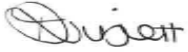


To all Members of the Council

(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 21st September 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
14th September 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 20th July 2026
5. To note action points from previous meetings
6. To approve Councillor K Painter becoming members of the Planning Committee
7. To allocate two Councillors to sign off October payments
8. To allocate two Councillors to carry out quarterly financial review
9. To approve Dignity at Work Policy as recommended by Finance & Scrutiny Committee
10. To approve Service Level Agreement between Tetbury Town Council and The Rail Lands Regeneration Trust
11. To approve Data Protection Complaints Policy as recommended by Finance & Scrutiny Committee
12. To discuss and approve Town Survey
13. To review the Tetbury Area Youth and Community Hub Community Infrastructure Levy (CIL) application and make a recommendation to the Finance and Scrutiny Committee regarding support for the application.
14. To note Fire Risk Assessment
15. To note Mayors and CEO reports
16. To note draft minutes of Heritage, Environment and Community Committee dated Monday 7th September 2026
17. To note draft minutes of Finance & Scrutiny Committee dated Monday 14th September 2026
18. To note draft minutes of Planning Committee dated Monday 27th April 2026
19. To note working group minutes
20. To note County Councillor Report
21. To note District Councillors Reports
22. To consider Correspondence Received to date
23. To receive members reports
24. Items for next meeting
25. Date of next meeting – Monday 19th October 2026, 7pm, Tetbury Library, Close Gardens

26. 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

27. To approve the Closed Session minutes held on Monday 20th July 2026

28. 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 20th July 2026

Present:

Town Councillors: Ian Watson (Mayor) Zowie Baker (Deputy Mayor), Mark Baker, Liz Farnham, Nikki Ind, Suzanne Sanderson, Kevin Painter, Rodney Smith, Adam Thilthorpe, Judith Taylor and Dave Alexander

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

Public: Two – District Cllr Laura Hall-Wilson

Prior to the meeting, the Mayor distributed hard copies of the Nolan Principles as a gentle reminder for existing members and an introduction for newly elected councillors.

TC01. 07/26 To receive and accept any apologies for absence:

Patrica Burrell - apologies received – family

Steve Scott - apologies received – personal

TC02. 07/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests: None.

TC03. 07/26 Public Consultation:

A member of the public welcomed the Mayor's explanation of the meeting format.

A member of the public raised a question regarding parking and suggested that the forthcoming Christmas Networking Meeting would provide an ideal opportunity to convene a similarly themed Car Park Working Group meeting.

TC04. 07/26 To approve the meeting held on the 15th June 2026:

After amendments it was proposed by Councillor Z Baker seconded by Councillor J Taylor to approve the meeting minutes held on the 15th of June 2026

Voting record	For 8	Against 0	Abstain 3	Absent 2
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TC05. 07/26 To note actions points:

Remove actions

The CEO noted the burial item and reported that investigations are underway regarding the future closure of St Saviour's burial ground when capacity is reached.

TC06. 07/26 To note quarter one budget:

Cllr N. Ind noted that subscription costs appeared to be high and also highlighted that expenditure on Police Museum marketing was currently over budget.

Cllr L Farnham also raised the subscription costs, please could we have a covering report to explain the increase.

TC07. 07/26 To discuss and approve Town Survey Questions:

Cllr K Painter suggested developing some broad ideas before the survey is issued. Members agreed that the purpose of the survey is to identify what residents want, rather than to predetermine the answers.

The CEO requested questions be sent for next Full Council.

TC08. 07/26 8. To discuss and approve Car Parking Proposal:

Cllr N Ind noted that car parking had been under discussion by the Heritage, Environment and Community Committee for some time. The Committee had written to local landowners to explore potential options for the town. To progress the matter, Cllr Ind requested a motion.

It was proposed by Cllr K Painter and seconded by Cllr J Taylor that Tetbury Town Council approach the Dolphins Recreation Centre Trustees to explore opportunities to promote parking at the Dolphins Recreation Centre site on Hampton Street. This would include investigating the purchase and installation of appropriate signage.

Voting record	For 10	Against 1	Abstain 0	Absent 2
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TC09. 07/26 To approve Biodiversity Policy as recommended by the Finance & Scrutiny

Committee: It was proposed by Cllr I Watson seconded by Cllr L Farnham to approve the Biodiversity Policy as recommended by the Finance and Scrutiny Committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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Members agreed that three quotations should be sought for the provision of mapping services.

It was noted that Cllr J Taylor would continue working on the document.

TC10. 07/26 To approve Complaints Policy as recommended by the Finance & Scrutiny Committee:

It was proposed by Cllr N Ind seconded by Cllr Z Baker to approve Complaints Policy as recommended by the Finance & Scrutiny Committee.

Voting record	For 11	Against 0	Abstain	Absent 2
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TC11. 07/26 To approve Community Infrastructure Levy Policy as recommended by the Finance & Scrutiny Committee:

It was proposed by Cllr L Farnham seconded by Cllr N Ind to approve the Community Infrastructure Policy annually.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC12. 07/26 To note the Police Museum Volunteer Policy following approval at the Heritage, Environment and Community Committee:

Cllr L Farnham noted that the agenda did not accurately reflect the policy being presented for approval. The policy included within the supporting papers was a Police Museum Policy, rather than the Police Museum Volunteer Policy referenced on the agenda.

Members noted that the policy had already been approved by the Heritage, Environment and Community Committee.

It was further noted that the policy would be reviewed in six months' time, with support from Cllr J Taylor.

TC13. 07/26 To approve the use of Tetbury Town Council land for a Junior Park run on Sunday mornings: It was proposed by Cllr M Baker and seconded by Cllr L Farnham that Tetbury Town Council permit the use of Town Council land for a Junior Parkrun event on Sundays, with no financial support to be provided by Tetbury Town Council.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC14. 07/26: To approve Councillor D Alexander becoming a member of the Finance & Scrutiny Committee: It was proposed by Cllr I Watson seconded by Cllr Z Baker to approve Cllr D Alexander becoming a Finance and Scrutiny Committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC15. 07/26 To discuss business plan:

Cllr J Taylor provided an overview of the Business Plan and highlighted that actions and associated items should be reflected within the relevant committee agendas.

Members thanked Cllr J Taylor for the considerable work undertaken in developing the Business Plan.

TC16. 07/26 To note Mayors and CEO reports: Noted.

TC17. 07/26 To note draft minutes of Heritage, Environment and Community Committee dated Monday 6th July 2026: Noted.

TC18. 07/26 To note draft minutes of Finance & Scrutiny Committee dated Monday 13th July 2026: Noted.

TC19. 07/26 To note draft minutes of Planning Committee dated Monday 27th April 2026: Noted.

It was proposed by Cllr N Ind seconded by Cllr Z Baker to suspend standing orders to discuss Planning Committee:

Voting record	For 11	Against 0	Abstain 0	Absent 2
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It was proposed by Cllr N Ind seconded by Cllr J Taylor to approve Cllr R smith becoming a member of the planning committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC20 07/26 To note working group minutes: None received.

TC21. 07/26 To note County Councillor Report: Noted.

TC22 07/26 To note District Councillors Reports: Noted.

TC23. 07/26 To consider Correspondence Received to date:

Good Shed – Availability for meetings – Members would like to request that Full council meetings are convened there from May 2027.

Good Shed – Tree Ivy - Members were advised that the Council's tree surgeon had been contacted to determine whether the work could be undertaken by Tetbury Town Council's Groundsmen or whether specialist arboriculture services would be required.

Tetbury Music Festival – Bunting installed Church Street/Long Street– to discuss members suspended standing orders.

It was proposed by Cllr N Ind seconded by Cllr J Taylor to suspend standing orders.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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It was proposed by Cllr S Sanderson seconded by Cllr N Ind to approve Tetbury Music Festival bunting at no cost to TTC.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC24. 07/26 To receive members reports:

Cllr N Ind – advised that a meeting had been arranged with Matt Partridge to discuss opportunities for reducing Tetbury Town Council's electricity costs. Cllr N Ind had also contacted the Dolphins Recreation Centre and The Goods Shed to explore and follow up on potential energy-saving measures.

Resident would like information of Zwingenberg Twining Society – Cllr Ind would like a list to be available at the Town Council.

Following recent discussions regarding the process for electing the Mayor, Cllr N Ind requested that members consider establishing a formal procedure for future mayoral elections.

Cllr L Farnham – West Street and Cutwell rubbish was not collected this week. This is the fourth time this year. Could we find out what the issue is?

Cllr I Watson – Member of public has raised an issue regarding the constant traffic disruptions in Tetbury. Cllr I Watson thank the MOP for the work that he has undertaken.

Cllr J Taylor – In light of the Planning Committee being inquorate, are members required to sit on more than one committee. Can Standing Orders be reviewed to clarify whether a councillor must serve on more than one committee and whether any restrictions apply.

Cllr K Painter – Recently Sir William Romney won a debate competition could the town council write to congratulate them?

TC25. 07/26 Items for next meeting:

LGR
Budget
Business Plan
Town Survey

TC26. 07/26 Date of next meeting – Monday 21st September, 7pm, Tetbury Library, Close Gardens:
Noted.

Meeting ended 2005

TC27. 07/26 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:

It was proposed by Cllr N Ind, seconded Cllr M Baker 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.

TC28. 07/26 To discuss solicitors' costs and associated legal advice as recommended by the Finance & Scrutiny Committee:

Due to the costs involved, the Council resolved not to take this any further until the Goods Shed have received confirmation that they have been successful in obtaining grant funding for the extension of the café. It was noted that we need to obtain whether the Town Council or the Goods Shed need to pay for the lease to be looked at and amended.

TC29. 07/26 29.Staffing Matters:

Due to ongoing concerns regarding the day-to-day running of the museum and not involving the RFO and Chair and Vice Chair of the Heritage, Environment and Community Committee in a recent grant application it was resolved that the Mayor and CEO hold a meeting with the Management of the Police Museum.

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	On-going
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. Report from CDS Group will be reviewed at Full Council in October. Following discussions with Cotswold District Council, Town Meeting to be held at the beginning of next year and before the end of February should a parish poll be requested.
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 12.

Accountable Members:

All members

Accountable Officer:

CEO

Summary/Purpose:

Councillor Kevin Painter has requested to become a member of the Planning Committee.

There are currently six members (Judith Taylor, Patricia Burrell, Steve Scott, Adam Thilthorpe, Mark Baker, Rodney Smith joined July 2026) on this committee and due to various reasons, this committee has not been quorate 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 Kevin Painter request to become members on the Planning Committee.

Report written by:

CEO

Accountable Members:

All members

Accountable Officer:

CEO/RFO

Summary/Purpose:

To allocate two Councillors who are not members of the Finance & Scrutiny Committee to undertake the review and sign-off the October payment schedules for Tetbury Town Council, Visitor Information Centre, Police Museum and Credit Card accounts.

The allocation of non-committee members provides an opportunity for a wider group of Councillors to gain a better understanding of the Council's financial controls, payment authorisation processes, and the procedures routinely carried out by members of the Finance & Scrutiny Committee. This broader involvement supports transparency, strengthens governance arrangements, and enhances Councillors' knowledge of the Council's financial management responsibilities.

Financial Implications:

None

Biodiversity Impact:

None

Business Plan reference:

N/A

Governance and Legislation:

Recommendation:

That Council appoints two Councillors who are not members of the Finance & Scrutiny Committee to review and sign off the October payments schedule, enabling them to observe and understand the financial controls and scrutiny procedures undertaken on a monthly basis by the Finance & Scrutiny Committee

Report written by:

CEO/RFO

Accountable Members:

All members

Accountable Officer:

CEO/RFO

Summary/Purpose:

It is requested that two Councillors who are not members of the Finance & Scrutiny Committee be appointed to undertake the quarterly financial review. This arrangement provides an additional level of independent oversight and enables a wider group of Councillors to gain a better understanding of the Council's financial governance, controls, and the procedures that are required to be followed on a monthly basis. It also supports transparency, accountability, and the development of financial awareness across the Council.

The quarterly financial review will take approximately 1 hour to complete.

Financial Implications:

None

Biodiversity Impact:

None

Business Plan reference:

N/A

Governance and Legislation:

Accounts and Audit Regulations 2015 – Financial Management, internal control, and the requirement for councils to have appropriate financial systems and oversight.

Recommendation:

Two Councillors who are not members of the Finance & Scrutiny Committee to carry out quarterly financial review.

Report written by:

CEO/RFO



DIGNITY AT WORK POLICY

Reviewed at Finance & Scrutiny Committee – September 2026



Following the review at the Finance & Scrutiny Meeting held on Monday 14th September, it has been requested that the acronyms are written in full and a brief description of the Ledbury Case is written. Change grievance procedure to grievance policy throughout.

DIGNITY AT WORK POLICY

Tetbury Town Council believes that civility and respect are important in the working environment, and expect all Tetbury Town Councillors, officers and the public to be polite and courteous when working for, and with, Tetbury Town Council.

Purpose

Tetbury Town Council is committed to creating a working environment where all Tetbury Town Council employees, Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Tetbury Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available at National Association of Local Councils ([NALC](#)) & Society of Local Council Clerks ([SLCC](#))

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed; however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged in working at Tetbury Town Council. Should contractors have a complaint connected to their engagement with Tetbury Town Council this should be raised to their nominated contact or the Mayor of Tetbury Town Council, in the first instance. Should the complaint be about the Mayor of Tetbury Town Council the complaint should be raised with the Deputy Mayor.

Contractors are expected to treat Tetbury Town Council colleagues, and other representatives with dignity and respect, and Tetbury Town Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Tetbury Town Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Tetbury Town Councillor), however, Tetbury Town Council will take appropriate action if any of its employees are bullied or harassed by employees, Tetbury Town Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Tetbury Town Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Tetbury Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of Tetbury Town Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by Tetbury Town Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Tetbury Town Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others

- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Tetbury Town Council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Tetbury Town Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Tetbury Town Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Chief Executive Officer (CEO)/or a Tetbury Town Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Tetbury Town Councillor: If you are being bullied or harassed by a Tetbury Town Councillor, please raise this with the CEO or the Mayor of the Tetbury Town Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Tetbury Town Councillors Code of Conduct must be investigated by the Monitoring Officer.

Tetbury Town Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the CEO or Mayor of Tetbury Town Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Tetbury Town Council's policy and must stop. Alternatively, you may wish to ask the CEO, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Mayor of Tetbury Town Council. (If your concern relates to the Mayor you should raise it with the Deputy Mayor). The Mayor (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Tetbury Town Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Mayor (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Tetbury Town Council's grievance policy. You should raise your complaint to the CEO or the Mayor of Tetbury Town Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The CEO or the Mayor of Tetbury Town Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of Tetbury Town Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. Tetbury Town Council will consider any adjustments to support you in your work and to manage the relationship with the Tetbury Town Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially.

Tetbury Town Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance policy. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance policy.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a Tetbury Town Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Tetbury Town Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate Tetbury Town Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and One Voice Wales (OVW) Civility and Respect Pledge.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. Tetbury Town Council may want to update references where relevant to reflect local terminology and structure, however, should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age** or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.

- New or established employees who are dismissed or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within Tetbury Town Council enables employees with different backgrounds and beliefs to share ideas and shape how the Tetbury Town Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). Tetbury Town Council should consider whether there are opportunities (such as one to ones to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. Tetbury Town Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, Tetbury Town Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, to ensure that any concerns and risks are managed, and Tetbury Town Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Tetbury Town Councillors jointly determine the working culture, Tetbury Town Councillors are key in demonstrating what is and is not acceptable behaviour. This is apparent from how Tetbury Town Councillors behave with each other in Tetbury Town Council meetings and in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Tetbury Town Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in

the policy, concerns from a contractor, etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Tetbury Town Council.

Likewise, concerns raised about the behaviour of a contractor would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors) engaged by Tetbury Town Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Tetbury Town Council employees this may be the CEO/Executive Officer (EO) or Grounds Foreman, and for the CEO this could be the Mayor/Deputy Mayor, or possibly Deputy Mayor.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of Tetbury Town Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – Tetbury Town Councillors, CEO, EO, Grounds Foreman - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Tetbury Town Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues, and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Tetbury Town Council representative (CEO/Mayor/Deputy Mayor/Tetbury Town Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations, it may be appropriate to provide anonymised witness statements however this would be a last resort and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for Tetbury Town Council to consider an anonymous complaint, however if the concerns are significant and compromise Tetbury Town Council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, Tetbury Town Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Tetbury Town Councillors

Following the Ledbury case*, law is clear that any formal complaint about a Tetbury Town Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Tetbury Town Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of Tetbury Town Council has made the complaint, that Tetbury Town Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against Tetbury Town Council as a whole due to lack of support related to Tetbury Town Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Tetbury Town Council or require exploration of the Tetbury Town Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Tetbury Town Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against Tetbury Town Council and can therefore be dealt with by Tetbury Town Council's grievance policy or against a Tetbury Town Councillor and can only be dealt with by the Monitoring Officer.

- **The Dispute:** In 2015, Ledbury Town Council's clerk and deputy clerk lodged formal grievances alleging that a Councillor had subjected them to bullying, harassment, and intimidation.
- **The Council's Action:** Ledbury Town Council established an internal "grievance panel" which upheld the complaints in the Councillors absence (the Councillor refused to recognize the panel's jurisdiction and self-referred to the statutory standards framework). The council subsequently imposed severe restrictions on the Councillor, barring them from committees, outside bodies, and direct communication with the clerks.
- **The Standards Contradiction:** A separate, official Code of Conduct investigation conducted via the principal authority (Herefordshire Council) previously concluded that the Councillor had *not* breached the Code of Conduct.
- **High Court Ruling and Legal Principles**
- Mrs Justice Cockerill ruled entirely in favor of Councillor Harvey, quashing the council's decisions and sanctions

Service Level Agreement

This is a Service Level Agreement

between

Tetbury Town Council

And

Tetbury Rail Lands and Regeneration Trust

Agreement Date:

September 2026

Following the Finance & Scrutiny meeting held on Monday 14th September 2026, the TRLRT have been advised the current SLA is being reviewed with no changes and to request items stored underneath and behind the Railway carriage is removed within 2 months due to fire hazard.

TRLRT have advised these items will be removed within the timescale provided.

The Agreement dated (30th September 2026) is made between Tetbury Town Council and the Tetbury Rail Lands and Regeneration Trust (TRLRT).

This agreement between the Tetbury Town Council and TRLRT is for the siting of, and access to the Railway Carriage, signal box, storage containers and the bar/portacabin.

- This agreement is for a period of one year and to be reviewed annually. If during any review Tetbury Town Council considers TRLRT in contravention of any part of this agreement, TRLRT will have 3 months to remedy any notified contraventions.

Tetbury Rail Lands and Regeneration Trust:

- will operate the Railway carriage, signal box, storage containers and the bar/portacabin in an orderly fashion;
- will ensure the safety of all members of staff and of the public. A safe environment will be provided for all;
- will ensure that full insurance is in place to cover the Railway carriage, signal box, storage containers, bar/portacabin, its occupants and members of the public;
- is responsible for the maintenance, upkeep and updating of the Railway carriage, signal box, storage containers, bar/portacabin;
- should any of the above items be removed, the land needs to be restored by TRLRT immediately.
- will acknowledge, whenever possible, that it is supported by Tetbury Town Council.

None of the parties or anyone associated with them shall, during this agreement and after termination, disclose any confidential information associated with any of the parties.

All parties to comply with the requirements of the Data Protection Act 1998/ General Data Protection Regulation or any other legislation which regulate the processing of or disclosure of personal data.

The above is signed and agreed:

SIGNED _____ Name _____

On behalf of Tetbury Town Council

SIGNED _____ Name _____

On Behalf of Tetbury Rail Lands and Regeneration Trust

Reviewed at Finance & Scrutiny – Sept 2026
To be Approved at Full Council September 2026
To be reviewed September 2028



Railway Carriage



Storage Container and Bar area

Reviewed at Finance & Scrutiny – Sept 2026
To be Approved at Full Council September 2026
To be reviewed September 2028



DATA PROTECTION COMPLAINTS POLICY

Reviewed at Finance & Scrutiny Committee – September 2026



TO BE APPROVED AT FULL COUNCIL – SEPTEMBER 2026

To be reviewed – September 2027

Data Protection Complaints Policy for Tetbury Town Council

This data protection complaints policy sets out the procedures we have put in place to deal with any complaint regarding the usage of a data subjects' personal data within our organisation or our response to a request made by a data subject under the data protection legislation.

We are Tetbury Town Council, a council in England. Our contact details are Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire, GL8 8AA. Telephone 01666 504670 (Monday – Friday 9.30am – 2.30pm), reception@tetbury.gov.uk

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the “UK GDPR”), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the “Data Protection Legislation”).

This policy is binding on all employees, members and volunteers (“User” or “Users”) of Tetbury Town Council (“The Organisation”)

1. Definitions

- 1.1.** “Personal data” means any information relating to an identified or identifiable individual (“data subject”); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.
- 1.2.** “Complain” or “complaints” means any complaint made in connection with personal data relating to the data subject, where there is an allegation of an infringement of the UK GDPR or Part 3 the Data Protection Act 2018.
- 1.3.** “Complainant” means a data subject who is making a complaint about the organisation’s usage of their personal data, or a complaint about the organisations response to a request made under the data protection legislation.

2. Who is responsible for managing data protection complaints.

- 2.1.** CEO is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. (“the person responsible for data protection”).
- 2.2.** No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Time limits

- 3.1.** When a complaint is received the person responsible for data protection must acknowledge receipt of the complaint within the period of 30 days beginning when the complaint is received.
- 3.2.** When a complaint is received the person responsible for data protection must investigate and respond without unjustifiable or excessive delay.

The organisation aims to investigate and respond to data protection complaints within 30 days but may require extra time if it is justifiable.

If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.

4. What are data protection complaints?

4.1. Valid data protection complaints:

A data protection complaint is a complaint where a data subject considers that there has been an infringement of data protection legislation due to the organisations handling of their personal data.

Examples include but are not limited to:

Complaints about a response to a subject access request, or other rights request

Complaints regarding security of data subjects' personal data when it is processed by the organisation

Complaints by a data subject impacted by a data breach

Complaints by a data subject regarding the organisations collection or use of their personal data

Complaints by a data subject regarding the organisations retention of their personal data

4.2. Invalid data protection complaints

Not all complaints that have processing of personal data referenced within them fall under this policy. For example, if an employee raises a grievance issue, and request copies of their personal information, or a person complains about the councils' service, and at the same time requests that the organisation deletes their personal data.

If the person responsible for data protection is unsure if a complaint falls under this policy or is a general complaint, they should ask the complainant to clarify if they are making a data protection complaint.

If the complaint is regarding a response to a Freedom of Information Request, then it should be handled under the internal review procedures as laid out in the Freedom of Information Act 2000 section 45 code of practice.

4.3.

A data protection complaint cannot be made on behalf of a third party unless the complainant has:

an appropriate power of attorney; or

a signed letter of authority from the person they are acting on behalf of.

4.4.

If a complaint is deemed not to be a valid data protection complaint it will be dealt with under other appropriate law, codes of conduct, policies or procedures.

5. Means of making a complaint

Complainants may make a complaint to the organisation by any means but are encouraged to make data protection complaints in writing to ceo@tetbury.gov.uk

The organisations users should be aware that complaints can be made verbally, in writing and via social media. If a user becomes aware that a complaint has been made other than via the email address provided in 5.1 they shall forward details of the complaint to the person responsible for data protection within one day.

The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the Information Commissioners Office (ICO) in the organisation's privacy notice.

5.1.

The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the ICO in any response to a subject access request or other rights request made under the data protection legislation

5.2.

If the person responsible for data protection is in doubt about the complainant's identity, they may need to ask them for proof of ID before the organisation responds.

The person responsible for data protection must ask for ID at the earliest opportunity.

Once there is sufficient information to be satisfied about the requester's identity, the person responsible for data protection must not request more information.

5.3.

When a complaint is received, the person responsible for data protection will acknowledge the complaint within 30 days.

6. Investigation

- 6.1.** The person responsible for data protection shall undertake an investigation of a data protection complaint within 30 days but may require extra time if it is justifiable.

If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.

- 6.2.** When investigating the complaint, the person responsible for data protection will look at all the relevant facts thoroughly, fairly and accurately.
- 6.3.** When investigating the complaint, the person responsible for data protection will speak to relevant users.
- 6.4.** When investigating the complaint, the person responsible for data protection will compare the information from the complaint with the information the organisation holds.
- 6.5.** When investigating the complaint, the person responsible for data protection will check compliance with data protection legislation, council policies and procedures.
- 6.6.** The person responsible for data protection must make an appropriate level of enquiries based on the circumstances of the complaint and be able to justify why the complaint was handled in the way it was.
- 6.7.** With regards to the circumstances of the complaint, the person responsible for data protection is not required to take steps that would be unreasonable or disproportionate.

7. Recording outcomes

- 7.1.** The person responsible for data protection will record in an appropriate way:

- The date the data protection complaint was received.
- The letter of acknowledgement.
- Relevant conversations and documents.
- The outcome of the complaint.
- Actions taken due to, the investigation.

7.2.

Personal data contained in these records will be kept for no longer than [retention period] years.

8. Providing an outcome to the complainant

Once the investigation is complete, the person responsible for data protection will inform the complainant in writing of the outcome.

The person responsible for data protection should clearly explain what has been done to resolve their data protection complaint and, where appropriate, any actions taken as a result.

If the investigation concludes that the organisation has complied with the data protection legislation, the person responsible for data protection will explain this in detail to the complainant.

In all cases the person responsible for data protection will provide enough information to help the complainant understand the outcome that has been reached.

It can be useful to itemise the complaint areas in a bullet point list, responding to each point and providing appropriate evidence, where possible.

In all cases the person responsible for data protection will inform the complainant of their right to make a complaint to the ICO and provide the ICO contact details.

9. Review lessons learned

Once the person responsible for data protection has provided an outcome, they should review what happened.

Consider if there is anything that can be learned or improved on to prevent future complaints.

Recording this information may help identify trends or areas to improve.

10. Updates to this policy

This policy shall be reviewed if Tetbury Town Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data, or the data protection legislation changes.

11. Implementation

This policy takes effect from 21st September 2026 and is not retroactive.

Tetbury Town Council Resident Survey

Help Shape the Future of Tetbury

Tetbury Town Council would like to hear your views on the issues that matter most to you. Your feedback will help inform future council priorities, projects, services, and community engagement.

About You (Optional)

1. What age group do you belong to?
 - ☐ Under 18
 - ☐ 18–24
 - ☐ 25–44
 - ☐ 45–64
 - ☐ 65+
 - ☐ Prefer not to say
 2. Do you live in Tetbury?
 - ☐ Yes
 - ☐ No
 3. How long have you lived in Tetbury?
 - ☐ Less than 2 years
 - ☐ 2–5 years
 - ☐ 6–10 years
 - ☐ More than 10 years
-

Community, Health and Wellbeing

1. Activities and Social Opportunities

1. Do you feel there are enough activities and opportunities in Tetbury to:
 - ☐ Stay active and exercise?
 - ☐ Meet new people?
 - ☐ Participate in community life?
- ☐ Yes
☐ No
☐ Not sure

2. What additional activities, clubs, facilities, or opportunities would you like to see available in Tetbury?

1. Were you aware that there is a free-to-use exercise trail on either side of the Goods Shed between Wiltshire Bridge and the cattle gate?

- ☐ Yes
☐ No

Planning, Housing and Development

2. Planning and Housing Priorities

1. Which of the following planning issues are most important to you? (Select up to three)

- ☐ Affordable housing for local people
☐ Social housing provision
☐ Protecting green spaces
☐ Supporting local businesses
☐ Traffic management
☐ Parking provision
☐ Preserving Tetbury's heritage
☐ Community facilities
☐ Other (please specify)

2. What would be your priorities for a new Tetbury Plan?

1. What more could be done to provide housing for residents who cannot afford to buy locally?

Town Infrastructure and Community Facilities

3. Community Assets

1. How important are the following facilities to you?

Facility	Very Important	Important	Neutral	Not Important
Dolphins Hall / DRC facilities	☐	☐	☐	☐
Recreation Ground	☐	☐	☐	☐
Children's Play Area	☐	☐	☐	☐
Walking and Cycling Routes	☐	☐	☐	☐
Community Meeting Spaces	☐	☐	☐	☐
Goods Shed	☐	☐	☐	☐

1. What improvements would you like to see to community facilities and infrastructure?

Roads, Transport and Parking

4. Highways and Transport

1. Which transport and highways issues concern you most? (Select all that apply)

- ☐ Speeding traffic
- ☐ Road safety
- ☐ Winter gritting
- ☐ Pavement condition
- ☐ Potholes
- ☐ Cycling infrastructure
- ☐ Public transport
- ☐ Parking
- ☐ Accessibility
- ☐ Other

2. How can public transport to and from Tetbury be improved?

1. What can be done to address parking issues in Tetbury?
-
-

1. Would you support a volunteer road warden scheme to address small-scale pothole repairs?

- ☐ Yes
 - ☐ No
 - ☐ Unsure
-

Young People and Community Support

5. Services for Young People

1. How important is continued support for youth services in Tetbury?

- ☐ Very Important
- ☐ Important
- ☐ Neutral
- ☐ Not Important

1. What additional facilities, activities or support would you like to see for children and young people?
-
-
-

Economy and Town Centre

6. Shopping and Local Services

1. Which businesses or services would you most like to see in Tetbury? (Select all that apply)

- ☐ Shoe shop
- ☐ Greengrocer
- ☐ Stationer / Paper shop

- ☐ General clothing store
- ☐ Banking hub
- ☐ Pharmacy services
- ☐ Café / Community space
- ☐ Other (please specify)

1. How can Tetbury attract the shops and services residents need?

Community Engagement

7. Working Together

1. How can different groups, organisations and communities in Tetbury work more closely together?

1. How would you like Tetbury Town Council to engage with local residents? (Select all that apply)

- ☐ Public meetings
- ☐ Social media
- ☐ Printed newsletters
- ☐ Email updates
- ☐ Community events
- ☐ Online surveys
- ☐ Drop-in sessions
- ☐ Other
- ☐ Tetbury Town Council Website

1. What is the best way for the Council to keep you informed about local issues and projects?

Tetbury Police Museum and Courtroom

8. Museum and Heritage

1. How could the Tetbury Police Museum and Courtroom improve its activities and events for the community?

1. What educational benefits do you think local young people could gain from engaging with the Museum and Courtroom?

1. How could the Museum and its volunteers work more closely with local groups and organisations?

1. What exhibits or displays would you like to see in the Museum?

1. What would encourage you to visit the Museum more often?

☐ More events ☐ Family activities ☐ School programmes ☐ Interactive displays ☐ Temporary exhibitions ☐ Evening opening ☐ Other

Future Priorities

9. Looking Ahead

1. What are your top three priorities for future investment in Tetbury?

2.

3.

4.

5. What is the single most important issue facing Tetbury over the next five years?

Final Comments

1. Is there anything else you would like Tetbury Town Council to know?

Thank You

Thank you for taking the time to complete this survey. Your views will help Tetbury Town Council ensure services, facilities and future investment reflect the needs and aspirations of residents.

Data Protection Notice: Any personal information provided will be processed in accordance with the Data Protection Act 2018 and UK GDPR. Responses may be anonymised and used for council planning, consultation and community engagement purposes.



TAYCT Update and Community Hub Proposal

Briefing for Tetbury Town Council – September 2026

Purpose

This paper provides a short update on TAYCT's work and introduces our emerging plans to establish a welcoming, inclusive community hub in the Old Dolphins Hall. We are seeking the Town Council's endorsement of the vision and its consideration of potential support through its available Community Infrastructure Levy funds.

Our partnership with Tetbury Town Council

TAYCT's current Service Level Agreement with Tetbury Town Council runs from April 2025 to March 2028 and provides £32,100 annually towards youth services and holiday provision.

Our three term-time youth clubs have now restarted following a varied summer programme that included fishing, play sessions on the Rec, water activities at the lakes and two supported bus trips to Stroud. SEND support and soft play were incorporated into selected sessions. Our autumn programme includes a personal-hygiene themed week and a session delivered by Elite Kickboxing.

The clubs continue to provide safe, trusted spaces for local young people, alongside informal wellbeing support and opportunities to build confidence, friendships and skills.

Our vision for a community hub

Through our work with young people, families and older residents, we regularly meet people affected by financial hardship, loneliness, rural isolation and difficulty accessing support in Tetbury. This local experience is also reflected in wider evidence: Cotswold District Council's LIFT data identifies Tetbury as one of 4 priority towns for families experiencing financial hardship, while Family Action (GCC's Family Hub provider) receives a similar number of family referrals from Tetbury as from Cirencester, despite Cirencester having around three times the population.

TAYCT's ambition is to give the Old Dolphins Hall a renewed purpose as a friendly and accessible hub for our whole community: somewhere people of different ages can meet, take part in activities, build relationships and access support.

Alongside our established youth clubs, the Friendship Café continues to offer a strong programme of social and wellbeing activities for older residents. Our wider Age Friendly Cotswolds work is developing new opportunities including a Friendly Footsteps walking group, chair yoga, Digi-hub support and community consultation.

We are now also developing a new joint project with Family Action in response to feedback from families attending our holiday play sessions. Together, we will pilot a family community café and baby and toddler group, combining welcoming activities and peer connection with informal access to practical advice and family support. Over time, the hub could accommodate even more activities shaped by local needs and ideas.

Lease and refurbishment planning

To bring this vision to life, TAYCT and the Dolphins Recreation Centre have agreed Heads of Terms for a lease on the old Dolphins Hall.

Although the lease has not yet been completed, we are developing a realistic first-phase refurbishment plan so that fundraising can begin once the necessary agreements and permissions are in place. TAYCT is leading the development of the hub and its community programme. The DRC remains the building owner and proposed landlord, and all physical improvements will be agreed with DRC.

Our aim is not an extensive redesign. Phase 1 would refresh the building and make it feel clean, welcoming and ready for wider community use. Current thinking includes decorating the entrance, main hall and shared areas; improving lighting, storage, signage, accessibility and essential safety features; and addressing initial maintenance needs.

The main enabling investment would be preparing and equipping the existing kitchen as a practical community kitchen, using refurbished or good-quality second-hand commercial equipment wherever appropriate. This would support youth-club cooking, Friendship Café refreshments, family activities, community meals and future food-related projects.

Early estimates place the complete Phase 1 programme at approximately **£24,000–£38,000**, depending on the final scope, quotations and opportunities to reduce costs through donated materials, volunteer input and second-hand equipment.

Proposed funding approach

TAYCT expects to develop a blended funding package, potentially including:

- a National Lottery Awards for All application (submitted this month);
- an application to Tetbury Town Council's CIL fund; and
- a community fundraising campaign through the Spring 2027 Crowdfund Cotswold round.

A detailed specification, confirmed quotations and evidence of the necessary lease and DRC approvals would accompany formal funding applications.

Support requested from Tetbury Town Council

TAYCT asks the Council to:

1. endorse in principle TAYCT's vision for a community hub serving Tetbury and the surrounding area;
2. provide formal support that can be referenced in external funding applications; and
3. consider whether an allocation from TTC's available CIL funds could support Phase 1, subject to a detailed application and the completion of the necessary lease, due-diligence and building-approval processes.

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

CEO attended Mental Health Awareness Training run by Simply Health.

Following the Fire Risk Assessment which was carried out (agenda 17), the cellar is in the process of being cleared of items that no longer need to be kept, important documentation will be sent to Gloucestershire Archives in due course. All members have been working on this project.

CEO provided external auditor (PKF Littlejohn) with further information to assist with their assessment of the 2025-2026 AGAR. Currently awaiting outcome.

CEO and Cllr Nikki Ind attended the Town & Parish Council Forum regarding the Local Plan Consultation and a short briefing on Local Government Reorganisation. The Local Plan must be submitted to the Government by December 2026, if this deadline is not met then Cotswold District Council would have to start the process again and this could take 3-4 years to complete. Due to the Government's housing target the Cotswolds has seen a rise from 475 homes a year to 1054 homes being built. Although CDC have written many times to the Government to explain that providing 17,918 homes between 2026-2043 is a substantial amount and could they reconsider, on all occasions the answer has been no.

There are currently 11 strategic sites within the proposed Local Plan.

Land South-west of Kemble – 1,020 homes, 9 hectares of employment land, local centre, primary school.

Land South-west of Siddington – 372 homes, open space.

Down Ampney – 1,658 homes, local centre, primary school, open space.

South of Driffield – 2,222 homes, 11 hectares of employment land, local centre, primary school, 10 pitch gypsy & traveller site.

North-east Fairford – 1,141 homes, 4 hectares employment land, local centre, primary school.

Kingshill – 613 homes, local centre, open space.

Preston – 1,368 homes, 5.5 hectares employment land, local centre, primary and secondary school, open space.

Steadings – 1,364 homes, 2.5 hectares of employment land, local centre, primary school, 10 pitch gypsy and traveller site, green space.

Within all these sites a mixture of home types along with social housing, affordable housing and full value properties will be available.

The local plan consultation began on Monday 24th August and closes at midnight on Monday 5th October.

CEO and EO met with a Funeral Director to discuss potential options to increase the existing burial ground in St Saviours. They are currently 4 plots available before the Town Council will close this burial ground to new plots only. To allow approximately 14 new plots it has been suggested that we remove part of the existing pathway and cut back some of the trees on the right-hand side walking from the Church to the Recreation Ground. Should the council wish to discuss this option we would need to check that the pathway is not a right of way and obtain quotations for these works.

CEO has been in discussions with the Institute of Cemetery and Crematorium Management (ICCM) for legal guidance on closing the existing burial ground, awaiting their advice.

EO currently working on Christmas planning.

EO contacted CDC to discuss free parking Thursday and Friday throughout December, currently awaiting a response.

EO transferred all the data from the existing Visit Tetbury website to the new website which went live on 15th August.

With the Town Council elections scheduled for May 2027, and the subsequent induction of a newly elected council, I have proactively arranged 3 training courses for all councillors to attend during June and July 2027. These courses are:

- One Council. One Team: Working together effectively for the Community.
- Data Protection and FOI for Councillors.
- Social media for Councillors: Using it effectively, safely and appropriately.

In addition, I intend to arrange further training through Gloucestershire Association of Local Councils (GALC), including Being a Better Councillor and Chairmanship Skills.

This programme of training will provide Councillors with a comprehensive understanding of their roles, responsibilities, legal obligations, and effective governance practices.

During the summer months we have issued numerous foodbank vouchers.

Due to nobody coming forward following the resignation of Cllr Figueiredo, the co-option advertisement has been posted again requesting potential candidates attend the October Full Council meeting.

Have been in discussions with a representative from the Germany Twinning Society who are interested in visiting Tetbury and holding a market stall at the Christmas Switch on Event no cost to TTC.

4. VIC

The summer period has been extremely positive for the Visitor Information Centre (VIC), with visitor numbers peaking towards the end of July as families arrived in Tetbury during the school holiday period. The town benefited from increased footfall and a vibrant atmosphere, with many visitors seeking information on local attractions, events, shopping, dining, and activities available in the wider area.

This increase reflects wider national tourism trends. VisitEngland reports that domestic tourism remains a significant contributor to local economies, with visitor attractions and day visits continuing to play an important role in encouraging people to explore destinations across England. Visitor attraction visits were one of the areas that saw increased participation in recent tourism data.

Social Media Performance

Our social media channels experienced the largest spike in engagement in their history during July and August. Reach, interactions, and audience engagement increased significantly (Over a Million Views), demonstrating the growing effectiveness of our digital communications and the continued interest in Tetbury as a destination.

This increased engagement has helped promote local businesses, attractions, events, and visitor experiences while also raising awareness of the services provided by both the Council and the Visitor Information Centre. The growth in online engagement provides an excellent foundation for future promotional campaigns and community initiatives.

Retail and Visitor Services

During August, the VIC received new stock from Cards for Good Causes, including greeting cards for a wide range of occasions and gift wrap. Whilst the commission generated from these sales is relatively modest, the partnership provides several important benefits:

- Supporting a number of national and local charities.
- Offering visitors additional purchasing opportunities.
- Maintaining an attractive and well-stocked retail environment.
- Enhancing the overall visitor experience.

The presence of a varied retail offering helps ensure the VIC remains welcoming and visually appealing, encouraging visitors to browse and engage with the centre for longer periods.

Partnership Working with Tetbury Police Museum

Our relationship with the Tetbury Police Museum continues to highly beneficial to both organisations.

We are seeing a noticeable spill-over effect from museum visitors who subsequently visit the VIC for information about other attractions, shopping opportunities, dining options, and experiences available both within Tetbury and across the surrounding area. This allows us to maximise visitor dwell time in the town and promote the wider visitor economy.

There could be potential to further develop this partnership through the introduction of museum-related gift items and souvenirs within the VIC. Such products would complement the museum offer, provide visitors with additional mementos of their visit, and create another opportunity to support local heritage tourism.

Summary

July and August have been highly successful months for the Visitor Information Centre. Key achievements include:

- Peak visitor numbers during the late July holiday period.
- The highest social media engagement levels ever recorded.
- Introduction of Cards for Good Causes stock, supporting charities while enhancing the retail offer.
- Continued strengthening of links with Tetbury Police Museum.
- Increased opportunities to promote attractions and businesses across the town and wider area.
- Positive alignment with national tourism trends showing strong visitor interest in destinations and attractions across England.

The summer season has highlighted the VIC's important role in supporting visitors, promoting local businesses, and contributing to the wider visitor economy of Tetbury.

5. Grounds Team

Fence repairs have been carried out in Cotswold Close where the grounds team received a 5star review (see correspondence).

Fence repairs at the Goods Shed from Wiltshire Bridge.

Removal of vegetation has been carried out along the trim trail.

Cutting back vegetation in Cookspool.

Assisting Tetbury in Bloom with removing and replanting hedging on the Audi roundabout.

Report to Full Council – Monday 21st September 2026
Agenda 15. CEO Report

New cordless pressure washer has been purchased, and the team are currently cleaning various items throughout the town and goods shed.

Mowing season still continues.

Mayor's Report to Tetbury Town Council

Reporting Period: 1 August to 16 September 2026

Councillors,

I am pleased to present this report covering my mayoral activities and engagements from 1 August to 16 September 2026.

Civic Engagement and Community Events

Throughout the reporting period, I have had the privilege of representing Tetbury at a variety of community, cultural and civic events. August is traditionally a busy month for local organisations, and it has been encouraging to see strong participation from residents and visitors alike.

I attended a number of community gatherings, charity fundraisers and summer events, providing an opportunity to promote the work of the Town Council, celebrate local achievements and engage directly with residents on matters of local importance. These occasions continue to demonstrate the strength of community spirit within Tetbury and the dedication of the many volunteers who support local activities. I have for example supported the Breast Cancer Awareness Tea, supported TAYTC with funding (£4500) for youth club furniture, attended the opening of a new high street shop in Tetbury, working with "Read with Me" charity on projects at SWR amongst others.

Civic Representation

The period has included opportunities to represent Tetbury at civic functions both within and beyond the town. These engagements provide valuable occasions to strengthen relationships with neighbouring councils, community leaders and partner organisations.

Such events allow Tetbury to maintain a positive profile across the wider area whilst sharing experiences and best practice with other councils and civic representatives.

Residents' Concerns

Residents have continued to raise issues relating to the local environment, highways, parking, community facilities and the general appearance of the town. Where appropriate, concerns have been referred to the relevant authority or council committee for consideration. I have been intensively involved in the LGR "controlled pause" discussion representing Tetbury in many discussions.

These conversations remain an important source of local insight and help ensure that the Town Council remains responsive to community priorities.

Looking Ahead

As we move into the autumn period, there will be a continued focus on supporting community events, promoting local initiatives and representing Tetbury at civic functions. I look forward to working with councillors, staff, volunteers and residents to support the continued success of our town.

Thanks

I would like to thank fellow councillors, the Town Clerk and staff, community organisations and residents for their support and commitment during this period. Their efforts make a significant contribution to the vibrancy and success of Tetbury.

Councillor Ian Watson

Mayor of Tetbury

16 September 2026

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.

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

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

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:

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

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

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 14th September 2026 at 7pm

Present

Town Councillors: Z Baker (Chair), J Taylor (Vice Chair), R Smith, L Farnham, D Alexander

Officer T Niblett (CEO/RFO)

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

FS01. 09/26 To note apologies:

Councillor S Scott – personal reasons

FS02. 09/26 Declarations of interest:

None

FS03. 09/26 Public Consultation:

A resident asked if the Town Council are spending funds to assist with finding additional burial ground. Advised that the Council are working with consultants and within the fee which has recently been paid we will receive a report and a representative to attend the town meeting which will be arranged early 2027.

FS04. 09/26 To approve minutes of the meeting held on Monday 13th July 2026:

It was proposed by Councillor Z Baker, seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 13th July 2026.

Voting Record: For 3 , Against 0 , Absent 1, Abstentions 2

FS05. 09/26 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 took place on Wednesday 26th August.

FS10. 07/26 - Reinstatement Cost Assessment (RCA) Survey took place on The Old Courthouse and Goods Shed 25th August, report to follow.

FS11. 07/26 – Internal Auditor – next meeting scheduled for 23rd October.

FS17. 07/26 – Budget Preparations – Telephone 3 quotations have been received.

FS06. 09/26 To note bank reconciliation and financial summary for July and August:

As of 31st July 2026, it was noted that TTC Current Account held £15,823.10, TTC Deposit Account £341,486.95, VIC Current Account £2,593.96, Police Museum £12,144.42, Contingency £100,198.91, CIL and Buildings Maintenance £124,530.01.

As of 31st August 2026, it was noted that TTC Current Account held £19,920.91, TTC Deposit Account £299,665.27, VIC Current Account £3,029.31, Police Museum £9,703.11, Contingency £100,198.91, CIL and Buildings Maintenance £124,595.52.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 14th September 2026 at 7pm

FS07. 09/26 To note Income and Expenditure for Month 4 and 5:

Noted.

FS08. 09/26 To note August payments and estimate transfer of funds:

It was noted that Tetbury Town Council August payments totalled £35,821.78, VIC July payments totalled £2,275.96, Credit Card July payments totalled £297.60 and Police Museum totalled £2,503.00.

Transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £40,000.00 transfer of funds from the TTC Deposit Account to the TTC Current Account.

FS09. 09/26 To approve September payments and estimate transfer of funds:

It was noted that Tetbury Town Council September payments totalled £25,326.60, VIC September payments totalled £2,481.96, Police Museum totalled £2,503.00.

Transfer of funds of £2,000.00 from TTC Deposit Account to the VIC Account and £25,000.00 transfer of funds from the TTC Deposit Account to the TTC Current Account.

It was proposed by Councillor L Farnham, seconded by Councillor R Smith to approve the September payments and estimate transfer of funds.

FS10. 09/26 To discuss and recommend to Full Council Equality and Diversity Policy:

A question was raised about training for Equality and Diversity for all staff following a Councillor's comments that their current workplace provides ongoing training in this area. It was noted that Tetbury Town Council has a limited training budget. Cllr Watson offered to explore whether Gloucestershire County Council or Cotswold District Council offer any training that may be accessible to Town Council staff. It was requested that a hyperlink be added to the policy. Policy to come back to a future Finance & Scrutiny meeting.

FS11. 09/26 To discuss and recommend to Full Council Dignity at Work Policy:

It was requested that the acronyms are written in full within this policy. It was requested that the word procedure is replaced with policy following the word grievance. Following these amendments the Civility & Respect Dignity at Work policy has been recommended to Full Council.

FS12. 09/26 To discuss and recommend to Full Council Service Level Agreement between Tetbury Town Council and The Rail Lands Regeneration Trust:

It was requested to include a map showing where these items can be found. Councillor advised that there are numerous items stored under and behind the Railway carriage, could we request these are removed due to the potential fire hazard. SLA to be sent to TRLRT advising of no changes following the agreement last year. The SLA has been recommended to Full Council.

FS13. 09/26 To discuss and recommend to Full Council Data Protection Complaints Policy:

Following a request that the acronyms are written in full, this policy has been recommended to Full Council.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 14th September 2026 at 7pm

FS14. 09/26 To discuss and recommend to Full Council Volunteer Policy:

Policy has been recommended to Full Council. It was requested that several recent risk assessments are sent to all committee members.

FS15. 09/26 To discuss budget preparations for 2027/2028:

It was debated and recommended that a budget line of £5,000 for future Local Government Reorganisation is added to the 2027/28 budget. To add £1500 for a strategic grant to the Citizens Advice Bureau following their requests this year and the number of residents they are assisting. Chair to provide a budget on a 5% increase in last year's precept.

FS16. 09/26 Correspondence Received:

None Received.

FS17. 09/26 To receive members report:

Cllr R Smith – Thanked County Cllr Ian Watson for assisting with the Northfield Road signs. Advised that the rent a car park space at Tetbury Tesco is not available.

FS18. 09/26 Items for next meeting:

Budget, TAYCT CIL Application, Staffing matters

FS19. 09/26 Date of next meeting – Monday 12th October 2026, 7pm, Tetbury Library, Close Gardens

Meeting closed 7.50pm

Chair Dated

FS20. 09/26 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.

It was proposed by Cllr Z Baker, seconded Cllr J Taylor 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.

FS21. 09/26 To approve Confidential minutes held on Monday 14th September 2026:

It was proposed by Cllr Z Baker, seconded by Cllr J Taylor to approve the confidential minutes held on Monday 14th September 2026.

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 14th September 2026 at 7pm

Voting Record: For 3 , Against 0 , Absent 1, Abstentions 2

FS22. 09/26 To receive an update on staffing matters:

CEO advised the committee that the unions have come to a settlement for the 2026/2027 pay awards, the increase and backpay will be implemented in the October payroll.

CEO updated the committee on staff performances.

CEO provided the committee with an update following the meeting between the Mayor, Police Museum Curator and CEO.

Meeting closed 8.12pm

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

PRESENT:

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

Officer: CEO (T Niblett)

Public: District Councillors I Watson, N Ind,

PL01. 04/26 Apologies for absence:

None

PL02. 04/26 Declarations of Interest:

None

PL03. 04/26 Public Consultation:

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

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

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

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

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

<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.
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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

Thank you for your support on the question of clearing the trees surrounding the Shed from ivy infestation.

I also have to report that Station Road has now developed three significant pot-holes and await TTC advice as to remedies. Always bearing in mind this is a road for public access to the long-term car park.

Summer at the Shed has been weather-challenging of course. We have had internal temperatures in the 30s Celsius at times and our pretty ancient internal fan system was never built to cope with such extremes. There have been a couple of strong complaints as well as some good-humoured banter. A range of remedies is being urgently explored.

Our new Marketing Manager continues to be a popular appointment and has proved his worth. A recent family bereavement meant he might have had to resign to look after the family business but a solution has been found and we are delighted he's continuing in his 3-days-a-week role. Other staff announcements: Nick Ullman, the former Artistic Director and latterly Consultant, has decided to move on after many years helping the Shed secure the services of top musical performers. We are very grateful to Nick and are giving him a proper send-off but are also aware that the change results in significant cost-savings.

On which subject I am also pleased to report that audiences have begun to pick up in the second half of the year and we are currently more optimistic generally about the immediate financial future. We are meeting our sales targets well - the problem is the rise in the costs of doing so. Even so, There have been several profitable, musical events (both classical and pop). The outdoor Shakespeare (A Comedy of Errors) on the old raised ground was a popular hoot from start to finish with every sign of being played exactly for the belly laughs the author wanted way back in 1594.

To stay ahead of rising costs (particularly staff costs) as well as keep in touch with the needs of existing and future customers, we are also undertaking a complete overhaul of the Whistle Stop Cafe Operation. A Trustee with great business experience has been asked to analyse and re-imagine the business from the ground up. No suggestion will be off the table - whether we buy food in; expand the menu and speed up coffee delivery with better machines. The return of our pop-up restaurant venture in the carriage will also re-commence shortly.

It was a great disappointment to be turned down by the National Lottery in response to our application for the cafe extension for which we had secured Full Planning. Verdict - nothing wrong with the application; the problem was our lack of existing seed money or co-finance. We are obviously considering our position but the early signs are that we will look for other money to back the project and continue to pursue the development next year. *(See footnote extracts from The General Manager's report to The Board).

One of the Trust's activities is to "look after" The Tetbury Trail although there are at least seven different landowners involved not to mention an ultimate responsibility for the

entire re-surfaced section by CDC and GCC since it was formally designated as a Bridle Way. In our chosen role, we have decided to put some benches to make a pic-nic area to the right of the path as you get towards Trouble House from Tetbury on Duchy land. We have checked that our Public Liability Insurance covers the Trail and with a small recent adjustment through our broker I can now confirm that it does. We have also discussed the addition with relevant parties. *(Our involvement stems from the original aims of the Trust as The Tetbury Rail Lands Regeneration Trust Ltd. It is interesting to note that Government in the form of DEFRA encourages such voluntary "management" or "adoption" of public open spaces in their "Guidance for Local Authorities" [2009]).*

In other news, we are still pursuing the idea of a Dogfair/show - which may be called Dogday or "Everything Woof" - by the time it arrives next Spring. There will be prizes for "Best Boy" and "Best Girl" which may sound a little twee or possibly sexist but if it brings in the revenue, I for one will be chuffed. I am always conscious we are also actually in showbusiness!

Phillip Hodson, Chair of Trustees
The Tetbury Rail Lands Regeneration Trust Ltd
Charity Number 1092160
The Goods Shed Community Arts Centre
Old Station Yard Tetbury GL8 8EY

**Café Development. We are all disappointed by the outcome of the Heritage Lottery Fund bid and salute Carol's tireless energy and personal investment in getting this project from an idea to architectural plans with planning permission and firms lined up to build it. The HLF outcome is inevitably a big blow to our plans, and, no doubt, a significant personal blow for Carol. As I've hopefully made clear to date, I think the idea for an attractive, dedicated café space is fantastic: enhancing our evening offer, creating opportunities for receptions, hosting groups, increased day-time hall use, a wider food offer and so on.... I would take this current hurdle as an opportunity to go further. The creation of a dedicated café space is one of a number of development needs that the Goods Shed currently has. Others include storage, cooling, carriage refurbishments, improvements to the outdoor seating areas, equipment upgrades, hall improvements, office space review etc. Alongside this are questions about what the future looks like from a staffing point of view. For instance, if the split between paid café staff and volunteer bar staff continues to work in the context of the proposed developments where longer café hours might segue into pre-show dining and then into event bar; or whether we will be able to find someone willing to be a volunteer Bar Manager when Ros decides to step back. Behind that lies the vision of where we want to be in five-ten years' time. I would strongly favour an approach that re-built our development strategy from this perspective. There is strong precedent for this among successful capital developments by comparable organisations, and funding is often available to support this kind of business development work. When we received Planning Permission, we*

were contacted by Lavigne Lonsdale, an architectural firm that specialises in projects like this. I did meet with one of their team but given where our project was at, we didn't take the conversation further. Given where we are now, I can ask for a proposal about where we might begin a process with them. Richard Kingdom.

**Notes of meeting of Car Parking Working Group held on
Monday 6th July, 2026 at 6.30pm**

Present: Cllr Judith Taylor, Judi Marshall and John Turton

1. Apologies for absence – none received
2. Update on car parking issues
 - Since the last meeting, full council had been reminded that working groups should have a limited life. One of the purposes of this meeting was to attempt to determine whether this group should continue. There are various colleagues working on the car parking agenda, but not always keeping the working group up-to-date on progress.
 - Following George Bristow's powerful speech at full council in April, Ian Watson, the new mayor, had written a paper to be accepted by full council, that requested GCC to undertake a full parking assessment of Tetbury; this was supported by the council. Tetbury was on GCC's list to undertake a parking assessment when Stephen Hirst was a county councillor, but this was cancelled several years ago. The group asked if it was possible to see the reviews that had been carried out on previous towns and to see whether any of the proposed solutions could be helpful in Tetbury.
Action: Judith to chase up
 - Zowie Baker, chair of the Health, Environment and Community committee had volunteered to investigate the potential for car parking on other sites. Tesco declined to help, but she will approach Bromford when they have containers in the car park.
 - Since our last meeting, the Dolphins Hall have introduced parking changes at their two car park sites. There was no contact with TTC about this. The parking is managed by Ringo with a hefty, £100 fine, for anyone who doesn't pay for their parking within 10 mins of entering the car park. The instructions are unclear and the indicated cost is wrong as it does not include the charge Ringo is making for its service, an additional 40p. If drivers read the small print, which explains the additional charge, it is likely they would exceed the 10mins grace!
Cllr Nikki Ind has written a motion to go to full council on 20th July proposing TTC work collaboratively with the Dolphins Recreation Centre (DRC) to promote the Hampton Street Car Park and investigate the cost of signage for the car park. John Turton said it was important that this parking was also shown on Google maps. The impact of the introduction of charges on the Hampton Street car park is that very few cars are now using it, with cars parking down Chavenage Lane and Courtfields instead, causing challenges for residents.
3. John Turton has been in discussion with Tetbury Town Football Club about their parking off Cirencester Road. There is space for 85 cars and John has asked about utilising some of that space. As the football club is close to the new doctors' surgery, he wondered if there could be some park and ride arrangement; for example, encouraging Tetbury businesses to park there in the morning with early shuttles to take them into Tetbury and back after closing time.
4. John has also approached the Rugby Club which will have plenty of parking once its new site to the north of Tetbury is established. John also highlighted the

Agenda 19. Working Group

effectiveness of plastic meshing which can be used to put on grass to facilitate parking on such areas.

5. Judith said that CDC were supposed to be coming to Tetbury to discuss parking in June, but she hadn't received any notification about this or any updates. She would chase Tara.
6. It was suggested that John comes to the next full council meeting and highlights some of his ideas for resolving the car parking issues in Tetbury. As car parking is already on full council's agenda, it should be possible to discuss the issues John raises.
7. John raised concerns about the car park spaces taken up by disabled parking and by electronic charging. Judith said that the West Street charging spaces were being quite well used now and, as more people move to electric cars, demand was likely to increase. However, the point that car parking spaces have been removed as a result of this is, is fair comment and just increases the demand for more spaces.

Judith Taylor



Councillor: Cllr Ian Watson

Division: Tetbury

Reporting Period: 1 August 2026 - 16 September 2026

Introduction

Since the beginning of August, I have continued to represent residents across the Tetbury Division, dealing with constituent casework, attending council and community meetings, and working with parish and town councils on a range of local issues. The period has been marked by significant developments in local government reform and ongoing work on the emerging Local Plan, both of which will have important implications for residents and local communities.

Local Government Reorganisation (LGR)

One of the most significant issues affecting local government across Gloucestershire remains the Government's programme of Local Government Reorganisation (LGR). The process has generated considerable discussion across the county as councils prepare for the potential replacement of the current two-tier system of county and district councils with new unitary arrangements.

The Government's decision to pause aspects of the LGR programme has created a degree of uncertainty for authorities, officers, elected members, and residents alike. Whilst the pause may provide councils with additional time to develop robust proposals and undertake further engagement, it also delays certainty regarding future governance arrangements.

Throughout this period, I have continued to monitor developments closely and engage with colleagues across Gloucestershire to ensure that the interests of Tetbury residents are represented. Any future arrangements must protect local democratic accountability, maintain effective service delivery, and ensure that rural communities such as ours continue to have a strong voice within whatever structure ultimately emerges.

Given the scale of change that reorganisation could bring, I believe it is important that residents remain informed and that local communities have opportunities to contribute to discussions as proposals develop.

Local Plan Development

Work on the emerging Local Plan continues to be a key area of focus and one that is of considerable interest to many residents across the division.

The Local Plan will play a critical role in shaping future development, housing provision, infrastructure investment, environmental protection, and economic growth across our communities. It is therefore essential that the plan reflects both national planning requirements and local priorities.

Residents have raised concerns regarding housing numbers, infrastructure capacity, highway impacts, protection of the Cotswolds landscape, and the preservation of the character of our towns and villages. These concerns are entirely understandable and continue to form part of ongoing discussions.

I have been encouraging residents, parish councils, and community groups to engage with consultation opportunities as they arise. Effective public participation is vital if the final plan is to achieve the right balance between meeting future needs and protecting the qualities that make our area such an attractive place to live and work.

As the plan progresses through its various stages, I will continue to scrutinise proposals carefully and work to ensure that local infrastructure, transport networks, education provision, healthcare services, and environmental considerations are properly reflected.

Highways and Transport

Highways matters continue to account for a significant proportion of resident enquiries. During this period, I have pursued issues relating to:

- Pothole repairs and road surface deterioration.
- Drainage and flooding concerns.
- Road safety issues.
- Traffic management and speeding.
- Public rights of way and footpath maintenance.

I remain in regular contact with Gloucestershire County Council officers regarding outstanding issues and continue to advocate for appropriate investment in the county's highway network.

Community Engagement and Casework

I have continued to deal with a broad range of constituent enquiries including:

- Highway and transport matters.
- Planning-related concerns.
- Environmental issues.

- Adult and children's services enquiries.
- Community safety concerns.
- Support for residents seeking assistance from public services.

In addition, I have attended meetings with local organisations, parish councils, and community representatives to discuss matters affecting local communities and identify opportunities for improvement.

Working with Parish and Town Councils

Strong relationships with our parish and town councils remain essential. During the reporting period I have maintained regular contact with local councils across the division, discussing:

- Infrastructure priorities.
- Highway maintenance.
- Planning matters.
- Community projects.
- Funding opportunities.

These councils provide invaluable local knowledge and play a vital role in representing community interests.

Looking Ahead

Over the coming months my priorities will include:

- Monitoring developments relating to Local Government Reorganisation.
- Continuing engagement with the Local Plan process.
- Supporting highway maintenance and road safety improvements.
- Addressing constituent casework promptly and effectively.
- Working with local councils and community organisations to support local priorities.
- Ensuring that rural communities remain at the centre of decision-making processes affecting Gloucestershire's future.

Conclusion

The period since 1 August has seen continued engagement on local issues whilst larger strategic matters such as Local Government Reorganisation and the Local Plan have begun to shape discussions about the future of local government and development within Gloucestershire. I will continue to work with residents, parish councils, fellow members, and officers to ensure that the Tetbury Division's interests are fully represented and that local communities remain informed and involved in the decisions that affect them.

Cllr Ian Watson

Gloucestershire County Councillor for Tetbury Division

16 September 2026

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

September 2026

Normally, August is a quiet month for Councils, but not this year, it has been busier than ever, with meetings, reading papers and debate around the Local Plan Regulation 19 Consultation, which commenced on Monday 24th August and will continue until Monday 5th October. I encourage residents to review this Local Plan and to have their say – all comments will be reviewed by Cotswold District Council before submission to the inspector by the end of this year. I attended the public exhibition in Cirencester on 28th August and paper copies of the plan are available for inspection at Tetbury Library.

Planning work has included site visits and a meeting, including land on the outskirts of Tetbury at Longfurlong Lane. In addition, I have been working with residents in Long Newnton, Ashley & Culkerton following a change in date for the planned psytrance music festival and a new licence application and licensing hearing – as well as Local Government Reorganisation.

I attended the Town and Parish Council Forum with Tetbury Town Council CEO Tara Niblett in Cirencester on 20th August, regarding the Local Plan consultation, where we also received an update on Local Government Reorganisation. Following the invitation to Town and Parish Councils to a County Council LGR briefing and update, I encourage you all to attend this webinar planned for Wednesday 9th September.

Slow progress is taking place regarding the strategic CIL application that I have been working on for over a year for street lighting and paving along Cirencester Road, where due to the piecemeal development of land it has meant that Tetbury has suffered from development without infrastructure. I believe that infrastructure first is the only way that sustainable development can and should take place.

I was delighted to attend the first business networking event at the Good Shed, where discussion centred around how we can all work together to promote events and businesses in Tetbury – with a specific focus on this Christmas. In addition, I attended the official opening of Quayside Financial Services in the Market Place, it was great to see Liam, Piers & Victoria and to network with other businesses from both Tetbury and our surrounding area.

During our MP Roz Savage's visit to Tetbury I was able to join Roz on her walk along the Tetbury Trail from the Goods Shed to The Trouble House, where we were able to talk about the history of the trail, catch up on matters such as the Local Plan and meet Jacqui at The Trouble House for some very welcome refreshment and to discuss the challenges facing those in hospitality.

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

Forthcoming Meetings –

- **Planning & Licensing – 9th September 2.00pm**
- **Cabinet – 10th September 6.00pm**
- **Council – 23rd September 6.00pm**
- **Audit & Governance – 5th October 4.00pm**
- **Overview and Scrutiny – 12th October 4.00pm**
- **Planning & Licensing – 14th October 2.00pm**
- **Cabinet – 15th October 6.00pm**
- **Planning & Licensing – 11th November 2.00pm**
- **Overview & Scrutiny – 16th November 4.00pm**
- **Cabinet – 19th November 6.00pm**
- **Council – 25th November 2.00pm**
- **Audit & Governance – 3rd December 4.00pm**
- **Planning & Licensing – 9th December 2.00pm**

Keeping Up to Date

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



COTSWOLD
District Council

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

August & September Update

District Councillor Report

Throughout the summer, July, August and the beginning of September I have continued to work on a range of issues affecting residents across Tetbury with Upton, as well as wider issues at Cotswold District Council. My family and I took a fortnights holiday, but I remained in contact with residents while I was away.

Full Council – 15th July

- I previously reported that at Full Council on 15th July I brought forward a motion calling for improvements to maternity services in Gloucestershire, following the Ockenden and Amos reports. I was delighted that the motion was passed unanimously. The motion called for the restoration and development of maternity services at Stroud Maternity Unit, the reintroduction of at Home Births across the county and the reinstatement of post-natal beds at Stroud and for the leader to raise the issue with the cabinet member responsible for health at Gloucestershire County Council.
- I have subsequently met with the leader to discuss the motion and reiterate the concerns. I look to the update from him to full council later this month.

Overview and Scrutiny – 3rd August - Local Plan

- On 3rd August I attended the Overview and Scrutiny Committee as a substitute member, where the emerging Cotswold District Local Plan was considered ahead of Cabinet and Full Council.
- I asked questions about what would happen to the housing target following Local Government Reorganisation and whether the housing target could effectively be expanded across the new unitary area. I also challenged how we can ensure that the necessary infrastructure is delivered alongside new homes, rather than development proceeding ahead of roads, schools, healthcare, public transport and other services.

Extraordinary Full Council – 12th August – Local Plan

- At the Extraordinary Full Council on 12th August, I voted against publishing the Local Plan for consultation. I want to be clear that I am not opposed to having a Local Plan; my concern is with this plan, particularly the scale and distribution of housing and whether the infrastructure required to support that growth can genuinely be secured and delivered alongside it.

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- Tetbury and other rural communities already experience pressure on roads, services and infrastructure. I do not believe that accepting higher housing numbers should come without robust commitments to the infrastructure needed to support them, which is why I could not support the plan in its current form.

Local Government Reorganisation

- There has been an important change in the approach to Local Government Reorganisation in Gloucestershire, almost as soon as we received the confirmation we would be becoming one unitary council in Gloucestershire, the plans have now been paused.
- This is extremely frustrating and completely unacceptable from the Government – I could weep for the money and time that has been wasted and redirected from front line services!
- The current expectation is that elections in May 2027 will take place on the existing district council boundaries, with elections being to Cotswold District Council. I will continue to monitor developments and make sure the interests of Tetbury and our wider rural communities are represented.

Electoral Arrangements Working Group

- I have been involved in the Electoral Arrangements Working Group, looking at proposed changes to polling arrangements. One of the proposals affecting Tetbury is to have just one polling station.
- I expressed serious concerns about the parking arrangements at the Dolphins Hall and the potential consequences for voters. I am particularly concerned about the risk of either disenfranchising people who may struggle to access the polling station or leaving large numbers of residents facing £100 parking fines.
- Any new arrangement must make it straightforward for residents to exercise their right to vote.

Roadworks, Road Closures and Highways

- Persistent roadworks and road closures continue to be a major concern for Tetbury. I met with Sir Geoffrey Clifton-Brown and John Turton to raise concerns that works are frequently taking far longer than necessary, causing significant disruption to local businesses as well as imposing wider costs on the national economy.
- Sir Geoffrey has agreed to raise the issue with the Public Accounts Committee and to look at whether local authorities are issuing sufficiently high fines and using effective deterrents against utility companies when unnecessary delays occur. I will continue to press for greater accountability and for roads to be reopened as quickly as possible.
- Highways remains one of the biggest areas of casework I receive. This includes concerns about potholes, the quality of pothole repairs and whether repairs are being carried out to a

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standard that will last. I continue to raise individual issues with the relevant highways authorities.

- I am also supporting the British Horse Society's 'Dead Slow' campaign, highlighting the importance of road safety for horse riders and other vulnerable road users on our rural roads.

Tesco – Noise, Disturbance and Deliveries

- I have been dealing with resident casework concerning noise and disturbance associated with works at Tesco, including concerns about deliveries taking place outside permitted hours. I have raised these concerns and will continue to press for the relevant conditions and restrictions to be properly respected.

Recycling and Waste

- I have continued to raise concerns about the changes to recycling and waste collections, including the practical impact of smaller black bins and the need for sufficient capacity for recycling.
- I remain concerned about the capacity of the collection fleet. In my ward recycling has previously been left behind because collection vehicles have filled before completing their rounds. With more material expected to be recycled, I will continue to press for sufficient fleet capacity and a service that works reliably for residents.

Strategic CIL and the New Doctors' Surgery

- Along with fellow councillors, I continue to support and promote the Strategic CIL application for improvements to the footpath and lighting along Cirencester Road, helping to provide safer and better access to the new doctors' surgery.
- I have also been promoting the Strategic CIL application process so that local organisations understand what funding is available and how appropriate infrastructure projects can be put forward.

Planning and Development

- I continue to monitor planning issues affecting Tetbury, including development proposals at the top of Bath Road and the larger proposed Miller Homes development between Longfurlong Lane and Bath Road.
- I remain in regular contact with the Longfurlong Greenfields Residents Association and continue to make sure residents are aware of opportunities to engage with the planning process.

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- At the Planning and Licensing Committee on 11 August, I spoke as ward member regarding the application for land south of Longfurlong Lane. I supported the underlying intention of safeguarding the land from residential development, the application was refused.
- I have been made aware of several issues around the timeliness of responses to planning enquiries from residents and the length of time it is taking to make decisions – the planning department needs to be fully resourced to meet the needs of the district and while some staff have been heavily involved in the local plan, core services still need to be delivered. I will continue to monitor this and if necessary, raise with cabinet members responsible.

The Dolphins Hall

- I have continued to engage with residents and representatives about the Dolphins Hall, particularly around parking and the pressure on surrounding residential streets. I want to see this important community facility succeed financially while ensuring that parking arrangements do not unnecessarily discourage people from using it.
- I look forward to hearing about an AGM for the Dolphins Recreation Committee and an opportunity for residents to ask the committee questions and/or put themselves forward to help.

Cirencester Leisure Centre

- I held a 6 month follow up meeting with representatives from Freedom Leisure and officers from Cotswold District Council at the leisure Centre. I was really pleased to report that I had received no further complaints about cleanliness and residents were happy with the changes to the booking system for family swimming sessions at the pool.
- I was encouraged to hear that following extensive consultation with gym users the refurbishments and improvements to the gym are on track to be delivered this winter.
- I pressed for answers on the replacement of the lift and I understand there is progress being made – I am staggered this process has taken so long and it is a wider issue around procurement which I will take up with council leaders
- I have been asked about why members receive free parking while child members do not. I have taken this up with officers and will continue to pursue through parking services and the cabinet member responsible – it does not seem fair that children (who travel to the leisure centre with their parents, in a car) do not receive the same benefits as adult members.

In Tetbury and the Wider Community

- I attended the showing of the National Emergency Briefing hosted by Greening Tetbury earlier this month. I found the film lacks some balance, the presenters are long standing campaigners on climate change and there is an overtly political tone. Some of the

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recommendations would crush farmers and agriculture especially in the United Kingdom and I would have concerns about this film being shown in schools or for the government to broadcast it to the nation with its endorsement.

- We know climate change is here, as a country we have made significant progress in reducing emissions and being an example to the rest of the world – however as elected representatives we must be rational and present solutions, not contribute to the anxieties of many people about the issue. I fully endorse the local targeted actions of Greening Tetbury in the town which allows residents to contribute and make positive changes to the health of our planet.
- I was invited to the launch of Talking Together Tetbury. Talking Helps is a recently formed group in Tetbury which hopes to raise awareness of mental health and suicide prevention issues.
- It is a testament to the strength of community that we have here in Tetbury that from the tragedy of the death of a young man here, people have come together to create something so positive to help each other. Thank you to all the volunteers including the Tetbury's Men's Shed group, who have renovated two vintage benches to place in The Goods Shed car park. The benches will provide places to talk, but they are also intended to make people think more generally about how talking can improve mental health.
- The bench positioned just off the path to the Tetbury trail has a brilliant yellow sign with all the necessary signposts to the professional help available. Contact details for organisations offering support, include NHS emergency, non-emergency, and Talking Therapies services and it is flanked by two cheerful sunflower paintings.
- I want to pay tribute to Theo who so many in the town knew and cared about, because this initiative has come out of losing him. I never met Theo but it was humbling to stand with his friends and relatives yesterday who showed incredible strength to support Talking Helps with the aim it can others in crisis.

Casework

- Recent issues have included highways and potholes, the quality of repairs, persistent roadworks and road closures, noise and disturbance from works at Tesco, deliveries outside permitted hours, maternity services, planning matters and concerns about local infrastructure.
- Please continue to contact me if there is an issue affecting you or your street. I will always do what I can to raise concerns with the appropriate council, authority or organisation and seek a practical resolution.

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Councillor: Cllr Ian Watson

Ward: Tetbury

Reporting Period: 1 August 2026 to 16 September 2026

Overview

During the reporting period I have continued to represent residents across Tetbury and the surrounding area, attending meetings, responding to constituent enquiries, supporting local community initiatives, and liaising with officers and partner organisations on matters affecting our communities.

Council Meetings and Representation

- Attended scheduled council, committee, and briefing meetings as required.
- Participated in member briefings and training sessions to remain informed on current council priorities, policies, and emerging issues.
- Maintained regular engagement with fellow councillors and council officers to discuss matters affecting residents within the ward.
- Represented local concerns and issues raised by residents during council discussions and consultations.

Casework and Resident Enquiries

A significant proportion of time has been dedicated to responding to constituent enquiries and resolving local issues, including:

- Highways and road safety concerns.
- Potholes, drainage, and highway maintenance matters.
- Planning and development enquiries.
- Waste and environmental concerns.
- Housing-related enquiries and signposting residents to relevant services.
- Support for vulnerable residents requiring assistance from council services or partner agencies.

Residents have continued to contact me by email, telephone, and in person, and I have worked closely with the relevant departments to seek timely responses and solutions.

Community Engagement

- Attended local community events and meetings within the ward.
- Met with residents, community groups, and local stakeholders to discuss ongoing concerns and opportunities for improvement.
- Continued engagement with town and parish representatives on matters of local importance.
- Supported initiatives aimed at strengthening community involvement and local resilience.

Highways and Infrastructure

I have continued to raise and monitor issues relating to:

- Road condition and maintenance.
- Drainage problems and flooding concerns.
- Footway and public right of way issues.
- Road safety measures and traffic-related concerns.

Where appropriate, concerns have been referred to the relevant authority for investigation and action.

Planning and Development

- Responded to resident enquiries regarding planning applications and development proposals.
- Monitored planning matters affecting the ward.
- Encouraged residents to engage with consultation processes where proposals may have an impact on the local area.

Working with Partners

During this period, I have maintained constructive working relationships with:

- Town and parish councils.
- Gloucestershire County Council officers.
- Cotswold District Council officers.
- Local community organisations and volunteer groups.
- Public service providers operating within the district.

Priorities for the Next Reporting Period

Key areas of focus over the coming weeks include:

1. Continuing to address constituent casework and resident concerns.
2. Monitoring highway maintenance and drainage issues ahead of the winter period.
3. Supporting local community organisations and events.
4. Engaging with ongoing planning and infrastructure matters affecting the ward.
5. Working collaboratively with council officers and partner organisations to deliver improvements for residents.

Conclusion

The period since 1 August has been characterised by continued engagement with residents, active casework management, attendance at council meetings, and support for community initiatives. I remain committed to ensuring that the views and concerns of Tetbury residents are represented effectively and that local issues are progressed through the appropriate channels.

Cllr Ian Watson

District Councillor for Tetbury

16 September 2026

Having read the Local Plan, I am passing on what my perspective will be, regarding Tetbury.

1. As a general principle I do regret that because of the Landscape constraints of Tetbury, (including the adjoining land), that the residential allocations in Tetbury have to be so minimal. The main reason being as that will limit the provision of needed affordable housing for those with a connection with Tetbury. The inevitable consequence, being that many who would prefer to remain, will receive affordable housing within one of the Strategic locations.

2. My understanding is that SWR is lowering its pupil intake, as a totally separate matter to the Local Plan. Whilst parents will always choose a school that they consider is best for their children, with some being for reason of convenience, having only a couple of allocated sites will very minimally support the secondary school, and local businesses.

3. I have no in principle objection to the allocation for 50 units, of T71A, which is the field adjoining the Highfield Estate. However, I will be suggesting that currently its allocation is unsound, and should be deleted. The issue is that currently there are two ransom strips that would prevent access to Havenhill Road.

The first is I understand by the owner of Highfield Farm. The second is a very small strip, immediately adjoining the Highfield Estate. Even if there was successful negotiation with Highfield Farm, as far as I am aware the very narrow ransom strip, presumably owned by Miller Homes would remain. Another issue would be that a suitably wide access, with a pavement would have to be demonstrated. Currently there is a planning application for 2 residential units to the r/o 5 Highfield Mews that indicates parking right where the access would be.

Finally, Housing Associations, do not generally want to accept arrangements for access to their affordable housing, other than if the access is a public Highway. I understand the issue revolves around any added cost, reducing affordability.

Whilst I will suggest that this allocation is currently unsound, and should be removed. The consequence is that if the access issue was successfully resolved at a later point after the adoption of the Local Plan, the application if approved, would be treated as a windfall. I understand that Tetbury is assumed to supply quite a few windfall residential units.

4. Allocation T31B opposite SWR is a repeat of an existing residential allocation, in the current Local Plan. The access would be via Lowfield Road. Having stood at school arrival time, leaving time, and outside of school time in Lowfield Road, my conclusion is that allocation is sound. The access/exist for the allocation, would currently be onto the start of Blind Lane (Restricted Byway). That would need to be changed to a Public Highway. My understanding is that GCC would not object to such a change, although that would have to be done legally.

The school has a very good arrangement for vehicles dropping off and picking up children, with access being up the Public Byway, and out opposite what would be the access/exit from T31B. The Buses are also within the boundary of SWR.

I appreciate that school children do of course access, and exit the school, and there would be a degree of conflict with a new access/exit. However, my observation is that the degree of risk would be restricted. The school is also a secondary school not a Primary school. Outside of school arrival, and leaving times, there is no potential issue.

In my assessment, I did note the 4 Buses, and one Minibus. Whilst it would be for GCC to decide on changes to the Highway e.t.c., my own view is that the following would be needed/considered:

A. Double yellow lines, along the road, adjoining the first 4 properties, down to Upton Gardens.

B. Single yellow line restrictions opposite the 4 properties, at school arrival and leaving times. with the zig zag lines extended. I do not think that 2 sets of flashing light currently exists. If not those should be added.

C. Removal of the totally wrong 30 mph sign, but retaining a 20 mph sign in the correct place. Double yellows, adjoining the first 4 houses close to SWR, and single yellows opposite, at school in and out times, should also be provided. Finally, to slow vehicles, a speed table at the junction of Lowfield Road, with Upton Gardens. These are only my suggestions.

D. Co-operation with SWR would also be needed, to relocate the school sign, as sometimes cars do come in the opposite direction from Blind Lane, as. The pavement/exit point from the site, should be arranged, to have vehicles exiting the site, as far out as possible, as farm cars, do occasionally drive in the other direction along Blind Lane.

5. I note that T76 adjoining T31B is not currently not a proposed allocation. The two reasons given can be overcome, via very low density, layout, and design. Vehicle access would never be permitted from the B Road (Hampton Street), for Landscape reasons. The only question is whether Lowfield Road, could accommodate additional vehicles, above that accepted due to the allocation of T31B.

The reason why from a Landscape perspective i consider T76 could be residential, is that residential could be set back from the B Road, and designed, so as not be visible from there. That part with no residential, would be a large public open space, potentially with a footpath across it. With regards to Blind Lane, a soft edge would be needed with a layout and design, in order that there would only be glimpses of the residential. That is because the screening further along Blind Lane than the reservoir is overgrown shrubbery/hedges rather than trees. In addition a soft edge, would be needed along what would be the edge to the adjacent field, and to the other line of trees.

T76 should only be developed in conjunction with T31B. Indeed it is noticeable that the site boundary between the two is totally arbitrary, established only as from a landscape perspective, T31B has always been recognised as having minimal impact. The ownership must be the same. Whilst it would be for CDC to decide, if the Inspector agrees with the additional allocation, my view is that the combined site could accommodate around 110 units. That That assumes around 66 on T76 due to needing to leave much more of the T76 not developed, but as open space. Therefore, that part being very low density.

The principle being higher density, in the part of the combined site defined as T31B. The part covered by T76 being very low density.

With regards to the access, because of Landscape sensitivity reasons, this could only be via Lowfield Road, at the same point as T31B. Whilst a full assessment would be needed of traffic generation at the application stage, having viewed the site, based on my assessment, Lowfield Road could be the means of entry/exist. As well as traffic measures noted for T31B in isolation, I consider that additional measures would be likely to be necessary for a combined site:

E. I noted cars using St Marys Road, which has the Primary school. Traffic calming measures are likely to be needed for St Mary's Road, in order to discourage it's use, and encourage the use of Lowfield Road, off/onto Hampton Street. I do appreciate that this would in part, be beneficial to an existing situation, but with an additional (about) 110 residential units, the cumulative increase, does need to be considered. My conclusion being that traffic calming on St Marys Road would be reasonable, if the combined site was developed.

I do consider that Lowfield Road could be used, for the additional number of vehicles. The potential issue with St Mary's Road, relates to the Primary School arrival and leaving times.

6. I agree to the retention of the employment allocations; the addition of Preston Park (although I will point out the boundary is not quite correct), and Queens Wood as protected Green Spaces.

7. Other than T76, I also agree with the other rejected residential allocations, of land suggested for residential by land owners. I note that the 8 unit small site on Bath Road, is not included as an allocation, as it already has a PIP for up to 9 residential units, and a current planning application for 8 residential units. The principle of residential has therefore been accepted, so allocation is not required.

8. In the evidence papers, I noted the intention for a better Bus link to Kemble/Cirencester, presumably via Steadings. There was also mention made of an hourly Bus, Tetbury/Cirencester (882). Presumably some funding towards that would be via Steadings, and maybe, the proposed Kemble Strategic allocation. That will obviously also be a matter for the GCC Transport Plan, as additional subsidy would inevitably be needed.

I realise that in relation to T76 mine will be a minority view. My expectation is that prior to the adoption of the Local Plan, there will be a combined application for the

Full Council – Monday 21st September 2026

Agenda 22. Correspondence Received – Local Plan

two defined areas. I conclude that, based on information in one of the evidence papers. Such an application would be assessed using the very prescriptive, and permissive August 2026 NPPF, when it comes to land adjacent to a settlement boundary, with CDC not having a 5 years housing supply. Part of course already being allocated in the existing Local Plan.

Regards,

Full Council – Monday 21st September 2026

Agenda 22. Correspondence Received – hiring Tetbury Library

I have been for some time concerned that the Council are spending unnecessary local funds holding meetings during the months in the local library when the Council Chambers remain unused.

I realise the initial reasoning was to accommodate disabled Cllrs and visitors. I understand that disabled people rarely attend.

The cost for all the monthly meetings are a drain on our funds which are much needed in other area locally.

Welcome your views on this subject.

Response to resident

Thank you for your email.

Unfortunately, the council chamber is not accessible for all, and the council have made the decision to carry on hiring the library at a nominal fee of £10 per hour.

I will present your email to all Councillors at the next Full Council meeting, which is taking place on Monday 21st September, so all Councillors are aware of the concerns that have been raised.

Thank you for this information.

Yes, I am aware of the speed advisory sign as you approach Tetbury from the west. It definitely works to reduce people's speed to the legal limit of 30mph. I go running a lot in that area and I see vehicles slowing down when the LED 30mph sign flashes up. So this, for me, is concrete proof that these speed advisory signs are very effective. The ones that actually show the driver's speed and a smiley or sad face I believe are even more effective than the type already on Charlton Road.

The main speed issue now for Charlton Road is people speeding out of the town centre on the other carriageway, where there is no advisory LED speed display. That was really why I was enquiring (but you were not to know that was the nature of my enquiry on my first email).

Is there any possibility of town council funding for an LED camera on the westbound carriageway of Charlton Road?

There are extremely narrow pavements on much of Charlton Road and it would only take someone to trip off the pavement and into the path of a car. Road safety data proves that if a car is doing 40 mph (for example on Charlton Road and many cars do that speed) the pedestrian is likely to be killed if struck at that speed. If the pedestrian was struck at 30mph or less, they'll probably live.

Given that Tetbury is likely to face a long wait before 20mph limits are introduced in the residential areas, LED advisory signs would be a good stop- gap risk reducing measure.

On Wed, 9 Sep 2026 at 14:00, Victoria Bolwell <eo@tetbury.gov.uk> wrote:

Dear

Thank you for your email.

The LED speed advisory signs on Avening Road formed part of a project led by Councillor Colin Pearce in 2021. The application process took some time to come to fruition, and the locations were selected following research and the collection of traffic data.

I am aware that Charlton Road (just before entrance to Linfoot) already has speed advisory signs similar to the recently installed units, although they do not include the smiley face display. I will check with our Grounds Team regarding the current status of these signs, as I am unsure whether they are operating correctly. I have attached a photograph taken today for reference.

Thank you for taking the time to get in touch.

Kind regards,

Dear Stakeholders

Since our last stakeholder update on 4th June 2026, we have progressed work to strengthen the Council's approach to infrastructure funding and can now provide an update on the upcoming Community Infrastructure Levy (CIL) funding round.

Community Infrastructure Levy (CIL) Funding

Following Cabinet's approval of the Infrastructure Funding Enhancement Report on 5th March 2026, officers have reviewed and strengthened the CIL bidding process in line with the agreed recommendations. This work has focused on improving the transparency, consistency, and effectiveness of the process for allocating CIL funding to infrastructure projects that support growth across the district.

We are pleased to confirm that the next **CIL funding round opens today, 3rd August 2026, and will close on 31st October 2026.**

The CIL fund is intended to support strategic infrastructure projects. Organisations seeking funding for smaller-scale local infrastructure improvements may wish to explore opportunities through Neighbourhood CIL, where applicable.

Key Dates

- **3rd August 2026** – CIL bidding round opens
- **31st October 2026** – CIL bidding round closes
- **November to December 2026** – Officer review and assessment of bids
- **January 2027** – Recommendations presented to Cabinet for decision

Guidance and Application Information

Applicants are encouraged to review the updated guidance and complete the required documentation before submitting a bid. A validation checklist must be completed alongside the Expression of Interest form to ensure all necessary information is provided. Further information on the Community Infrastructure Levy, application documents and guidance is available on the [Council's website](#).

Please note that officer feedback during the bidding window will be limited to validation matters only, such as confirming whether the required documentation has been submitted and whether an application is complete. To ensure a fair and transparent process for all applicants, officers will not be able to provide feedback on the strength, merit or likely success of individual bids before the assessment stage.

Related Funding Opportunities

The CIL funding round is running alongside a call for bids from the Council's **Suitable Alternative Natural Greenspaces (SANG) Fund**. While a separate Expression of Interest form is required, the bidding process follows a similar approach. Further information is available through the Council's Habitats Regulations Assessment webpage.

We look forward to receiving applications that will help deliver the infrastructure needed to support sustainable growth and thriving communities across the district.

Tetbury Town Council

Number Sixty Five, The Old Ct House/63 Long St, 65 Long St, Tetbury GL8 8AA, United Kingdom

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martin evans

Local Guide · 38 reviews · 3 photos



★★★★★ 11 hours ago

NEW

A big shout-out to groundsmen Andy and Rory who do a great job maintaining the green around Cotswold Close/ Shepherds Mead and recently repaired the surrounding picket fencing in the hot weather! Very professional and courteous. Many thanks on behalf of Cotswold Close/ Shepherds Mead; your hard work is very much appreciated.



Hover to react



From: <ceo@tetbury.gov.uk>
Sent: Monday, August 17, 2026 12:54
To: Paul James, Victoria Bolwell
Cc: Ian Watson
Subject: Re: Tetbury Goods Shed car park

Dear Paul

Thank you for your email.

Until we have received confirmation regarding the LGR, we do not wish to enter into negotiations regarding any changes. I would be grateful if this position could be relayed to the Goods Shed.

As you have correctly stated, the car park belongs to the Town Council, and at the present time we do not feel that it is appropriate to have this discussion.

Kind regards

From: Paul James
Sent: 17 August 2026 12:25
To: <ceo@tetbury.gov.uk>; <eo@tetbury.gov.uk>
Subject: Tetbury Goods Shed car park

Hi both

Richard from the Goods Shed approached me about taking on the management and maintenance of the car park (and potentially introducing a small charge to manage demand and prevent abuse).

I'm aware it isn't our car park and we only manage it on your behalf (and I think The Feoffees may come into it as well), so is this something you'd consider and is it worth having a three-way discussion about it?

Happy to facilitate something if you think it is worth considering.

Kind regards

Paul

Everyday this is blocking the walkway for people to cross the road. Dangerous!
Parking in Tetbury is dangerous and it's an accident waiting to happen. No body has any regards for yellow lines or solid white lines which state u cannot park there. Tetbury town council need to take action and show the town we have a town council who do act on things. Or shall we see what won't get done about this.

Gumstool hill is a big problem! Along with the car park at the top of the hill.

I can keep sending the pictures that cause distress everyday in Tetbury. Tetbury people thinking they are above everyone else.

The town council need to take action for the people of Tetbury who actual care!



- One of my organisation will be attending the wreath laying service on 8th November 2026.
- Please supply a wreath as indicated.
- My party will consist ofpeople for the service andfor tea afterwards.
- We are not able to lay a wreath on that day but request that someone should do so on our behalf.
- A payment of a minimum of £23.00 blank 'B', £27.00 blank 'C' or £30.50 or other in favour of "The Royal British Legion or The Poppy Appeal" is attached/will be sent to you separately.
- Those wreaths with a badge are £30.50
- Signed.....

(Print name)

For and on behalf of..... (name of organisation)

Telephone No

e-mail address

Poppy Wreaths

In recognition for the supply of a wreath I/we enclose a cheque in favour of "The Poppy Appeal" or cash for £.....as a payment to the Poppy Appeal.

From.....

Organisation.....

Telephone number

e-mail address

Please note payment may be taken by BACS/online, **but this year I have been asked to discourage you from using this method if at all possible as chasing up the payments has been almost impossible.**

If you need to pay by BACS, please contact me for the details. I can also take a payment for the wreaths by the contactless machines, if that will help

Please place your cash/cheques in an envelope with the details on the outside.



The Royal British Legion
MCB30

September 2026

Service of Remembrance – Wreaths

The Annual Service of Remembrance in Tetbury, will take place on Sunday November 8th at 2.30pm, to which we hope you or a representative of your organisation will be able to attend.

There will be a two-minute silence at **11am on November 11th** held around the Market Hall and there will be a Remembrance Service in St Marys' church on **Sunday November 8th at 2.30pm** followed by the parade down Long Street to St Saviour's where there will be the wreath laying ceremony at St Saviour's church yard afterwards. It would be helpful if you can be at St Marys' church by 2.15pm.

There has been a change this year and the minimal cost of a wreath is £23.00 for a blank 'B' wreath, £27.00 for a blank 'C' wreath or £30.50 if badged. We would hope your organisation will make a payment of that or more if you are able. A return slip is attached. Please send a deputy if you are unable to attend personally. Your representative will be asked to line up along the path in St Saviour's as is usual. Details of the order of wreath laying will be available on the day.

After the wreath laying ceremony and two-minute silence you are invited, with your party, to tea in the new Dolphins Hall, **The Pavilion, Dolphins Recreation Centre, New Church Street, Tetbury, GL8 8DS**

Please indicate your presence on the attached slip.

Thank you for your co-operation and please contact me if there are any queries. **Please pass this letter to the responsible person if that is no longer you.**

Regards,

Jane Haines
Honorary Poppy Appeal Organiser
Tetbury & District

Patron: His Majesty the King

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
0345 845 1945 | supportercare@britishlegion.org.uk | rbl.org.uk

Registered charity number: 219279

