

To all Members of the Council

(Councillors:) I Watson (Mayor), Z Baker (Deputy Mayor), J Taylor, R Smith, S Scott, L Farnham, S Sanderson, M Baker, P Burrell, N Ind, K Painter, A Thilthorpe, D Alexander, two vacancies.

You are summoned to attend a Meeting of the Full Council on Monday 20th July 2026 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett
Chief Executive Officer
13th July 2026

1. To note apologies
2. Declarations of Interest
3. Public consultation (Note fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
4. To approve minutes of the meeting held on Monday 15th June 2026
5. To note action points from previous meetings
6. To note Quarter 1 budget
7. To discuss and approve Town Survey Questions
8. To discuss and approve Car Parking Proposal
9. To approve Biodiversity Policy as recommended by the Finance & Scrutiny Committee
10. To approve Complaints Policy as recommended by the Finance & Scrutiny Committee
11. To approve Community Infrastructure Levy Policy as recommended by the Finance & Scrutiny Committee
12. To note the Police Museum Volunteer Policy following approval at the Heritage, Environment and Community Committee
13. To approve the use of Tetbury Town Council land for a Junior Park run on Sunday mornings
14. To approve Councillor D Alexander becoming a member of the Finance & Scrutiny Committee
15. To note Business Plan
16. To note Mayors and CEO reports
17. To note draft minutes of Heritage, Environment and Community Committee dated Monday 6th July 2026
18. To note draft minutes of Finance & Scrutiny Committee dated Monday 13th July 2026
19. To note draft minutes of Planning Committee dated Monday 27th April 2026
20. To note working group minutes
21. To note County Councillor Report
22. To note District Councillors Reports
23. To consider Correspondence Received to date
24. To receive members reports
25. Items for next meeting
26. Date of next meeting – Monday 21st September, 7pm, Tetbury Library, Close Gardens
27. Closed Session – Exclusion of Public and Press

To consider the exclusion of public and press in accordance with the Public Bodies (Admission to meetings) Act 1960 due to the confidential nature of the business to be transacted

28. To discuss solicitors' costs and associated legal advice as recommended by the Finance & Scrutiny Committee

29. Staffing Matters

Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equality and Diversity, Crime and Disorder, Health & Safety and Human Rights.

Members are also reminded that they are required to comply with the ethical standards laid down in the seven 'Nolan' principles of public life in their conduct within Council meetings at all times when acting as a Councillor.

MINUTES OF THE FULL COUNCIL MEETING
held at Tetbury Library, Close Gardens, Tetbury
7pm Monday 15th June 2026

Present:

Town Councillors: Ian Watson (Mayor) Zowie Baker (Deputy Mayor), Mark Baker, Nikki Ind, Suzanne Sanderson, Rodney Smith, Adam Thilthorpe and Judith Taylor.

Officers: T Niblett (CEO (Chief Executive Officer)) V Bolwell (EO (Executive Officer))

Public: Two – District Cllr Laura Hall-Wilson

TC01. 06/26 To co-opt new Councillor:

It was proposed by Councillor Ian Watson seconded by Councillor Nikki Ind to co-opt David Alexander.

Voting record	For 7	Against 0	Abstain 0	Absent 5
----------------------	--------------	------------------	------------------	-----------------

David Alexander was unanimously co-opted as a Tetbury Town Councillor.

TC02. 06/26 To receive and accept any apologies for absence:

Liz Farnham – apologies received – holiday

Alison Figueredo – no apologies received

Patrica Burrell - apologies received – family

Kevin Painter - apologies received – conference

Steve Scott - apologies received – personal

TC03.06/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests: None.

TC04. 06/26 Public Consultation:

Cllr Laura Hall- Wilson – asked whether Tetbury Town Council could pursue contact with the Highways Department regarding the excessive use of temporary traffic lights within the town.

Also raised concerns about the closure of the Coventry Building Society branch and the importance of supporting access to local banking services through the provision of a Banking Hub. The Executive Officer advised that this matter had previously been considered by the Heritage, Environment and Community Committee, and that a survey of Tetbury had been undertaken by LINK at the time, which concluded that the town was not suitable for a Banking Hub. It was noted that this item is included on the agenda for further discussion.

Member of public - A member of the public raised concerns regarding the ongoing burial issue, noting that Tetbury Town Council has no statutory responsibility to provide burial services. The individual expressed concern that the Council appears to be incurring increasing expenditure in relation to this matter.

TC05. 06/25 To receive an update from the Dolphins Recreation Centre regarding Project 1:

The report recommended quarterly meetings with the Council to discuss business matters. It was proposed by Cllr Nikki Ind and seconded by Cllr Mark Baker to suspend Standing Orders so that Cllr Laura Hall-Wilson could speak. Cllr Hall-Wilson explained that, as District Councillor, she represents the governing body and would welcome being included in these meetings. It was agreed that the Mayor, the Chief Executive Officer, Cllr Nikki Ind and Cllr Laura Hall-Wilson would arrange a meeting with the Dolphin Hall Committee.

TC06. 06/26 To approve the Annual Meeting of the Council minutes – Monday 18th May 2026:

Cllr Mark Baker noted that the minutes were not a true reflection of the meeting and requested to review the recording. Following agreed amendments, it was proposed by Cllr Nikki Ind and seconded by Cllr Ian Watson that the minutes of the Annual Meeting of the Council held on Monday 18th May 2026 be approved.

Voting record	For 5	Against 1	Abstain 2	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC07. 06/26 To note actions points:

Noted.

TC23. 07/25 Remove Terrorist Training – Could this also be checked for mandatory for councillors.

TC08 03/26 Remove Unity Trust

TC08. 06/26 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:

Following a lengthy discussion, it was acknowledged that Tetbury Town Council has no statutory duty to provide burial services; however, Members expressed the view that there is a moral obligation to do so. It was further noted that the process should be independent. It was proposed by Councillor Nikki Ind and seconded by Councillor Zowie Baker to approve the fee proposal from CDS Group for the provision of professional services relating to cemetery planning and the preparation of an options appraisal.

Voting record	For 7	Against 0	Abstain 0	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC09. 06/26 To discuss and support the Rail Lands Regeneration Trust grant application to the National Heritage Lottery Fund and letter license to alter:

The Council discussed the grant application for the café extension and expressed its support in principle. Discussion also took place regarding the Licence to Alter, with particular attention drawn to clause 3 and whether it may constitute a variation of the lease. It was agreed that the Chief Executive Officer would seek advice from the Council's solicitor to ensure that the Council is appropriately protected.

It was proposed by Councillor Nikki Ind and seconded by Councillor Mark Baker to support the Rail Lands Regeneration Trust's grant application to the National Heritage Lottery Fund, together with the associated RLRT-funded Licence to Alter, subject to satisfactory legal advice.

Voting record	For 7	Against 0	Abstain 0	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC10. 06/26 To approve Section 1 – Annual Governance Statement 2025/26 for the Annual Governance and Accountability Return 2025/26: It was proposed by Councillor Rodney Smith seconded by Councillor Judith Taylor to approve Section 1 – Annual Governance Statement 2025/26 for the Annual Governance and Accountability Return 2025/26

Voting record	For 7	Against 0	Abstain 1	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC11. 06/26 To approve Section 2 – Accounting Statements 2025/26 for the Annual Governance and Accountability Return 2025/25: It was proposed by Councillor Suzanne Sanderson seconded by Councillor Judith Taylor to approve Section 2 – Accounting Statements 2025/26 for the Annual Governance and Accountability Return 2025/26.

Voting record	For 7	Against 0	Abstain 1	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC12. 06/26 To discuss producing a Town Council Survey: Members discussed the importance of undertaking a new town survey, noting that the last survey was conducted some time ago. It was agreed that gathering up-to-date residents' views would be valuable in informing future council priorities. The Council will use its communication platforms to promote and encourage participation in the survey. Cllr Ian Watson suggested that all members should each identify and record three key improvements they would like to see in Tetbury as residents, to help inform survey themes and discussions. **Agenda item July**

TC13. 06/26 To note the amended Suffolk Close Play Area design and start date for installation: Noted.

TC14. 06/26 To discuss car parking issues within the town: Cllr Ian Watson suggested contacting Gloucestershire Highways to explore the possibility of funding a parking assessment.

Cllr Nikki Ind noted that Cotswold District Council (CDC) had recently undertaken a parking survey, with three pages of information available on their website.

Expressed ongoing concern regarding the closed highway adopted by Tetbury Town Council, particularly as the Town Council no longer holds a market licence and there are reports of traders and others using the space for parking.

Cllr Ind suggested that Community Infrastructure Levy (CIL) monies could be used to better highlight the availability of parking at Hampton Street.

Cllr Watson requested that Cllr Ind prepare and present a motion on this matter for the next meeting.

Cllr Watson also indicated his intention to write to Mark Harris to petition for improved parking provision for Tetbury Town Council.

It was proposed by Cllr Zowie Baker, seconded by Cllr Judith Taylor, and resolved to approve a letter to be sent to Mark Harris at CDC petitioning for support regarding parking.

Voting record	For 7	Against 0	Abstain 1	Absent 5
----------------------	--------------	------------------	------------------	-----------------

TC15. 06/26 To discuss and approve amended Remit of Committees: It was proposed by Councillor Zowie Baker seconded by Councillor Judith Taylor to approve amended Remit of Committees.

Voting record **For 7** **Against 0** **Abstain 1** **Absent 5**

Cllr Mark Baker left the meeting 2020

TC16. 06/26 To discuss business plan: Councillor Judith Taylor is meeting with the CEO and EO to discuss the business plan.

TC17. 06/26 To discuss and approve writing to Coventry Building Society regarding the closure of the Tetbury branch: It was proposed by Councillor Judith Taylor seconded by Councillor Suzanne Sanderson to approve writing to Coventry Building Society regarding the closure of the Tetbury branch.

Voting record **For 7** **Against 0** **Abstain 1** **Absent 5**

TC18. 06/26 To discuss grant funding received by the Police Museum Curator:
Members expressed concern that due process may not have been followed in relation to the Police Museum grant application.

It was agreed that this item be deferred to the July meeting. A request has been made to review the grant application, including clarification as to whether it was submitted in the name of Tetbury Town Council.

This matter will be discussed in confidential session at the July meeting under staffing matters.

TC19. 06/26 To approve the Town Council Climate Change Actions and Community Energy Strategy: It was proposed by Councillor Adam Thilthorpe seconded by Councillor Rodney Smith to approve the Town Council Climate Change Actions and Community Energy Strategy.

TC20. 06/26 To note Mayors and CEO reports:
Noted.
Councillor Judith Taylor thanked the CEO for such an in-depth report.

TC21. 06/26 Noting draft minutes of Heritage Environment and Community Committee dated Monday 1st June 2026: Noted.

TC22. 06/26 Noting draft minutes of Finance & Scrutiny Committee dated Monday 8th June 2026: Noted.

TC23. 06/26 Noting draft minutes of Planning Committee dated Monday 27th April 2026: Noted.

TC24. 06/26 To note Working Group minutes: No meetings held.

TC25. 06/26 To receive County Councillor Report: Noted.

TC26. 06/25 To receive District Councillor Reports: Noted.

Cllr Nikki Ind reported that they had met with the Highways Manager regarding the white lines on Cirencester Road and recent incidents in that area. Cllr Ind informed the Committee that new signage and white line markings will be installed over the coming months.

Requested that the Tetbury Area Youth and Community Consultation be shared.

Cllr Ind also highlighted concerns regarding protected trees along the Tesco pedestrian path from Northfield, noting that the condition of one tree is poor and may present a risk to the public. The matter has been raised with the supermarket via email.

TC27. 06/26 To consider correspondence received to date:

Gloucestershire Association Local Councils – Please let the CEO know if there are motions you wish to be put forward at the at GALC Annual General Meeting.

20 is plenty – Tetbury have not been successful in the priority phase.

Goods Shed – Following a meeting the Goods Shed would like to make themselves available for some of the future meetings.

Junior Park Run – Suggested the organiser applies for a grant from heritage, Environment and Community Committee,

TC28. 06/26 To receive Members Reports:

Cllr David Alexander queried the recording of the meeting, advising that he had not been aware this was taking place.

It was agreed that the recording of this meeting will be deleted. It was noted that the purpose and protocol for recording meetings will be clearly explained to the new Councillor, as this had not been done at the start of the meeting.

TC29 06/26 Items for inclusion on the July Agenda:

Car Parking

Staffing matters

Dolphins Hall meeting

Railands – Legal process

TC30 06/26 To note the dates and time of the next meeting – Monday 21st July 2025, Tetbury Library, Close Gardens.

Noted.

Meeting ended 2120

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	Agenda 15.
TC11. 01/26 TC08. 06/26	To arrange town meeting regarding potential burial sites	CEO	CDS Group have been appointed. Meeting date Thursday 16 th July, to ascertain information for town meeting, date to be confirmed.
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
TC26. 03/26	To produce a town survey	CEO	Agenda 07.
TC06. 06/26	To provide a recording of the annual meeting of the Council where the voting for Mayor took place	CEO	Recording sent to all Councillors.
TC17. 06/26	Write letter to Coventry Building Society regarding branch closure	CEO	Letter sent, no response received.

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 - 2027)

01TTC Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1076	Precept	532,946.00	399,710.00	-133,236.00				-133,236.00 (-25%)
1078	CIL Income		21,120.77	21,120.77				21,120.77 (N/A)
1090	Interest Received		915.07	915.07				915.07 (N/A)
1110	Burials		2,975.00	2,975.00				2,975.00 (N/A)
1120	Flat Rent	7,200.00	1,800.00	-5,400.00				-5,400.00 (-75%)
1121	Room Rental	1,000.00	500.00	-500.00				-500.00 (-50%)
1141	Christmas Market Income							(N/A)
1200	Grants Received		1,000.00	1,000.00				1,000.00 (N/A)
1804	Highfield Allotment Rent		510.00	510.00				510.00 (N/A)
1900	Miscellaneous Income		2,695.01	2,695.01				2,695.01 (N/A)
5026	VAT Reclaim							(N/A)
SUB TOTAL		541,146.00	431,225.85	-109,920.15				-109,920.15 (-20%)

03 TTC Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	TTC Admin. Staff		1,121.16	1,121.16	250,864.00	57,089.15	193,774.85	194,896.01 (77%)
4001	TTC Pensions				37,210.00	7,488.31	29,721.69	29,721.69 (79%)
4002	TTC Staff Expenses				1,500.00	276.99	1,223.01	1,223.01 (81%)
4030	Power of Gen. Competence				400.00		400.00	400.00 (100%)
4060	Training Costs				6,000.00	1,678.00	4,322.00	4,322.00 (72%)
4062	Election Costs				25,000.00		25,000.00	25,000.00 (100%)
4063	CIL Grant Expenditure							(N/A)
4070	Business Rates				9,000.00	2,127.50	6,872.50	6,872.50 (76%)
4080	Telephone				7,600.00	1,933.72	5,666.28	5,666.28 (74%)
4090	Utilities				7,500.00	1,215.55	6,284.45	6,284.45 (83%)
4120	Insurance				7,000.00	3,356.88	3,643.12	3,643.12 (52%)
4130	Office Supplies				3,500.00	635.68	2,864.32	2,864.32 (81%)
4135	Defibrillators							(N/A)
4140	Publicity				3,500.00	630.00	2,870.00	2,870.00 (82%)
4160	Subscriptions				3,200.00	3,653.49	-453.49	-453.49 (-14%)
4170	Audit/ Professional Fees				5,000.00	2,056.00	2,944.00	2,944.00 (58%)
4175	Health & Safety Monthly Contra				5,520.00	300.00	5,220.00	5,220.00 (94%)
4180	Legal Fees				5,000.00		5,000.00	5,000.00 (100%)
4190	IT				15,000.00	3,173.28	11,826.72	11,826.72 (78%)
4200	Member's Expenses				250.00		250.00	250.00 (100%)
4210	Civic Expenses				800.00	35.00	765.00	765.00 (95%)
4240	Building Repairs/Maintenance							(N/A)
4290	PWLB Loan				19,639.00	9,819.09	9,819.91	9,819.91 (50%)
4492	Bank charges				102.00	25.50	76.50	76.50 (75%)
4995	Locum Fees							(N/A)
4996	Grant Expenditure					1,737.00	-1,737.00	-1,737.00 (N/A)
5021	Grounds Team Mobile Phones				600.00	115.50	484.50	484.50 (80%)
5023	Open Spaces: 4430					822.52	-822.52	-822.52 (N/A)
SUB TOTAL			1,121.16	1,121.16	414,185.00	98,169.16	316,015.84	317,137.00 (76%)

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 2027)

04 HEC

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4085	Allotment S106				2,500.00		2,500.00	2,500.00 (100%)
4095	St Saviours Water				115.00		115.00	115.00 (100%)
4220	Vehicle Costs & Repairs				3,520.00		3,520.00	3,520.00 (100%)
4230	Vehicle Tax/Insurance				1,100.00	362.50	737.50	737.50 (67%)
4310	Current Youth Services				29,600.00	29,600.00		(0%)
4316	Holiday Youth Provision				2,500.00	2,500.00		(0%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00	846.53	2,653.47	2,653.47 (75%)
4410	Fuel				2,000.00	583.06	1,416.94	1,416.94 (70%)
4420	Clothing		13.09	13.09	660.00	371.20	288.80	301.89 (45%)
4430	Open Spaces				6,050.00	886.32	5,163.68	5,163.68 (85%)
4435	Trees / Tree Work				13,000.00	682.00	12,318.00	12,318.00 (94%)
4440	Planting				1,900.00	1,446.00	454.00	454.00 (23%)
4451	Christmas				6,000.00		6,000.00	6,000.00 (100%)
4460	Playground Inspection & Repair				2,000.00	443.00	1,557.00	1,557.00 (77%)
4470	Projects				1,500.00	526.62	973.38	973.38 (64%)
4471	Awards				500.00		500.00	500.00 (100%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
5005	Town Crier				650.00	650.00		(0%)
5006	New Bunting				1,500.00	567.45	932.55	932.55 (62%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
5024	4400					123.50	-123.50	-123.50 (N/A)
5025	Highfield Allotments 4475					152.24	-152.24	-152.24 (N/A)
SUB TOTAL			13.09	13.09	94,145.00	39,740.42	54,404.58	54,417.67 (57%)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1130	Police Museum Donations	1,000.00	130.00	-870.00				-870.00 (-87%)
1135	Police Museum Grants Receiv	500.00	3,600.00	3,100.00				3,100.00 (620%)
1902	Miscellaneous Income	500.00	309.98	-190.02				-190.02 (-38%)
4121	Police Museum Insurance				750.00		750.00	750.00 (100%)
4141	Police Museum Marketing				350.00	380.80	-30.80	-30.80 (-8%)
4161	Police Museum Memberships				250.00	12.00	238.00	238.00 (95%)
4481	Police Museum Collections Care				1,000.00		1,000.00	1,000.00 (100%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4483	Police Museum Education				500.00	432.51	67.49	67.49 (13%)
4485	Police Museum Grant Expenditu							(N/A)
4491	Bank Charges				102.00	39.42	62.58	62.58 (61%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
5012	Remedial Conservation				1,000.00		1,000.00	1,000.00 (100%)
5013	Shop				250.00		250.00	250.00 (100%)
5014	Honorarium				4,750.00	1,187.50	3,562.50	3,562.50 (75%)

Tetbury Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 July 2026 (2026 2027)

SUB TOTAL	2,000.00	4,039.98	2,039.98	9,502.00	2,052.23	7,449.77	9,489.75 (82%)
------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------------

07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1830	Ticket Sales Nat. Express Inc							(N/A)
1840	Ticket Sales Goods Shed							(N/A)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
4801	Banking charges				102.00	28.80	73.20	73.20 (71%)
4900	Ticket Sales Nat. Express							(N/A)
4935	Ticket Sales Good Shed Arts Ce					73.84	-73.84	-73.84 (N/A)
4940	VIC Staff Costs				24,954.00	5,985.90	18,968.10	18,968.10 (76%)
4970	VIC Repairs/IT				1,000.00	1,049.00	-49.00	-49.00 (4%)
5008	Trading Income	6,000.00	1,280.70	-4,719.30		0.50	-0.50	-4,719.80 (78%)
5009	Stock				5,400.00	819.24	4,580.76	4,580.76 (84%)
5010	Card Processing Costs				250.00	17.53	232.47	232.47 (92%)
5022	4985					1,259.40	-1,259.40	-1,259.40 (N/A)
SUB TOTAL		6,000.00	1,280.70	-4,719.30	31,706.00	9,234.21	22,471.79	17,752.49 (47%)

08 Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4997	CIL					61.29	-61.29	-61.29 (N/A)
4998	Burial Ground							(N/A)
4999	Contingency							(N/A)
5000	Van Purchase							(N/A)
5001	Building					330.90	-330.90	-330.90 (N/A)
SUB TOTAL						392.19	-392.19	-392.19 (N/A)

Summary

NET TOTAL	549,146.00	437,680.78	-111,465.22	549,538.00	149,588.21	399,949.79	288,484.57
V.A.T.		4,822.67			4,036.42		
GROSS TOTAL		442,503.45			153,624.63		

Accountable Members All Members

Accountable Officer CEO

Summary/Purpose

Following the Full Council meeting which took place on Monday 15th June 2026, Councillors and members of the Town Council team were asked to provide questions that would be considered for a Town Survey.

The Council needs to decide on the questions they would like to see within the town survey and the outcome they are hoping to achieve with this survey.

Below are questions and statements that have been received.

Do you feel there are enough activities and opportunities for you to engage with in Tetbury – particularly exercise and meeting people?

What activities/opportunities would you like to see?

Did you know that between Wiltshire Bridge and the cattle gate on the Tetbury Trail that there is a free to use Trim Trail?

Planning matters, including the Local Plan, review/replacement of the Neighbourhood Development plan, as appropriate, and securing social housing. For those residents who cannot afford to buy.

- Town infrastructure, including support to DRC with the Dolphins Hall/new building, recreation ground and playground, which are valuable town assets.

- Highways, including speeding matters and gritting of Cutwell to ensure everyone's safety.

Continued support for youth services

Major capital expenditure (£1million+) on a new cemetery paid for through your Tetbury Town Council Tax

Volunteer road wardens to fix local small-scale potholes

1. How can we get different groups in Tetbury to work more closely together?
2. How can we attract shops we need in Tetbury to come here e.g. shoe shop, green grocers, paper shop, general clothing store rather than posh outlets, stationers, banking hub.
3. How can we improve public transport to and from Tetbury?
4. What can be done about the lack of parking?

How would you like to see your Council engage with the local community?

1. How could the museum improve its offer as far as activities and events for the community?
2. What educational benefits do you think the young people of Tetbury would gain by interacting with the Tetbury Police Museum and Courtroom?
3. How could the museum and its volunteers engage with other groups in town?
4. What exhibits would you like to see in the museum?
5. What would encourage you to visit more?

Financial Implications:

£210 per page in the Tetbury Advertiser

Governance and Legislation:

Tetbury Town Council holds the General Power of Competence.

Data Protection Act 2018 and UK GDPR should be considered if the Council are receiving personal email addresses.

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.

Recommendation:

To produce a town survey that is accessible to all residents.

Proposer

Councillor Nikki Ind

Seconder

Councillor Judith Taylor

Summary/Purpose

To propose Tetbury Town Council approaches the Dolphins Recreation Centre Trustees regarding the promotion of their Hampton Street car park on our website, social media & by road signage

Recommendation

- The Town Council, via delegated authority to the Chief Executive Officer, contacts the Trustees of the Dolphins Recreation Centre to agree to work collaboratively to promote their Hampton Street car park
- The Town Council investigates the costs involved with the provision of a Car Park sign for positioning on Hampton Street

Town Council Priorities

Tetbury Town Council is committed to supporting our local businesses and the visitors to our town throughout the year. There is a recognised issue with a shortage of car parking in the town and particularly car parking which does not involve walking up a hill.

Background

The new private Dolphins Recreation Centre car park on Hampton Street (payable) is available and provides 25 spaces. This car park could be used by visitors to the town and whilst it does charge, it is a flat 3 minute walk to Long Street and it would provide supplementary parking to the chargeable parking at Old Brewery Lane, West Street and The Chipping Car parks - all in the town - and the free Station Yard car park at the Goods Shed (which requires a walk uphill).

Main Points

- CEO to contact the trustees of the Dolphins Recreation Centre to enquire about collaboratively working on this car parking project
- If agreed, CEO to contact Gloucestershire County Council to obtain a price for a directional car park sign, including installation (if our grounds team are unable to complete)
- Decision and progress to be reported back to Full Council by the CEO in September

Financial Implications

None at this point

Legal Implications

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

Climate Implications

Potential reduction in cars idling or driving around the town when looking for a parking space and therefore reducing the Town's carbon footprint.

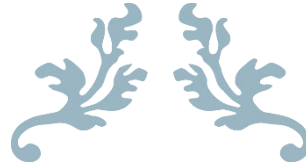
Full Council – Monday 20th July 2026
Agenda 08. Car Parking Proposal

Risk Assessment

None undertaken

Alternative Options

None currently



BIODIVERSITY POLICY

Draft discussed at Finance & Scrutiny to be approved at Full Council – July 2026



POLICY TO BE REVIEWED – ANNUAL MEETING OF THE COUNCIL 2027

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Tetbury Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity in the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practices that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact/nature positive practices.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity

ACTIONS

Planning applications

The Council will:

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan and the council's business plan.

Land and property management

The Council will:

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Source sustainable materials when procuring supplies for the Council's use.
- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

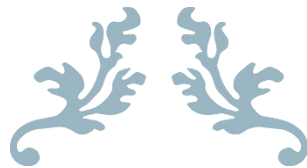
This policy was adopted at Full Council on Monday 16th December 2024 (Minute Reference TC14. 12/24) and will be reviewed in two years or sooner should legislation dictate/each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

SITE/OBJECTIVE	ACTION and by WHOM	OUTCOME	TARGET (Years)	REPORTING/ PUBLICITY/Comment	Start date	Budget	RAG status
Whole Council area	Raise local awareness of biodiversity CEO	Gain local support for action	Ongoing	Advertiser, social media, Website	Jan 2025	1 page in The Advertiser	Has this been done?
Protect and support biodiversity	Encourage suitable planting to support biodiversity CEO	Connect and diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping TTC Grounds Team and Gloucestershire Wildlife Trust			
Cemetery/churchyard	Additional planting of... Maintain and renew bird boxes as required. CW	Increased diversity of habitats and food sources.	On-going	Done	Nov 2024		
	Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. CW	Increase cover for invertebrates, reptiles, amphibians and small mammals.		Leaving wildflower areas for longer periods before cutting. Won Award through the Bee Friendly Trust for this work			
	Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates. CW	Encouraging insects particularly butterflies and bees.		This is already custom and practice	Ongoing		

Rail Lands	Sympathetically maintain hedging. CW	Food sources and cover.			Ongoing		
	Leave some areas unmown. CW	Encourage insects.			Ongoing		
	Encourage residents to remove litter and pick up after their dogs. CW	Protect and enhance habitats.		Signs relating to dog poo are regularly ripped up; 20 have been removed so far. Put article in The Advertiser	Ongoing		
	Work with County Council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. CW	Regular attention.		4-6week mowing and strimming rota	Ongoing		
	Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost no chemicals. CW			Greening Tetbury	Ongoing		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood	Protecting/enhancing habitats			Ongoing		

	Plan. Chair Planning Encourage hedgehog/ small animal highways with permeable boundaries. CW	Extending habitats			Ongoing		
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. CEO Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the Advertiser. CEO Create a page on the town council website for photographs/ information/links. CEO Encourage local farmers to contribute. HEC to investigate	Engagement/ ownership of biodiversity Promote diversity Promote diversity Promote diversity	Ongoing	Neighbourhood plan consultation Website? Article on website and The Advertiser – This to be included in an upcoming Mayors Piece	Sept2026		

	Provide seed bombs / bulbs etc. for residents' use. HEC to research Discourage floodlighting CEO	Extending habitats Protect nocturnal animals		Greening Tetbury doing some work with farmers. What should TTC do? Bulbs will be planted top of Conygar Road & Talboys Walk TTC to write formal letter to Steepleton and Audi re floodlighting	Oct/Nov 2026	Funding available	
Support Community Projects	Support hedge/tree planting in any appropriate areas. CW Work in partnership with Greening Tetbury to develop people's awareness of the environment around them. CW Consider events and offer volunteering opportunities to support biodiversity, working with local organisations. CW	Extending habitats Promote biodiversity Promote biodiversity	Ongoing – as opportunities arise Ongoing - as opportunities arise	The Advertiser			



COMPLAINTS POLICY

Reviewed at the Finance & Scrutiny Committee and recommended to Full Council – July 2026



TO BE APPROVED AT FULL COUNCIL – JULY 2026
To be reviewed June 2028

Tetbury Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Policy sets out how you may complain to the Council and how we shall try to resolve your complaint.

‘A complaint is an expression of dissatisfaction about the Council’s action or lack of action or about the standard of a service, whether the action was taken, or the service provided by the Council itself or a person or body acting on behalf of the Council’.

Note the complaint will be treated as a complaint against the council not an individual member or employee. All complaints **MUST** be submitted in writing (this can be via email). The complaint should be sent to ceo@tetbury.gov.uk or CEO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Glos GL8 8AA. If the complaint is in reference to the CEO, then please address the complaint to the mayor at the above address. We do not accept anonymous complaints.

Please include the following information in your complaint submission:

1. Your name and address
2. An outline of the complaint
3. Any relevant details, for example dates, names of relevant members or employees/contractors
4. Any details of what you would like as an outcome/remedy (if appropriate)

To investigate your complaint the Council will delegate the investigation to an appropriate Officer, Mayor and Chair of the Finance & Scrutiny Committee.

The Council will acknowledge receipt of your complaint within 10 working days with a unique complaints reference number. Please ensure this is quoted on any correspondence you have with us in relation to your complaint.

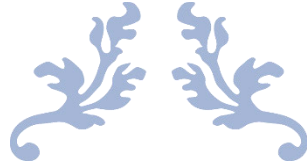
The Council will notify you within twenty working days following the acknowledgement of receipt on the outcome of your complaint and of what action (if any) the Council proposes to take because of your complaint. In exceptional circumstances the twenty working day timescale may be extended, you will be kept informed.

The Council may seek legal advice before writing to the complainant.

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to Full Council, and you will be notified in writing of the outcome of the review of your original complaint within two months.

Type of Conduct	Refer to
Alleged financial irregularity	Local electors have a statutory right to object to a Council’s audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014).

	PKF Littlejohn (external auditors) sba@pkf-l.com
Alleged criminal activity	The Police
Members conduct alleged to breach the code of conduct adopted by the Council	Monitoring Officer, Cotswold District Council, Trinity Road, Cirencester, Glos GL7 1PX



COMMUNITY INFRASTRUCTURE LEVY POLICY

Discussed at Finance & Scrutiny and Recommend to Full Council – July 2026



POLICY TO BE REVIEWED JULY 2028

The Community Infrastructure levy (CIL)

Introduction

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking projects in their area to fund a wide range of infrastructure that is needed to support new development. It does not replace Section 106 planning obligations which continue to be used for affordable housing provision and site-specific mitigation measures which are necessary to make a planning application acceptable in planning terms.

Community Infrastructure Levy can be used to fund a wide variety of infrastructure including:

- transport schemes;
- flood defences;
- schools, and community facilities; and,
- parks, green spaces and leisure centres.

Cotswold District Council (CDC) divides CIL receipts into three areas:

- Strategic Fund;
- Neighbourhood Contribution (transferred to Parish or Town Council) 15% standard or 25% if a neighbourhood development plan is in place; Tetbury Town Council has a neighbourhood development plan in place, review date 2030.
- Administrative costs 5%.

The Strategic Fund needs to deliver infrastructure that supports development in the district. CDC's Infrastructure Delivery Plan has identified infrastructure projects that are required to deliver development up to 2031.

Town Council and CIL

Each year, the town council are required to detail what CIL funds they have received and where the funds have been spent in an annual report submitted to CDC by 31 May each year. It must also be published on the town council's website. CIL money is passed on to the town council every 6 months, in October and April. CIL funds must be used to support development. Funds can be spent on:

- The provision, improvement/replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

Examples include: improvements to a village hall; new/improved play areas; provision of affordable housing; preparation of a Neighbourhood Plan. Other parishes and town councils have used CIL to pay for defibrillators, noticeboards, bus shelters, play areas. It can also be used to start a crowdfunding Cotswold campaign. These gives residents with project ideas the ability to attract funding from their communities, the council, local businesses and foundations through one portal. This brings people across the town together through local ideas that communities want to see happen.

CIL monies cannot be spent on everyday town council expenditure. Funds must also be spent within 5 years of receipt; if not they must be handed back to CDC.

TTC process

Organisations within Tetbury can apply to the Town Council for consideration of funding a project.

An application would need to demonstrate sound financial management and other funding.

Priority will be given to proposals that support the implementation of the Neighbourhood Plan or Business Plan.

The amount of CIL money available to be spent will be published at the Annual Meeting of the Council.

Applications for CIL funding will be considered at the Finance & Scrutiny meeting in September, January and March with approval/refusal being given by Full Council the following month.

Past Support

Dolphins Hall New Build
Goods Shed Refurbishment of Carriage
Resurfacing Tetbury Trail
Standalone Bleed Kits
Defibrillator refill pads/batteries
Playground Signs

CIL APPLICATION FORM

Organisation Name:

Organisation Type:

Charity

Community Group

School/Education

Other (please specify)

Registered Charity Number (if applicable):

Organisation Address:

Main contact person and position within the organisation:

Contact Details:

Telephone

Email

PROJECT DETAILS

Project Title

Project Location

Description of Project

(Provide a clear summary of the project, including what will be delivered and why it is needed)

Project Objectives

(What are you aiming to achieve?)

How does the project address the impact of development?

(CIL must be spend on infrastructure to support new development)

Project category

Transport

Open Spaces/Recreation

Community Facilities

Education

Environmental Improvements

Implications for Climate Strategy

Other (please specify)

COMMUNITY BENEFIT

Who will benefit from this project?

How has the community been consulted?

FINANCIAL INFORMATION

Total project cost

Amount of CIL funding requested

Other Funding sources

Breakdown of costs

Will ongoing maintenance be required (Yes/No)

If yes, please explain how this will be funded:

PROJECT DELIVERY

Proposed start date

Proposed completion date

Permissions Required (if applicable)

Planning Permission

Landowner Consent

Other

SUPPORTING DOCUMENTATION

Please attach the following where applicable

Project plans/drawings

Quotations or estimates

Evidence of consultation

Letters of support

Photo of site

DECLARATION

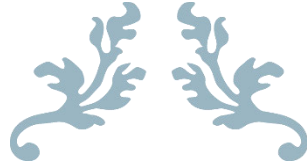
I confirm that the information provided in this application is accurate to the best of my knowledge

Name:

Position:

Signature:

Date:



POLICE MUSEUM POLICY

To be reviewed at Heritage, Environment and Community 6th July 2026



TO BE NOTED AT FULL COUNCIL 20TH JULY 2026

Tetbury Police Museum and Courtroom is owned by Tetbury Town Council.

Strategic oversight and governance of the museum is the responsibility of the Heritage, Environment and Community Committee (HEC), which ensures that the museum activities align with the Council's wider objectives.

The HEC Committee acts as primary decision-making body in relation to the museum's direction, development and associated projects. This includes overseeing funding opportunities and the submission of grant applications.

All grant applications relating to the Police Museum must, in the first instance, be formally considered and approved by the HEC Committee prior to submission. This ensures transparency, accountability and alignment with Tetbury Town Councils priorities. If the deadline for the application falls before the next HEC meeting, the grant application must be sent to the Chair, Vice Chair for approval.

All grant activity must be undertaken in close collaboration with the Responsible Financial Officer (RFO). The RFO will provide appropriate financial oversight, ensuring compliance with financial regulations, proper budgeting, and accurate reporting of funds. This collaborative approach helps safeguard public funds and ensures that any financial commitments associated with grant applications are fully understood and managed appropriately.

In addition, all cash donations received by the Police Museum must be subject to appropriate financial controls. Cash donations are to be formally counted and verified on a quarterly basis, with this process being carried out jointly by a member of the Town Councils staff and a Police Museum volunteer to ensure due diligence. All monies must be banked accordingly, and a clear and accurate record of each transaction must be maintained and retained on file for audit and accountability purposes.

Sum-up donations must be subject to appropriate financial controls. RFO should receive a monthly report on the donations received. The RFO must have login details for this account and all donations sent to the Police Museum and Courtroom bank account.

All invoices for the Police Museum must be received by the RFO by the last day of each month for the invoices to be paid the following month.

Day-to-day functions of the police museum is carried out by the Volunteer Curator and Police Museum Volunteers.

On days that the Volunteer Curator and Police Museum volunteers are not available the museum will be opened by a member of the Visitor Information Centre or the Administrator of Tetbury Town Council.

HEC to receive a report bi-monthly by the Police Museum Volunteer Curator. It is requested that the Volunteer Curator attends a HEC meeting once a quarter.

Ensure best practice is maintained while handling, moving and presenting the collection.

Ensure constant checks on the collection

Photograph all items within the collection along with donations received.

To provide members of the public with an accessible guide, especially to those who are unable to visit the courtroom.

Maintain Accreditation status and work towards the Accreditation Return due to the collection recent Accreditation status 22th September 2022.

Full Council – Monday 20th July 2026

Agenda 13. To approve the use of Tetbury Town Council land for a Junior Parkrun on Sunday mornings

Accountable Members:

All members

Accountable Officer:

CEO

Summary/Purpose:

Following the success of the Tetbury Parkrun which was established in 2019, Tetbury Town Council has been approached to request the permission to use the Tetbury Trail for a weekly junior Parkrun which will take place on Sunday mornings starting at 9am.

The proposal was initially presented to Full Council in June 2026 (TC27. 06/26). Since that time, the organisers have continued to progress the project and are currently £600 short of their £5,000 target. Subject to funding being received and the necessary permissions being granted from the Town Council, they anticipate the Junior Parkrun will commence in Autumn 2026.

The funding received will cover the one-off costs for equipment, training and a contribution towards the tech and insurance.

The Junior Parkrun will be open to children aged between 4 – 14. Parents and guardians will be welcome to accompany them.

The proposed course will be approximately 2kms in length. The route will start at the picnic benches and will operate as an out and back course to the Alpaca gate and back, although this will be confirmed once it has been officially measured.

The Feoffees have already given permission to allow the course to be run over their parcel of land and are now seeking the permission from the Town Council to use the Tetbury Trail sections that are owned and maintained by the Town Council.

As with all Parkrun events, volunteers and Marshalls are positioned at appropriate locations along the course. The organisers will be responsible for managing the event.

This event will also assist those who are carrying out their Duke of Edinburgh awards.

Financial Implications:

There are no direct financial implications for Tetbury Town Council.

Recommendation:

To approve the use of the Tetbury Town Council land for the Junior Parkrun on Sunday mornings

Report written by:

CEO

Full Council – Monday 20th July 2026

Agenda 14. To approve Councillor D Alexander becoming a member of the Finance & Scrutiny Committee

Accountable Members:

All members

Accountable Officer:

CEO

Summary/Purpose:

Councillor Dave Alexander has requested to become a member of the Finance & Scrutiny Committee.

There are currently five members on this committee and due to various reasons, this committee has only just been quorate with the two meetings that have taken place since the new financial year.

Financial Implications:

None

Climate Impact:

None

Governance and Legislation:

Local Government Act 1972, Section 101 allows a local authority to arrange for functions to be discharged by a committee, and section 102 set out the appointment of committees.

Recommendation:

To approve Councillor Dave Alexander request to become a member on the Finance & Scrutiny Committee.

Report written by:

CEO

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

¹ Business Plan vs 8, 15 June, 2026

0.2	Funding	Set a balanced budget each year, monitor income & expenditure; ensure vfm in the delivery of services	Review expenditure: General Power of Competence; report to FC including reserves	Full council Chair F&S	Tetbury residents and business owners, CDC, VIC, Police Museum	From April 2024; on-going	-		May, Sept
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; - Ensure effective use of developer contributions	S106 & CIL policies agreed and implemented; CIL to be used within 5 years	Full council Chair F&S CEO	CDC, developers	Policies completed; access to funds needs advertising- from 2026	CIL & S106 funds		Feb, May, Sept
0.6	Communications & engagement	Review effectiveness of communications including police report	Website kept up-to-date; review number of hits etc	Full council CEO	Tetbury & TU residents & businesses	Ongoing	Full council		May & September

Ref	Topic	Actions	Success criteria	Owner/lead person	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
0.10	Communication Use: Carbon-calculator.climatehero.org	Provide guidance to residents and businesses as to how to calculate their carbon footprint, how to calculate and reduce their carbon footprint and action to take to support biodiversity. Include CDC net carbon toolkit.	Information on website used	TTC Chair CSWG	TTC, CDC, GGC		N/A		May
0.11	Transport	Replace current council vehicles with low carbon/carbon neutral vehicle	Replacement in place or additional vehicle acquired	TTC CEO		On hold, pending clarity re: implications of LGR	TTC x £?		September
0.12	Buildings	Oversee and monitor the development of TTC buildings	Work authorised & completed on time	TTC Mayor	TTC	Immediate	Ongoing		May
0.13	Local government re-organisation	Determine, oversee and implement	TTC kept informed of implications	TTC Mayor	TTC, residents, businesses	Immediate	Ongoing		Annual in September

		necessary work related to local government re-organisation	of re-organisation and respond accordingly	Chair of working group on re-orgnsaion	and stakeholders				
0.14	IT infrastructure	Ensure IT provision fully meets the needs of TTC and its community	Website up-to-date and compliant	TTC CEO Mayor	TTC and residents	Immediate	?	In progress	October '26
0.15	Calendar of events	Put calendar of events of TTC website	Calendar in place	CEO	All residents and Tetbury visitors	Immediate	-		September

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	Orange	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 plan	Full council & Tetbury Upton PC Chairs FC & 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 Plan reviewed and 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	Done	May 2026
2.3	Open spaces (including: Suffolk Close Webb Road Cookspool)	Identify open spaces requiring development; explore options for external funding to support this	Quality green spaces	TTC Chair HEC	TTC, CDC, Tetbury residents & businesses	Ongoing			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	Implement a strategy for engaging with local shopkeepers and implement	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	Ongoing	N/A		Sept 2026
3.2	Local business	Consider the impact on local business associated with any planning applications	Impact on local businesses noted in minutes per application	TTC, businesses; Chair Planning	TTC, local businesses	Ongoing	N/A		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	Plan determined	GGC Mayor with ex-Chair CPWG	Residents, tourists, businesses	asap	GCC		May 2027

		double yellow lines							
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/HEC	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 Mayor	Residents, tourists, businesses	On hold pending GCC decision	GCC		September 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	Ongoing	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
4.2	Burial Ground	Determine approach to finding burial space in and around Tetbury	Space identified and communicated to residents	TTC Mayor	Tetbury residents	Sept 2025	TBD		Annually - October 2026
4.4	Civic pride	Seek ways to acknowledge & honour the	Events planned and put on	TTC	Tetbury residents & businesses	Ongoing			May 2027

		contribution of others to the community	calendar; feedback received	Chair HEC					
4.5	Events	Seek ways to partner with other organisations to promote events within Tetbury; list partner organisations on website	Put on 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	Organisations promote themselves e.g. The Goods Shed, Dolphins Hall; TTC put 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/due date	Budget	RAG status	Review cycle
6.2	Walking and cycling (see visit_Tetbury)	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 EO	Tetbury residents and visitors	Ongoing			Sept 2026

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/due date	Budget	RAG status	Review cycle
7.1	Meeting the needs of house purchasers	TTC to develop “wish list” for developers. Ensure planners are aware of the demand for single storey accommodation & social housing 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	Find ways to encourage and support more employment in the town	Review undertaken; resulting actions scheduled	TTC, CDC Mayor	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; work with the Rugby Club re: future development	New community hall opened; high usage of recreation ground; Leisure centre; Astro turf, Malthouse, outside pitches	TTC DHRT Chair HEC	Tetbury residents	Ongoing			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 GCC Mayor	Residents and businesses in Tetbury	asap			September 2025

The items below are deemed to have been completed, so will not feature on regular updates, just the final version in April 2027.

Ref	Topic	Actions	Success criteria	Owner	Stakeholders	Start date/due date	Budget	RAG status	Review cycle
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 Website live in July 2026	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	April 2027
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

The following items have been deleted from the Plan as they are no longer deemed appropriate/relevant.

0.7	Communication & engagement Following discussion with estate agent, it is felt The Advertiser provides sufficient information for new residents	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
-----	---	--	--------------------	-------------------------------	-------------------------------------	-----------	--------------	--	----------

3.3	Communication	Create a “green directory” for the town which promotes retailers actively working to reduce their carbon footprint e.g. by not using plastic	Complete and publish directory	TTC GT	Residents	July – October 2026	N/A		May 2027
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 Mayor	Tetbury residents & businesses; residents in Tetbury Upton	TBD	Room hire; use DH or GS		
4.3	Allotments (this work is now integrated into TCC’s new IT program)	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 spent dealing with queries.	TTC rep on committee	Allotment leaseholders		N/A		Annually - September

Accountable Members:

All members

Accountable Officer:

CEO

Summary/Purpose:

Attached is an updated version of the Business Plan. Under “Action” a role is identified as the lead person to progress each of the topics. From September, a review of the Business Plan will be carried out by asking each nominated person what progress has been made in tackling the relevant actions.

The nominated persons are:

CEO

Mayor

Chair F&S

Chair HEC

Chair Planning

Chair Climate Strategy Working Group

Chair of car parking Working Group (now dissolved).

Please look carefully at the Plan and progress the relevant actions. The target is to get this Plan fully in place and implemented by local elections in May 2027.

Report written by:

Councillor J Taylor

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 Councillor Z Baker visited all businesses on the high street to invite them to the Christmas Networking event which is a collaboration between Tetbury Town Council and the Goods Shed, taking place on Wednesday 22nd July 5-7pm at the Goods Shed.

CEO attended on-line training for digital Annual Governance and Accountability Return (AGAR) which will come into effect shortly.

15 plot holders have renewed their allotments on the Highfield Farm site; we currently have 3 plots available and will be offering the next residents on the waiting list these plots.

Following the resignation from Cllr Figueiredo, we have been advised by Cotswold District Council that no election has been requested, Tetbury Town Council are now able to co-opt and this will take place at the Full Council meeting in September should any candidates step forward for the position.

EO, Reception/Administrator and one VIC Assistant attended Mental Health Awareness Training run by Simply Health.

EO attended psychologically safe places run by Mental Health Foundation.

EO attended Cotswold Tourism updating destination management plan which was organised by Cotswold District Council.

Fire Risk Assessment was carried out on the Town Council offices, and they are very pleased with our procedures.

We have been advised that on 1st September, the pre-site survey will be taking place at Suffolk Close play area.

The Mayor and CEO met with representatives of the Dolphins Hall Trustees, who advised that they were hoping to have a soft-launch opening on 6th July for the new build. The Trustees were advised that the Council are working alongside Gloucestershire Community Energy who maybe able to assist the Trustees with their energy usage. Although the Town Council voted against providing the DRC with a grant in 2026-2027, the Trustees were advised that the Town Council grounds team empty all the bins on the recreation ground 3 times a week in the summer and 1-2 times in the winter, the DRC Trustees to advise if they still wish to continue with this arrangement. A copy of the old SLA between both organisations was sent

to the Trustees and should they wish to renew the SLA they have been asked to forward the Council with a wish list. The Trustees were advised that the Council currently holds £3,000 in organisational grants and CIL money is also available if they have a project that fits into the CIL structure.

Tetbury Scouts group visited the Town Council offices, where the Mayor and Councillor N Ind provided an overview of how the Council is run. We advised that we are carrying out a town survey and it would be a good idea to hold a town survey for the young people of the town to have their own survey.

4. VIC

Over the month of June, Visit Tetbury has continued to experience a quieter than usual trading period. This reflects wider national trends, with Visit England reporting a noticeable decline in domestic day trips and visitor activity across the UK, largely attributed to unsettled and inconsistent weather conditions. While this has had a clear impact locally, it is worth noting that our visitor numbers have been particularly low for this time of year when compared to seasonal expectations.

Despite this, there have been several positive developments and proactive steps taken to strengthen our offer and future resilience. Retail diversification remains a key focus, and we continue to see strong engagement with our locally sourced product range, including the recently introduced Cotswold Way items, which remain popular with visitors.

During June, the EO attended a seminar in Taunton where I met with a company called AT Creative, who specialise in developing interactive town trails that link directly to Visitor Information Centre websites. These trails are designed to encourage exploration, increase dwell time, and enhance the visitor experience through digital engagement.

We have also taken steps to raise our profile within the tourism sector by entering the Southwest Tourism Awards 2026. This year's competition is expected to be particularly strong, with a higher number of entrants. However, we have made several improvements following last year's mystery shopper feedback, which we hope will strengthen our submission and overall visitor experience.

In recognition of our commitment to sustainability, we were pleased to receive the Bronze Green Tourism Award. This has now been installed at the front of the building, demonstrating our dedication to environmentally responsible practices and helping to communicate this to visitors.

5. Grounds Team

Mowing on schedule – Audi Roundabout, Braybrooke Close, Shepherds Mead, Suffolk Close Play area, Talboys Walk, Conygar Estate, London Road, Romney Road, Chavenage Lane, Webb Road Play area, Both churchyards, Linfoot Road, Coronation Road, Longtree Close, Highfield Estate, Hampton Street and Lane behind shop.

Cutting back vegetation along Station yard, Love Lane, Tetbury Trail and Cookspool.

Report to Full Council – Monday 20th July 2026
Agenda 16. CEO Report

Tidying up the town centre – weeding, cleaning bus stops, weeding to be carried out along Long Street, cleaned bins and benches.

Cleaned bus stop in Hampton Street.

**MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury. 6th July 2026**

Present:

Town Councillors: Zowie Baker, Nikki Ind, Rodney Smith and ex-officio Cllr Ian Watson

Officers: V Bolwell (EO)

Public: None

HEC01. 07/26 To receive and accept any apologies for absence:

Cllr A Thilthorpe – Family commitment

Cllr S Sanderson – Medical

HEC02. 07/26 Public Consultation: None.

HEC03. 07/26 Declarations of Interest: None.

HEC04. 07/25 To approve the Minutes of the Heritage and Environment meeting held on Monday 1st June 2026: It was proposed by Cllr R Smith seconded by Cllr N Ind to approve the minutes of the Heritage and Environment committee meeting held on Monday 1st June 2026.

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

HEC05. 07/26 To note Budget, spend to date and forecast spend: Noted.

HEC06. 07/26 To note Heritage and Environment Action Plan from previous meeting: Noted.

HEC08. 07/26 To note Visitor Information Centre report:
Noted.

HEC09. 07/26 To receive the Police Museum report: No report received.

HEC10. 07/26 To discuss and approve Police Museum Policy: Following amendments to the job title of Volunteer Curator, it was proposed by Cllr Z Baker and seconded by Cllr N Ind that the Police Museum Policy be approved.

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

HEC11. 07/26 To note Grounds Team monthly Play Park Inspection: Noted.

Cllr N Ind requested that the Trim Trail at the Goods Shed should be added to the inspection.

Cllr R Smith also noted that they will be reusing the old tiles from Suffolk Park for the areas that have pooling water as a substitute for gravel.

The 10 slats at Suffolk close have now been fitted by Cllr R Smith.

HEC12. 07/25 To discuss and approve Christmas Events 2026:

It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve Keystone support on the 4th of December 2026 for the Christmas Switch On Event and Christmas Working Group.

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

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury. 6th July 2026

Cllrs to sit on working Group:

Cllr Z Baker
Cllr N Ind
Cllr R Smith

Officers:

R Baker
V Bolwell

Cllr N Ind suggested inviting Tetbury Christmas Lights Committee.

EO to email the Feoffees to be included in planning.

HEC13. 07/26 To discuss budget requirements 27/28:

The Committee noted the increase in the tree budget to accommodate the three-yearly tree surveys. Cllr R Smith also requested that fuel costs be reviewed. The Executive Officer will raise this matter with the Grounds Foreman.

HEC14. 07/26 To consider Correspondence:

Goods Shed – The date for the Christmas Networking Event has been confirmed as 22 July, from 5:00 pm to 7:00 pm at The Goods Shed. The Executive Officer requested support from councillors in distributing invitations to local businesses in person to help maximise attendance and engagement.

HEC15. 07/26 To receive members Reports:

Cllr R Smith – member of public is concerned that you must be a charity to be able to book the Dolphins Hall.

Cllr N Ind – sent information to Dolphins Hall regarding the Community Energy Project. At next Full Council Cllr Ind will be putting forward a motion to help assist with promoting the car park at the Dolphins Hall.

Cllr Z Baker – Following the removal of the containers from St Mary's Road Car Park, the Committee requested that the potential to make use of the area for additional parking provision be explored.

HEC16. 07/25 Items for inclusion on the 7th of September Agenda:

Police Museum Report

HEC17. 07/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 7th September at Tetbury Library – Close Gardens – Tetbury:

Noted.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury. 6th July 2026

HEC18. 07/26 CLOSED SESSION – Resolution to exclude the public and press:

It was proposed by Cllr N Ind, seconded Cllr R Smith that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual and Information relating to the financial or business affairs of any particular person]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

HEC19. 07/26 Staffing Matters

Members discussed the item and, due to minimal supporting documents, requested that it be deferred and brought back to the next HEC meeting in September.

Chair.....

Date.....Meeting.

Meeting Closed 2010

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 13th July 2026 at 7pm

Present

Town Councillors: Z Baker (Chair), J Taylor (Vice Chair), R Smith

Officer T Niblett (CEO/RFO)

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

FS01. 07/26 To note apologies:

Apologies received from Councillor S Scott – Personal reasons
Councillor L Farnham – Work

FS02. 07/26 Declarations of interest:

None

FS03. 07/26 Public Consultation:

Resident advised they missed Councillor P Burrell as a committee member.

FS04. 07/26 To approve minutes of the meeting held on Monday 8th June 2026:

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 8th June 2026.

Voting Record: For – 3, Against – 0, Absent – 2

FS05. 07/26 To note action points from previous meetings:

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

FS18. 03/26 – Meeting with Police Museum Curator has been postponed, will advise Committee of new date

FS06. 07/26 To note bank reconciliation and financial summary for June:

As of 30th June 2026, it was noted that TTC Current Account held £9,307.35, TTC Deposit Account £373,802.61, VIC Current Account £2,108.90, Police Museum £12,763.03, Contingency £100,198.91, CIL and Buildings Maintenance £124,468.63.

FS07. 07/26 To note Income and Expenditure for Month 3:

Noted – Requested cost code 5024 is removed as this is a duplicate of the existing Equipment & Repairs.

FS08. 07/26 To approve June payments and estimate transfer of funds:

It was noted that Tetbury Town Council July payments totalled £27,442.53, VIC July payments totalled £2,366.57, Credit Card July payments totalled £802.54, and Police Museum totalled £1,193.11.

It was requested that we have a transfer of funds of £2,500.00 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.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 13th July 2026 at 7pm

It was proposed by Councillor Z Baker, seconded by Councillor J Taylor to approve the July Payments and transfer of funds.

Voting Record: For – 3, Against – 0, Absent – 2

FS09. 07/26 To allocate two Councillors to sign off payments:

Councillor Z Baker and Councillor R Smith will sign off the August payments.

FS10. 07/26 To discuss and approve obtaining valuations for The Old Courthouse:

The current Reinstatement Cost Assessment (RCA) Valuation Survey was carried out in August 2023, and it is due for renewal in August 2026. It was noted that we advise the company that the Goods Shed report does not need to include the Railway Carriage, bar, storage and signal box as these items do not belong to the Town Council. It was proposed by Councillor J Taylor, seconded by Councillor R Smith to proceed with the independent report.

Voting Record: For – 3, Against – 0, Absent – 2

FS11. 07/26 To discuss and approve recommendations from the Internal Auditor Report:

The committee noted that many examples of good practice are being achieved across the Councils financial administration and governance processes. Members expressed their appreciation for the work undertaken by the RFO in implementing and maintaining these standards. It was noted that the dual signatories on the banks have been amended to the current Mayor and Deputy Mayor.

FS12. 07/26 To discuss and recommend to Full Council Biodiversity Policy:

The committee thanked Councillor J Taylor and the EO for reviewing the Biodiversity Policy, following amendments this to be recommended to Full Council for approval.

FS13. 07/26 To discuss and recommend to Full Council Complaints Policy:

Following a minor amendment, the Complaints Policy to be recommended to Full Council for approval.

FS14. 07/26 To discuss and approve Financial Reserves Policy:

Following a few minor amendments, it was proposed by Councillor Z Baker, seconded by Councillor J Taylor to approve the Financial Reserves Policy.

Voting Record: For – 3, Against – 0, Absent – 2

FS15. 07/26 To discuss and approve Investment Strategy Policy:

It was proposed by Councillor J Taylor, seconded by Councillor R Smith to approve the Investment Strategy Policy.

Voting Record: For – 3, Against – 0, Absent – 2

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 13th July 2026 at 7pm

FS16. 07/26 To discuss and recommend to Full Council Community Infrastructure Levy Policy:

Following the request to include within the application form 'Implications for climate strategy' the Community Infrastructure Levy Policy to be recommended to Full Council for approval.

FS17. 07/26 To discuss budget preparations for 2027/2028:

It was recommended that we look at the 3-month contingency funds to make sure they will cover the Town Councils 3-month expenditure. RFO advised that following the account being transferred to Unity Bank this account is receiving more interest than with Lloyds Bank.

Heritage, Environment and Community Committee have provided a budget request to the Finance & Scrutiny Committee, the tree budget has increased by £3,000, this is to include the tree survey that is carried out every 3 years. Reduce bunting installation by £500.

As requested in the Finance & Scrutiny meeting on Monday 13th June 2026, 3-year staffing cost has been provided.

Telephone quotations have been received from 3 companies, CEO to request reviews of companies, their terms and conditions, and a more accurate figure from year 3 when the existing termination charges will have been paid. Need to ascertain if the system, installation and programming costs are an on-going charge or one-off fee.

FS18. 07/26 Correspondence Received:

HMRC mileage rates have been revised for the first time since 2011. Mileage for cars and vans for the first 10,000 miles 55p per mile, 25p after 10,000 miles, motorcycles 24p per mile and bicycles 20p per mile.

FS19. 07/26 Items for next meeting:

Budget

FS20. 07/26 Date of next meeting – Monday 14th September 2026, 7pm, Tetbury Library, Close Gardens

FS21. 07/26 Closed Session – Exclusion of Public and Press

To consider the exclusion of public and press in accordance with the Public Bodies (Admissions to meetings) Act 1960 due to the confidential nature of the business to be transacted.

FS22. 07/26 To discuss and recommend to Full Council solicitors' costs and associated legal advice:

It was agreed to recommend to Full Council not to proceed until we have received confirmation that the grant funding application has been successful.

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
---------------	-------	-----------	-----------	----------

PL05. 04/26 Consideration of planning, listed building consent, tree work and licensing applications received by 21st April 2026 (refer to attached Schedule link):

<u>26/01172/FUL</u> Full application for erection of single-storey rear extension and first floor front extension with associated works 11 Sherwood Road Decision: TTC has no objections to this planning application.	<u>26/01205/PLP</u> Permission in Principle application for three dwellings 25 Northfield Road Decision: TTC does not support this application. 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. There are concerns regarding sewerage and drainage infrastructure. The existing drainage system is already under pressure.
--	---

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

	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.
<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 Decision: TTC has no objections to this Listed Building Consent. It is pleasing to see that the proposed works are designed to preserve the existing building.	<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 12A Church Street Decision: TTC has no objections to this planning application. It is pleasing to see that the proposed works are designed to preserve the existing building.
<u>26/00817/FUL</u> Full application for erection of first-floor rear extension and fenestration with associated works 24 London Road Decision: TTC has no objections	<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) Flat 2, Talbot Apartments, Market Place Decision: TTC has no objections
<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 19 Market Place Decision: TTC has no objections to this listed building consent. TTC are pleased to see that the proposal offers a balanced and thoughtful compromise between commercial and residential units.	<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 19 Market Place Decision: TTC has no objections to this listed building consent. TTC are pleased to see that the proposal offers a balanced and thoughtful compromise between commercial and residential units.

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

<u>26/01200/PLP</u> Permission in Principle application for the erection of up to two dwellings including parking and pathway 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.	<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
<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 10 Bath Road Decision: TTC has no objections would request trees are replaced	<u>26/00960/TCONR</u> Works to trees in conservation areas for T1 – Silver Birch tree to be reduced by approx. 30% 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
<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 37 Close Gardens Decision: TTC has no objections to this tree application, we would request trees are replaced.	

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

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

Chair Dated



Gloucestershire County Council Member

Report – Tetbury Division

Councillor Ian Watson

Gloucestershire County Council – Tetbury Division

Reporting Period: June 2026 – July 2026

Introduction

This report summarises my activities as Gloucestershire County Councillor for the Tetbury Division between June 2026 and July 2026. During this period I have continued to represent residents on county-wide matters while working closely with local communities, parish councils, Gloucestershire County Council officers, partner agencies and fellow councillors.

My work has focused on highways, public transport, adult and children's services, community safety, Local Government Reorganisation, and supporting residents through individual casework.

Local Government Reorganisation

Local Government Reorganisation (LGR) has remained one of the most significant issues facing Gloucestershire during this reporting period.

The Government consulted on proposals for the future structure of local government in Gloucestershire and is expected to announce its decision during Summer 2026. Gloucestershire County Council and district councils have continued preparatory work to ensure that whichever model is selected can be implemented effectively and with minimal disruption to services.

As a County Councillor, I have attended member briefings and reviewed updates relating to the proposed future arrangements, ensuring that the interests of Tetbury and surrounding rural communities are properly understood within discussions about governance, service delivery and local representation.

Highways and Transport

Highways continue to generate the largest volume of resident enquiries.

Issues raised during this period have included:

- Road surface condition and pothole repairs.
- Drainage and flooding concerns.
- Road safety.
- Speeding traffic.
- Footway maintenance.
- Signage and road markings.
- Rural road maintenance.

I have worked with Gloucestershire Highways officers to progress reported defects and investigate concerns raised by residents and parish councils.

Particular emphasis has been placed upon ensuring that safety issues are assessed promptly and that residents are kept informed of progress wherever possible.

Public Transport

Access to transport remains a key issue, particularly for rural communities.

Throughout this period I have:

- Monitored local bus service provision.
- Raised concerns regarding service reliability where reported.
- Supported discussions around improving rural connectivity.
- Signposted residents to available community transport schemes.

Reliable public transport remains essential for access to employment, education, healthcare and shopping facilities.

Children's Services and Education

Gloucestershire County Council's responsibility for education and children's services remains central to its work.

During this period I have:

- Responded to enquiries from parents and guardians.
- Assisted residents with issues relating to school admissions and transport.

- Monitored county-wide developments within education services.
- Supported initiatives aimed at improving outcomes for children and young people.

I continue to recognise the importance of ensuring that families in Tetbury can access high-quality educational opportunities and support services.

Adult Social Care and Health

Adult social care continues to represent one of the County Council's largest and most important service areas.

Topics raised with me by residents have included:

- Care assessments.
- Access to support services.
- Provision for older residents.
- Support for carers.
- Mental health services.
- Hospital discharge arrangements.

Where appropriate I have worked with officers and partner organisations to ensure residents receive advice, assistance and timely responses to concerns.

Community Safety

Community safety remains an important issue for residents throughout the Tetbury Division.

During the reporting period I have engaged with residents and partner agencies regarding:

- Anti-social behaviour.
- Rural crime.
- Road safety.
- Speed enforcement concerns.
- Community resilience planning.

Maintaining strong partnerships between councils, police, voluntary organisations and local communities remains essential in addressing these issues effectively.

Environment and Climate Issues

Environmental matters continue to feature prominently in resident correspondence.

Issues considered during this period include:

- Flood prevention and drainage.
- Protection of the local environment.
- Biodiversity initiatives.
- Highway verge management.
- Energy and sustainability matters.

As a rural division, environmental concerns are often closely linked to agriculture, transport infrastructure and the protection of Gloucestershire's countryside.

Parish Council and Community Engagement

Regular engagement with parish and town councils remains a vital element of my role.

During this reporting period I have maintained contact with:

- Tetbury Town Council.
- Parish councils across the division.
- Community organisations.
- Local charities and voluntary groups.
- Residents' associations.

These meetings and discussions provide valuable insight into local priorities and enable concerns to be escalated appropriately within the County Council.

Resident Casework

Supporting residents remains a key priority.

Casework undertaken during this period has covered:

- Highway defects.
- Road safety concerns.
- Education matters.
- Social care enquiries.
- Public transport issues.
- Flooding and drainage concerns.
- Signposting to council and partner services.

Each case has been progressed through the appropriate channels with the aim of securing timely outcomes for residents.

County Council Meetings and Member Development

Throughout this reporting period I have participated in:

- Gloucestershire County Council meetings.
- Member briefings.
- Local Government Reorganisation updates.
- Service-specific briefings.
- Parish and community meetings.

These engagements ensure that I remain informed of policy developments and able to represent the interests of Tetbury residents effectively.

Priorities for the Coming Months

My priorities for the remainder of 2026 include:

1. Supporting the implementation of the Government's Local Government Reorganisation decision.
2. Continuing to advocate for improvements to local highways and road safety.
3. Supporting vulnerable residents through access to adult and children's services.
4. Working with parish councils and community groups across the division.
5. Promoting improved public transport and rural connectivity.
6. Responding promptly to resident enquiries and casework.
7. Ensuring that Tetbury's voice continues to be heard in county-wide decision making.

Conclusion

It remains a privilege to serve as County Councillor for the Tetbury Division. I would like to thank residents, parish councils, community organisations and council officers for their continued engagement and support.

I remain committed to representing the interests of Tetbury and the surrounding communities, ensuring that local concerns are heard and that residents receive effective representation at Gloucestershire County Council.

Cllr Ian Watson

County Councillor for Tetbury Division

Gloucestershire County Council

July 2026



COTSWOLD
District Council

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

July Update

District Councillor Report

- There was no Full Council meeting in June.
- The next Full Council meeting is on **Wednesday 15th July**. Details of the meeting are available here:

<https://meetings.cotswold.gov.uk/ieListDocuments.aspx?CId=1154&MId=2655&Ver=4>

- I have asked a question regarding the provision of bins across the district, with changes to recycling collections due to be introduced. My question is as follows:

"While persuading residents to recycle more is a noble ambition, the overall amount of waste a household produces is unlikely to decrease.

With smaller black bins, what increased provision will there be for storing recycling (i.e. replacing the white and blue bags)?

Additionally, in my ward, almost every fortnight recycling is left behind because the truck is full before it has completed its round. With an anticipated increase in the amount of material to be recycled, what provision will there be within the fleet to accommodate the additional collections required?"

- Following the publication of the Ockenden and Amos reports into maternity services in the United Kingdom, the latter including a specific focus on Gloucestershire, I have also submitted a motion to Full Council calling for improvements to maternity services in Gloucestershire. The motion highlights the importance of ensuring families have access to safe, high-quality maternity care. You can read the motion here:

<https://meetings.cotswold.gov.uk/documents/g2655/Public%20reports%20pack%2015th-Jul-2026%2018.00%20Council.pdf?T=10>

- Earlier this month I met with Vicki Heselton, Senior Estates Programme Manager covering Cirencester Hospital, and Rosanna James, Director of Improvement for Gloucestershire Health and Care NHS Foundation Trust. We discussed the imminent investment in Cirencester Hospital and the Trust's plans for the site. The hospital is **not** going anywhere!

Vicki has confirmed that pre-application submissions are being made to Cotswold District Council imminently to address some of the development issues surrounding the Grade II listed building and the historic monuments at the entrance. They are actively planning a programme of stakeholder engagement to help shape the investment alongside what is physically possible at the site.

Development will follow the principles of the NHS 10-Year Plan, which places a strong emphasis on moving care into local communities and on preventative

Email: laura.hall-wilson@cotswold.gov.uk

Facebook: [Laura Hall-Wilson for Tetbury with Upton](#)

Instagram: @laura4tetburyupton



COTSWOLD
District Council

healthcare. The current "tests of change" remain ongoing and will help shape future plans for the hospital.

I urged the team to maintain regular communication with local residents as the plans evolve and to clearly explain any proposed changes so residents understand how they will benefit. I again emphasised the strength of feeling surrounding any perceived reductions in services and stressed that any replacement services must be developed in consultation with residents and reflect what local people genuinely want from their hospital.

This investment presents significant opportunities, and I will continue to keep in touch to ensure it delivers what local people expect and deserve.

Highways

- I continue to receive a significant amount of correspondence regarding highways. This month I have pushed for the poor-quality repair to the footpath on Bath Road, towards Doughton, to be rectified, and remedial work has now been partially completed.
- I have been working with John Turton on the frequency and duration of roadworks in the town and their wider economic impact. I will continue to support John in pressing for tougher fines and for the revenue from those fines to be directed towards Tetbury businesses affected by the roadworks.
- I have written once again in support of Gloucestershire County Council's Strategic CIL application and requested an update. I am pleased to report that the application is progressing, and the Highways team has set out a timetable for submitting the bid. There is, however, potential to expand the scope of the works, and I believe this should be pursued to ensure we achieve the best possible accessibility improvements to the new surgery building.

Local Government Reorganisation

- I am afraid I have no substantial update, other than to say we are still awaiting the Secretary of State's decision on what the future local government arrangements for Gloucestershire will look like.

Electoral Arrangements Working Group

- We meet again on Monday 20th July. The feedback I have received appears to support the idea of merging some geographically close polling stations in urban areas, while ensuring rural communities are not disenfranchised by the loss of their local polling stations. I will feed this back to the committee.

The Dolphins Hall

- The new hall is now open, which is very exciting!
- The booking system has had some tweaks and is now taking bookings for the new hall. Going forward, the only regular users of the old hall will be TAYCT.

Email: laura.hall-wilson@cotswold.gov.uk

Facebook: [Laura Hall-Wilson for Tetbury with Upton](#)

Instagram: @laura4tetburyupton



COTSWOLD
District Council

- There are still some concerns regarding parking. I think it would be worthwhile comparing the revenue generated for the hall with the income received by ParkingEye through parking charges. I fully support the need to generate income—the DRC and its facilities are expensive to operate—but we must remember that this is a community facility and should not alienate its users. I met with Jamie Pointing to discuss the concerns raised with me by residents, and I am pleased that they have listened and are willing to consider actions that may help.
- The grace period has been extended to 15 minutes. If you enter the car park but miss the 15-minute window, you can still enter your registration before leaving, and your attendance will be recorded via the iPad.
- I have committed to writing to Gloucestershire County Council to improve signposting to the car park and to have the site registered on Google Maps, making it easier for visitors to find and use it while also contributing financially to the benefit of the town. We have also agreed to write to local businesses asking them to encourage employees to use the Dolphins Hall car park, helping to ease pressure on residential streets while supporting the running costs of the facility.

Planning and Development

- The anticipated planning application for eight houses at the top of Bath Road has now been submitted and will come before the Planning Committee due to the size of the site's footprint. I am minded to support the officers' recommendation, as it will require Highways to address the speed limit on the road and creates an opportunity to improve safety for all road users in the area. This decision will not affect any future consideration of the larger Miller Homes proposal.
- I continue to meet with the Longfurlong Greenfields Residents Association and support them in their efforts to prevent planning permission being granted for the proposed development of 135 homes between Longfurlong Lane and Bath Road by Miller Homes. They now have an excellent Facebook page providing updates and guidance for residents on how to respond and engage with the planning process. It can be found here:

<https://www.facebook.com/profile.php?id=61589322323772>

In Tetbury

- I attended the cheque presentation ceremony for recipients of the funds raised by the Woolsack Races, having volunteered at the event in May. The organising committee is looking for additional volunteers to help run future races, so if you are interested in getting involved, please do consider offering your support.
- The town benefited from another fantastic volunteer-led event this month with TetFest. I am in awe of the people who organise these events on behalf of the community. They are incredible, and we are so fortunate to have them. If you are able, please do consider volunteering to support them.

Email: laura.hall-wilson@cotswold.gov.uk

Facebook: [Laura Hall-Wilson for Tetbury with Upton](#)

Instagram: @laura4tetburyupton



COTSWOLD
District Council

- I have recently joined the Board of Trustees of the Athelstan Trust, the multi-academy trust that includes Sir William Romney's School in Tetbury, along with five other secondary schools and four primary schools. I am looking forward to contributing to the provision of a high-quality education for the children of Tetbury and the wider area.
- I was unfortunately unable to join the litter pick because my youngest woke up with an eye infection, but I understand it was well attended. My thanks go to the Tetbury Wombles for organising the event.

Email: laura.hall-wilson@cotswold.gov.uk

Facebook: [Laura Hall-Wilson for Tetbury with Upton](#)

Instagram: @laura4tetburyupton



Councillor Report June 2026

Cllr Ian Watson

Tetbury Town Ward

Introduction

This report provides an overview of my activities as District Councillor for Tetbury during the period from June 2026 to the present. It summarises council business, local engagement, casework, community issues, and matters of strategic importance affecting residents of Tetbury and the wider Cotswold District.

Local Government Reorganisation (LGR)

A significant element of council business during this period has continued to be the Government's Local Government Reorganisation programme.

Officers and members across Gloucestershire have continued preparations for the anticipated Government decision regarding future local government structures within the county. Discussions have focused on ensuring that the interests of Tetbury residents remain at the forefront of any future arrangements, particularly regarding:

- Protection of local democratic representation.
- Continuity of local services.
- Financial sustainability.
- Maintaining strong links between communities and decision-makers.
- Ensuring rural communities such as Tetbury retain a strong voice.

The Government consultation closed earlier this year and Gloucestershire councils continue to await the final decision.

Planning and Development

Planning matters continue to generate significant interest amongst residents.

Work undertaken during this reporting period has included:

- Reviewing planning applications affecting Tetbury and surrounding settlements.
- Liaison with planning officers regarding ongoing developments.

- Responding to resident concerns relating to housing proposals, conservation considerations and infrastructure impacts.
- Monitoring compliance and enforcement matters where issues have been raised by residents.

Particular attention has been given to development proposals that may affect:

- The character of Tetbury's Conservation Area.
- Highway safety.
- Parking provision.
- Environmental sustainability.
- Impacts upon neighbouring properties.

Resident Casework

Resident enquiries remain a substantial part of councillor responsibilities.

Since June I have dealt with a range of issues including:

Housing

- Social housing enquiries.
- Housing maintenance concerns.
- Advice regarding housing allocations and homelessness support.

Environmental Services

- Waste and recycling collection concerns.
- Fly-tipping reports.
- Street cleanliness issues.

Community Safety

- Concerns regarding anti-social behaviour.
- Reports of speeding and road safety issues.
- Liaison with police and partner agencies where appropriate.

Council Services

- Assistance with navigating council services.
- Signposting residents to appropriate support organisations.
- Escalation of unresolved issues through council channels.

Parish and Community Engagement

Maintaining strong links with local organisations remains a priority.

Throughout this period I have continued engagement with:

- Tetbury Town Council.
- Local community groups.
- Residents' associations.
- Charitable organisations.
- Businesses and traders within the town.

These discussions provide valuable insight into local priorities and help ensure that issues raised by residents are represented effectively at district level.

Environment and Climate Action

Environmental matters continue to be an important issue for residents.

Topics raised during this period include:

- Biodiversity enhancement.
- Protection of green spaces.
- Tree management.
- Sustainable transport.
- Carbon reduction initiatives.

I have continued to support measures that contribute to the Council's environmental ambitions whilst recognising the practical challenges faced by rural communities.

Economic Development and Town Centre Activity

Tetbury continues to benefit from local economy supported by independent retailers, tourism and small businesses. Of concern is the “cost of living crisis” which is reducing visitor spending power.

Discussions during this reporting period have included:

- Support for local businesses.
- Visitor economy opportunities.
- Town centre vitality.
- Parking and access considerations.
- Promotion of local events and community activities.

The continued success of Tetbury's business community remains vital to the prosperity of the town.

Council Meetings and Governance

During this period I have participated in:

- Full Council meetings.
- Member briefings.
- Committee meetings as required.
- Local Government Reorganisation briefings.
- Training and development sessions.

These meetings have covered a broad range of topics including council finances, service delivery, housing, planning and future governance arrangements.

Priorities for the Coming Months

Key priorities moving forward include:

1. Supporting residents with individual casework.
2. Monitoring local planning applications and development proposals.
3. Responding to the Government's Local Government Reorganisation decision once announced.
4. Working with community organisations to address local concerns.
5. Supporting initiatives that strengthen Tetbury's economy and community wellbeing.
6. Continuing to represent Tetbury residents effectively within Cotswold District Council.

Contact

If you have an issue you would like to raise, or ideas you wish to share, please feel free to get in touch. I am always happy to hear from residents and to help where I can.

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

July 2026

Day to day casework in the ward continues, with main topics being Planning, Enforcement and Highways issues. I have enjoyed returning to sit on the Planning & Licensing Committee, which has also involved site inspection briefing visits, and I continue to work with residents in Long Newnton, Ashley & Culkerton following a change in date for the planned psytrance music festival and a new licence application.

I was delighted to attend the Flag Raising Ceremony at Trinity Road on 22nd June, to mark the start of Armed Forces week. This is an important moment to remember those who have gone before and those who are serving now to protect us all. An opportunity for elected members and officers to meet old and new friends from the Royal British Legion, 29th Regiment Royal Logistic Corps and RAF Fairford.

I also took part in the Greening Tetbury Big Green Week – Wombles Litter Pick – I truly hope that by keeping our town tidy, people will be encouraged to do the same and take their litter home with them. It was great to see families and residents of all ages involved on a very warm Sunday morning.

Whilst I was unable to attend the Foodbank annual presentation this year, I was able to attend the Hidden Hardship Exhibition a couple of days before. This was very thought provoking, highlighting issues faced in the north of the district but which really struck a chord with me, showing the similarities we have here in the south of the district. Working with partner organisations, I hope we are able to work together to provide our residents with the positive support that they need.

I have attended a further member's briefing regarding Local Government Reorganisation, and we await the decision from Westminster, by the start of the summer recess, regarding how a Unitary Council or Councils will look in Gloucestershire. I am also due to attend Licensing Training at the end of this month.

I had the opportunity to meet Liam from Quayside Financial Services in the Market Place, to welcome him and discuss all things Tetbury, following the opening of their new office here.

I continue to sit on the Unsung Heroes Committee, which is always so inspiring, celebrating so many people doing so much good work in our district – If you would like to nominate someone working in the community to be celebrated, please visit the CDC website.

The work towards Strategic CIL around the development and new GP Surgery at Cirencester Road - Street Lighting and Pavements – continues.

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 –

- **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 11th August 2pm**

Keeping Up to Date

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

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Music Festival

I am writing on behalf of Tetbury Music Festival. As I did last year (although we failed to follow through on it for various reasons), I am seeking permission from Tetbury Town Council to install music-note themed bunting along Long Street and Chipping Street (where the regular union jack bunting goes).

The Music Festival continues to be run by local volunteers, we offer tickets to schools and again want to create a buzz around the town and attract visitors to beautiful Tetbury. We are really appreciative of the Town Council's support in positioning a banner on your building for a few weeks - this really does help generate interest. We are again planning a best-dressed window competition with a celebrity judge (a fashion retailer and TV personality) and for every shop that participates we will donate £25 to St Mary's Primary School.

I am aware that installation costs would need to be borne by us and we would need to ensure our public liability insurance covers it (this was checked last year and is sufficient). I did actually get as far last year as speaking to the installation company - STL.

Wanting to generate interest and buzz, we would ideally be looking for the bunting to go up end August / early September through until mid October (some of the shops like to keep their displays until just before Hallowe'en!), so around 6 weeks in total (the festival runs from Saturday, September 26 to Sunday, October 4, 2026).

We would be grateful to receive the views of the Town Council to this request and hope that permission would be granted.

If you do require any further information, please don't hesitate to get in touch with me.

Hello

I live in Great Somerford

I am a regular user of the Tetbury Goods Shed , for a few years I have visited at least once per week and it is clearly a credit to the community , for the social aspect, by having a shared meeting space that gives a sense of wellbeing and togetherness for the people of Tetbury and visitors alike.

I also much admire the allotment which is a delight in its own right.

I feel that my Mobile Coffee Trailer would be a good fit for a short visit on one of the days that the existing in house cafe is closed.

Either a Monday , Tue, Wed

I am friendly, respectful of others and not looking to overstay my welcome or cause any conflict with the whistle stop cafe, but am merely requesting if you would consider letting me secure a small spot on the premises, kerbside or car park, for a few hours on one of those days listed above , for me to supply refreshments from my mobile coffee trailer which I will tow with my small car derived van.

Even for a short trial period to see if this could work for all concerned.

My business is in it's infancy, however before I commence,
I will have all the relevant official permissions and hygiene rating, trading licence etc.

Happy to discuss further,

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Hire of the Goods Shed

Thanks Tara, yes, at the moment Monday is our only free night and so, for the reasons discussed, it gets pulled in all directions as a result.

Tuesdays we have our long-running Jive dance classes, and then Wed-Sun is when we programme events. We don't have something on every Wed/Thu/Fri/Sat/Sun, but it's a constant juggle of our availability and of the artists/speakers/screenings/groups etc we want to bring here, and, since we need all those events to return a profit to the venue to keep us afloat, we can't accommodate regular, non-public events within those evenings.

I hope that makes sense,

From: Tara Niblett <ceo@tetbury.gov.uk>

Sent: 18 June 2026 10:04

To: Goods Shed

Subject: Re: Council meetings at the Goods Shed

Thank you for the clarification.

This will be discussed at the Full Council meeting which is taking place on Monday 20th July. Are there any days apart from Monday that are free from 6.30pm that the Council could use the Goods Shed for their meetings, or are all dates of the week full at this time?

Kind regards

Tara Niblett
Chief Executive Officer

From: Goods Shed

Sent: 17 June 2026 23:35

To: Tara Niblett <ceo@tetbury.gov.uk>; Victoria Bolwell <eo@tetbury.gov.uk>

Subject: RE: Council meetings at the Goods Shed

Hi Tara,

I'm pleased we were able to discuss this over the phone today and my apologies again for the misunderstanding.

As I hope I explained, and as James and I expressed to the Heritage Committee the other week, we're really keen for the Goods Shed to accommodate a monthly council meeting, recognising that this is something you've been asking for for some time, and that we've not been able to offer to date. So my intention in sharing that range of dates with you was to give you and the councillors the full picture and, therefore, the best chance of finding a regular Monday that worked for everyone.

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Hire of the Goods Shed

However, as Mondays are our only available evening on a non-opening day, I can't fill them all up; not least because we need one every second month for our own board meetings, as well as for equipment servicing, the occasional public workshop and so on.

I do recognise TTC's desire for a single, regular meeting place, but I think if we tried to accommodate all the council's meetings then we would all soon find ourselves in a frustrating situation of trying to juggle dates and times, cancelling sessions and so on. I'd much rather have one monthly time set in stone, than to try to do more than that and let you and the council down.

Once again, I'm sorry if my original message gave the wrong impression on that front.

With that in mind, we can offer the third Monday of the month from May 2027 for the full council meetings, and we would see this as part of our partnership with TTC and so we wouldn't charge for this. For clarity, I make it these Mondays to the end of the year (let me know what you'd like to do about December):

17 May
21 June
19 July
23 Aug
25 Oct
22 Nov
27 Dec?

They're all held for you now, pending council confirmation.

I can look at a second Monday in the month for you too but I'm mindful of the concerns I've raised above; I'd much rather have this one regular monthly session work really well and then add to them, than to over-commit and have to row back.

I hope this all makes sense.

From: Tara Niblett <ceo@tetbury.gov.uk>

Sent: 17 June 2026 13:42

To: Goods Shed

Subject: Re: Council meetings at the Goods Shed

Thank you for your email.

The Town Council had hoped to be able to utilise its own building for the Council meetings.

As you are aware the Council are fully supportive of the Goods Shed and we are always advertising the activities that take place on the Visit Tetbury website and noticeboards. At the Full Council meeting on Monday the Council also endorsed the grant funding for the extension of the cafe, and it seems when the council make a request it is being refused.

I would request that this is discussed at a Trustees meeting and hope that the Council would be allowed to utilise the goods shed for 2 Mondays a month.

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Hire of the Goods Shed

Kind regards

Tara Niblett
Chief Executive Officer

From: Goods Shed

Sent: 17 June 2026 13:28

To: Tara Niblett <ceo@tetbury.gov.uk>; Victoria Bolwell <eo@tetbury.gov.uk>

Subject: RE: Council meetings at the Goods Shed

Hi Tara,

Thanks for this – I was just expecting the Council to pick one regular Monday though! Apologies if that was unclear. We can easily accommodate one booking a month but losing all our Mondays becomes a bit restrictive (for instance, we have our own Board meetings on a Monday every other month, it's often used for equipment servicing, and over Christmas it's a good time for workshops etc).

With regards to charging, my preference would be that we didn't charge you but rather that we found a suitable reciprocal arrangement. For instance, we'd love to have a more permanent visual presence in the centre of town with a banner/large poster site. Do you think that might be possible?

Let me know what you think and apologies again for the misunderstanding,

From: Tara Niblett <ceo@tetbury.gov.uk>

Sent: 17 June 2026 12:17

To: Goods Shed

Subject: Re: Council meetings at the Goods Shed

At the Full Council meeting which took place on Monday 15th June, your email was discussed under correspondence.

The council would be delighted to accept the offer of hiring the Goods Shed every Monday except the second Monday where you have a current booking. Could you please advise if there is a charge for this booking or would it be free for the Council to use? Could we book from May 2027 onwards?

Kind regards

Tara Niblett
Chief Executive Officer

From: Goods Shed

Sent: 03 June 2026 10:02

To: Subject: Council meetings at the Goods Shed

Hi both,

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Hire of the Goods Shed

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.

Cheers,

I comment on a few points relating to the June Full Council.

1. I do not know what the existing arrangements are, but reserving powers to Full Council to borrow, should be subject to a strict limit, that should be low, given the existing outgoings on the outstanding Goods Shed Loan, that will remain into the 2040s. Perhaps a cross reference is missing in the section to another stipulation that above a limit there must be a Town vote. That may well be a Legal Requirement, and part of the Constitution.

2. With regards to the Precept, a cross reference also seems to be missing, to a public meeting, prior to the decision by Full Council.

3. I note the intention to carry out a Town survey. I would have thought that this should be the start of the revised Neighbourhood Plan process, also collecting evidence for the start of that process.

The existing one is outdated, and will have no discernable Planning effect, if the CDC Local Plan does get adopted. A new NPPF (Summer?) will also totally undermine the existing outdated NP.

4. Whilst I note passing reference to working groups, I would have thought that the Working Group, related to the future of the Town Hall should have been given full reference, to avoid the issue slipping off the priorities.

4. If GCC are to be requested to review Car parking in Tetbury, I would have thought that as public car parks, are all but one, operated by CDC, the review must also involve CDC. If there is found to be an issue, the assessment should be solution focused.

Tetbury Town Council have put on their next full Council agenda, an email from me, that specifically included my suggestion about the timing of the next NP. I am copying this email into their Chief Executive, as it may be that the Full Council, may wish to take you up on your offer, to be reminded about the procedure that they would need to go through, and the best timing for a total review.

Regards,

On Fri, 3 Jul 2026 at 18:34, Mark Harrison

Thank you for your message.

Ideally most policies of a Local Plan and Neighbourhood Plan will be compatible. Where there is conflict in policy terms, the more recent one should present robust and proportionate evidence to take a new approach. But once adopted, the later plan would take precedence/ weight.

If a Neighbourhood Plan is more than 5 years old it is harder to resist housing that would otherwise conflict with the plan, see NPPF para 14:

In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

a) the neighbourhood plan became part of the development plan five years or less before the date on which the decision is made; and

Full Council – Monday 20th July 2026

Agenda 23. Correspondence Received – Neighbourhood Plan

b) the neighbourhood plan contains policies and allocations to meet its identified housing requirement (see paragraphs 69-70).

I would be more than happy to speak in person to Tetbury/ Tetbury Upton councils about Neighbourhood Plans, the benefits and disadvantages of preparing/ reviewing a Neighbourhood Plan.

For housing, CDC will be allocating to meet their new requirement numbers, so the housing requirement for Neighbourhood Plans is effectively 0. With the government funding cut, allocating land would be quite an expensive process, and presumably my colleagues have explored comprehensively sites in Tetbury for the Local Plan.

Yes it's a difficult time to bring a Neighbourhood Plan through; your suggestion of starting to prepare it now, with a view to examination shortly after Local Plan adoption is pretty much the ideal timing, in my opinion.

Kind Regards,

Mark

REPORT TO TTC ON THE TETBURY RAIL LANDS REGENERATION TRUST LTD AS OF JULY 14TH 2026

It's been a tough first half- year for us with increased taxation on employment; rises in the minimum wage and Donald Trump's Mid-East actions hiking world prices/inflation. As I reported at the June 22nd AGM, hospitality has been especially affected. The café has reached its sales' targets but these have been at significantly higher costs with a downward pressure on profits. Our research also shows that in an uncertain economy, audiences for our events have been reduced. How far this is due to purse-tightening or "too many events on offer" or a combination of these factors we are unsure. Result: in the months ahead, we are aiming to attract larger audiences with more popular artists in more tightly-targeted programme.

At the same time, we have made great efforts at fund-raising in 2026; introduced a corporate sponsorship scheme; continued with our 'Angels' programme for ongoing donations and are in continuing negotiations with our Patron Lady Smith and Sir Martin Smith for further funding. Our target for the year is £40,000 and we are nearly three-quarters of the way there.

This does not mean we are growing 'flush' but catching up ground lost to the tougher conditions mentioned above.

It also indicates that we are less afraid to dip into reserves at such times than we were in the past – always remembering our duty as Trustees to safeguard all sums needed to wind up the Trust if this were ever necessitated or contemplated.

James, our new Marketing Manager, who is on a limited time contract, has already proved his worth by increasing ticket sales for concerts that were slow-selling in the heat whether Classical or Reggae. His contributions are proving valuable.

As for the heat, we have responded to audiences who candidly ask why we do not have air conditioning in the hall, for instance: "I should have thought you've had enough advance warning of Global Warming by now" - by exploring all options, monitoring temperatures throughout the building and considering a scheme from Airius Fans which promises to cool the air by 15 degrees with the bonus of cheaper heating in winter.

Our application to the National Lottery for funding of the planned Café Extension has been submitted and we've been advised the outcome will be known sometime in September.

Finally, I would like to thank the Council for listening to our pleas to remove the dead ash trees surrounding the Shed which were threatening the safety of the public and the railway carriage.

Phillip Hodson, Chair of Trustees



Ministry of Housing, Communities & Local Government

Rt Hon Steve Reed OBE MP
*Secretary of State for Housing,
Communities & Local Government*
2 Marsham Street
London
SW1P 4DF

Leaders in Gloucestershire
By email

16 July 2026

Dear Leaders,

Thank you for your continued work to deliver local government reorganisation in Gloucestershire. This Government is delivering the most ambitious programme of local government reform in a generation, replacing the inefficient two-tier system with new unitary councils so that all parts of our country can access strong services, and are ready for devolution. We need to devolve power out of Whitehall so that we can rebalance wealth, power and opportunity across our country. But devolution must be built on strong local councils that can deliver good public services, support growth, and remain closely connected to the communities they serve.

Doing this right means recognising the unique contributions that different areas make to people's lives, as well as to the national economy. Some of our smaller cities are highly productive, but have been constrained by tight boundaries, set decades ago, which stop them from building the homes they need. Others are more rural, with significant demand for social care services and affordable housing. Local government should be set up to address the unique circumstances of each area and design public services tailored to each community.

Reorganisation provides us with a once-in-a-generation opportunity to ensure that councils genuinely represent the communities they serve today and stand the test of time. We know that people care about their own villages, home towns, high streets and communities. In many parts of the country, existing boundaries do not match local economies, public services, or local identities.

We won't achieve effective devolution or enable effective place-based public services with outdated and misaligned structures that slow down delivery, fragment public services, hamper housebuilding and slow down important decision making. We need to make sure that new councils are grounded in place and are genuinely connected to their communities.

Decisions

I have considered your proposals carefully against the criteria set out in the invitation letter of 5 February last year, alongside the responses to the consultation, representations made, requests for modifications made alongside the proposals and all other relevant information.

Following this assessment, I have decided to move forward with the implementation of the **one unitary proposal submitted by Cotswold District Council, Gloucestershire County Council, Stroud District Council, and Tewkesbury Borough Council** ("the one unitary proposal").

This new council will comprise the current areas of:

- Cheltenham Borough Council, Cotswold District Council, Forest of Dean District Council, Gloucester City Council, Stroud District Council and Tewkesbury Borough Council (referred to in the proposal as 'Gloucestershire')

I want to thank you for all of the work that has gone into developing options that seek to deliver new unitary councils that will help to grow the local economy and provide better public services for the people of Gloucestershire. Your ongoing collaboration will be vital to ensure that the proposal is implemented by April 2028 with the interests of residents at its heart.

Turning to the reasons for my decision, in my judgement, although the other two proposals also met the criteria for unitary local government, overall I consider the one unitary proposal to be the best option for Gloucestershire. It performed particularly well with regard to economic and housing market areas, being the only option that enables a combined functional economic and housing area of Cheltenham and Gloucester to support growth across cyber, digital, security and manufacturing industries. The one unitary proposal delivers county-wide services and partnerships through alignment of service provision and community empowerment. This is demonstrated by both feedback in the statutory consultation and support from councils in the area.

In more detail, in my view the one unitary proposal performs particularly well in the following areas:

- **Sensible geography for economic growth and housing:** In my judgment, the one unitary proposal offers the most coherent geography for Gloucestershire as a whole. Bringing the Gloucester – Cheltenham growth corridor and the Golden Valley cyber cluster into one council will enable the unitary to unlock investment and coordinate delivery most effectively. Although both of the two unitary options allow for two distinct economic areas that could plan around local need, splitting this economic zone between two unitary councils would, in my view, undermine the Cheltenham – Gloucester economic area given how physically close these urban centres are to one another. The one unitary proposal therefore better reflects the reality of a single economic and housing market area across Gloucester, Cheltenham, Tewkesbury and Stroud, where most strategic sites are located, and better enables integrated planning for housing, transport and infrastructure, which will solidify future action on these priorities.
- **Integrated services across Gloucestershire:** I am also of the view that the one unitary proposal provides the strongest basis for delivering high-quality and sustainable public services. Given Gloucestershire has established alignment of key public services and already runs a highly aligned service delivery model, including for social care, education and health, I judge that the one unitary proposal will better preserve this alignment of key public services, by allowing continued operation on the same geographic footprint. While both two unitary proposals could allow for service delivery models closer to respective communities, I do not believe that these potential benefits outweigh the risks posed by splitting service delivery across Gloucestershire – whether those risks be through creating some structural and financial imbalance in the East/West model or the creation of a small unitary in the other model. I judge that the one unitary proposal therefore offers the best opportunity for continued integrated service planning across local government and with wider public sector partners and balances its larger footprint with a strong approach to

community empowerment and engagement that will allow local communities to shape local services. A single unitary will also provide the best connections for the Forest of Dean, across service delivery, transport and economic flows.

- **Community empowerment and engagement:** I have carefully considered the consultation responses, wider representations and the proposal's evidence on community engagement and neighbourhood empowerment. As set out above, the one unitary proposal makes the strongest case for Neighbourhood Partnerships, with devolved budgets and decision-making powers to give communities a direct voice in shaping local priorities and services. While views were expressed in support of each proposal, the one unitary proposal received significant support in the consultation and provides the clearest basis for confident implementation. Taken with its performance against the statutory criteria, this gives me confidence that it is the strongest option for stable, effective and sustainable local government in Gloucestershire.

I also considered the expected costs and benefits set out in the proposals, as well as the ability of each new council to be financially resilient. Based on the information provided, and the assessment carried out against the criteria, I judge that it is most likely to deliver higher savings as well as represent an overall improvement in sustainability over current structures.

Next steps

In relation to next steps, as you are aware a Structural Changes Order, which will be subject to Parliamentary approval, is required to abolish existing councils, establish new structures and make transitional arrangements. I have carefully considered the information in the proposals as well as the further representations you have made on the content of this Order.

My officials will shortly write to your Chief Executives setting out the next steps and timeline for implementation, including my initial decisions on transitional arrangements that will be included in the draft legislation. This will enable you to take forward the work needed to begin preparation for implementation, in advance of Parliamentary approval of the Order. Critically, and drawing on learning from previous rounds of reorganisation, this will include an Implementation Team formed of officers from across the area, and elections to the new unitary council in May 2027. For the avoidance of doubt, these elections to the new unitary council will replace any scheduled local elections, and affected councillors will have their terms extended. I have carefully reflected on the request to use the preparing council model for implementation, but on balance have decided that the shadow council model should be used, which was also the majority view locally. While I appreciate this adds some complexity, it will help support the new council to make the most of the opportunities afforded from reorganisation.

A broad support offer is in place for councils, including support to councils through our sector advisors and through funding to the Local Government Association for an enhanced support offer. We have already announced £63m in capacity funding to support the reorganisation process, and I am pleased to provide further detail today on how this funding will be allocated.

Of the £63 million capacity funding, as well as the unprecedented £900,000 transition support to each new unitary already announced, we are also committing up to £150,000 per each new unitary as supplementary funding for Leadership Capacity and Continuity in Children's Services, Adult Social Care and Public Health. This is part of a wider package of support worth up to £10m for children's services, adult's social care and public health leadership,

which will also fund targeted development, mentoring and peer support for current, new and aspiring leaders.

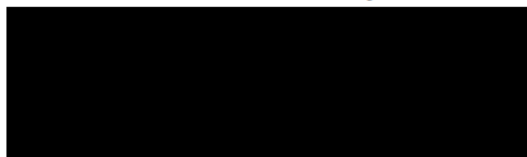
In addition, up to £1m of funding overall will be available to support the small number of areas with complex fire and rescue authority transitions.

Taken together, this means that areas undergoing local government reorganisation will receive more than £1 million per new unitary created. This is the first time reorganisation has been supported in this way and shows this Government is committed to supporting councils to get these reforms right. We will confirm details of these allocations in due course.

I look forward to continuing to work closely with you to deliver the vital improvements that reorganisation can facilitate.

I am copying this letter to your Chief Executives, MPs and the Police and Crime Commissioner for Gloucestershire.

Yours sincerely,



A handwritten signature in purple ink, appearing to read 'Steve Reed'.

RT HON STEVE REED OBE MP

Secretary of State for Housing, Communities and Local Government