covert Surveillance is not covered by this SCC Code – this is covered by the Regulation of Investigatory Powers Act 2000.

The SC Code sets out 12 guiding principles which strike a balance between protecting the public and upholding civil liberties.

The principles exist to provide a coherent and comprehensive structure that enables good, transparent decision-making, and will reassure the public that surveillance cameras are used to protect and support communities rather than

spy on them (this is where necessity, proportionality and transparency comes from).

Cameras cannot be covert, there should be signage to show that cameras are in use, and they should be for a specific purpose (eg. road safety/speeding).

There must to be a specific purpose. Once the specific purpose has ceased, then the requirement for the camera would also have ceased as it would no longer be proportionate, necessary etc.

The 12 Guiding Principles –

The SCC accepts that full adherence to each element of these principles may not be relevant to every camera system but you should be able to demonstrate that they have been considered.

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need. *What is your system for? • Its use will require regular review.*

2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. *Do you publish your privacy impact assessment?*

3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints. *Is there signage and a published point of contact for people to raise queries or complaints?*

4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used. *Are your staff, employees, processors and data owners each aware of their responsibilities?*

5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them. *Do staff know what your policies and procedures are?*

6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged. *How do you ensure images/information are deleted once they are no longer needed?*

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement

purposes. *Suppliers and data owners would have to demonstrate they have relevant policies in place.*

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards. *Suppliers should comply with relevant standards for the industry.*

9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. *Only authorised people should be given access to the images/data.*

10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published. *Why is it still required? Could there be an alternative solution to a surveillance camera system?*

11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value. *Do you have a policy on data storage, data sharing, security and deletion?*

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date. *Do you have a policy in place to ensure that the information contained on your database is accurate and up to date?*

The guidance is open to interpretation and is not specific in some areas. An example of this is in relation to the positioning of cameras and their justification. Whilst there is no absolute requirement for accreditation to be location specific, there is a requirement to follow the above principles as cameras need to be for a specific purpose and once this purpose is no longer relevant (i.e. speeding is no longer an issue), then the requirement for a camera at that location ends. It would be a breach of the Code to retain a camera that captures personal information at a location where there was no specific purpose for it.

The SCC provides an on-line self-assessment tool to help organisations and suppliers test themselves against these guiding principles.

Following on from the 12 principles and the self-assessment is a certification process that enables organisations and suppliers to be audited with the view to receiving a certification mark and a certificate issued by the Biometrics and Surveillance Camera Commissioner. This is not a legal requirement and not legally enforceable but will help to raise standards in the industry and enable organisations to demonstrate compliance with the code. It also affords protection to all parties involved in the process.

The SCC Code explains in detail how to follow the certification process. The surveillance camera certification process is available for any organisation that operates surveillance in a public space. The code explains that this could be a small or large organisation that wants to demonstrate as part of its public accountability arrangements how it has complied with the Surveillance Camera Code of Practice. Certification is primarily for those that must have regard to the code – the regulated sector – in particular local authorities and Police who own or operate a large proportion of the systems within the regulated sector.

Bodies that achieve certification will receive a certificate (and should be able to produce it on request) from the Biometrics and SCC Office and so will be able to use the SCC certification mark on their web site and other marketing materials. A list of bodies who have achieved this standard also appears on the SCC Web site. This in itself is a selling point for suppliers who operate in an increasingly crowded market. It also serves as a reassurance that the use of such devices is ethical, monitored and scrutinised.

Certification lasts for 5 years, there is an annual inspection to ensure continued compliance and maintenance of standards.

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## Appendix B:



CES\_LETTER1.docx



CES\_LETTER2.docx

## Appendix C:

1. The monitoring and review process will be a joint activity between the **CSW +** group and Gloucestershire Constabulary with the aim of ensuring:
  - the best service possible to customers
  - the most effective use possible of the resources available and value for money.
  - that is compliant with GDPR principles and SCC Guidance.
  - Each **CSW+** group will have a nominated point of contact.

2. Both the **CSW+** groups and Gloucestershire Constabulary wish to ensure that the arrangements set out in the Agreement work smoothly, and that improvements to the service to customers can be made wherever possible. A further key element of the review process, therefore, will be to monitor the efficient working of these processes to identify problems and improvements and to act on this wherever possible.
3. The review will be an annual event and
  - Clarify whether or not the speeding problem still exists where the cameras are located.
  - Articulate any reduction in overall speeding.
  - Highlight any complaints of data breaches and what was put in place to resolve.
  - Form an agreement between both parties for the activity to cease or continue.

Committee and Date	Heritage, Environment and Community 2 <sup>nd</sup> February 2026						
Agenda Item	19						
Subject	To approve Community Speed Watch Signs - Service Level Agreement (SLA)						
Accountable Members	All						
Accountable Officer	EO						
Summery/Purpose	<p>The Community Speed Watch (CSW) SLA agreement sets out the terms for the provision, installation, and ongoing maintenance of CSW units within Tetbury. The primary aim of the agreement is to address local speeding concerns and improve road safety at locations identified by the Town Council. The agreement is made between Tetbury Town Council, which acts as the client and Gloucestershire Constabulary.</p> <p>Tetbury Town Council's responsibilities securing any necessary permissions from landowners or the highways authority, and funding all agreed charges for installation, maintenance, and any additional services. The council is also expected to monitor the data and effectiveness of the CSW units and to liaise with the provider if any issues arise.</p> <p>The agreement sets out clear service levels, including target response times for repairs and a schedule for routine maintenance. The provider is expected to supply regular updates or reports on the performance of the CSW units and any incidents that occur. Financial arrangements are detailed, specifying the annual or periodic fees for the service, including a breakdown for installation, maintenance, and any call-out charges. The agreement also covers invoicing schedules, payment terms, and any additional costs that may arise from non-routine work or repairs due to vandalism.</p> <p>The agreement clarifies responsibility for repair costs in the event of accidental or deliberate damage and includes indemnity clauses to protect both parties from losses arising from their own negligence.</p> <p><b>HEC10. 10/25 To discuss and recommend to Full Council the installation of 'Speedwatch' cameras in various locations around Tetbury:</b> It was proposed by Cllr Colin Pearce seconded Cllr Ian Watson to recommend to Full Council the installation of speed watch cameras in various locations around Tetbury and to purchase two of the speed watch cameras (£600 each) and annual maintenance fees £160 from Project budget line 4470.</p> <table border="1" data-bbox="624 1839 1386 1912"> <tr> <td>Voting record</td> <td>For 5</td> <td>Against 0</td> </tr> <tr> <td>Abstain 0</td> <td>Absent 2</td> <td></td> </tr> </table>	Voting record	For 5	Against 0	Abstain 0	Absent 2	
Voting record	For 5	Against 0					
Abstain 0	Absent 2						
Recommendations	To approve						
Financial Implications	£1360 Budget Line 4470						

Legal Legislation	<p><b>Localism Act 2011</b> – General Power of Competence (GPC) Tetbury Town Council may undertake any action an individual can lawfully do, provided it is not prohibited by other legislation. This gives broad flexibility to enter into agreements, fund, and manage VAS projects, as long as you comply with highways and road safety law.</p> <p><b>Road Traffic Regulation Act 1984</b> - councils must work in partnership with the highway authority, as they do not have direct powers to install regulatory traffic signs but can fund or request them.</p>
Climate impact	Reduce speed/pollution
Report written by	EO

My name is [REDACTED] and I go litter-picking with [REDACTED] quite often. We find that, as I'm in many towns throughout the country, there is a great deal of litter to pick up! A couple of weeks ago the two of us collected 6 big bags full of assorted litter in just an hour and a half, mainly along the track running from Suffolk Close to the field, which included a crisp packet which was almost 30 years old!

[REDACTED] has given me your contacts so I can ask for some help from the Town Council.

As you may know [REDACTED] set up the Tetbury Wombles litter-picking group for the town some time ago. We would like to organise a Tetbury Wombles town litter-pick in March as part of the Great British Spring Clean which is being organised by Keep Britain Tidy (see link below), and then hopefully a few other litter-picking events over the year in different locations throughout the town. However in order to do this we need public liability insurance, and as an unconstituted group with no funds or formal structure we are unable to set this up ourselves.

[REDACTED] said that previously Tetbury Town Council has very kindly agreed to cover Tetbury Wombles under the Council's Public Liability Insurance, and we wondered if you might feel able to help us in this way again by covering us for events in 2026? We would be very glad to acknowledge the Council's support in publicising the events, and also report back to you on what we achieve.

I look forward to hearing your thoughts on this matter.

Dear Sir/Madam,

I am writing from Gloucestershire Wildlife Trust's HabiMap programme to ask whether we might be able to carry out a habitat survey of any of the land owned by Tetbury Council – for example, Rail Lands Parkland, Dolphins Recreation ground, Cookspool, Bartley Croft, Talboys Walk, Linfoot Road, St Mary's and St Saviours Churchyards, and the Shepherds Mead 3 large open spaces.

HabiMap is a citizen science programme that aims to map the whole of Gloucestershire, field by field, to collect up-to-date good quality habitat data and inform our Nature Recovery Network, which allows us to make informed decisions on conservation actions. A HabiMap survey is a rapid walkover habitat survey using the UKHab classification system. It would be carried out for free by HabiMap surveyors, who are trained Citizen Scientists. Surveys can be arranged at a date/time convenient to all, and no-one except the surveyors would need to be present on site at the time. After the survey, we would send you the results, with a detailed map of the habitats we found on site. I realise that many of the council's sites have been subject to biodiversity improvement actions, so this is a great way to get an overview of the ecological features of the land.

More details about the HabiMap programme are available on our website:  
<https://www.gloucestershirewildlifetrust.co.uk/habimap/habimap-landholders>.

Is this something you would be interested in? We would be very grateful to have any of Tetbury's sites on board.

Good afternoon

I have been commissioned by the Daily Telegraph to write about about the best UK destinations for antiques/homewares. We want to give our readers some second-hand know how about the places (towns/cities) to aim for for depending on what they are looking for.

My research tells me that Tetbury is a fab destination for antiques shops. Might you be able to give me some info about the streets to aim for; are all the shops in one area; is their an antiques festival or market during the year?