

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 meeting on **Monday 13th April 2026 7pm** Tetbury Library, Close Gardens, Tetbury, for the transaction of the following business. **All members of the public & press welcome.**



Executive Officer

7th April 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 2 nd March 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 Highways Working Group meeting note
10. To note Grounds Team monthly Play Park Inspection
11. To discuss Suffolk Close Playpark plans
12. To discuss Annual Town meeting report
13. To discuss and approve Car Parking Working Group recommendations
14. To discuss and approve Tetbury UnHurried Project – Consideration for Council Support
15. To consider Correspondence
16. To receive members Reports
17. Items for inclusion on the June 2026 agenda
18. To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 1 st June 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
2nd March 2026

Present:

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

Officers: V Bolwell (EO)

Public: Three

HEC01. 03/26 To receive and accept any apologies for absence:

Cllr N Ind – received and accepted – Holiday.

Cllr A Figueredo - received and accepted – Medical.

HEC02. 03/26 Public Consultation:

Cllr K Painter, speaking in his personal capacity, expressed thanks for the letter regarding chamber collaboration and confirmed his acceptance of the offer of support, subject to appropriate confidentiality protocols due to the ongoing relaunch process.

Cllr Painter also requested the Council’s in-principal support for hosting a Comic Con event on 30 May. As the matter was not included on the published agenda, Members agreed that it should be deferred to the April committee meeting or referred to Full Council for consideration.

A member of the public raised concern that the Council was “spending thousands of pounds of taxpayers’ money” on matters relating to the burial ground. It was noted that the burial ground project had been previously recommended by the HEC Committee and was now at Full Council for decision.

The Chair clarified that £50,000 had already been reserved for this purpose, having been pre-budgeted several years ago, and therefore no additional cost to the taxpayer was being incurred at this stage.

It was further noted that a public meeting held in September sought views on future spending relating to the search for a new burial ground. A survey undertaken as part of this process had identified potential sites within Tetbury for further consideration.

HEC03. 03/26 Declarations of Interest:

None.

HEC04. 03/26 To approve the Minutes of the Heritage, Environment and Community meeting held on Monday 2nd February 2026: It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the minutes of the Heritage, Environment and Community meeting held on 2nd March 2026.

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

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

A Member of the Public (MOP) attended the meeting to respond to questions relating to Agenda Item 12.

It was proposed by Cllr Z Baker and seconded by Cllr I Watson that Standing Orders be suspended to bring forward Agenda Item 12, permitting the MOP to address the Council and answer questions.

Voting record	For 5	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

HEC12. 03/26 To consider and approve resident volunteer support for the Big Green Spring Clean:

It was proposed by Cllr Z Baker and seconded by Cllr S Sanderson that the Council support volunteers participating in the Big Green Clean and other litter-picking activities within Tetbury.

Voting record	For 5	Against 0	Abstain 0	Absent 2
---------------	-------	-----------	-----------	----------

EO to send organisers the Tetbury Town Council Risk assessment.

Representative confirmed the date of 22nd March 2026 and EO will circulate this with Council Members.

HEC05. 03/26 To note Budget, spend to date and forecast spend:

Noted.

Cllr I Watson informed Members that he is aware of a department within Gloucestershire County Council that specialises in the removal of Ash Dieback-affected trees. Cllr Watson confirmed that he will make further enquiries and report back with information.

HEC06. 03/26 To note Heritage, Environment community Action Plan from previous meeting:

Noted.

Concerns were raised by Cllr C. Pearce regarding the future of the Court House, and it was noted that a view was expressed that decisions were being delayed and needed to be addressed.

It was further noted by Cllr S. Sanderson that the Court House Working Group had met prior to Christmas and that a report would be brought forward in due course.

HEC07. 03/26 To note Visitor Information Centre report:

Noted.

HEC08. 03/26 To receive the Police Museum Report:

No report received.

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

HEC09. 03/26 To note Grounds Team monthly Play Park Inspection:

Noted.

Play Park at the Goods shed - Concerns were raised by Cllr R Smith regarding the condition of the area used by Parkrun, noting that it was becoming unusable. It was suggested that the area be taped off to allow the grass to recover and regrow.

Further concerns were also raised by Cllr R Smith regarding the operation of the “car park full” signs and how their activation and monitoring were being managed.

It was additionally noted by Cllr I Watson that discussions could be held with Parkrun to request that, during the recovery period, participants congregate on the tarmac instead.

HEC10. 03/26 To discuss accommodation preferences and logistical arrangements for the Zwingenberg Delegation attending the Christmas Event 2026:

It was noted by Cllr C Pearce that there was no allocated budget for Officers to provide the level of assistance being discussed. The Executive Officer advised that the visitors had expressed a preference to stay locally, and that if suitable accommodation could not be arranged with local families, they would secure hotel accommodation at their own cost.

It was noted by Cllr I Watson that there is a group of volunteers who have expressed an interest in becoming involved in the Twinning Project he will contact them to discuss.

It was proposed by Cllr Z Baker and seconded by Cllr R Smith that the Zwingenberg members be invited to attend the Christmas Lights Switch-On event.

Voting record	For 5	Against 0	Abstain 0	Absent 3
---------------	-------	-----------	-----------	----------

HEC11. 03/26 To consider and approve a request for financial support towards purchasing a plaque at Bath Bridge: It was proposed by Cllr Z Baker seconded by Cllr C Pearce to support the shortfall of £119.20 to purchase historic plaque for Bath Bridge.

Voting record	For 5	Against 0	Abstain 0	Absent 3
---------------	-------	-----------	-----------	----------

HEC13. 03/26 To seek Council approval for the Executive Officer to submit a nomination for Tetbury to the Bee Friendly Trust Awards: It was proposed by Cllr C Pearce seconded by Cllr Z Baker to approve the EO to submit a nomination for Tetbury to the Bee Friendly Trust Awards.

Voting record	For 5	Against 0	Abstain 0	Absent 3
---------------	-------	-----------	-----------	----------

HEC14. 03/26 To consider correspondence:

St Saviours – War Memorial – EO noted an organisation has offered to maintain the upkeep of the War Memorial. EO will respond to resident.

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

HEC15. 03/26 To receive members report:

Cllr C Pearce - Concerns were raised by Cllr C. Pearce regarding the poor condition of roads within Tetbury, particularly in relation to potholes. It was noted that Cllr Pearce questioned, in respect of Cllr I. Watson's county council capacity, whether current spending priorities were appropriate and whether the works being undertaken were fit for purpose. Further concern was expressed regarding reductions in road maintenance funding and the reasons for such cuts.

Concerns were raised by Cllr C. Pearce regarding the parking situation on Gumstool Hill, noting that the current arrangements are unsuitable and that vehicles are unable to pass safely when cars are parked in this area. It was further noted that the parking bay markings have faded and require reinstatement.

HEC16. 03/26 Items for inclusion on the April 2026 agenda:

Please email EO

HEC17. 03/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 13th April 2026 at Tetbury Library – Close Gardens – Tetbury:
Noted.

Chair.....

Date.....

Meeting ended 1938

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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%	
HEC :- Income	2,990	0	(2,990)				0
4095 St Saviours Water	98	115	17		17	85.5%	
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	3,000	3,000	0		0	100.0%	
4400 Equipment & Repairs	1,563	3,500	1,937		1,937	44.6%	
4410 Fuel	998	2,000	1,002		1,002	49.9%	
4420 Clothing	512	660	148		148	77.6%	
4430 Open Spaces	3,507	6,050	2,543		2,543	58.0%	64
4435 Trees / Tree Work	5,251	10,000	4,749		4,749	52.5%	
4440 Planting	1,257	1,819	562		562	69.1%	
4451 Christmas	64	1,000	936		936	6.4%	
4460 Playground Inspection & Repair	826	2,000	1,174		1,174	41.3%	
4470 Projects	3,767	4,500	733		733	83.7%	
4471 Awards	0	500	500		500	0.0%	
4472 Market License	1,029	0	(1,029)		(1,029)	0.0%	
4475 Allotments Highfield	280	0	(280)		(280)	0.0%	
4476 Town Centre	0	3,000	3,000		3,000	0.0%	
HEC :- Indirect Expenditure	54,462	73,344	18,882	0	18,882	74.3%	64
Net Income over Expenditure	(51,472)	(73,344)	(21,872)				
6000 plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	(51,408)	(73,344)	(21,936)				
Grand Totals:- Income	2,990	0	(2,990)			0.0%	
Expenditure	54,462	73,344	18,882	0	18,882	74.3%	
Net Income over Expenditure	(51,472)	(73,344)	(21,872)				
plus Transfer from EMR	64	0	(64)				
Movement to/(from) Gen Reserve	(51,408)	(73,344)	(21,936)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	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	2,139	0	(2,139)			0.0%	
Police Museum :- Income	<u>7,342</u>	<u>0</u>	<u>(7,342)</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	1,185	850	(335)		(335)	139.4%	
4161 Police Museum Memberships	408	100	(308)		(308)	408.4%	
4480 Police Museum Staff Costs	4,853	4,750	(103)		(103)	102.2%	
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	1,728	0	(1,728)		(1,728)	0.0%	
4485 Police Museum Grant Expenditur	7,614	0	(7,614)		(7,614)	0.0%	
4487 PM Marketing	21	0	(21)		(21)	0.0%	
4491 Bank Charges	94	102	9		9	91.7%	
Police Museum :- Indirect Expenditure	<u>17,282</u>	<u>8,352</u>	<u>(8,930)</u>	<u>0</u>	<u>(8,930)</u>	<u>206.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,940)</u>	<u>(8,352)</u>	<u>1,588</u>				
Grand Totals:- Income	7,342	0	(7,342)			0.0%	
Expenditure	17,282	8,352	(8,930)	0	(8,930)	206.9%	
Net Income over Expenditure	<u>(9,940)</u>	<u>(8,352)</u>	<u>1,588</u>				
Movement to/(from) Gen Reserve	<u>(9,940)</u>	<u>(8,352)</u>	<u>1,588</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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	607	1,200	593			50.5%	
1830 Ticket Sales Nat. Express Inc	485	300	(185)			161.7%	
1840 Ticket Sales Goods Shed	620	300	(320)			206.8%	
1862 Cards/Notelets and Postcards	408	450	42			90.6%	
1865 Postage and Packaging	4	200	197			1.8%	
1870 Walks & Cycles	422	500	78			84.3%	
1872 Tea Towels	778	1,000	222			77.8%	
1875 Gifts & Souvenirs	851	750	(101)			113.5%	
1880 Books and Guides	247	250	3			98.7%	
1882 Local Crafts	577	0	(577)			0.0%	
1885 Calendars	173	50	(123)			345.5%	
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>8,039</u>	<u>5,000</u>	<u>(3,039)</u>			<u>160.8%</u>	<u>0</u>
4801 Banking charges	94	102	9		9	91.7%	
Visitor Information Centre :- Direct Expenditure	<u>94</u>	<u>102</u>	<u>9</u>	<u>0</u>	<u>9</u>	<u>91.7%</u>	<u>0</u>
4070 Business Rates	142	0	(142)		(142)	0.0%	
4090 Utilities	582	0	(582)		(582)	0.0%	
4800 Maps	964	2,000	1,036		1,036	48.2%	
4810 Post Cards	203	0	(203)		(203)	0.0%	
4825 Cards/Notelets & Postcards	68	0	(68)		(68)	0.0%	
4830 Books - Heritage	85	0	(85)		(85)	0.0%	
4835 Tea Towels	0	750	750		750	0.0%	
4840 Calendars	110	100	(10)		(10)	110.0%	
4845 Gifts & Souvenirs	1,408	2,000	592		592	70.4%	
4870 Website	564	470	(94)		(94)	120.0%	
4885 Local Craft	243	0	(243)		(243)	0.0%	
4900 Ticket Sales Nat. Express	458	250	(208)		(208)	183.4%	
4935 Ticket Sales Good Shed Arts Ce	533	0	(533)		(533)	0.0%	
4940 VIC Staff Costs	23,944	24,100	156		156	99.4%	
4961 Square Automatic Charges	95	500	405		405	19.0%	
4970 VIC Repairs/IT	178	1,000	822		822	17.8%	
4980 VIC Stationery/Miscellaneous	176	350	174		174	50.3%	
Visitor Information Centre :- Indirect Expenditure	<u>29,755</u>	<u>31,520</u>	<u>1,765</u>	<u>0</u>	<u>1,765</u>	<u>94.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(21,810)</u>	<u>(26,622)</u>	<u>(4,812)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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	8,039	5,000	(3,039)			160.8%	
Expenditure	29,848	31,622	1,774	0	1,774	94.4%	
Net Income over Expenditure	<u>(21,810)</u>	<u>(26,622)</u>	<u>(4,812)</u>				
Movement to/(from) Gen Reserve	<u>(21,810)</u>	<u>(26,622)</u>	<u>(4,812)</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 ongoing .
HE10. 01/25	Riverbed	All members	Interpretation board to be installed.
HWY13. 03/25	Recognition of Highstreet Business	EO	Ongoing.
HEC13. 10/25	Bath Bridge Historic Plaque	EO	Final application drafted and to be sent to CDC awaiting Gloucestershire Highways approval as owners of the bridge.
HEC16. 02/26	Visitor Information Centre Working Group	Cllr S Sanderson Cllr Z Baker Cllr N Ind Cllr R Smith	Working group reviewing the future retail offer within the VIC to ensure it best meets visitor needs for 27/28 budget.
HEC17. 02/26	Car park Working Group	All	Email sent to the Chair of the Car Parking Working Group. Meeting held 18 th of March – early evening. Cllr Baker Attended from HEC Agenda item
HEC09. 03/26	Letter to Park Run	All	Correspondence sent 11/03/26 regarding grass seeding. Responded 11/03/26 they no longer meet on this area but will highlight this to runners once again. Run on the 20/03/26 organisers insured runners stayed of the grass and was fenced

HEC09. 03/26	Goods Shed Car Park	All	<p>Correspondence sent to CDC regarding Parking signs at Good Shed 11/03/26.</p> <p>Response 12/03/26 District council have not been erecting any signs at all. They suggested removing them.</p>
HEC09. 03/26	Paving Slabs for Goods Shed Benches	Cllr Smith	<p>Cllr R Smith has donated 12 concrete slabs to be used to around the benches.</p> <p>To be installed.</p>
TC09. 11/25	Suffolk Close	All	<p>A resolution was previously approved to allocate £20,000 for improvements to the Suffolk Close Play Park.</p> <p>Due to limited engagement on social media, the fundraising target was not reached. However, four external grants have been secured, providing a combined total of just over £3,500.</p> <p>The playground provider has been contacted to revise the proposed plans in line with the updated budget.</p> <p>Agenda item.</p>



This month's activity at the Tetbury Visitor Information Centre has shown a slight decrease in footfall and digital engagement compared with the same period last year. This trend is consistent with national patterns, as tourism organisations across the UK have reported lower visitor numbers overall. Despite this, the VIC continues to provide strong support to visitors, local businesses, and community events.

Footfall is lower than last year's figures.

- This decline reflects a national trend, with many Visitor Information Centres reporting reduced visitor activity due to broader economic and tourism-related factors.
- Staff continue to record detailed visitor data to support longer-term analysis and future planning.

Work continues to focus on growing authentic engagement and increasing reach across our social media platforms. This includes regularly sharing partner content, supporting local organisations, and maximising visibility for upcoming events. By maintaining a consistent and community-centred approach, the VIC aims to strengthen its online presence and build meaningful connections with both residents and visitors.

The team has provided continued frontline support to visitors and residents, offering guidance, information, and signposting throughout the month. This remains a core part of the VIC's service, ensuring that everyone who walks through the door receives a friendly and knowledgeable welcome.

Promotion of local businesses and events has also been a key focus, particularly through our social media channels. By highlighting offers, new openings, and community activities, the VIC helps to showcase Tetbury's vibrant high street and encourages both local engagement and visitor exploration.

Visitor resources have been updated and displays within the VIC have been refreshed to reflect seasonal activity and current events. This helps ensure that information remains relevant, accessible, and visually appealing for all who visit the centre.

The team has continued ongoing communication with tourism partners and regional networks, supporting collaborative working and sharing information that benefits the wider visitor economy. These relationships remain essential for aligning Tetbury with regional initiatives and ensuring we remain part of broader tourism conversations.

Victoria Bolwell

Visitor Information Supervisor

VisitTetbury

The past year has been one of significant progress and development for the Tetbury Visitor Information Centre, marked by renewed energy, a stronger presence in the town, and continued dedication to supporting both visitors and the local community. One of the most notable achievements has been our successful move into the Town Council building. This transition has strengthened our visibility, improved accessibility for visitors, and brought us closer to the heart of council activity. Being located within the same building has helped us work more efficiently, collaborate more closely with colleagues, and provide an even warmer welcome to those exploring Tetbury.

We were also extremely proud to be awarded Bronze in the Bath, Bristol including Gloucestershire Tourism Awards. This recognition reflects the hard work, professionalism, and passion of the team, as well as Tetbury's enduring appeal as a destination. It acknowledges not only how we support visitors but also the commitment we show to promoting Tetbury's unique character, heritage, and independent businesses.

In addition to assisting tourists, we continue to provide an essential service for residents. Many rely on the Visitor Information Centre for up-to-date bus timetables, transport information, and general community guidance. By offering reliable and friendly support to those living in Tetbury, we help ensure that the Centre remains a valued resource for everyone—not just visitors. This community-focused approach is an important part of our role and something we remain committed to delivering every day.

Throughout the year, we have continued to develop new and creative ways to keep Tetbury at the forefront as a destination of choice. From enhancing our digital presence to supporting high street businesses and providing up-to-date information, our focus has remained on ensuring that visitors enjoy a memorable and positive experience. The charm of Tetbury, combined with its thriving community and rich history, makes our work both meaningful and rewarding.

Thanks to Matthew and Sue for their continued dedication and outstanding service. Their knowledge, warmth, and commitment make a tremendous difference to everyone who steps through the door, and we are grateful for the energy and care they bring to their roles each day.

As we look ahead, we are excited for a busy and vibrant summer season. With our new location well established, increasing visitor engagement, and a calendar full of local events and attractions, the coming year promises to be one of further growth and opportunity.

The Tetbury Visitor Information Centre remains committed to providing exceptional service and championing everything that makes Tetbury such a special place to visit.

Visitor Information Supervisor

Victoria Bolwell



VISIT TETBURY – GREEN & SUSTAINABILITY POLICY

Approved at HEC April 2026



1. Purpose and Scope

Visit Tetbury is committed to supporting and promoting a more sustainable future for our town, our visitors, and our local environment. As a community-focused Visitor Information Centre, we play an important role in showcasing Tetbury's heritage, natural beauty, and independent businesses in a way that protects these assets for generations to come.

We aim to reduce our environmental impact across all areas of our work while encouraging responsible tourism.

2. Our Sustainability Principles

2.1. Reducing Waste

We aim to:

- Minimise single-use plastics within the Visitor Information Centre
 - Use recyclable or compostable packaging where possible
 - Reduce printed materials by promoting digital guides and QR codes
 - Recycle paper, cardboard, plastics, and ink cartridges
 - Reuse display materials and signage for multiple events
-

2.1. Responsible Energy Use

We aim to:

- Reduce energy consumption by switching off lights, heating, and equipment when not in use
 - Use energy-efficient lighting
 - Monitor our heating usage to avoid unnecessary energy waste
-

2.3. Supporting Local

We:

- Promote local businesses, independent traders, and community events
- Prioritise local suppliers when purchasing goods for the shop
- Feature locally made products that reduce transportation miles
- Educate visitors about supporting local and shopping sustainably

2.4. Sustainable Tourism Promotion

We:

- Encourage walking routes, local trails, and car-free ways to explore the town
- Provide information on public transport options
- Highlight eco-conscious attractions and experiences
- Promote nature-friendly behaviour (e.g., respect for wildlife, litter-free visits)

2.5. Community & Environment

We:

- Participate in and support community litter-picking events
- Encourage local stewardship of Tetbury's green spaces
- Work closely with local groups and the Town Council on environmental initiatives

2.6. Continuous Improvement

We:

- Review this policy annually to strengthen our sustainability practices
- Listen to visitor and resident feedback
- Seek new training or partnerships that improve our environmental impact

3. Training and Awareness

At Visit Tetbury, we are committed to ensuring that all staff have the knowledge and confidence to support our sustainability goals. To achieve this, we provide ongoing environmental awareness training through credible, CPD-accredited online courses. These include short, flexible modules such as the Environmental Awareness Training provided by High Skills Training, which helps staff understand how everyday actions impact the environment. We also make use of concise online environmental awareness courses designed to build understanding of sustainable workplace practices. We keep our team updated through regular communication, discussions, and reviews of our sustainability progress.

4. Maintenance Regime

At Visit Tetbury, we operate a consistent and structured maintenance regime to ensure that all equipment and appliances function safely, efficiently, and in line with sustainability best practice.

Regular Checks and Fault Identification

We carry out routine checks on all equipment and appliances as part of our ongoing maintenance schedule. These checks help us identify any faults early, reduce energy waste, and prolong the life of our equipment.

Servicing to Manufacturer Recommendations

All equipment is serviced at the recommended intervals set out by the manufacturers. This ensures that items continue to operate safely and efficiently, helping us avoid unnecessary replacements and reducing environmental impact.

Record Keeping and Monitoring

We maintain internal records of inspections, servicing dates, and any repairs carried out. This ensures proper monitoring and supports responsible asset management.

Commitment to Efficiency

Ensuring equipment is well-maintained supports our sustainability goals by reducing energy consumption, preventing breakdowns, and minimising waste.

5. Community Support Statement

At Visit Tetbury, supporting our local community is a core part of our mission. As the town's Visitor Information Centre, we play an active role in strengthening community wellbeing, promoting local pride, and helping Tetbury thrive.

Supporting Local Social Projects

We regularly help and support local social initiatives that benefit residents, visitors, and the wider community. This includes assisting with awareness-raising, sharing information, and helping promote projects that make a positive social or environmental impact.

Working with Community Organisations

We work closely with local community groups, charities, volunteer-led initiatives, and cultural organisations to support their events, fundraising, and activities. This includes providing visibility through our channels, helping with logistics, and ensuring community projects reach both residents and visitors.

Promoting Local Events and Causes

Through the Visit Tetbury Information Centre, social media channels, and community networks, we highlight and promote local events, heritage activities, town initiatives, and volunteering opportunities — helping increase participation and strengthen community spirit.

Being an Accessible Hub for the Community

As a trusted public-facing space, we offer a friendly and accessible point of contact for both residents and visitors. We share useful local information, support independent businesses, and direct people to community services, events, and opportunities.

Encouraging Community Collaboration

We regularly connect local groups, volunteers, businesses, and event organisers, helping to bring people together and support stronger community partnerships.

Monthly Playground Inspection Checklists

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

Suffolk Close – Monthly Inspection Checklist

Date	Inspection Item	Condition	Comments
20/03/2026	Play equipment condition	Good	Shackles replaced
	Safety surfacing	Good	
	Signage visibility and condition	As new	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	Ok	Fence repaired
	Benches and seating	Fair condition	
	Drainage and water pooling	Ok	

Signatures:

Councillor: R Smith

Grounds Team: CW

Webb Road- Monthly Inspection Checklist

Date 20/03/26	Inspection Item	Condition	Comments
	Play equipment condition	OK	
	Safety surfacing	OK	
	Signage visibility and condition	As new	
	Litter and debris removal	Litter and debris removed	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	Good	Fence posts replaced
	Benches and seating	Good	Treat in Spring
	Drainage and water pooling	Good	

Signatures:

Councillor: R Smith

Grounds Team: CW



Highways Working Group – 10th March 2026

Attendance

- **Present: Members JB-RA-GC-PJ- VB**
- **Councillors: Chair Cllr Z Baker - Cllr I Watson**
- **Apologies: DB BS SS – MB no apologies**
- **Public JT**

Member of public raised major concerns about severe congestion caused by long running and overlapping roadworks.

Lack of response from Highways for 4 months after queries regarding Cirencester Road (monitoring since November).

Multiple works (Tesco's, Long Street, Bath Road) not being staggered.

Utility companies (SEN) causing long delays — e.g., Long Street paving took 5 days for a half-day job.

Impact on local businesses - Trading down 38–50% year-on-year.

6 shops currently empty between Market House and West Street.

Risk to Tetbury's tourism reputation.

Praised Cllr L Hall-Wilson for her campaign to reduce the road closure on Bath Road.

Key Updates

20's Plenty: Ongoing

Speed Monitoring: SLA approved at Full Council – Areas to be confirmed by Gloucestershire Constabulary.

VAS Installation: Poles have been installed on Hampton Street and Cirencester Road awaiting delivery of signs.

Manhole Covers: Continue to use Fix my Street – Cllr I Watson can follow these up.

Damaged Bike Signs: Two Signs outstanding – **Action** VB to contact Highways team

Reduce Lorry Weight: Cllr M Baker ongoing

County Councillor update members regarding Safer Streets

- 166 county applications; first 25 approved.
 - Funding: **£3M over 2 years** (public health + highways).
 - Additional **£15M resurfacing grant** distributed across 3 Cotswold projects.
-



Lorry Watch

- Last week's session quiet due to drivers avoiding Tetbury because of roadworks.
 - Public appreciative.
 - Next Lorry Watch: **week of April 20th or 27th.**
-

Lighting, Footpaths & Development

- Cirencester Road:
 - New developments lack adequate lighting.
 - CIL contribution only **£5K vs. £50K** needed.
 - Pursuing strategic CIL funding.
 - Footpaths overgrown or missing entirely; not included in current plans.
 - Bath Road & Cirencester Road pavement improvements requested.
 - 30mph TROs stalled due to cost and lack of accident data (only 2 accidents in 7 years).
-
-

Action Items

- Escalate roadworks issues.
 - Engage businesses.
 - Bring parking proposals.
 - Share resurfacing and Safe Streets data
 - Report potholes
 - Volunteer for Lorry Watch (April)
 - Explore feasibility of local VAS installation.
 - Car Parking meeting 18th March

 - **12th May 2026**
-

Committee and Date	Heritage, Environment and Community 13 th April 2026
Agenda Item	11
Subject	To discuss Suffolk Close Playpark
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>This report outlines the updated financial position of the Tetbury Town Council Playground Improvement Project, following the completion of recent fundraising efforts. It provides an overview of the funds secured, the impact of the fundraising shortfall on the original budget, and the ongoing commitment from the chosen supplier as agreed in resolution HEC11.11/25.</p> <p>The report also sets out the considerations needed to ensure the project continues to move forward successfully while maintaining the highest possible play value for the community.</p> <p>Funding for the project has been gathered from a range of local organisations and community schemes. Tetbury Town Council has contributed £20,000 of CIL, forming most of the secured funds.</p> <p>Additional external support has been received from the Jack Lane Trust, which awarded £1,500, and the Feoffees, who granted £500. A further £1,500 was gained through the Tesco Blue Token scheme, demonstrating strong support from local shoppers.</p> <p>The Spacehive crowdfunding campaign generated £356.77; however, this figure fell below expectations due to lower-than-hoped engagement on social media during the campaign period.</p> <p>In total, the project has secured £23,856.77. While this represents a strong collective effort, it does fall short of the original target budget of £40,000. The shortfall of approximately £16,000 will require the project team to reassess the original scope of the playground proposal.</p> <p>Despite this, the supplier selected through the committee decision remains enthusiastic and committed to working with Tetbury Town Council. Their willingness to continue collaborating ensures that the project can still progress, with an emphasis on achieving the best possible play value within the revised financial parameters.</p> <p>The supplier has expressed readiness to review the existing design and explore opportunities to adapt it in a way that maintains high-quality play experiences while staying within the available budget. This may include revising certain elements, considering alternative materials, or prioritising core</p>

	<p>equipment that provides the greatest community benefit. Their cooperative approach provides reassurance that the project can continue in a positive direction despite financial constraints.</p> <p>The next stage for the project will involve further discussions with the supplier to agree on a refined design that reflects the updated funding level.</p> <p>Identifying essential components and exploring cost-effective adjustments will form a significant part of this review. There may also be scope to investigate additional small-grant opportunities or local sponsorship options should the council wish to restore elements of the original plan.</p> <p>Although further fundraising is not essential for the project to proceed, it may help enhance the outcome.</p> <p>Clear public communication will be valuable as the project progresses. Sharing updates on the secured funding, the supplier’s ongoing commitment, and the next steps will help maintain transparency and community engagement.</p> <p>Despite the challenges faced during the Spacehive campaign, the overall level of funding achieved demonstrates strong local belief in the importance of investing in modern play provision for Tetbury.</p> <p>In conclusion, although the project has not reached the hoped-for £40,000 target, the confirmed total of £23,856.77 forms a solid basis for delivering an improved playground for the community.</p> <p>With the supplier willing to adapt the plans to suit the revised budget, the project remains both viable and promising. Continued collaboration, careful planning, and open communication will support the delivery of a high-quality play space that reflects the needs and aspirations of families in Tetbury.</p>
Recommendations	To discuss
Financial Implications	Funds received
Legal Legislation	<p>The General Power of Competence (GPC) (Localism Act 2011, s.1)</p> <p>Open Spaces Act 1906 and the Public Health Acts Amendment Act 1907.</p>
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	12
Subject	To discuss Annual Town meeting report
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>Councillors are asked to prepare the Heritage, Environment & Community Committee's annual report, summarising the work undertaken over the past year and highlighting achievements, progress, and future priorities. This report provides residents and Full Council with a transparent overview of activity and ensures accountability for decisions, resources, and public funds.</p> <p>Heritage Projects</p> <ul style="list-style-type: none"> • Update on all heritage-related work. • Progress on the Bath Bridge heritage project, including developments and next steps. <p>Environmental Improvements</p> <ul style="list-style-type: none"> • Summary of environmental projects undertaken through the year. • Reference to the riverbed project and other biodiversity or environmental initiatives. • Installation, repair, or refurbishment of benches and other environmental assets. <p>Community Spaces & Facilities</p> <ul style="list-style-type: none"> • Improvements to community areas, including the play park rejuvenation projects. • Any new equipment, upgrades, or safety improvements introduced this year. <p>Festive & Community Events</p> <ul style="list-style-type: none"> • Overview of major events supported by the committee. • Christmas Tree Festival – themes, participation, and outcomes. • Christmas Switch-On – organisation, attendance, and any key changes. • Christmas community dinners – purpose and community benefit. • Festive window competition – engagement levels and feedback.

	<p>Awards & Recognition</p> <ul style="list-style-type: none"> • Update on the Inspirational Awards. • Note that the awards have now moved to a biennial (every other year) schedule. <p>Grants & Funding Window</p> <ul style="list-style-type: none"> • Confirmation that the committee has introduced a new structured funding window for grant applications. • All grant applications will now be considered at the September and January meetings. <p>Future Priorities</p> <ul style="list-style-type: none"> • Outline of emerging priorities for the coming year. • Any unresolved issues, continuing projects, or new proposals requiring council discussion or support.
Recommendations	To provide the report by the 16 th April
Financial Implications	None
Legal Legislation	
Climate impact	
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	13
Subject	To discuss and approve Car Parking Working Group recommendations
Accountable Members	All
Accountable Officer	EO
Summery/Purpose	<p>This meeting was convened at the request of Full Council to facilitate open discussion between the Heritage, Environment & Community Committee and the Car Parking Working Group regarding the ongoing challenges surrounding parking capacity and management within Tetbury. The purpose was to understand the working group's concerns, to hear the committee's perspective, and to explore potential routes for collaborative action.</p> <p>The Chair of the Working Group opened the session by thanking members for attending. Cllr Z. Baker was the sole committee member present.</p> <p>Concerns Raised by the Car Parking Working Group Members of the working group expressed significant concern about what they perceive as a lack of support from Tetbury Town Council regarding their work, recommendations, and previous communications. They stated that:</p> <p>They feel there has been insufficient acknowledgement of the scale of the parking issue in Tetbury, particularly during peak visitor periods and special events.</p> <p>Previous proposals put forward by the working group have not progressed, and feedback has sometimes been slow or unclear. The group questioned whether there is a defined mechanism within the Council structure through which their work should be escalated or reviewed.</p> <p>Discussion of Parking Pressures in Tetbury Working group members outlined ongoing pressures across the town, including:</p> <p>Limited long-stay parking for workers. Increased visitor numbers placing strain on available spaces. The knock-on effect on nearby residential streets.</p> <p>They stressed the importance of exploring practical, partnership-based solutions to relieve pressure without placing undue financial burden on the Council.</p>

Proposals for Additional Parking Options

Two key proposals were raised for committee consideration:

Use of Tesco Car Park for Overflow Parking

The group would like to see the Council approach Tesco to explore whether:

- A portion of the Tesco car park could be made available for community or long-stay parking, particularly during peak seasons or major town events.
- A formal partnership or agreement could be developed, potentially including signage, partial allocation, time-limited zones, or event-based arrangements.

Members noted that Tesco has significant parking capacity, and a partnership could provide a mutually beneficial solution that eases pressure on town-centre streets.

School Car Park Use Outside School Hours

The group also suggested that Tetbury's schools might be willing to permit community use of their car parks outside school operating hours, for example:

- Evenings
- Weekends
- School holidays
- Special events such as fairs, festivals, or Christmas lights

Approaching Bromford Regarding the St Mary's Road Car Park

The working group also discussed the large Bromford-owned car park located to the rear of the St Mary's Road flats.

Members highlighted that this site may have unused or under-utilised capacity that could potentially assist in easing parking pressures in the surrounding residential areas.

The group suggested that the Council consider formally approaching Bromford Housing to:

- Understand the current allocation, usage levels, and any existing restrictions associated with the car park.
- Explore whether there is scope for shared use, designated spaces, or a partnership arrangement that could support wider town-centre parking needs.
- Discuss possible opportunities for improved management or access arrangements, particularly at times of peak demand.

	<p>It was agreed that any approach should be undertaken collaboratively and sensitively, ensuring that the needs and rights of existing residents remain the primary consideration. Nonetheless, members felt that opening a dialogue with Bromford could uncover practical opportunities to support the town's overall parking strategy.</p> <p>This could provide substantial additional capacity during times when community parking needs are highest.</p> <p>The group asked whether the Council could facilitate formal conversations with school leadership to explore feasibility, safeguarding requirements, security considerations, and insurance implications.</p> <p>Although no formal decisions were made at this meeting, the following actions were identified:</p> <p>Cllr Baker expressed appreciation for the group's ongoing efforts and confirmed that their feedback and suggestions would be formally reported to the committee.</p>
Recommendations	To discuss and approve
Financial Implications	None
Legal Legislation	
Climate impact	
Report written by	EO

Committee and Date	Heritage, Environment and Community
Agenda Item	To approve Tetbury UnHurried
Subject	“Tetbury UnHurried”
Accountable Members	All
Accountable Officer	EO
Summary/Purpose	<p>UnHurried's aim is to "ratchet up" the way we use our high street and town centre and to increase footfall into the town.</p> <p>The project is designed to encourage people to step away from their phones and also move away from the habit of online purchasing. We know that the shift to digital-only shopping whilst convenient can be very detrimental to footfall, local sustainability, community and individual wellbeing. UnHurried, a year long project up to Christmas, is at its heart about making our town high street a place where people come to network, socialize, learn, shop and engage in person again. It can include any idea which creates community, engagement, networking and heritage but any project must try to support small local businesses by linking to our high street shops or supporting them in some direct or material way.</p> <p>Several workshops and networking walks with independent small local creative and wellbeing businesses are now confirmed and being booked in to premises around the town high street and into the Market House.</p> <p>Whatley Manor have expressed a desire to support it, creating a concierge link between their guests and our town thus driving footfall - plus they are offering social media marketing support.</p> <p>I would value your approval and to provide support in helping me "join the dots" with other local organisations I should or could work with.</p> <p>One part of this that I'm particularly passionate about and which the council can assist with, is involving our young people. With the rise of AI, we know that traditional office-based jobs are going to reduce significantly. Our kids need to understand how to self promote, run their own businesses and/or work with their hands. Through UnHurried, I want to give them the chance to come along to workshops, shadow local makers, and see firsthand what people are making with their hands, how they run small businesses - all of which includes the vital skill of self promotion.</p>
Recommendations	To approve
Financial Implications	None
Legal Legislation	
Climate impact	
Report written by	Alison Figueiredo



Welcome to

South Cotswolds

Not Hurried

If you've ever felt days and months are slipping by too quickly, this is for you.

Digital keeps us all hyperconnected rushing from one moment to the next, forever online in some way. We live, leisure and shop hastily as a result. Created in the South Cotswolds, with a special focus on Tetbury, this analogue guide brings together a curated programme of wellness gatherings, creative workshops, inspiring walks and mindful shopping – all designed to help you put the phone down, slow down and reconnect with real life, meaningful encounters and with people.

No apps.

No algorithms.

Just time, taken slowly.



WHAT IS UNHURRIED?

Unhurried is not about doing more.

It's about doing things differently.

Across a series of thoughtfully curated gatherings, Unhurried connects people with local businesses, makers, practitioners and landscapes — encouraging slower ways of living, shopping and spending time away from your phone. We are embracing the current move towards analogue with arms wide open!

You might find yourself:

- learning a skill by hand
- walking without a destination
- lingering in a shop you'd normally rush past
- talking to someone new

Application Form

Westonbirt Arboretum Community Access Scheme (CAS)

How we will use your information

We need to collect personal information about your organisation and lead booker to be able to manage your application to CAS. These details will be used to process your application and will only be used to contact you about other Forestry Commission activities when you have confirmed you would like to receive this communication (there is the option to hear more from the Forestry Commission below). We will store your information securely and will not share it with any other organisation.

The Forestry Commission is a data controller under UK data protection legislation. The Forestry Commission's privacy policy and contact details of our Data Protection Officer can be found here: www.forestryengland.uk/privacy. We will keep a copy of your financial data for 7 years, as per our retention policy.

We will use your details to contact you about the scheme and to gather feedback on it.

Tick here if you agree to receive this information from us. []

*Westonbirt Arboretum would like to occasionally contact you about relevant events and activities aimed at your target audience and help us develop Westonbirt as an **inclusive** visitor attraction. You will not receive information about wider Forestry Commission events.*

Tick here if you agree to receive this information from us. []

We respect the privacy of your data. Data will only be accessible by Forestry Commission employees at Westonbirt Arboretum. Non-financial data will be stored on file for 6 months after the end of the financial year to enable us to gather feedback on the scheme.

I confirm that I have read and agree to the CAS conditions. []

Please note that Westonbirt Arboretum reserves the right to withdraw an organisation's participation in this scheme in the event of misuse and may alter or close the programme at any time.

Name of the organisation/community group:				
Select number of CAS tickets required	60 visits - £30 (incl.VAT) YES / NO		120 visits - £60 (incl. VAT) YES / NO	
Type of Organisation (please tick)	registered charity (C)	community interest company (I)	community benefit society (B)	service provider to people with additional needs (S)
Charity registration number (if applicable):				
Address: line 1				
Address: line 2				
Address: line 3				
Postcode:				
Contact name and job title:				
Contact email address:				
Contact telephone number:				
Contact person & telephone number for Finance:				

Please provide a description of your organisation's aims/objectives, your service users and the purpose of the organisation's support work. (Please attach additional information if you need to, such as your annual report, charitable objectives etc).

This should be general information; please do not include personal information about any third parties in this section.

How did you hear about the Community Access Scheme? <i>(please tick)</i>	Website	Magazine	Word of mouth	Contacted by Westonbirt	Previous Visit

Date of application:

Please return your completed application by email to:

[Redacted email address]

Or by post to:

[Redacted postal address]

Good afternoon,

I will be writing the air quality Annual Status Report for Cotswold District Council over the next few months. I would like to include any projects or initiatives your town/parish council have been involved with during 2025 or have planned for 2026 which may improve air quality. These could include:

- installation of cycle racks,
- improving cycle/foot paths,
- Initiatives to increase active travel,
- installation of EV charging points,
- initiatives which reduce car usage
- campaigns/lobbying Highways to improve road networks to improve traffic flow and reduce idling/stationary traffic
- Installation of green infrastructure on roadsides, e.g. hedges/trees around schools, to provide a barrier to road traffic emissions

If there are any projects you would like to be included in the Report, please can you let me know by the 1st May.

I would like to thank you for considering my above request and I look forward to hearing from you in due course.

Kind regards,