



Tetbury

Town Council

To all Members of the Council

(Councillors: Ian Watson (Mayor), Zowie Baker (Deputy Mayor), Steve Scott, Mark Baker, Patricia Burrell, Liz Farnham, Alison Figueiredo, Nikki Ind, Kevin Painter, Susanne Sanderson, Rodney Smith, Judith Taylor, Adam Thilthorpe x 2 vacancies)

You are summoned to attend the Meeting of the Council on Monday 15th June 2026 at 7pm for the transaction of the following business. The meeting will be held at Tetbury Library, Close Gardens, Tetbury, Glos. **All members of the public and press are welcome.**

Chief Executive Officer
8th June 2026

1.	To co-opt new Councillor
2.	To receive and accept any apologies for absence
3.	To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests
4.	Public Consultation <i>The Council allows fifteen minutes for public questions or statements. Each person speaking is to state their name and will be allowed a maximum of three minutes. Questions may be answered briefly but not debated. Issues may be referred to a later meeting of the Council or a Committee for response if deemed necessary.</i>
5.	To receive an update from the Dolphins Recreation Centre regarding Project 1
6.	To approve the Annual Meeting of the Council minutes – Monday 18 th May 2026
7.	To note action points
8.	To discuss and approve the fee proposal from CDS Group for the provision of professional services relating to cemetery planning and the preparation of an options appraisal
9.	To discuss and support the Rail Lands Regeneration Trust grant application to the National Heritage Lottery Fund and letter license to alter
10.	To approve Section 1 – Annual Governance Statement 2025/26 for the Annual Governance and Accountability Return 2025/26
11.	To approve Section 2 - Accounting Statements 2025/26 for the Annual Governance and Accountability Return 2025/26
12.	To discuss producing a Town Council Survey
13.	To note the amended Suffolk Close Play Area design and start date for installation
14.	To discuss car parking issues within the town
15.	To discuss and approve amended Remit of Committees
16.	To discuss business plan
17.	To discuss and approve writing to Coventry Building Society regarding the closure of the Tetbury branch
18.	To discuss grant funding received by the Police Museum Curator
19.	To approve the Town Council Climate Change Actions and Community Energy Strategy
20.	To note Mayors and CEO reports
21.	Noting draft minutes of Heritage Environment and Community Committee dated Monday 1 st June 2026
22.	Noting draft minutes of Finance & Scrutiny Committee dated Monday 8 th June 2026
23.	Noting draft minutes of Planning Committee dated Monday 27 th April 2026
24.	To note Working Group minutes
25.	To receive County Councillor Report
26.	To receive District Councillor Reports
27.	To consider correspondence received to date
28.	To receive Members Reports
29.	Items for inclusion on the July Agenda
30.	To note the date and time of next Full Council meeting, Monday 20 th July 2026, 7pm, Tetbury Library

Tara Niblett - Chief Executive Officer

The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA

ceo@tetbury.gov.uk Tel: 01666 504670 Office open to the public 9.30am – 2.30pm Monday to Friday

Website: Tetbury.gov.uk @TetburyTC

My name is Dave Alexander - and I have been a resident of Tetbury for 27 years. I am standing to be a councillor on your town council. I have been asked to let you know who I am, what I represent and why I am standing as a candidate for this post.

This is an important time in our town. Together, we have the opportunity to make a difference; to take a fresh look; to provide an energy and focus for our town.

I have a passion to make things better; I want to make a difference, to improve things and to use public money wisely to benefit the people of Tetbury.

I am sure that everyone who stands to be a councillor, wants to do that; but I have 45 years of public service, of which 35 years were in senior leadership positions in the public sector which supports my candidacy.

Having been Head of a large secondary school for nearly 20 years, I have a lot of experience which would complement the role of town councillor.

In my Headship role, I managed a substantial annual budget of over £11.8 million, deciding where those monies should go to benefit the students of the school in order to improve their life chances.

During my time as Head, I campaigned for money to build a new secondary school, involving national media as well as local media. When that campaign proved successful and we received £34 million, I was able to co design and project manage the new build. That meant analysing expenditure, understanding construction, health and safety as well as other building related areas. I oversaw a complete new build of the school as well as having oversight of the day to day running of a school of 1400 students.

That experience was challenging in the extreme but it demonstrated to me that I could prioritise, understand complexities outside of my training and organise projects successfully. I was able to demonstrate leadership, optimism and clear thinking. I believe that these skills are important and relevant in the civic arena in which the town council operates.

As a Head, I had to deal with people every single day, be they students, parents/carers or others from the community. Those interactions taught me to have the skills needed to involve people, listen to them and to lead them. Dealing with local government as well as Westminster provided me with the ability to understand differing viewpoints and the importance of both empathy whilst making clear, explicable decisions. I believe that my skills are translatable to the town council environment and could be utilised to the benefit of the Tetbury community.

My mantra as a Head was that "everyone matters". I believe that this is critical in public service. It is the duty and function of a public servant to support everyone to the best of your abilities; to ensure that you act with integrity and a moral purpose.

If I were to be chosen as a town councillor, I would act with integrity and authenticity – in my opinion, these values are non-negotiable for an elected officer. In addition, I bring an energy and dedication to any task which I take on, seeing it through to its conclusion.

I am independent, standing for values-based decision-making outside of any political party or leaning. It's Tetbury which I wish to support rather than any external agenda.

I want to make a difference so that everyone benefits from an active Town council. I can deliver on that statement based upon my career track record of completion, clear thinking and resilience.

Tetbury Town Council
Full Council Meeting – June 2026
Report from Dolphins Recreation Centre

Redevelopment Project Update

Purpose of Report

To provide Tetbury Town Council with an update on the current status of the Dolphins Recreation Centre redevelopment project and to outline the remaining next steps.

1. Project Status

The building is now able to open following further discussions with our insurers and Building Control.

Although the BRUKL has not yet been completed, a 12-month extension has been obtained, allowing the building to open in the meantime.
The changing rooms have also now been completed and signed off by Building Control.

The remaining actions are limited to:

- Installation of bar set up and replacement of the bar top;
- review and sign off of the draft Fire Risk Assessments;
- preparation of a user manual for hall users; and
- communication with existing bookings regarding the process for

transferring across to the new building.

As the building is now able to open, this will be our final formal redevelopment project update to the Council.

The Trustees would like to thank Tetbury Town Council for its support throughout the project.

2. Future Collaboration

The DRC remains supportive of the proposal discussed at the December 2025 meeting to establish more regular meetings between representatives of the DRC and TTC outside of the Full Council setting.

These meetings would provide an opportunity to discuss matters of shared interest, address common challenges, and identify opportunities for collaboration between the two organisations.

Should the Council wish to do so, Trustees would be happy to arrange an initial meeting in July.

Submitted on behalf of the Trustees of the Dolphins Recreation Centre.



**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
held at St Marys School, St Marys Road, Tetbury GL8 8BW.
Monday 18TH May 2026, 6.30pm**

Present:

Town Councillors: Nikki Ind, Ian Watson, Zowie Baker, Mark Baker, Patricia Burrell, Judith Taylor, Rodney Smith, Kevin Painter (arrived 6.55pm)

Officer: Tara Niblett (CEO (Chief Executive Officer) Victoria Bolwell (EO (Executive Officer)

Public: Four

TC01. 05/26 To elect a mayor and receive Mayor's Declaration of Acceptance of Office:

Councillor K Painter proposed Councillor Mark Baker for the office of Mayor; this nomination was seconded by Councillor M Baker.

Councillor Ian Watson proposed himself for the office of Mayor; this nomination was seconded by Councillor N Ind.

As there were two nominations, Members agreed to proceed by way of a secret ballot.

Councillor Ian Watson was duly elected as Mayor and signed the Declaration of Acceptance of Office.

Mayor Cllr Ian Watson thanked the previous chair for exceptional service and noted the support of ex-Mayors and experienced councillors present.

The Mayor, Cllr Ian Watson, paused the meeting to formally recognise and thank Mr Tony Evans, Tetbury's Town Crier, for his outstanding service to the town over the past ten years. Cllr Watson expressed the Council's sincere appreciation for Mr Evans' dedication, professionalism, and the significant contribution he has made in promoting and supporting community events.

In recognition of his service, a presentation was made to Mr Evans. The award also marked the Council's decision to confer upon him the honorary title of Town Crier Emeritus of Tetbury, in acknowledgement of his valued and lasting contribution to the town.

The Council also took the opportunity to welcome Dr Pete Dillon as Tetbury's new Town Crier and wished him every success in his new role serving the community.

TC02. 05/26 To elect a Deputy Mayor and receive Deputy Mayor's declaration of Acceptance of Office:

Councillor R Smith proposed Councillor Z Baker for the office of Deputy Mayor; this nomination was seconded by Councillor I Watson

Councillor K Painter proposed Councillor Mark Baker for the office of Deputy Mayor; this nomination was seconded by Councillor M Baker

As there were two nominations, Members agreed to proceed by way of a secret ballot.

Councillor Zowie Baker was duly elected as Deputy Mayor and signed the Declaration of Acceptance of Office.

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
held at St Marys School, St Marys Road, Tetbury GL8 8BW.
Monday 18TH May 2026, 6.30pm**

TC03. 05/26 To receive and accept any apologies for absence:

Apologies received and accepted for:
Councillor Steve Scott – Personal
Councillor Suzanne Sanderson – Holiday
Councillor Alison Figreduo – No apologies given

TC04. 05/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

None

TC05. 05/26 Public Consultation:

A member of the public has been waiting to meet with the CEO to raise questions regarding Plot 8. The CEO welcomed the resident to make an appointment so that their queries could be discussed and addressed in due course.

TC06. 05/26 To approve minutes of the meeting held on Monday 27th April 2026:

It was proposed by Councillor Z Baker, seconded by Councillor L Farnham to approve the minutes of the meeting held on Monday 27th April 2026.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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TC07. 05/26 To confirm Committees and elect Members to Committees (Chairperson appointed at each committee's first meeting):

Finance & Scrutiny – Councillors R Smith, Z Baker, S Scott, J Taylor, L Farnham - Ex officio Ian Watson

Planning – Councillors J Taylor, P Burrell, M Baker, S Scott, A Thilthorpe - Ex officio Ian Watson

Heritage, Environment and Community – Councillors N Ind, S Sanderson, Z Baker, R Smith, A Thilthorpe – Ex officio Ian Watson

TC08. 05/26 To elect representatives to public bodies, charitable trusts, working groups:

Climate Strategy Working Group – TBC

Car Parking Working Group – TBC – Full Council Agenda

Highways Working Group – Councillors Z Baker, M Baker and R Smith

Rail Lands Trust – Councillor Z Baker

NPHAA Allotments – Councillor N Ind

Tenants Representative – Councillor S Sanderson

Police and Crime Commissioner Cotswold Advocacy Scheme: Councillor Kevin Painter

Gloucestershire Market Towns Forum – TBC

Welfare Charities – Councillor Z Baker and N Ind

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
 held at St Marys School, St Marys Road, Tetbury GL8 8BW.
 Monday 18TH May 2026, 6.30pm**

TC09. 05/26 To confirm appointment of banker (Lloyds) and signatories (T Niblett, V Bolwell and 2 Councillors)

Councillors I Watson and one Cllr from Finance and Scrutiny TBC

TC10. 05/26 To approve Standing Orders:

It was proposed by Councillor J Taylor, seconded by Councillor P Burrell to approve the Standing Orders.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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TC11. 05/26 To approve Financial Regulations:

It was proposed by Councillor P Burrell, seconded by Councillor L Farnham to approve the Financial Regulations.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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TC12. 05/26 To approve Fixed Asset Register:

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the Fixed Asset Register.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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Agenda item Full Council June– Valuations for Fixed Register.

TC13. 05/26 To approve Remit of Committees:

Agenda item Full Council June.

TC14. 05/26 To note Tetbury Town Council yearly subscriptions:

Noted.

TC15. 05/26 To approve Tetbury Town Council insurance policy and Cyber package:

It was proposed by Councillor L Farnham, seconded by Councillor J Taylor to approve Tetbury Town Council insurance policy and Cyber package.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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TC16. 05/26 To approve Annual Community Infrastructure Levy Report:

It was proposed by Councillor N Ind, seconded by Councillor Z Baker to approve Annual Community Infrastructure Levy Report.

Voting record	For 10	Against 0	Abstain 0	Absent 3
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**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
held at St Marys School, St Marys Road, Tetbury GL8 8BW.
Monday 18TH May 2026, 6.30pm**

TC17. 05/26 To receive members reports

Councillor K Painter – The Community Showcase held at Sir William Romney School was well attended. The Executive Officer (EO) thanked Cllr Zowie Baker, Cllr Steve Scott, and Visitor Information Centre Assistant Matthew Nichols for their support in delivering the event.

Councillor Painter raised concerns on behalf of residents who had approached him to express the view that Tetbury Town Council should be lobbying on the planning matter at Bath Bridge. Cllr Ian Watson welcomed Cllr Painter to bring forward a formal motion, supported by a background paper, for consideration at the next Full Council meeting.

Councillor R Smith – thanked the staff for their work.

Councillor N Ind – Attended the recent Town and Parish Forum which was an informative event. Cllr L Farnham, the Chief Executive Officer (CEO), and the Executive Officer (EO) also attended on behalf of Tetbury Town Council.

Meeting with Gloucestershire County Council (GCC) to discuss the recent accidents on Cirencester Road. Concerns were raised regarding road safety, and potential measures to reduce the risk of further incidents were considered. Further updates will be provided as discussions progress.

Councillor P Burell

Thanked the staff for the past year.

Councillor L Farnham

Raised query regarding the Trim Trail. EO noted that this is inspected by the grounds team.

CEO Tara Niblett

Thanks were extended to Cllr Steve Scott and Cllr Mark Baker for their support over the past year. Congratulations were also offered to Cllr Ian Watson and Cllr Zowie Baker on their appointments, with best wishes for success in their respective roles.

TC18. 05/25 To consider correspondence received to date:

Councillors R Smith, I Watson and K Painter volunteered to attend an event at the council offices for the local Scouts and Cubs.

Councillor I Watson will attend the Malmesbury Robing Ceremony

Contact to the Goods Shed to request a meeting regarding the planning.



**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
held at St Marys School, St Marys Road, Tetbury GL8 8BW.
Monday 18TH May 2026, 6.30pm**

TC18. 05/26 Items for inclusion on June agenda:
Business plan

TC19. 05/26 To note the dates and time of the next meeting – Monday 15th June, 7pm Tetbury Library.

Noted.

CLlr L Farnham gave apologies for this meeting.

Meeting closed 8.30pm

Chair Dated

1. Purpose of Report

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

Ref	ACTION	WHO	STATUS
TC11. 01/25 TC19. 07/25	Business Plan All agenda items to have relevant business plan reference number. Cllr J Taylor to circulate summary table of business plan, items and responsibilities	Cllr J Taylor	Ongoing
TC23. 07/25	Request all Councillors and staff carry out Anti-terrorism awareness training	CEO	EO sent link again to all Councillors. CEO sent email to all Councillors 30.10.25 requesting this is completed by 17.11.25. Thank you to Councillors and staff who have already completed this training. Along with all office staff only 4 Councillors have carried out the training.
TC11. 01/26	To arrange town meeting regarding potential burial sites	CEO	Agenda item
TC09. 02/26	Speed watch cameras sites	EO	Meeting to be arranged with EO, County Cllr I Watson, Councillors Z Baker, M Baker and Glos Constabulary to discuss VAS and Speed Watch camera positions within the town
TC10. 02/26	Community Energy Strategy	Cllrs N Ind & J Taylor	Agenda item
TC08. 03/26	Opening of Unity Trust Bank account	CEO	Bank account opened May 2026
TC26. 03/26	To produce a town survey	CEO	Agenda item

Committee and Date	FULL COUNCIL – Monday 15 th June 2026
Agenda item	08.
Subject	To discuss and approve the fee proposal from CDS Group for the provision of professional services relating to cemetery planning and the preparation of an options appraisal
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>At the Full Council meeting held on 26th January 2026, the Council resolved to hold a town meeting to consider future burial provision options. In preparation of this meeting, it is essential that Councillors and residents are provided with accurate, impartial and expert information to support informed decision-making.</p> <p>At the Full Council meeting held on Monday 17th November 2025, the Council were informed of the potential sites that CDS Group have identified (report included).</p> <p>CDS Group will provide a comprehensive report outlining the pros and cons of purchasing land, the process for acquiring and developing burial land and the potential costs involved along with attending the town meeting to answer any questions residents may have.</p> <p>Tetbury Town Council has already engaged with CDS Group in relation to this matter and to ensure continuity, efficiency and a clear understanding of the Councils requirements, and due to this being a specialist service we are unable to provide the Council with any further quotations.</p> <p>It is proposed that the town meeting takes place late September/early October 2026, this will allow time for CDS Group to produce a report and update the Council before the town meeting proceeds.</p> <p>We have been advised that should a parish poll be requested by the attendees of the town meeting, this will take place between 14 and 25 working days after the town meeting.</p> <p>Tetbury Town Council have already resolved to work alongside Cotswold District Council should a parish poll proceed TC11. 01/26</p>
Financial Implications	£6,100.00
Budget code and cost centre	Burial EMR
Climate Impact	None at present
Governance and Legislation	



Tetbury

Town Council

Recommendation	It is recommended that we engage with CDS Group to produce a detailed report on the feasibility of purchasing burial land.
Report written by	CEO

Committee and Date	FULL COUNCIL – Monday 15 th June 2026
Agenda item	09.
Subject	To discuss and support The Rail Lands Regeneration Trust grant application to the National Heritage Lottery Fund and letter license to alter
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>At the Annual Meeting of the Council held on Monday 18th May 2026, correspondence was received advising that the Trustees of the Goods Shed are in the process of applying for a National Heritage Lottery Fund for the proposed café extension.</p> <p>Although planning permission has been granted there are a few planning conditions that must be taken into consideration.</p> <p>The Mayor Ian Watson and CEO held a meeting with representatives of the Goods Shed to discuss the grant application and the cafe extension, subject to a successful outcome.</p> <p>The grant application will be in the name of the Goods Shed.</p> <p>Project cost - £310,000 National Heritage Lottery Fund grant funding - £185,000 Applying for 2 separate grants - £60,000 each</p> <p>Tetbury Town Council have been assured that they will not have to cover any costs for this project.</p> <p>Although the grant funding is in the name of the Goods Shed, all completed works are the ownership of Tetbury Town Council.</p> <p>A project manager will be on board to assist with the building which should take approximately 5 months to complete.</p> <p>Attached to this report is a draft license letter to alter written from the Goods Shed and to be copied onto Tetbury Town Council letterhead. I would request that before Tetbury Town Council enters this contract; we obtain advice from a Solicitor.</p> <p>I would recommend that the Town Council supports the proposed café extension funding application to the National Heritage Lottery Fund.</p>
Financial Implications Budget code and cost centre	Solicitors Fees – tbc Legal Fees
Climate Impact	None at present



Tetbury

Town Council

Governance and Legislation	Localism Act 2011, Section 1 (General Power of Competence) – entering contracts and seeking professional advice.
Recommendation	To support TRLRT grant application to the National Heritage Lottery Fund for the café extension. To contact a Solicitor to review the license letter to alter before TTC enters this contract.
Report written by	CEO

DRAFT

[TO BE TYPED ON LANDLORD LETTERHEAD]

[Name of Tenant]

[Address of Tenant]

[Date]

Dear (INSERT)

Landlord: Tetbury Town Council (the "Landlord")

Tenant: Tetbury Rail Lands Regeneration Trust Ltd (the "Tenant")

Premises: Former Railway Goods Shed (the "Premises")

Lease: the lease dated 31st March 2017

Consent to the Works

In this letter a reference to "You" and "Your" means [name of tenant including co number] and references to "Us" and "We" and "Our" means [name of landlord including co number]

We refer to the following proposed 'Works' to the Premises:

1. Café extension as per Planning Permission ref 24/03105/FUL and shown in the application documents/plans and drawings held on the CDC planning portal

Terms

We, the Landlord agree that from the date hereof (but subject to the other terms set out in this letter) we consent to you carrying out the Works subject to your agreement to the following terms and conditions to which we require your agreement prior to commencing the Works:

1. you will be responsible for obtaining all necessary statutory consents (if any) for the Works;
2. you will carry out the Works in a good and workmanlike matter using good quality materials and to our reasonable satisfaction and make good any damage caused to the Premises and/or the Estate in carrying out the Works;
3. you will commence the Works not later than [three] months from the date of this letter and once commenced complete within [TBC] months from the date of commencement;
4. you shall not be required to remove the Works and reinstate the Premises to their original layout at the expiration or sooner determination of the Lease and any lease renewal would disregard the Works;
5. you shall arrange contractor insurance for the Works and we will notify our insurer, of the buildings and the estate, once the letter licence has been signed; and
6. that upon completion of the Works, all tenant covenants provisions and agreements contained within the Lease shall apply to the Premises in their then altered state.

For the avoidance of doubt the terms of this letter:

1. will be binding upon your successors in title and assigns;
2. will be binding on us and our successors in title;
3. does not vary the Lease, the terms of which can be enforced by us in full.

The parties agree that this letter shall not be enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to this Letter.

This Letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Letter or its subject matter or formation (including non-contractual disputes or claims).

Please sign and return the enclosed copy of this Letter to confirm your acceptance of these terms, the consent given by this Letter will not take effect unless and until you do so.

Yours faithfully

.....

For and on behalf of:

[Landlord]

We hereby agree to the above terms and conditions.

.....

For and on behalf of

[Tenant]

Date:.....

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

TETBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

TETBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	281,489	263,776	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	437,709	484,669	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	63,909	94,766	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	293,006	299,723	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	31,289	19,638	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	195,036	192,297	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	263,776	331,553	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	259,956	328,606	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,412,155	1,411,479	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	263,355	250,324	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date _____

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYYYY

 as recorded in minute reference:
 MINUTE REFERENCE

 Signed by Chair of the meeting where the Accounting Statements were approved
 SIGNATURE REQUIRED

Committee and Date	FULL COUNCIL – Monday 15 th June 2026
Agenda item	12.
Subject	To discuss producing a town survey
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>At the Full Council meeting which took place on Monday 16th March 2026, it was requested that the Town Council considers producing a town survey.</p> <p>A town survey represents a valuable opportunity to encourage community engagement and ensure that Council decisions are informed by local evidence.</p> <p>Before the survey is produced, it is essential that the Council identifies priorities, this will ensure that the survey undertaken is focused and relevant.</p> <p>Suggested priorities that the Council may consider:</p> <p><u>Transport</u></p> <p>Accessibility of public transport services Traffic congestion and road safety Walking and cycling infrastructure Connectivity to surrounding areas</p> <p><u>Housing</u></p> <p>Availability Affordability Social Housing Various types of accommodation</p> <p><u>Parking</u></p> <p>Impact of parking on businesses and residents</p> <p><u>Environment</u></p> <p>Green spaces and biodiversity Climate change</p> <p>The town survey will be advertised through the Tetbury Advertiser, Town Council social media and website.</p>



Tetbury

Town Council

	<p>The Council may also wish to consider holding a drop-in session where residents can meet Councillors to discuss the survey in more detail.</p>
<p>Financial Implications Budget code and cost centre</p>	<p>£210 per page in the Tetbury Advertiser Publicity</p>
<p>Climate Impact</p>	
<p>Governance and Legislation</p>	<p>Tetbury Town Council holds the General Power of Competence.</p> <p>Data Protection Act 2018 and UK GDPR should be considered if the Council are receiving personal email addresses.</p> <p>Local Government Act 1972 – general functions and expenditure. A survey can be linked to the Council’s general administrative functions, community engagement, service delivery or expenditure connected to council purposes.</p>
<p>Recommendation</p>	<p>To produce a town survey once priorities from Councillors have been received.</p>
<p>Report written by</p>	<p>CEO</p>

Committee and Date	Full Council
Agenda Item	
Subject	Parking assesment for Tetbury
Accountable Members	All
Accountable Officer	
Summery/Purpose	<p>This Council notes that:</p> <p>Tetbury continues to experience increasing pressure on parking provision across the town, particularly within the town centre and surrounding residential streets.</p> <p>Concerns have been raised by residents, businesses, and visitors regarding availability, turnover, and accessibility of parking spaces.</p> <p>Effective parking management is essential to supporting local economic activity, ensuring accessibility, and maintaining the quality of life for residents.</p> <p>Gloucestershire County Council (GCC), as the Highways Authority, holds responsibility for on-street parking regulation and traffic management.</p> <p>This Council believes that:</p> <p>A comprehensive and up-to-date parking assessment is necessary to understand current demand, usage patterns, and future needs. Evidence-led planning will enable more effective decision-making and ensure that any future measures are proportionate, targeted, and sustainable. Collaboration with GCC is essential to deliver meaningful improvements.</p> <p>This Council resolves to:</p> <p>Write formally to Gloucestershire County Council requesting that a full parking assessment of Tetbury be undertaken, covering:</p> <ul style="list-style-type: none"> • Current parking capacity (on-street and public car parks) • Usage patterns, including peak demand periods • Impact on residents, businesses, and visitors • Opportunities for improved management, including turnover, signage, or restrictions • Request that the assessment includes engagement with Tetbury Town Council, local residents, and businesses. • Ask that the findings and any recommended actions be shared with Tetbury Town Council for further consideration and collaboration. <p>Supporting information</p> <p>This motion responds to ongoing feedback from the community regarding parking pressures and aims to ensure that any future interventions are based on clear, up-to-date evidence.</p>

Recommendations	To approve
Financial Implications	None
Legal Legislation	
Climate impact	
Report written by	Ian Watson

REMIT OF COUNCIL, COMMITTEES AND WORKING GROUPS

To be approved at the Full Council – June 2026





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1. COUNCIL

The following matters shall be reserved for decision by the Council itself:

- 1.1 To Appoint those Officers as deemed necessary: CEO, Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the CEO).
- 1.2 To provide guidance to the Council Committees in Autumn of each year with regards to what would be considered an acceptable Precept amount for the forthcoming year so that they may facilitate budgetary discussions.
- 1.3 To agree the Precept request to be made to Cotswold District Council at the January meeting of the Council.
- 1.4 Borrowing money.
- 1.5 Making, amending, or revoking Standing Orders including Financial Regulations.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by Committees or Officers.
- 1.8 Prosecution or defence in a court of law.
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a committee.
- 1.13 In line with our objectives within the Neighbourhood Plan, the Council should encourage community facilities that will facilitate and encourage community engagement and cohesion.
- 1.14 A full annual report to be received from the Trustees of the Good Shed at the end of the financial year to observe that suitable space for performance arts and other cultural activities has been provided and for the Trustees to advise the upcoming bookings for the year ahead.
- 1.15 The Council will promote a flourishing local economy.

- 1.16 The Council will promote a high standard of leisure and sports provision which will serve the whole community and keep people fit and active into old age.
- 1.17 The Council will promote provision of infrastructure including medical and educational provision which will be promoted and supported wherever possible so that Tetbury has efficient and caring services to meet the growing modern community.
- 1.18 To receive quarterly budget updates from the Finance & Scrutiny Committee.
- 1.19 Day to day management of Council matters rest with the CEO as proper officer of the Council and the Responsible Finance Officer.
- 1.20 Street naming.

2. COMMITTEES AND WORKING GROUPS

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Working Groups, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Working Groups shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.
- 2.6 Committees may appoint Working Groups with specific terms of reference. The Council has resolved that no Sub-Committee may have executive authority, they may only make recommendations to their parent Committee or the Council.
- 2.7 Once the specified matters of the working group have been met or the working group are restricted in completing these matters, the working group will be dissolved by the Council.

Working Practices and Officer Support

The following is not part of the Committee's Remit or Terms of Reference but covers its expected Working Practices and needs for Officer Support:

- (i) The Committee shall be scheduled to meet five times per annum ('Ordinary Meetings'), every other month, with an allowance for no more than two Extraordinary Meetings per annum should urgent business require.
- (ii) The Working Group shall meet every other month between the monthly meetings of the Committee.
- (iii) The Committee will look to apply for funding from the precept, lottery funding and sponsorship whilst applying for special project support from large local businesses.
- (iv) The Council will provide Committee support for the Ordinary Meetings of the Committee and for any Extraordinary Meetings (maximum of six meetings in total).
- (v) No officer support will be given to any Working Groups

WORKING GROUPS

Tetbury Town Council and its Committees will address the need for Working Groups etc as is deemed necessary. Working Groups have no voting powers that relate to the Town Council's business, they do not have executive authority, and they have no budget unless specifically delegated. As such, any recommendations for work or action agreed by Working Groups will require the sanction of the Council or the relevant Committee which has created the Working Group.

3. Remit of the Heritage, Environment and Community Committee

At the first meeting following the Annual Meeting of the Council, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council all powers and duties relating to the areas below, which are not exhaustive.

Heritage, Environment, and Infrastructure

- 3.1 Town signage and street furniture, including bus shelters, litter bins, and benches.
- 3.2 Maintenance of Tetbury Town Council-owned buildings and open spaces, including the Old Court House and designated land as per the Open Spaces policy.
- 3.3 Environmental enhancement projects and sustainability initiatives.
- 3.4 Enhancing and celebrating the historic fabric and heritage of the town.
- 3.5 Overseeing the Visitor Information Centre and promoting tourism in Tetbury.
- 3.6 Maintenance of the closed churchyard at Saint Mary the Virgin and Saint Mary Magdalen, and the burial ground at Saint Saviours.
- 3.7 Annual review of burial regulations and upkeep of burial sites.
- 3.8 Inspection and policy oversight for headstones, memorials, and kerbstones at Saint Saviours burial ground.
- 3.9 Highways matters, including street lighting and traffic management, in collaboration with Gloucestershire County Council.
- 3.10 Support for walking and cycling initiatives to improve accessibility and sustainability.
- 3.11 Town bunting to become the responsibility of the Woolsack Committee following the purchase of new bunting in 2026

Community Engagement

- 3.12 Promoting health and wellbeing initiatives for all age groups.
- 3.13 Developing and maintaining a town directory on the Town Council website for easy access to services.
- 3.14 Coordinating Christmas incentives for residents of Tetbury
- 3.15 To work alongside the business plan to develop the Shop Independent Initiative and seek views of shopkeepers on range of issues.
- 3.16 To co-ordinate the bi-annual Inspiration Awards to acknowledge businesses and residents who go above and beyond.

Committee Operations and Budgeting

- 3.17 The Committee may appoint sub-committees or working groups to support specific areas, with the authority to make recommendations to the Committee or Full Council.
- 3.18 The Committee is empowered to incur expenditure where an allocated budget provision exists and must report financial updates quarterly.
- 3.19 Officers may apply for grant funding and items relevant to the Committee's scope if deadlines occur before the next scheduled meeting.
- 3.20 Health & Wellbeing, Climate, Highways, and Car Parking working groups report to this Committee.
- 3.21 Meetings are typically held monthly at Tetbury Library at 7 PM unless otherwise stated.
- 3.22 The Committee will approve its minutes which will be submitted to Council for information.
- 3.23 The Committee oversees all day-to-day functions of the Police Museum and Courtroom.

4. REMIT OF THE PLANNING COMMITTEE

At the June meeting of the Planning Committee, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Make observations, to the Planning Authorities on all planning and licensing applications received, with reference to relevant national and local policies and in particular the approved Tetbury and District Neighbourhood Development Plan.
- 4.2 Liaise with the Planning Authorities with regards to possible infringements of planning regulations.
- 4.3 To monitor adherence to the approved Tetbury and District Neighbourhood Development Plan and also co-ordinate a response to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about. These responses should then be recommended to the Council.
- 4.4 Provision is also made for decisions to be taken under S101 Delegated Powers to the CEO in conjunction with the Planning Chairman and one other Committee Member (preferably the Vice Chair) when it is apparent that time constraints have been imposed or when a decision is required from the Town Council prior to the next Planning Committee Meeting taking place.
- 4.5 In line with our objectives within the Tetbury and District Neighbourhood Development Plan, the Committee will request that affordable homes and social housing will be provided that offer a range of tenure types to suit evidenced local need and will be well integrated into new housing development.
- 4.6 New housings sites will provide the CDC housing allocation and provision to reflect the type of dwelling in local demand.
- 4.7 To take into account the net carbon tool kit when commenting on planning applications.
- 4.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 4.9 The Committee will approve its minutes which will be submitted to Council for information.
- 4.10 To consider the impact on local business associated with any planning applications.

5. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE

At the June meeting of the Finance and Scrutiny Committee, the first two agenda items will be to elect a Chair and Vice Chair.

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 Financial management including the collation of Committee budgets. The Committee will present to the Council no later than its meeting in November its recommendations regarding the forthcoming Budget and estimated Precept demand. Following the Full Council meeting in December a public consultation meeting will be held in January for our residents to make observations on the budget and precept request.
- 5.2 Legal Services.
- 5.3 Financial procedures which are to include: internal 'in-house' audit checks and Internal/External Audits as implemented by RFO.
- 5.4 To scrutinise all grant requests over £500 before going to the Heritage, Environment and Community committee to approve/decline in accordance with the Council's grants policy.
- 5.5 The provision of office services and supplies (including Computer Hardware & Software) as deemed necessary by the CEO (and ordered by the CEO).
- 5.6 Annual provision for training for both Councillors and employees.
- 5.7 Business and Health & Safety Risk Assessment and Insurances.
- 5.8 To assist the CEO with producing the contract of employment/job description/personal specification, and for one of the committee members to participate in the interviews for CEO, EO, Grounds Foreman and Reception roles.
- 5.9 To assess staff performance levels regularly and to award performance/project bonus incremental payments accordingly.
- 5.10 Emergency Procedure and Disaster Plan for the Council. After training to carry out an emergency plan scenario before the end of the Council 2023-27 term.
- 5.11 To bring forward proposals for the ongoing development of these services.
- 5.12 The Committee can appoint Working Groups which are only empowered to make recommendations to the Committee.
- 5.13 The Committee is empowered to incur expenditure where it has allocated budget provision.
- 5.14 The monthly approval of Council payment schedules for the Council, Visitor Information Centre and Police Museum.

- 5.15 The periodic review of all Council Policies, which will be referred to the Council for final approval.
- 5.16 Management of the Winter Plan in consultation with Gloucestershire County Council.
- 5.17 When required by reason of urgency, the Committee may exercise all functions of the Council except for those decisions which legislation requires to be made solely by the Council. If such decisions are to be made, all members of the Council shall be notified of the circumstances.
- 5.18 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 5.19 To provide Full Council with quarterly financial reports.
- 5.20 To review and scrutinise each committee's budget monthly to review the spends against the budget and to encourage action to be taken to meet the objectives agreed when setting the budget.
- 5.21 To assess the Annual Statement of Accounts showing income and expenditure for the period ending 31st March. The Statement of Accounts shall then be approved by the Council.
- 5.22 To review the Annual Governance and Accountability Return (AGAR) Section 1 Annual Governance Statement and Section 2 Accounting Statements, and to recommend to Council, that the AGAR Sections 1 and 2 are approved.
- 5.23 The Committee will approve its minutes which will be submitted to Council for information.

6. REMIT OF THE HIGHWAYS WORKING GROUP

The Highways Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.

The Highways Working Group to report into the Heritage, Environment and Community Committee on all updates following their bi-monthly meetings.

- 6.1 Liaising with the Highway Authorities on all consultation matters relating to the highway, including reporting of potholes, signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 6.2 Promoting additional highway safety measures such as traffic calming and speed limits.
- 6.3 Liaising with Gloucestershire County Council and Natural England with regards to Public Rights of Way, National Trails and Access Land proposals.

- 6.4 Liaising with the County Council and service providers with regards to the provision of public transport services including buses, rail services and community transport.
- 6.5 Making recommendations with regards to the maintenance of trees on the public highway provided by the Council and liaison with other providers regarding their maintenance.
- 6.6 Making recommendations with regards to the provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 6.7 Making recommendations with regards to proposals for the ongoing development of those services.
- 6.8 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.
- 6.9 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.

7 REMIT OF THE CLIMATE STRATEGY WORKING GROUP – AWAITING DECISION ON WHETHER THIS SHOULD BE REMOVED

The Climate Strategy Working group has no executive authority, but it may exercise and perform the following duties on behalf of the Council, which are not exhaustive.

The Climate Strategy Working Group to report into the Heritage, Environment and Community Committee on all updates following their meetings

- 7.1 The aim of the group is to implement a strategy and action plan that will reduce harmful emissions, reduce the carbon footprint of the town and prioritise environmental improvements to enable the Town to make a real contribution to tackling climate change.
- 7.2 We will work with Gloucestershire County Council, Cotswold District Council (both of whom have declared climate emergencies) and members of Greening Tetbury to ensure the Town Council is at the forefront of this initiative.
- 7.3 We will Work with the Climate Emergency Manager at Cotswold District Council to introduce climate-friendly working practices and review our internal strategies and polices, including the Tetbury and Tetbury Upton Neighbourhood Plan, to secure a net carbon zero target.
- 7.4 We will finalise an action plan that will:
 - provide greater clarity and ambition on planning for renewable energy generation and storage, housing energy efficiency, green infrastructure, sustainable drainage and low-carbon transport solutions;
 - ensure the unique urban and green landscape within the town and beyond will be protected and enhanced in line with the ethos of the Cotswold AONB;

- promote sustainable travel and safe, direct and enjoyable links for walking and cycling to the town centre and other key attractions;
- provide training to all council employees and councillors to ensure climate change considerations are taken into consideration in all aspects of decision-making and work including the use of carbon neutral vehicles.

Current work includes:

- Working with CDC on the location of electric charging points;
- Working with the Cotswolds Conservation Board to introduce wildflower verges;
- Working with Greening Tetbury to promote good practice, energy saving tips and making Tetbury a plastic free town.

7.5 Councillors to attend meetings on behalf of the Council once they have been appointed by the Committee.

7.6 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.

7.7 To explore the benefits of the Community Energy Strategy and how this will assist relevant groups and organisations within the town.

9. REMIT OF THE CAR PARKING WORKING GROUP – AWAITING DECISION ON WHETHER THIS SHOULD BE REMOVED

The Car Parking Working Group has no executive authority, but may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive:

The Car Parking Working Group to report into the Heritage, Environment and Community Committee on all updates following their meetings

- 9.1 To raise awareness of the significant issues surrounding parking in Tetbury especially with Cotswold District Council and Gloucestershire County Council;
- 9.2 To promote and encourage alternative means of transport (such as walking, cycling, public transport) to reduce the demand for the use of cars and, hence, parking spaces;
- 9.3 To seek to secure additional parking spaces in Tetbury for use by residents, businesses/their employees and tourists;
- 9.4 To seek to secure a review of parking by Gloucestershire County Council in the foreseeable future and collect evidence to support the review;
- 9.5 To encourage residents to rent out their driveway using national organisations;
- 9.6 To implement the outcomes of a review of car parking signage to facilitate parking.
- 9.7 The Working Group will provide notes which will be submitted to the Heritage, Environment and Community Committee.

REMIT OF THE LOCAL PLAN WORKING GROUP

The Local Plan Working Group has no executive authority, but it may exercise and perform the following duties and powers on behalf of the Council, which are not exhaustive.

The Local Plan Working Group to report into Full Council on all updates following their monthly meetings as and when required.

Purpose:

To support the Town Council in reviewing, responding to, and engaging with the Local Plan process, ensuring the Town Council's views and the interests of the community are effectively represented.

Objectives:

- Review Local Plan documents and consultations issued by Cotswold District Council.
- Gather evidence and community views to inform the Council's responses.
- Draft recommendations and responses for Town Council's approval.
- Liaise with stakeholders, organisations and the public as required.

Membership:

The Working Group shall consist of:

- Councillors N Ind, I Watson, J Taylor, P Burrell
- Co-opted members (non-voting) as agreed by Council for specialist input
- CEO
- Relevant stakeholders as required

Meetings:

- Meetings to be convened monthly

Reporting:

- Written updates and recommendations to be submitted to each Full Council meeting

Review:

- The remit and membership to be reviewed annually at the Annual Meeting of the Council.

¹Tetbury Town Council's Business Plan 2024 – 2028

The Town Council's Business Plan is based on the priorities/objectives identified in the Tetbury and Tetbury Upton Neighbourhood Plan 2015-2030. The actions are set out under the Neighbourhood Plan priorities except for the first one which details priorities relating to the running of the town council.

Priorities related to the running of the council

Ref	Topic	Actions	Success criteria	Owner/lead person	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
0.1	Code of conduct	On appointment, and unless done so within the last year, councillors will undertake requisite training (including refresher training) to ensure they know what it means to be a councillor and how to conduct themselves	Training course attendance; attendance at meetings; uphold Civility and respect pledge	Full council CEO	Tetbury residents and business owners, GAPTC, CDC, monitoring officer	On-going	Training		Annually: Sept
0.2	Funding	Set a balanced budget each year, monitor income &	Review expenditure under	Full council Chair F&S	Tetbury residents and business	From April 2024; on-going	-		May, Sept

¹ Business Plan vs 7, 8 June, 2026

		expenditure; ensure vfm in the delivery of services	General Power of Competence; report to full council including reserves		owners, CDC, VIC, Police Museum				
0.3	Asset Register: to be a standard agenda item on full council agenda	TTC to inspect its assets and review the assets register	Accurate asset register	Full council CEO	Tetbury residents & businesses	Annually, from April 2024			Annually: F&S in May
0.4	Grants	Allocation of grants to local community groups	Grants made in line with TTC Grants Policy	Chair HEC up to £500; Chair F&S >£500	Local groups, societies & charities	On-going	HEC		Feb, May, Sept
0.5	S106 and Community Infrastructure Levy	Develop and implement policies for allocation of funds to ensure effective use of developer contributions	S106 & CIL policies agreed and implemented	Full council Chair F&S CEO	CDC, developers	On-going	CIL & S106 funds		Feb, May, Sept
0.6	Communications & engagement	Review the frequency & effectiveness of TTC communications (Staffing review) and police report	Website kept up-to-date with minutes etc. review number of hits etc	Full council CEO	Tetbury & TU residents & businesses	May 2026	Full council		May & September

Ref	Topic	Actions	Success criteria	Owner/lead person	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
0.7	Communication & engagement	Produce a welcome leaflet for new residents for distribution by estate agents signposting key services	Take-up & feedback	Full council Chair HEC	Tetbury & TU residents & businesses	Sept 2026	Full council		May 2027
0.8	Tourism	Provide good information for town visitors and residents physically as well as on the website	Footfall; increased use of website; positive feedback	Chair HEC	TTC, Tetbury & TU residents, businesses & tourists	Ongoing	HEC		September
0.9	Climate training	Provide training for all councillors to ensure climate considerations are taken into account on all relevant decisions;	Noted on minutes of meetings	TTC Chair CSWG	CDC, GT, CDC Wildlife Trust	Feb 2026	Training	Green	May
0.10	Communication	Provide guidance to residents and businesses as to how to calculate their carbon footprint, how to calculate and	Information on website used	TTC Chair CSWG	TTC, CDC, GGC		N/A		May

		reduce their carbon footprint and action to take to support biodiversity. Include CDC net carbon toolkit.							
0.11	Transport	Replace current council vehicles with low carbon/carbon neutral vehicle	Replacement in place or additional vehicle acquired	TTC CEO		To be determined	TTC x £?		May
0.12	Buildings	Oversee and monitor work on TTC buildings	Work authorised & completed on time	TTC Chair	TTC	Immediate	Ongoing		May
0.13	Local government re-organisation	Determine, oversee and implement necessary work related to local government re-organisation	TTC kept informed of implications of re-organisation and respond accordingly	TTC Mayor Chair of working group	TTC, residents, businesses and stakeholders	Immediate	Ongoing		Annual in September
0.14	IT infrastructure	Ensure IT provision fully meets the needs of TTC and its community	IT provision meets needs, including website	TTC CEO Mayor	TTC and residents	Immediate	?	In progress	February

0.15	Calendar of events	Put calendar of events of TTC website	Calendar in place	CEO	All residents and Tetbury visitors	Immediate	-		September
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Objective 1: The historic fabric and heritage of Tetbury will be conserved, enhanced and celebrated

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
1.1	Tourism	Review the effectiveness of the police museum vs costs of running it; Should the police museum be independent of TTC?	Documented evidence of vfm provided by police museum; Review of structure of police museum independent of TTC	Full council Chair HEC	TTC; police museum staff and volunteers; Tetbury residents and businesses	On going	£6022 for 25/26	Red	September 2026

Objective 2: Tetbury's unique urban and green landscape within the town and beyond will be protected and enhanced in line with the ethos of the Cotswold AONB

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
2.1	Neighbourhood Planning and future update of Neighbourhood Plan (NP)	Review all TTC's actions and policies to ensure they are in line with the NP	NP aligned to local plan priorities & reflected in this business plan	Full council & Tetbury Upton PC Chair FC & chair planning	TTC, CDC, Tetbury residents & businesses; developers	On-going	N/A		Sept then 3-yearly
2.2	Biodiversity: Working with a range of species; amphibians; bird boxes; bat boxes; external lighting	TTC groundsmen promote biodiversity by: installing bird & bat boxes, owl hotels & hedgehog routes; developing wild flower verges; no mow May. Biodiversity action highlighted on TTC website	TTC presented with current status of this on an annual basis	TTC CEO	TTC, residents, businesses including planners and landscapers	Ongoing	CIL		May 2026
2.3	Open spaces	Identify open spaces requiring development; explore options for external funding to support this	Quality green spaces	TTC Chair HEC	TTC, CDC, Tetbury residents & businesses	April 2025			Sept 2026

Objective 3: The town centre will be rebalanced to honour its historic heritage as well as its crucial shopping and meeting role; and its environmental quality will be improved

Ref	Topic	Actions	Success criteria	Owner/Lead	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
3.1	Clarify TTC's strategy for engaging with local shopkeepers	Develop the Shop Independent initiative; clarify re-establishment of Chamber of Commerce; seek views of shopkeepers on range of issues	Shopkeepers active participants in Tetbury events; TTC receive quarterly updates from shopkeepers on issues/events	TTC, local businesses Chair HEC	TTC, local businesses	Feb 2026	N/A		May 2026
3.2	Local business	Consider the impact on local business associated with any planning application.	Impact on local businesses noted in minutes per application	TTC, businesses; Chair Planning	TTC, local businesses	Ongoing	N/A		Sept 2026
3.3	Communication	Create a "green directory" for the town which promotes retailers actively working to	Complete and publish directory	TTC GT	Residents	July 2026 – October 2026	N/A		May 2027

		reduce their carbon footprint e.g. by not using plastic							
3.4	Transport	Increase electric charging points in the town including some at 22KW/min	Programme for installation agreed	CDC, TTC	Residents, tourists, businesses		CDC	Green	Sept 2026
3.5	Transport	Increase car parking spaces in the town by at least 60 to offset those lost to GCC's work extending double yellow lines	Plan determined	GGC Chair CPWP with chair FC	Residents, tourists, businesses	asap	GCC?		May 2027
3.6	Transport	Identify and introduce areas to be no-idling zones in the town	Consult e.g. through town meeting; put up notices	GGC, CDC, TTC Chair Highways	Residents, tourists, businesses	April 2026	?		May 2027
3.7	Transport	Reduce the speed limit to 20mph in selected areas of the town	Roads to be designated with 20mph agreed	GT, TTC, CDC, GCC Chair FC	Residents, tourists, businesses	Ongoing	GCC		May 2026
3.8	Signage	To review the effectiveness of signage in the town	Improved signage of car parks; toilets, open spaces	TTC, CDC, GCC, 20s Plenty Group Chair HEC	Residents, tourists, businesses	July 2026	GCC CIL?		September

Objective 4: Community facilities will facilitate and encourage community engagement and cohesion

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
4.1	Communication & engagement	Hold a public consultation to discuss taking out a Public Works Loan in support of the Dolphins' Hall phase 2 development	Consultation event held; useful feedback	Full council Chair FC	Tetbury residents & businesses; residents in Tetbury Upton	TBD	Room hire; use DH or GS		
4.2	Burial Ground	Determine approach to finding burial space in and around Tetbury	Space identified and communicated to residents	TTC Chair FC	Tetbury residents	October 2025	TBD		Annually - October 2026
4.3	Allotments	Encourage leaseholders of the Highfield Farm allotments to form an allotment association to take on its management	Allotment association formed; allotment occupancy & payment received; no incidents reported. Less officer time	TTC rep on committee	Allotment leaseholders	Immediate	N/A		Annually - September

			spent dealing with queries.						
4.4	Civic pride	Seek ways to acknowledge & honour the contribution of others to the community	Events planned; feedback received	TTC Chair HEC	Tetbury residents & businesses	Ongoing			May 2027
4.5	Events	Seek ways to partner with other organisations to promote events within Tetbury; list partner organisations on website	Develop calendar of events in Tetbury & involve stakeholders	TTC Chair HEC	Tetbury residents and businesses	From May 2025			Review May 2027

Objective 5: Suitable space for performance arts and other cultural activities will be provided

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
5.1	Promote the arts and culture	The Goods Shed, Dolphins Hall; Promote on website and signpost events	Increase in number of events; attendance levels; feedback	Chair HEC	Tetbury residents	Ongoing	Goods Shed		Sept - annually

Objective 6: Safe, direct and enjoyable links for walking and cycling to the town centre and other key attractions will be developed to promote sustainable travel

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/du date	Budget	RAG status	Review cycle
6.2	Walking and cycling	Promote walking and cycling routes around the town & identify where improvements needed to make them safer	Publish routes on website; add new routes including walking tours of Tetbury and Malmesbury	TTC Chair HEC	Tetbury residents and visitors	April 2025			May 2027

Objective 7: Affordable homes will be provided that offer a range of tenure types to suit evidenced local need and will be well integrated into new housing developments and...

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/du date	Budget	RAG status	Review cycle
7.1	Meeting the needs of house purchasers	Ensure planners are aware of the demand for single storey accommodation from the HP consultation	More bungalows or single storey accommodation are built	Chair Planning	Tetbury residents	Ongoing	N/A		May 2026

Objective 8: ...New housing sites will provide the CDC housing allocation and provision to reflect the type of dwelling in demand

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
8.1	Planning	Ensure all planning applications pay due regard to measures to reduce its carbon footprint, increase biodiversity with appropriate habitats, and landscaped	Specifically ask this of all planning applications at Planning meetings	CDC TTC Chair Planning	Potential residents & businesses	Ongoing	N/A		May, annually

Objective 9: Tetbury will have a flourishing local economy where quality jobs are available locally

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
9.1	Employment	Implement a review of how TTC might help and encourage more employment in the town	Review undertaken; resulting actions scheduled	TTC, CDC Chair FC	Tetbury residents & businesses; Chamber of Commerce	Nov 2025			N/A

Objective 10: A high standard of leisure and sport provision will serve the whole community and keep people fit and active into old age

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
10.1	Leisure and Sport facilities	To work with a range of providers in continuing the development of facilities for sport, leisure and recreation	New community hall opened; high usage of recreation ground; Leisure centre; Astro turf, Malthouse, outside pitches	TTC DHRT Chair HEC	Tetbury residents	Immediate			September - annually

Objective 11: The provision of infrastructure including medical and educational provision will be promoted and supported wherever possible so that Tetbury has efficient and caring services to meet the growing modern community

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
11.1	Transport	Support improvements to infrastructure including bus services e.g. 882 service to Cirencester	People enabled to get to work & attend schools & colleges in Cirencester; enable commuters to connect with trains from Kemble	Full council Chair of FC	Residents and businesses in Tetbury	asap			September 2025

Committee and Date	Full Council – Monday 15 th June 2026
Agenda Item	17.
Subject	Closure of the Coventry Building Society in Tetbury
Accountable Members	All
Accountable Officer	
Summery/Purpose	<p>This Council notes that:</p> <p>Coventry Building Society is proposing to close its Tetbury branch on Friday, 28 August 2026</p> <p>The Council recognises the vital role that local banking services play in supporting residents, particularly older people, those with limited access to transport, and individuals who rely on in-person financial services. The loss of this branch risks increasing financial exclusion and reducing access to essential services within our community.</p> <p>Therefore, Tetbury Town Council resolves to:</p> <ol style="list-style-type: none"> 1. Write formally to Coventry Building Society expressing the Council’s strong disappointment at the decision to close the Tetbury branch. 2. Highlight the significant impact this closure will have on local residents, businesses, and the vitality of the town centre. 3. Urge Coventry Building Society to reconsider its decision or, at minimum, ensure that suitable alternative provision is made for Tetbury residents, including accessible in-person banking services. 4. Copy this correspondence to the local Member of Parliament and relevant stakeholders to raise awareness of the issue. <p>This Council further resolves to continue to advocate for the retention and improvement of accessible financial services within Tetbury.</p>
Recommendations	To approve
Financial Implications	None
Climate impact	None at present
Report written by	Ian Watson

Committee and Date	FULL COUNCIL – Monday 15 th June 2026
Agenda item	18.
Subject	To discuss grant funding received by the Police Museum Curator
Accountable Members	All members
Accountable Officer	CEO
Summary/Purpose	<p>In April 2026, the CEO received confirmation that the Tetbury Police Museum and Courtroom have successfully received a grant for £4,000 towards the proposed project. £3,600 would be payable upon signed acceptance (this was received June 2026) £400 upon completion of the application and match funding £500.</p> <p>Within the grant confirmation letter (see attached), it states that the project has been endorsed by the CEO/RFO, this is a concern as the CEO/RFO did not see the grant application before it was sent to the Museum Development South West.</p> <p>The Heritage, Environment and Community (HEC) Committee were informed in April 2026, that a grant application had been submitted, but no grant application form was provided.</p> <p>Various meetings have taken place between the Curator, Chair of the HEC Committee and CEO, and in April 2025, the Curator was advised that all grant applications should go through the HEC Committee in the first instance. The committee have requested this Full Council agenda item as the processes are not being followed.</p> <p>Following the receipt of the £3,600, a policy has now been drafted, and this will be sent to the HEC Committee for comments before being discussed at the Finance & Scrutiny and approved at Full Council in July.</p>
Financial Implications Budget code and cost centre	£500 match-funding for this project
Climate Impact	None at present
Recommendation	To note grant funding received
Report written by	CEO

TETBURY TOWN COUNCIL

FULL COUNCIL MEETING 15th June 2026 - AGENDA ITEM 19

CLIMATE & COMMUNITY ENERGY STRATEGY

Proposer

Councillor Nikki Ind

Seconder

Councillor Judith Taylor

Summary/Purpose

To propose a Climate and Community Energy Strategy for Tetbury Town Council

Recommendation

- The Town Council look to reduce their carbon footprint by investigating the provision of solar panels on council owned buildings via the Gloucestershire Community Energy roof leasing scheme.
- The Town Council work as a conduit, connecting local schools and organisations in community buildings with Gloucestershire Community Energy to allow them to consider the roof leasing scheme.
- The Town Council introduce Gloucestershire Community Energy to Greening Tetbury
- The Town Council review the Emergency Plan, including provision for flooding and adverse weather events – cold and hot
- The Town Council redevelops the website page for Climate Strategy, providing links and signposting for residents to agencies, including Severn Wye Energy, Warm & Well and Greening Tetbury – this list is not exhaustive, and members can submit other proposals to the CEO for approval.

Town Council Priorities

Tetbury Town Council has a Climate Change Vision and Strategy for Tetbury, work began in 2019 and the strategy was accepted by the Town Council in December 2020. This document aims to significantly reduce harmful carbon emissions and reduce the carbon footprint of the town and prioritise environmental improvements to enable us to make a real contribution to tackling climate change and improving biodiversity.

Background

Cllrs Ind and Taylor have been on the Climate Strategy Working Group for several years and whilst most climate strategy actions are now on the Town Council Business Plan, following attending the presentation – Let's Talk Community Energy – they were tasked by the Council to investigate this and the Town Council Strategy.

On 3rd June 2026, Cllrs Ind, Taylor & Thilthorpe met with Matt Partridge of Gloucestershire Community Energy to discuss how the community roof leasing scheme works and how the Town Council could lead by example in Tetbury and achieve some of the aims in the Climate Change Vision and connect Gloucestershire Community Energy with schools, organisations in community buildings and partners.

Main Points

- Investigate suitability of council owned buildings, including providing documentation as required to Gloucestershire Community Energy – including historic electricity bills
- Work with partners at the Goods Shed, as a Town Council owned building, to establish if there is further scope to develop their solar panel system
- Act as facilitator to introduce local schools and community organisations to the roof leasing scheme and connect with local partners such as Greening Tetbury
- Emergency Plan Review
- Redevelop the Climate Strategy page on the Town Council website

Financial Implications

None at this point

Legal Implications

There are no legal implications from the recommendation in this report.

Climate Implications

Potential reduction in the carbon footprint for the Town Council, in line with the commitment made in 2020, and for schools and community organisations in the town.

Risk Assessment

None undertaken

Alternative Options

None currently

Report to Full Council – Monday 15th June 2026
Agenda 20. CEO Report

1. Purpose of report
To note works carried out at the Town Council offices, VIC and Grounds Team
2. Recommendation
For Full Council to note report
3. Town Council Offices

EO and CEO attended the SLCC Regional Training Seminar in Taunton, this provided an oversight to making the (Annual Return) AGAR digital – this will go live in 2027. Cash Access UK – Access to Cash and Banking Hubs – TTC have tried twice to obtain a banking hub which was discussed at the HEC and Full Council meetings, unfortunately we have been unsuccessful along with Malmesbury our neighbouring town. Assertion 10 Compliance, pleased to advise that TTC is compliant in most aspects, and we are currently updating the website to make this more accessible.

Internal Auditor visits for year-end took place Friday 12th June.

CEO along with the Mayor attended the Mayoral Robing Ceremony in Malmesbury.

EO attended a tourism sustainability workshop.

EO received on behalf of Visit Tetbury a Green Tourism bronze award, this is for sustainable actions within the business.

EO currently updating information onto the new Visit Tetbury website.

Meeting held with a telephone supplier to look at reducing our outgoing costs.

Three letters were sent to lorry companies that were flouting the weight restrictions in the town centre.

Tetbury Scout group are visiting the Town Council offices on Tuesday 16th June to understand the roles of a Councillor.

Following the resignation of Councillor Xam Macutay-Malloch, we have been advised that an election has not been requested and co-option for this position will be held at the Full Council meeting on Monday 20th July.

CEO attended training for the new Local Government Pension Scheme portal.

Litter picking carried out Sunday 14th June.

4. VIC

Over the past couple of months, Visit Tetbury has experienced a quieter trading period, reflecting broader national trends. Visitor numbers across the UK have seen a noticeable dip, largely attributed to unsettled and unpredictable weather conditions, which have impacted day trips and overall tourism footfall. Despite this, Tetbury continues to show resilience, with steady engagement and encouraging signs of growth in key areas.

One of the most positive developments during this period has been the introduction of new locally sourced products, particularly from the Cotswold Way. This addition has been very well received and strongly aligns with our commitment to supporting regional producers and showcasing the very best of what the Cotswolds has to offer. Expanding our range of local stock not only strengthens our identity as a hub for authentic, place-based experiences, but also helps to deepen relationships with local makers and suppliers. We are incredibly proud to support these businesses while offering visitors unique, high-quality items that reflect the character of the area.

While footfall has fluctuated, our digital presence has gone from strength to strength. Visit Tetbury's social media platforms are currently performing exceptionally well, with several recent posts achieving over 40,000 views. This level of engagement demonstrates a growing online audience and significantly increased visibility for Tetbury as a destination. We have seen stronger interaction rates, broader reach beyond our immediate area, and continued growth in followers, all of which provide an excellent platform to convert digital interest into future visits as conditions improve.

Investing in our team remains a key priority, and we are pleased to report continued progress in staff development. Both members of staff have successfully completed sustainability training, equipping them with the knowledge to actively promote environmentally responsible tourism and support our long-term sustainability goals. In addition, one member of staff is currently undertaking training in mental health awareness in the workplace, helping to foster a supportive and resilient working environment while ensuring a compassionate and informed approach to both colleagues and visitors.

Although recent months have been quieter, the work undertaken during this period has strengthened our foundations considerably. Through enhanced retail offerings, a growing and highly engaged digital presence, and continued staff development, Visit Tetbury is well positioned for the months ahead. As we move into the warmer season, we remain optimistic about increased visitor numbers and renewed activity, and we will continue to focus on promoting Tetbury as a vibrant, welcoming destination while supporting our local business community.

5. Grounds Team

Tetbury Town Council has been awarded a Certificate of Merit at the Bee Friendly Awards 2026, presented by the Bee Friendly Trust. This is a fantastic achievement and reflects the Council's commitment to supporting biodiversity and creating a more pollinator-friendly environment across Tetbury.

Creating **bug houses from felled trees**, ensuring natural materials are reused to support wildlife

- Carefully managing green spaces so that **wildflowers are protected and not unnecessarily trimmed**
- Planting **memory tree seeded paper** in and around Tetbury, helping to establish new habitats for pollinators

These thoughtful and practical actions make a real difference and demonstrate how small, consistent efforts can collectively have a significant environmental impact.

Due to the weather conditions mowing will now be on a 4-week rota instead of the usual 6-weeks. Starting from Wednesday 10th June:

Audi roundabout, Braybrook, Shepherds Mead area, Suffolk Close, Northlands Way, Conygar Road, London Road (AB/RB)

St Saviours, St Marys Church, Talboys Walk, Linfoot Road, Station Yard (DT/CW)

Three times a week – cleaning town centre (DT)

Once a week – cleaning benches, bins and bus shelters (All members)

All four members of the team will carry out the first cut at Cutwell.

London Road, Hampton Street, Highfield, SWR Lane, Coronation Road, Chavenage, Romney Road (AB/RB)

Cutting back Bramble and Vegetation as and when required (All members, although the bigger areas will be carried out by DT)

Top of Conygar Road and surrounding area of wildflowers will begin planting bulbs throughout the whole of season (DT/CW)

Aldi collection for community fridge every Thursday (AB/RB)

Co-op collection for community fridge every Monday and Wednesday (AB/RB)

Assisting Tetbury in Bloom as and when required potentially all members of the team

Weekly playground inspections (CW)

Monthly emergency lighting and fire alarm testing (CW)

Currently a member of the grounds team empties the litter bins on the Recreation Ground three times a week. This was originally part of a Service Level Agreement between the DRC and the Council which stopped a few years ago. Both organisations need to decide whether they wish for the ground person to carry on emptying the bins.

It has been a privilege to take up the role of Mayor of Tetbury in May and to begin representing our town.

Over the past few weeks, I have attended a range of community and civic events and meeting residents. These engagements have highlighted the strong community spirit that makes Tetbury such a special place.

I have focused on building relationships within the council and with partner organisations, while supporting local events that continue to bring vitality to the town and benefit our local economy.

I have also been briefed on key council priorities, including maintaining our public spaces and addressing local concerns, and I look forward to contributing to this work in the months ahead.

Thank you to councillors, staff, and residents for their warm welcome and continued support.

Cllr Ian Watson
Mayor of Tetbury

Full Council – Monday 15th June 2026
Agenda 20. Mayors Report

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury. 1st June 2026**

Present:

Town Councillors: Zowie Baker, Suzanne Sanderson, Nikki Ind and Rodney Smith.

Officers: V Bolwell (EO)

Public: Two members of the public.

HEC01. 06/26 To Elect a Chair:

It was proposed by Cllr R Smith seconded by Cllr N Ind that Cllr Z Baker be elected as Chair of the Heritage, Environment and Community Committee.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC02. 06/26 To Elect a Vice Chair

It was proposed by Cllr N Ind seconded by Cllr R Smith that Cllr S Sanderson be elected as Vice Chair of the Heritage, Environment and Community Committee.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC03. 06/26 To receive and accept any apologies for absence:

Cllr A Thilthorpe – Family commitment

HEC04. 06/26 Public Consultation: Representatives from The Goods Shed provided an update on their interest in working collaboratively with Tetbury Town Council, particularly in relation to planning Christmas initiatives for 2026. They highlighted the importance of coordinating dates early to avoid any clashes.

The Goods Shed expressed a desire to broaden their engagement within the community and suggested that partnership working with the Town Council would be beneficial in achieving this. They have requested to collaborate more closely with the Council and have offered to facilitate a meeting of High Street businesses to discuss these proposals further.

Cllr Z. Baker proposed Cllr N Ind seconded the suspension of Standing Orders to bring forward the agenda item 15. relating to the discussion and approval of Christmas arrangements, to enable these plans to be discussed with representatives present, as the item was scheduled later in the agenda.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC15. 06/26 To discuss and approve Christmas Events 2026: It was proposed by Cllr Z. Baker, seconded by Cllr S. Sanderson, to approve the arrangement of a network meeting to facilitate planning for the Christmas Switch-On on 4th December and the Christmas Tree Festival on 5th December, including potential collaborative working with Tetbury Goods Shed.

Voting record	For 4	Against 0	Abstain 1	Absent 1
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Members discussed that this would provide an excellent opportunity to invite local businesses, along with Cotswold District Council giving them the chance to share their ideas and explore opportunities for collaborative working.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury. 1st June 2026**

HEC05. 06/26 Declarations of Interest:

None.

HEC06. 06/25 To approve the Minutes of the Heritage and Environment meeting held on Monday 13th April 2026: It was proposed by Cllr N Ind seconded by Cllr S Sanderson to approve the minutes of the Heritage and Environment committee meeting held on Monday 13th April 2026.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC07. 06/26 To note Budget, spend to date and forecast spend:

These were not in the digital backing papers.

HEC08. 06/26 To note Heritage and Environment Action Plan from previous meeting:

HR10. 01/24 Removed

HEC16. 02/26 VIC meeting 17th June at the Town Council Offices 2pm

HEC17. 02/26 Cllr N Ind will raise provision of Parking Signs for Hampton Street- Dolphins Hall with highways manager.

HEC09. 06/26 To note Visitor Information Centre report:

Noted

HEC10. 06/26 To discuss and approve a joint Tetbury Town Council and Cotswold District Council meeting to bring together High Street businesses, with the aim of exploring ways to improve and enhance the High Street: This item was discussed within agenda item 15.

HEC11. 06/26 To receive the Police Museum report: Noted.

Members requested June Full Council agenda item regarding Grant application processes.

HEC12. 06/26 To note the amended Suffolk Close Play Park design:

Noted.

Cllr Sanderson noted that the Climbing frame was small was there any scope for future funds to purchase Add On's? EO to contact supplier.

HEC13. 06/25 To note Grounds Team monthly Play Park Inspection:

Members thanked the Head Groundsman and Cllr Smith for providing this information every month.

HEC14. 06/26 To approve Tetbury Town Criers Honorarium:

It was proposed by Cllr Z Baker seconded by Cllr N Ind to approve Tetbury Town Criers Honorarium 26/27

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC16. 06/26 To approve allotment fees for 2025/26:

It was proposed by Cllr Z Baker seconded by S Sanderson to approve the allotment fees 2025/26.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
 held at Tetbury Library, Close Gardens, Tetbury. 1st June 2026**

HEC17. 06/26 To discuss budget requirements 2027/28:

The Budget document will remain on the agenda to be discussed again in July.

HEC18. 06/26 To consider and approve the proposed siting of benches at Railands:

It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the location of the benches at the Good Shed pending Cotswold Districts decision as lease holder of the Car Park.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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Cllr Z. Baker requested that it be noted that benches constructed from a mix of metal and wood are not as durable over time as solid wooden benches.

EO to contact Cotswold District Council regarding permissions.

HEC19. 06/26 To approve Tree Works at Linfoot Road: It was proposed by Cllr Z Baker seconded by Cllr N Ind to approve tree works at Linfoot Road.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC20. 06/26 To consider Correspondence:

Heartflood – EO to find out cost implications.

Highstreet Visual Workshop – At this time members declined.

HEC21. 06/26 To received members reports:

Cllr R Smith – Congratulated Cllr Z Baker and Cllr S Sanderson

Cllr N Ind – Will be attending a community energy meeting along with Cllr J Taylor and Cllr A Thilthorpe.

HEC22. 06/25 Items for inclusion on the July 26 Agenda:

Budget 27/28

Christmas Follow Up

Tetbury Area Youth and Community Trust report

HEC23. 06/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 6th July at Tetbury Library – Close Gardens – Tetbury:

Noted.

Chair.....

Date.....Meeting.

Meeting Closed 21.36

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 8th June 2026 at 7pm

Present

Town Councillors: Z Baker, J Taylor, L Farnham, R Smith

Officer T Niblett (CEO/RFO)

Public Cllr I Watson (ex-officio), 1 member of the public

FS01. 06/26 To elect a Chair:

Proposed by Councillor L Farnham, seconded by Councillor R Smith to nominate Councillor Z Baker as Chair. All approved – Councillor Z Baker duly elected

FS02. 06/26 To elect a Vice Chair:

Proposed by Councillor R Smith, seconded by Councillor Z Baker to nominate Councillor J Taylor as Vice Chair. All approved – Councillor J Taylor duly elected.

FS03. 06/26 To note apologies:

Apologies received from Councillor S Scott – Personal reasons

FS04. 06/26 Declarations of interest:

None

FS05. 06/26 Public Consultation:

Disappointed that this has become a committee with very few members.

FS06. 06/26 To approve minutes of the meeting held on Monday 20th April 2026:

It was proposed by Councillor L Farnham, seconded by Council Z Baker to approve the minutes of the meeting held on 20th April 2026.

Voting Record: For – 4, Against – 0, Absent – 1

FS07. 06/26 To note action points from previous meetings:

FS12. 10.25 – St Saviours grounds belong to the Diocese of Gloucester

FS12. 03/26 – New Vehicle Requirements – place on hold until we receive confirmation regarding Local Government Reorganisation and how this will affect the Town Council grounds team

FS11. 03/26 – Open Unity bank account – completed

FS11. 03/26 – More information has been received regarding CCLA Public Sector Fund

FS18. 03/26 – Updates from Police Museum – Received – meeting arranged for 17th June

FS12. 04/26 – Cyber Insurance – Renewed

FS13. 04/26 – Combined Insurance – Renewed

FS08 06/26 To note bank reconciliation and financial summary for April:

As of 30th April 2026, it was noted that TTC Current Account held £34,535.20, TTC Deposit Account £462,323.87, VIC Current Account £1,352.35, Police Museum £2,515.55, Contingency £92,526.07, CIL and Buildings Maintenance £103,236.67. Although not an agenda item the bank reconciliation as of 31st May 2026, it was noted TTC Current Account held £12,897.07, TTC Deposit Account £405,597.54,

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
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Unity bank contingency £100,000, CIL and Buildings Maintenance £124,411.75, VIC Current Account £1,628.08, Police Museum £10,049.05, Lloyds bank contingency – zero.

FS09. 06/26 To note Income and Expenditure for Month 1:

Noted – Committee advised they preferred the summary report as this gave a more detailed overview of the council's finances.

FS10. 06/26 To approve June payments and estimate transfer of funds:

It was noted that Tetbury Town Council June payments totalled £34,012.10, VIC June payments totalled £2,060.61 and Police Museum totalled £1,187.50. It was proposed by Councillor L Farnham, seconded by Councillor R Smith to approve the June Payments.

Voting Record: For – 4, Against – 0, Absent – 1

It was requested that we have a transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £30,000.00 transfer of funds from the TTC Deposit Account to the TTC Current Account. It was proposed by Councillor L Farnham, seconded by Councillor R Smith to approve the transfer of funds.

Voting Record: For – 4, Against – 0, Absent – 1

FS11. 06/26 To allocate two Councillors to sign off payments:

Councillor J Taylor and Councillor I Watson will sign off the June payments.

FS12. 06/26 To discuss and approve obtaining valuations for The Old Courthouse:

The committee have requested more information before approving the valuation for the Old Courthouse – *July agenda item*

FS13. 06/26 To discuss and approve Subject Access Request Form:

The request form follows 7.1 and 8.1 of the Town Council's Data Protection and Information Management Policy. It was proposed by Councillor L Farnham, seconded by Councillor J Taylor, to amend the form to include points 7.1 and 8.1 and to approve the subject access request form.

Voting Record: For – 4, Against – 0, Absent – 1

FS14. 06/26 To note closure of TTC Contingency Bank Accounts with Lloyds and transfer of funds to Unity Bank:

Following the recent resolutions in Full Council to increase the contingency to £100,000 (TC08. 12/25) and to open the Unity Bank account (FS08. 03/26) the CEO/RFO confirmed that these resolutions have been carried out with the Unity bank account opening in May 2026, and the Lloyds Bank officially closed 23rd May 2026.

FS15. 06/26 To discuss budget preparations for 2027/2028:

The Heritage, Environment and Community Committee have requested that any underspends to the Playground Inspection & Repair budget are earmarked to assist with future repairs to the play areas

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
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owned by the Council. It was noted that in the budget lines for 2026/27 the Police Museum is noted as Honoraum and not staff costs. CEO/RFO to provide 3 years of staffing costs to assist with budgeting for 2027/2028.

FS16. 06/26 Correspondence Received:

none

FS17. 06/26 Councillor Reports:

Councillor R Smith – Glad to see Councillor Z Baker taking on Chairmanship Role

Councillor I Watson – First time at a finance meeting and advised run very professionally

FS18. 06/26 Items for next meeting:

Budget, Building Valuations

FS19. 06/26 Date of next meeting – Monday 13th July 2026, 7pm, Tetbury Library, Close Gardens

Councillor L Farnham sent apologies for this meeting.

Meeting closed 7.50pm

Chair **Dated**

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 27th April 2026
at 6.30pm

PRESENT:

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

Officer: CEO (T Niblett)

Public: District Councillors I Watson, N Ind,

PL01. 04/26 Apologies for absence:

None

PL02. 04/26 Declarations of Interest:

None

PL03. 04/26 Public Consultation:

Resident raised concerns regarding the permission in principle for the three dwellings at 25 Northfield Road. Advised the plans for the application form are out of date and the proposal would damage the nature corridor within this area. Vehicle access to the site would be an issue.

Resident raised concerns regarding the proposed Bath Road development, advised that this sits within the boundary of Tetbury Upton, this is also an agenda item for Full Council to note.

PL04. 04/26 To approve the minutes of the meeting held on Monday 16th March 2026

It was proposed by Councillor P Burrell, seconded by Councillor M Baker to approve the minutes of the meeting held on Monday 16th March 2026.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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PL05. 04/26 Consideration of planning, listed building consent, tree work and licensing applications received by 21st April 2026 (refer to attached Schedule link):

<p><u>26/01172/FUL</u> Full application for erection of single-storey rear extension and first floor front extension with associated works</p> <p>11 Sherwood Road</p> <p>Decision: TTC has no objections to this planning application.</p>	<p><u>26/01205/PLP</u> Permission in Principle application for three dwellings</p> <p>25 Northfield Road</p> <p>Decision: TTC does not support this application.</p> <p>The proposed development would result in the destruction of the natural habitat. This area currently supports local wildlife, and the loss of green space would have a detrimental impact on biodiversity.</p> <p>There are concerns regarding sewerage and drainage infrastructure. The existing drainage system is already under pressure.</p>
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	<p>The access road to this development is very narrow and operates as single-file traffic. Increase in vehicles from this development will raise significant highway safety concerns for residents and pedestrians as this developments is sited on a dangerous bend along Northfield Road.</p>
<p><u>26/00881/LBC</u> Listed Building Consent for Change of use from class E to class C3 (dwelling), window replacements, installation of Air Source Heat Pump and repointing of external stonework with internal alterations; replacement ground floor and second-floor staircases, removal of modern partition walls, addition of new partition walls, and replacement rooflight with associated works 12A Church Street</p> <p>Decision: TTC has no objections to this Listed Building Consent.</p> <p>It is pleasing to see that the proposed works are designed to preserve the existing building.</p>	<p><u>26/00867/FUL</u> Full application for change of use from class E to class C3 (dwelling) – window replacements, installation of air source heat pump with associated works</p> <p>12A Church Street</p> <p>Decision: TTC has no objections to this planning application.</p> <p>It is pleasing to see that the proposed works are designed to preserve the existing building.</p>
<p><u>26/00817/FUL</u> Full application for erection of first-floor rear extension and fenestration with associated works</p> <p>24 London Road</p> <p>Decision: TTC has no objections</p>	<p><u>26/00863/LBC</u> Listed building consent for extension of the basement W/C with a new partition and bi fold doors, along with revised mezzanine access and amended balustrade (retrospective)</p> <p>Flat 2, Talbot Apartments, Market Place</p> <p>Decision: TTC has no objections</p>
<p><u>26/00620/LBC</u> Listed building consent for conversion, repairs and alterations to building, to create 2no. residential units to upper floors and 2no. retail units to ground floor</p> <p>19 Market Place</p> <p>Decision: TTC has no objections to this listed building consent.</p> <p>TTC are pleased to see that the proposal offers a balanced and thoughtful compromise between commercial and residential units.</p>	<p><u>26/00619/FUL</u> Full Application for Change of use, repairs and alterations to commercial building, to create 2no. residential units to upper floors and 2no. retail units to ground floor</p> <p>19 Market Place</p> <p>Decision: TTC has no objections to this listed building consent.</p> <p>TTC are pleased to see that the proposal offers a balanced and thoughtful compromise between commercial and residential units.</p>

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<p><u>26/01200/PLP</u> Permission in Principle application for the erection of up to two dwellings including parking and pathway</p> <p>Land West Of 5 Highfield Mews Cottages Decision: Due to the plans being difficult to understand, Tetbury Town Council are unable to comment on this application.</p>	<p><u>26/01043/TCONR</u> Works to trees in conservation areas for group of 4x Common Ash trees (G1) – pollard at 6M. Trees are suffering with Ash die back and due to their location in a communal garden we have decided to pollard the trees for the safety of the residents Cavendish House, Chantry Court Decision: TTC has no objections</p>
<p><u>26/00959/TCONR</u> Works to trees in conservation areas for T1 & T2 – both Portuguese Laurel trees that are clearly in decline with hollow cavities to be felled</p> <p>10 Bath Road Decision: TTC has no objections would request trees are replaced</p>	<p><u>26/00960/TCONR</u> Works to trees in conservation areas for T1 – Silver Birch tree to be reduced by approx. 30%</p> <p>12 The Green Decision: Due to the lack of supporting documentation and the reasons for why this tree is being reduced, TTC Is unable to support this tree application</p>
<p><u>26/01107/TCONR</u> Works to trees in conservation areas for T1 – Cypress tree to be felled as its roots are growing under the foundations of the garage</p> <p>37 Close Gardens Decision: TTC has no objections to this tree application, we would request trees are replaced.</p>	

PL06. 04/26 To note planning applications using Scheme of Delegation:

None

PL07. 04/26 Correspondence:

None

PL08. 04/26 To receive Chairs report:

Nothing to report.

PL09. 04/26 to receive Vice Chairs report:

Nothing to report.

PL10. 04/26 To receive Members report:

Nothing to report.

PL11. 03/26 Next scheduled meeting – Monday 15th June 2026, 6.30pm:

Noted.

Meeting closed 6.55pm

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Chair Dated

County Councillor Report – Tetbury Division

Councillor: Ian Watson Reporting Period: May 2026

1. Introduction

This report provides an overview of Gloucestershire County Council (GCC) activity during May 2026, together with updates and issues affecting the Tetbury Division. It reflects ongoing work across highways, transport, education, social care, and local community matters.

2. County Council Highlights (May 2026)

Following the delivery activity seen in April, May has focused on forward planning and continued service delivery across GCC priorities.

Transport and Strategic Planning

- GCC launched early engagement on a new **Local Transport Plan**, which will guide transport policy and investment across Gloucestershire for the next 15+ years.
- The plan aims to address challenges such as congestion, rural connectivity, and carbon reduction, while improving access to jobs, education, and services.

Community Services and Public Engagement

- Ongoing engagement exercises across the county are encouraging residents to input into future transport and infrastructure priorities.
- GCC remains focused on maintaining key community services, including libraries, registration services, and fire and rescue provision following policy developments in April.

Education and Families

- Work continues to expand SEND capacity and improve support for children and young people, building on the investment programmes already underway earlier this year.

Support for Residents

- The recently introduced **Crisis and Resilience Fund** continues to support vulnerable households facing financial pressures, particularly in the context of ongoing cost-of-living challenges.

3. Highways, Transport and Infrastructure

Highways and transport remain key priorities for residents and the County Council.

- Development of the **Local Transport Plan** will shape future decisions on roads, buses, walking, and cycling infrastructure across Gloucestershire.
- Ongoing investment programmes continue to focus on:
 - Road maintenance and resurfacing
 - Road safety improvements, including 20mph schemes
 - Bus and public transport provision through national funding programmes

For rural areas such as Tetbury, accessibility and road safety continue to be consistently raised concerns.

4. Economy and Environment

- The wider Cotswold area continues to experience economic pressures affecting local businesses and town centres, alongside ongoing uncertainty around costs and investment.
- Environmental protection remains a strong focus locally, particularly in the context of planning proposals affecting sensitive landscapes.

5. Local Issues – Tetbury Division

Planning and Development

- The proposed development of land near **Highgrove (up to 135 homes)** remains a significant local issue following initial reporting in April.
- Concerns continue to be raised regarding:
 - Impact on the Cotswold National Landscape
 - Infrastructure capacity (roads, healthcare, parking)
 - The cumulative effect of recent housing growth in Tetbury

This is expected to remain a key issue in the coming months as proposals develop.

Transport and Parking

- Ongoing concerns persist around:
 - Town centre parking pressures
 - Traffic levels and speeding in residential areas
- These issues align with GCC's wider work on road safety and transport planning, and resident engagement will be important as future strategies are developed.

Community and Events

- Tetbury continues to benefit from a strong programme of community activity, including:
 - Local cultural and community events
 - Environmental and voluntary sector initiatives

- Events such as the **Westonbirt 10K (29 April)** and other spring activities have supported local engagement and visitor activity into May.

Local Governance

- A **vacancy on Tetbury Town Council** was confirmed at the end of April, with co-option arrangements progressing into May.

6. Engagement and Casework

During May I have:

- Continued to respond to casework relating to highways, parking, and local services
- Engaged with GCC officers regarding road maintenance and transport concerns
- Worked with parish and town councils on local priorities
- Monitored planning proposals affecting the Tetbury area

Resident contact remains an important part of identifying and addressing local issues.

7. Looking Ahead (June–July 2026)

Key areas of focus over the coming months include:

- Resident engagement on the **Local Transport Plan consultation**
- Continued delivery of highways maintenance and road safety schemes
- Progression of local planning matters affecting Tetbury
- Ongoing support for vulnerable residents through GCC funding programmes

8. Conclusion

May 2026 has been focused on forward planning, particularly in relation to transport and infrastructure. Locally, planning pressures and transport concerns remain key issues for Tetbury residents.

I will continue to work with GCC colleagues, local councils, and residents to ensure that the needs of the division are represented and addressed.

Cllr Ian Watson Gloucestershire County Council – Tetbury Division



COTSWOLD
District Council

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

June Update

District Councillor Report

- Last month was Cotswold District Council's annual council meeting. I needed to send my apologies as I had accepted an invitation to attend the Westminster launch of a bursary fund for my former school, King Edwards in Bath. The ambitious "Transforming Lives Through Education" project aims to raise over £500,000/year to support the education of up to 100 pupils per year and I am very proud to support the initiative.
- In my absence, I was elected to the Electoral Matters Working Group. A cross-party group to consider, advise and make recommendations to the council on electoral and democratic governance matters within the District Council's remit. This is one of the most important functions of the council and its expensive to deliver. It's right that arrangements should be regularly reviewed. We will be looking at the costs of all the polling stations in the district and whether or not to combine some.
- I am very excited to be able to contribute to these discussions as I am passionate about democracy and voting. It is very important to me and I am very concerned that we do not disenfranchise anyone who wants to go to the polling station and cast their vote BUT I see the cost of those stations that are not widely used. I will keep residents up to date on the progress of the discussion.
- The last couple of months have involved quite a lot of campaigning on health issues, Cirencester Hospital and Maternity Services in Gloucestershire have been in the headlines and it has been a privilege to have a platform and a voice to stand up for Tetbury residents in these important discussions.
- I am glad to have received the following assurances on the future of the hospital from Douglas Blair and Shane Devlin: "the relevant excerpt from our public Board papers, from our meeting on 26 March, is: During 26/27 the trust intends to invest significantly in enabling schemes for the development of Cirencester Hospital." The test of change currently being carried out will better inform how that investment is directed. I will keep in contact with the directors to make sure local voices are heard, but the very good news is - the hospital is NOT closing!
- On Maternity, it was a privilege to stand with women at Stroud Maternity Unit to protest against any proposed changes which are being described as "closure by stealth" The new model of pop up birth units does not take into consideration that babies are born when they are ready! The units need to be staffed and ready which will also provide the choice and reassurance to expectant mothers that they deserve. I have written to health chiefs to raise the issue and been engaging with

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grassroots campaign organisation Gloucestershire Maternity Action Group. I have also raised the issue with Cabinet Member, Cllr Paul Hodgkinson and Cllr Ian Watson – We must do better for women nationally and that starts here in Gloucestershire.

- I wrote to support the Gloucestershire County Council application for Strategic CIL money for improvements along Cirencester Road to the pedestrian access for the new surgery. I was disappointed to hear back that despite promises this application would go in May, the expression of interest has not yet been completed. I have urged GCC to progress the application urgently and Cllr Ian Watson and Cllr Nikki Ind have done the same.
- I met with Paul James, the economic development lead at Cotswold District Council to try and progress some of the recommendations in the Town Centres Initiative report. We agreed on looking at the reinvention of the Chamber of Commerce and there is interest from businesses in town to do this, the other piece of work I will be asking CDC for help with is looking at a Town Partnership Board to bring together a representative from all stakeholders in the town.

Local Government Reorganisation

Cabinet recently resolved to:

1. Endorse the Cabinet response document as the basis for its response to the questions set out by the Ministry of Housing, Communities and Local Government (MHCLG) regarding Gloucestershire's Structural Changes Order
2. Delegate authority to the Leader of the Council to submit formal representations to MHCLG by their deadline of 16 June 2026

The details of the letter can be found here:

<https://meetings.cotswold.gov.uk/documents/s15948/Cabinet%20Report%20-%20Gloucestershire%20Structural%20Changes%20Order.pdf>

The Dolphins Hall

I understand the new hall is about to be opened, which is very exciting! There is some ongoing grumbling about the parking arrangements, and I would like to see the committee to keep them under review.

I think it is worth looking at the revenue earned for the hall vs. the fines held by Parking Eye. I am completely supportive of the need to create revenue – the DRC and its facilities are expensive to run but we must hold at heart this is a community facility and not alienate users. I have told the committee I will always be supportive of them and remain happy to help in any way I can.

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Planning and Development

- I am due to attend the planning committee meeting on Wednesday 10th June where the moving of the footpath at Worwell Farm is on the agenda. I will speak in support as the new footpath is in place and provides uninterrupted access to the existing paths in Preston Park.
- I continue to meet with the Longfurlong Greenfields Residents Association and support them in all their aims to prevent the granting of planning permission for 135 homes between Longfurlong Lane and bath Road by Miller Homes. They now have an excellent Facebook page providing updates and advice for residents as to how they can respond and engage with the process. It can be found here:
- <https://www.facebook.com/profile.php?id=61589322323772>

In Tetbury

- I volunteered at and attended the fantastic Woolsack Races on a very hot Bank Holiday Monday. The committee have done an incredible job bringing this event back for the town, but they need more help.

Please do get in touch if you have any time to lend.

- I attended the Cotswold Community Showcase at SWR school, where lots of community groups were represented and it was great to see a good turnout to meet them and find out more about what they all do in our community.
- I am looking forward to the Litter Pick on 14th June and hope lots will join in.

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Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

June 2026

The ward continues to be busy, and in addition to the normal casework and monthly planning meetings, I have been working on the licensing hearing and a planned psytrance music festival at Long Newnton and meeting with the Gloucestershire County Council Highways Manager to discuss safety and speed concerns on Cirencester Road, following the recent accidents and damage to parked cars, particularly around the junction at Northfield Road. I would like to thank County Councillor Ian Watson and GCC Highways Manager, Gill Portlock for their support with this and their swift action. Within 24 hours of meeting a new red triangle junction warning sign was erected on Cirencester Road, and we await the painting on the road as you approach the junction of SLOW.

I have also attended a site inspection briefing in my role on the Planning & Licensing committee and met with Economic Development Officer Paul James, to discuss the recent Heartflood – Tetbury High Street report.

In late April I was delighted to welcome Jane Portman, CEO at Cotswold District Council to Tetbury for a walk around the town and particularly my ward – including the Goods Shed. I was also able to introduce Jane to Tetbury Town Council and CEO Tara Niblett and EO Vicki Bolwell – along with Visit Tetbury and the Tetbury Police Museum.

Local Government Reorganisation continues to move forward; I have recently attended both a Members Briefing and the Town & Parish Council Forum and I have also undertaken a Planning training session.

I was also delighted to meet visitors from Tetbury's twin town of Zwingenberg and will work with Tetbury Town Council and residents in re-establishing links with our German friends.

Ongoing work includes – working on Strategic CIL around the development and new GP Surgery at Cirencester Road - Street Lighting and Pavements.

Full details of agenda and backing papers for District Council meetings are available on the Cotswold District Council website – www.cotswold.gov.uk – please search Meetings and select the meeting required. To watch the meeting please search Live Council Meetings and Webcasts and select Webcasts.

Forthcoming Meetings –

- **Planning & Licensing – 10th June 2.00pm**
- **Overview & Scrutiny – 28th June 4.00pm**
- **Cabinet – 2nd July 6.00pm**
- **Planning & Licensing – 8th July 2.00pm**
- **Council – 15th July 6.00pm**
- **Audit & Governance – 27th July 4.00pm**
- **Extra Ordinary Meetings in August – Overview & Scrutiny 3rd August 4.00pm, Cabinet 6th August 6.00pm & Council 12th August 6.00pm**
- **Planning & Licensing 12th July 2pm**

Keeping Up to Date

Please sign up to the CDC Town and Parish Council mailing list.

Councillor Report – Tetbury Ward (May 2026)

Cllr Ian Watson, Cotswold District Council

Overview

May has been another active month across the Cotswold District, with a continued focus on service delivery, planning, and supporting our local economy as we move into the busy summer period. In Tetbury, we have seen strong community engagement, increased visitor activity, and ongoing work to address local concerns around infrastructure and planning.

Cotswold District Council – Key Updates

Service Delivery and Performance

The Council continues to monitor performance against its 2026/27 priorities. Waste and recycling services are operating steadily, with efforts ongoing to improve consistency and communication with residents. Customer service improvements remain a focus, ensuring residents can access services efficiently.

Planning Strategy and Housing Supply

Housing delivery remains a significant district-wide issue. The Council continues to manage planning applications carefully to balance the need for additional housing with protecting the unique character of Cotswold towns and villages. Work is ongoing to support sustainable development that includes appropriate infrastructure and affordable housing provision.

Environmental Initiatives

Progress continues on environmental priorities, including energy efficiency upgrades to council-owned housing and initiatives to enhance biodiversity. There is also ongoing collaboration with town and parish councils to support local environmental schemes, including green spaces and habitat improvements.

Economic Development and Tourism

With the tourism season beginning in earnest, the Council is working with partners to promote the Cotswolds as a destination while managing visitor impact. Supporting local businesses and ensuring infrastructure can cope with increased demand is central to this work.

Tetbury – Local Matters

Tourism and Town Centre Activity

Tetbury has seen an increase in visitors throughout May, particularly at weekends and during favourable weather. Local businesses have reported positive trading conditions, with the town benefitting from its strong reputation as a destination for independent shops and heritage.

Maintaining the balance between tourism and residents' quality of life remains important, particularly in relation to traffic and parking pressures.

Highways and Traffic Concerns

Traffic flow and road conditions continue to be recurring concerns for residents. I have continued to liaise with Gloucestershire County Council on issues including potholes, road maintenance, and drainage works.

Parking demand has increased with visitor numbers, and discussions are ongoing about potential improvements and enforcement to ensure fair usage for residents and businesses.

Planning and Conservation

Tetbury's conservation status continues to guide planning decisions. A number of applications have been reviewed this month, and it remains vital that developments respect the character and heritage of the town.

Residents are reminded that their input into planning consultations is valued and plays an important role in shaping local outcomes.

Community Safety and Policing

Community safety remains a priority. While Tetbury remains a relatively safe area, there has been ongoing work with local police to address sporadic anti-social behaviour and ensure a visible presence within the town.

Community and Events

May has been a particularly strong month for community activity in Tetbury. A range of local events and gatherings have taken place, contributing to the town's vibrancy and sense of community. Volunteer groups continue to play an essential role in supporting local initiatives and maintaining public spaces.

Preparation is also underway for summer events, which will be key to supporting the local economy and bringing the community together.

Housing and Cost of Living

The cost of living continues to place pressure on many households. The District Council's support schemes remain available, including assistance with council tax and housing support services.

Affordable housing continues to be a concern locally, and work is ongoing to ensure that future developments include provision for local needs.

Looking Ahead

As we move into June and the height of the summer season, priorities will include:

- Managing increased tourism and visitor impact
- Continuing to press for highways improvements
- Supporting community events and local businesses
- Maintaining focus on planning and housing delivery

Contact

I remain available to residents and welcome any feedback or concerns. Please do get in touch if there are issues you would like to raise or discuss.

Councillor Ian Watson

Tetbury Ward

Cotswold District Council

June 2026

Dear Clerk,

I am writing to thank you for the continued interest and support shown by parishes and town councils across the county for Safer Roads and Community 20s. We appreciate the time and effort communities have put into requests and conversations with us, and I wanted to share a general update on progress.

The County Council's Cabinet met on 18 March 2026 and approved a countywide approach to implementing speed limit reductions through a dedicated Safer Roads and Community 20s programme, funded for delivery over the next two years. The Cabinet report explaining why and how the programme is being taken forward has been published on the Council's website here: [GCC Cabinet Decision Safer Roads and Community 20s](#).

As part of this programme, locations are assessed and prioritised using a consistent evidence-based methodology. This includes consideration of:

- recorded collision data,
- indices of multiple deprivation (with a focus on the 20% most deprived areas of the county),
- proximity to trip attractors such as schools and community facilities,
- active travel routes, and
- the suitability of the road network for a reduced speed limit.

Even with an additional £2.7 million of road safety funding agreed for the next two years, it is not possible to implement 20 mph limits in all 150+ requested locations at the same time. A priority list has therefore been agreed to ensure that available funding is targeted where it can deliver the greatest road safety benefit first, with the initial phases implemented over 2 years including 2026/27 and 2027/28. The prioritised locations and other speed limit reduction schemes are listed Appendices to the Cabinet report.

At present, your parish area is not included in the current priority phases. This does not reflect a lack of community support, but rather the need for the Council to work within available funding and programme capacity, with a transparent prioritisation process.

While your area should be considered as part of future phases of the programme, it is important to be open that this is not intended to be within the next two years. We recognise that this will be disappointing for some, particularly where there is strong local appetite for change.

For clarity I should add that other requests for speed limit reviews from Councillors/ Councils that are not already with a GCC team as a confirmed (in writing) project for delivery will not be taken forward. Speed limit reviews at their locations will be covered by the Safer Roads/Community 20s project in due time. This is to ensure a coordinated and efficient approach to implementing speed limit changes in each area.

Full Council – Monday 15th June 2026

Agenda 27. Correspondence Received – Glos Highways

Also, whilst new applications for Community Speedwatch (CSW) cameras and Vehicle Activated Signs (VAS) are no longer being accepted we will continue to support existing schemes. The County Council is developing a policy to support their installation in limited cases. This is likely to be alongside the introduction of lower speed limits under the Safer Roads and Community 20s programme and where it is independently funded further details will be shared later this summer.

What the new programme does provide is a clear commitment to tackling speed and road safety across Gloucestershire in a planned, consistent and sustainable way, with 20 mph firmly embedded as part of that long-term approach. I hope this provides clarity and helps you update the community honestly.

For the latest on Safer Roads and Community 20s please visit the [County Council's web site](#). To view a road safety collision map for your parish please visit the [Public Map](#).

Thank you again for your support for Safer Roads and Community 20s in Gloucestershire.

Thank you again for engaging with us to express your interest in the Safer Roads/Community 20s project.

Yours sincerely,
Cllr Roger Whyborn

Full Council – Monday 15th June 2026

Agenda 27. Correspondence Received – Goods Shed

Hi both,

At Monday's Heritage, Environment & Community committee, I said that we wanted to see if we could make the Goods Shed available for some of your regular council meetings.

I know that this is something that we've looked at before but have struggled to find a Monday in the month with the regularity you need, but hopefully with a bit of adaptability on both sides, we can make this work.

Having looked ahead at the second half of the year, here is how we're fixed:

1st Monday – available except for July (Tetbury Community Choir rehearsing)

2nd Monday – I think this is your preference for your Full Council Meetings but frustratingly this is also the only regular and longstanding booking on our side (Tetbury WI)

3rd Monday – available except for a couple of our own Board meetings, but these are currently just pencilled and can be moved around

4th Monday – available except for November (Lino-cut workshop) and December (Boxing Day)

Going into 2027, they're all available except for the 2nd Mondays.

From our side, a regular monthly arrangement would be the easiest to manage and we could even train one of you to be the designated Duty Manager (this would be particularly useful as we're ordinarily closed on a Monday).

Let me know what you think and then I can discuss it with the team here and come back to you.

Hi Tara & Vicky,

I am currently one of the Run Directors for Tetbury Goods Shed parkrun & I have formed a core team to explore the feasibility of bringing a junior parkrun to Tetbury. I am writing to you to request course permission for using the Tetbury Trail (more detail below), the Feoffees have already given permission for their part, which is one of the 1st steps we need to take to make this happen. We will then start raising the one-off funds £5k which is required for equipment, training & a contribution towards the tech & insurance.

Whilst I don't have any children of my own, I am very passionate about children being active & given how much costs are rising at the moment, parkruns are one of the few things that remain accessible to all & are free for all to take part, thanks to the hard work of volunteers. I moved to Tetbury 3 years ago & have previous experience of running a junior parkrun as I set up Acton junior parkrun 9 years ago, which is still thriving, but I stepped away from it when I moved out of the area.

Much like the current parkrun that is held every Saturday, a junior parkrun would be held every Sunday (except by exception) at 9am. Some key details below:

- Who is eligible to take part - all children aged 4-14 YO, parents/guardians can run with them
- There is no time limit, so whilst it's a run, children can run, walk, skip, jump (just not use any transport ie, bike, scooter etc). They are never last as there is always a tail walker at the back.
- What is the proposed course - it needs to be 2km long, so we are hoping to start it from the picnic benches (the other side of the car park) & it will be an out & back course, along the trail to the Alpaca gate & back (it will need to be officially measured for exact start & turnaround point)
- How do we ensure the safety of the children - whilst it is not the responsibility of the organisers to look after the children, there will be marshals all along the course to ensure they are kept in sight of a marshal at all times
- Why Tetbury - the nearest Junior parkruns are Wotton & Stonehouse so parents currently have to travel over 10 miles to reach them.
- Why the Tetbury Trail - it's already a tried & tested route thanks to the 5km parkrun. It has a nearby car park, toilet & cafe facilities*
- Core team - we already have established a core team of 15, including myself as the Event Director + a further 8 Run Directors (a Run Director takes responsibility for the run each week) so we are not reliant on the same few helping each week.

- Volunteers required – to make sure this runs safely each week we need 15 volunteers (most of which will be on the course as marshals)
- It's not just children that benefit – whilst open to children, Junior parkruns often attract the wider community who like to help out, the current core team is a mix of parents of eligible children, those without or with grown up children, all looking to give something back. In addition, parkruns are a great source for teenagers who are looking for ways to earn their volunteer credits as part of their Duke of Edinburgh awards.
- Number of children taking part – this will vary greatly throughout the year due to the weather, school holidays etc, but I would imagine it would be c50 kids per week, but this is just a guess.

*I've had an initial chat with Sacha at the Whistlestop Cafe to say this is something we are looking in to, to see if it would be possible to open the cafe at 9.30 on a Sunday too which would open up the toilet facilities but nothing has been agreed or formally asked for. It will be set up as very much a community event so we will go to the cafe after the parkrun (which is often finished within 30-45mins) to process the results & allow the volunteers/families connect.

Let me know if you have any further questions but it would be fantastic if you are able to support this initiative as you have the Saturday one. I'll look forward to hearing from you.