

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY held at Tetbury Library, Close Gardens, Tetbury. 7th September 2026

Present:

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

Officers: V Bolwell (EO)

Public: Cllr Dave Alexander, One member of public.

HEC01. 09/26 To receive and accept any apologies for absence:

Cllr A Thilthorpe – No apologies received.

HEC02. 09/26 Public Consultation: None.

HEC03. 09/26 Declarations of Interest:

Cllr Z Baker declared an interest in agenda item HEC14. 09/26 due to a family business connection and confirmed that she would not take part in the discussion or vote on that item.

HEC04. 09/25 To approve the Minutes of the Heritage and Environment meeting held on Monday 6th July 2026: It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the minutes of the Heritage and Environment committee meeting held on Monday 6th July 2026.

Voting record	For 3	Against 0	Abstain 1	Absent 1
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HEC05. 09/26 To note Budget, spend to date and forecast spend: Noted.

VIC – July and August Trading Income difference please can this be queried with the RFO.

Police Museum – Two budget lines Remedial Conservation and Collection Care could these be explained please.

HEC06. 09/26 To note Heritage and Environment Action Plan from previous meeting: Noted.

TC09. 11/25 Suffolk Close – Site survey complete due to start end of September. Contact St Marys regarding the removed Wooden Structure is suitable for donation.

HEC07. 09/26 To note Visitor Information Centre report:

Noted.

HEC08. 09/26 To receive the Police Museum report: Noted.

Cllr N. Ind raised the following questions and comments regarding the report: Crowdfund Cotswold - School Outreach Project: Cllr Ind noted that it was encouraging to see local schools involved in the project. Asked whether all allocated funding has now been spent and queried whether the project should have its own dedicated budget line. What is the value of these boxes.

Tour Groups: Cllr Ind asked whether donations are being requested from tour groups and suggested that information explaining how donations are used and what they contribute towards should be made available.

Volunteers Attending Event in London: Cllr Ind queried whether fuel expenses for volunteers attending the event in London were reimbursed.

Walking Trail: Cllr Ind welcomed the walking trail initiative and asked how the Council could assist in promoting it.

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Paranormal Evening: Cllr Ind asked whether the Council had been made aware of the paranormal evening event.

Volunteer Recruitment Project: Cllr Ind asked whether the newly appointed Volunteer Recruitment Project Officer has been made aware of the Council's existing policies and suggested arranging a meeting to discuss these with her.

Library Visit was the council aware of these visits.

EO to contact Curator.

HEC09. 09/26 To note Grounds Team monthly Play Park Inspection: Noted.

Cllr N Ind noted the Trim Trail was requested to be inspected monthly in July and this had not been done. EO will ensure this is completed for September.

HEC10. 09/25 To note Christmas Working Group notes:

The committee discussed scaling back Christmas no Food Stalls and keep the event to a traditional evening.

EO to action a smaller Christmas Event to include Carols, Silver Band, Father Christmas and Parade inviting people to bring their own Torches.

HEC11. 09/26 To discuss and approve membership for the VIC to join Tetbury Hype:

It was proposed by Cllr Z Baker seconded by Cllr S Sanderson to approve membership for the VIC to join Tetbury Hype.

Voting record	For 4	Against 0	Abstain 1	Absent 1
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EO to provide information regarding how it is moderated.

HEC12. 09/26 To discuss and approve Events Directory 2026/27:

Cllr N. Ind noted that the Visit Tetbury website already hosts an events calendar and suggested that greater awareness should be raised that event listings can be submitted free of charge.

Recommended promoting this opportunity through the Council's social media channels and including information within the Mayor's newsletter/article to encourage wider use by local organisations and event organisers.

Action: Consider a communications campaign via social media and the Mayor's newsletter/article to promote the free events listing service available on the Visit Tetbury website.

HEC13. 09/26 To discuss and approve resident bench request: The Committee considered a request from a resident to purchase a bench for installation on Conyger Housing Estate.

It was proposed by Cllr Z Baker seconded by Cllr S Sanderson to approve the request, with Tetbury Town Council providing installation and ongoing maintenance. The preferred location is to be either site 3 or site 4, subject to approval from Gloucestershire Highways.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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HEC14. 09/26 To discuss and approve New Picket Harp Allotment replacement gate quote (£106):

It was proposed by Cllr N Ind seconded by Cllr R Smith to approve New Picket Harp Allotment replacement gate.

Voting record	For 3	Against 0	Abstain 1	Absent 1
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Cllr Z Baker noted that the installation of the gate would be free of charge.

HEC15. 09/26 To discuss and approve a request from High Street businesses to support free parking in December on Thursday and Friday evenings after 3pm: It was proposed by Cllr Z Baker and seconded by Cllr S Sanderson that the EO contact the Parking Team at Cotswold District Council to request free parking on Thursdays and Fridays after 3pm throughout December to support our High Street.

Voting record	For 4	Against 0	Abstain 0	Absent 1
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Should the answer be no, can the EO seek clarification as to what loss arises between 3.00 pm and 6.00 pm on Thursdays and Fridays, and could Tetbury Town Council consider covering the associated cost.

HEC16. 09/26 To consider Correspondence:

Several enquiries have been received regarding the cleaning of the memorial at St Saviour's. At the last Remembrance service, the CEO was contacted by an organisation expressing an interest in undertaking this work. While awaiting further information, the Executive Officer has contacted a local stonemason, who is due to assess the memorial site next week.

Zwingenberg Christmas Visit – Invite to attend Christmas Switch On guests – Christmas Tree Family Service.

HEC17. 09/26 To receive members Reports:

Cllr R Smith – Many thanks to County Councillor Ian Watson for assisting in the footpath signs along Northfield Road, this has been outstanding for some time.

Cllr Z. Baker - requested that consideration be given to reducing Heritage, Environment and Community (HEC) Committee meetings to a bi-monthly schedule. The Executive Officer was asked to prepare a report for the next meeting outlining the potential benefits and disadvantages of this change.

HEC18. 09/26 Items for inclusion on the 5th of October 2026 agenda:

Bimonthly Meetings

Christmas

HEC19 09/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 5th October 2026 at Tetbury Library – Close Gardens – Tetbury:
Noted.

HEC20. 09/26 CLOSED SESSION – Resolution to exclude the public and press:

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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.

HEC21. 09/26 Approve Closed session minutes 6th July 2026: It was proposed by Cllr R Smith seconded by Cllr NI once attendance was corrected to approve the Approve Closed session minutes 6th July 2026.

Voting record	For 3	Against 0	Abstain 1	Absent 1
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HEC19. 07/26 To discuss VIC 2027/28:

Due to the change in circumstances this item has been deferred.

Chair.....

Date.....Meeting.

Meeting Closed 21.00