

To All Members of the Heritage, Environment and Community Committee

Councillors: Zowie Baker (Chair), Suzanne Sanderson (Vice Chair), Nikki Ind, Adam Thilthorpe and Rodney Smith.

You are summoned to attend the Heritage, Environment and Community Committee meeting on **Monday 5th October 2026 7pm** Tetbury Library, Close Gardens, Tetbury, for the transaction of the following business. **All members of the public & press welcome.**


29th September 2026

AGENDA

1. Apologies for absence
2. Public consultation (Note: Fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
3. Declarations of interest
4. To approve the Minutes of the meeting held on Monday 7th September 2026
5. To note Budget, spend to date and forecast spend
6. To note Heritage Environment and Community Action updates
7. To note Visitor Information Centre report
8. To receive the Police Museum report
9. To note Grounds Team monthly Play Park Inspection
10. To consider, approve and recommend to full council, narrowing the pathway at St Saviour's rear Cemetery to increase burial plot capacity
11. To discuss and approve the frequency of Heritage, Environment and Community (HEC) Committee meetings and recommend to Full Council
12. To consider and approve an application by the Executive Officer to the Visa and Nationwide "Let's Celebrate Towns" Competition 2026
13. To note the Christmas 2026
14. To consider and approve arrangements for the 2027 Inspirational Awards
15. To consider and approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House
16. To discuss and approve Tree Works
17. To consider Correspondence
18. To receive members Reports
19. Items for inclusion on the November 2026 agenda
20. To note the dates and time of the next Heritage, Environment and Community meeting 7pm Monday 2nd November at Tetbury Library – Close Gardens – Tetbury
21. CLOSED SESSION – Resolution to exclude the public and press
22. Approve Closed session minutes 7th September 2026
23. To discuss the Museum Development Southwest contract

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

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

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY held at Tetbury Library, Close Gardens, Tetbury. 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

Monthly breakdown of Receipts and Payments

Cost Centre 4 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
04 HEC															
Allotment S106	2,500.00														2,500.00
Awards	500.00														500.00
Bunting Installation	1,000.00														1,000.00
Christmas	6,000.00				21.00									21.00	5,979.00
Clothing	660.00	53.21	317.99	49.48	31.99	38.31								490.98	169.02
Current Youth Services	29,600.00		29,600.00											29,600.00	
Emergency Fund	250.00														250.00
Equipment & Repairs	3,500.00	323.58	257.69	552.93	9.37	83.99	206.67							1,434.23	2,065.77
Fuel	2,000.00	87.48	466.65	154.28	122.71	114.27								945.39	1,054.61
Highfield Allotments 447			152.24			156.70		70.55						379.49	-379.49
Holiday Youth Provision	2,500.00		2,500.00											2,500.00	
New Bunting	1,500.00		567.45											567.45	932.55
New Van Payments	8,300.00														8,300.00
Open Spaces	6,050.00	1,153.20	280.32	725.98		416.67	105.00							2,681.17	3,368.83
Organisation Grants	3,000.00														3,000.00
Planting	1,900.00		1,446.00											1,446.00	454.00
Playground Inspection & Projects	2,000.00		443.00											443.00	1,557.00
Projects	1,500.00		526.62			50.00								576.62	923.38
St Saviours Water	115.00					56.33								56.33	58.67
Town Centre	3,000.00														3,000.00
Town Crier	650.00			650.00										650.00	
Trees / Tree Work	13,000.00			682.00										682.00	12,318.00
Vehicle Costs & Repairs	3,520.00					55.00								55.00	3,465.00
Vehicle Tax/Insurance	1,100.00		362.50											362.50	737.50

Monthly breakdown of Receipts and Payments

Cost Centre 4 (Between 01/04/2026 and 31/03/2027)

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
94,145.00	1,617.47	36,920.46	2,814.67	185.07	971.27	311.67	70.55							
													Total:	42,891.16
													Variance:	51,253.84

Monthly breakdown of Receipts and Payments

Cost Centre 4 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
04 HEC															
Allotment S106															
Awards															
Bunting Installation															
Christmas															
Clothing		13.09												13.09	13.09
Current Youth Services															
Emergency Fund															
Equipment & Repairs															
Fuel															
Highfield Allotments 447															
Holiday Youth Provision															
New Bunting															
New Van Payments															
Open Spaces															
Organisation Grants															
Planting															
Playground Inspection & Projects															
St Saviours Water															
Town Centre															
Town Crier															
Trees / Tree Work															
Vehicle Costs & Repairs															
Vehicle Tax/Insurance															

Monthly breakdown of Receipts and Payments

Cost Centre 4 (Between 01/04/2026 and 31/03/2027)

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	13.09													
													Total:	13.09
													Variance:	13.09

Monthly breakdown of Receipts and Payments

Cost Centre 5 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
05 Police Museum															
Bank Charges	102.00	22.42	8.50	8.50	8.50	19.31								67.23	34.77
Honorarium	4,750.00			1,187.50										1,187.50	3,562.50
Misc Expenses	250.00														250.00
Miscellaneous Income															
PM Training and Expen:	300.00														300.00
Police Museum Collecti	1,000.00				132.00	190.00	67.46							389.46	610.54
Police Museum Donatio															
Police Museum Educati	500.00				729.51									729.51	-229.51
Police Museum Grant E						2,275.00								2,275.00	-2,275.00
Police Museum Grants I															
Police Museum Insuran	750.00														750.00
Police Museum Marketi	350.00		75.60		305.20									380.80	-30.80
Police Museum Membe	250.00		12.00											12.00	238.00
Remedial Conservation	1,000.00														1,000.00
Shop	250.00														250.00
	9,502.00	22.42	96.10	1,196.00	1,175.21	2,484.31	67.46								
														Total:	5,041.50
														Variance:	4,460.50

Monthly breakdown of Receipts and Payments

Cost Centre 5 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
05 Police Museum															
Bank Charges															
Honorarium															
Misc Expenses															
Miscellaneous Income	500.00			309.98										309.98	-190.02
PM Training and Expen:															
Police Museum Collecti															
Police Museum Donatio	1,000.00		130.00		583.00	81.00								794.00	-206.00
Police Museum Educati															
Police Museum Grant E															
Police Museum Grants I	500.00			3,600.00										3,600.00	3,100.00
Police Museum Insuran															
Police Museum Marketi															
Police Museum Membe															
Remedial Conservation															
Shop															
	2,000.00		130.00	3,909.98	583.00	81.00									
														Total:	4,703.98
														Variance:	2,703.98

Monthly breakdown of Receipts and Payments

Cost Centre 7 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
07 Visitor Information															
4985		1,259.40												1,259.40	-1,259.40
Banking charges	102.00	8.70	20.10		11.06	10.62	11.41							61.89	40.11
Card Processing Costs	250.00	5.11	3.60	8.82	5.55	13.75	8.96							45.79	204.21
Cards for Good Causes															
Miscellaneous Income															
Stock	5,400.00	483.91	40.54	65.31	326.28	280.66	130.65							1,327.35	4,072.65
Ticket Sales Good Shec		48.90	24.94		44.99		174.71							293.54	-293.54
Ticket Sales Goods She															
Ticket Sales Nat. Expre:															
Ticket Sales Nat. Expre:															
Trading Income			0.50											0.50	-0.50
VIC Repairs/IT	1,000.00		1,049.00											1,049.00	-49.00
VIC Staff Costs	24,954.00	1,995.30	1,995.30	1,995.30	1,995.30	1,995.30	2,165.69							12,142.19	12,811.81
	31,706.00	3,801.32	3,133.98	2,069.43	2,383.18	2,300.33	2,491.42								
														Total:	16,179.66
														Variance:	15,526.34

Monthly breakdown of Receipts and Payments

Cost Centre 7 (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
07 Visitor Information															
4985															
Banking charges															
Card Processing Costs															
Cards for Good Causes															
Miscellaneous Income															
Stock															
Ticket Sales Good Shec															
Ticket Sales Goods She															
Ticket Sales Nat. Expre:															
Ticket Sales Nat. Expre:															
Trading Income	6,000.00	369.74	350.34	560.62	368.24	735.68	459.18							2,843.80	-3,156.20
VIC Repairs/IT															
VIC Staff Costs															
	6,000.00	369.74	350.34	560.62	368.24	735.68	459.18								
														Total:	2,843.80
														Variance:	-3,156.20

Purpose of Report

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

Recommendation

That the Action Points be noted.

Ref	ACTION	WHO	STATUS
HR10. 01/24	Information Board Repair – The Goods Shed	EO	Contacted Information board supplier to update current boards. Seeking funding ongoing. Meeting with Good Shed to discuss collaborative working. August – Still seeking funding
HWY13. 03/25	Recognition of Highstreet Business	EO	Ongoing.
HEC13. 10/25	Bath Bridge Historic Plaque	EO	Gloucestershire Highways approval as owners of the bridge. Installation late November
HEC16. 02/26	Visitor Information Centre Working Group	Cllr S Sanderson Cllr Z Baker Cllr N Ind Cllr R Smith	Working group reviewing the future retail offer within the VIC to ensure it best meets visitor needs for 27/28 budget. Agenda Item Closed session
HEC09. 11/25	Suffolk Close Play Park	All	Work Completed
HEC15. 09/26	Christmas Parking through December	All	Denied by Cotswold District Council See attached.
HEC15. 09/26	Bench Installation	All	Application sent to Glos Highways

Dear Victoria

Thank you for your request regarding the introduction of free parking after 3.00pm on Thursdays and Fridays during December 2026.

Whilst we appreciate the reasons behind the proposal and recognise the potential benefits to the local economy during the festive period, the District Council must ensure that services and concessions are delivered fairly and consistently across all settlements within the district.

You have indicated that Tetbury Town Council may be willing to reimburse the District Council for any resulting loss of income. However, any estimate of the financial impact can only be based on historic data and remains speculative. By way of reference, income received after 3.00pm on Thursdays and Fridays during December 2025 totalled £446.60.

In considering this request, the Council must also be mindful that a similar arrangement would need to be made available to other settlements with council-owned car parks. Introducing such a scheme at short notice could place an unexpected financial burden on other town and parish councils.

In addition, responsibility for promoting the scheme, including any associated publicity and signage, would need to rest with the relevant Town or Parish Council.

It is with regret that we are unable to support this request for the reasons explained above.

We trust this explains the Council's position. Should you wish to discuss the matter further, please do not hesitate to get in touch.

With kind regards



The Visitor Information Centre has experienced another positive month, with a steady flow of visitors accessing the services and information available. Enquiries have remained consistent throughout the reporting period, with visitors seeking information on local attractions, accommodation, walking routes, events, public transport, shopping opportunities, and services within Tetbury and the surrounding area. The Centre continues to serve as an important first point of contact for visitors arriving in the town and plays a key role in supporting local businesses by encouraging visitors to explore Tetbury's independent retail, hospitality, and heritage offer.

Staff have continued to provide a welcoming and informative service, assisting both residents and visitors. The Centre remains a valuable resource for promoting local attractions, signposting visitors to businesses and events, and helping to enhance the overall visitor experience. Positive feedback continues to be received regarding the quality of information provided and the assistance available through the Centre.

Tourism remains a significant contributor to both the national and local economy. VisitBritain forecasts that the UK will receive approximately 44.2 million inbound visitors during 2026, generating around £33.9 billion in visitor spending. Nationally, tourism contributes approximately £147 billion annually to the UK economy and supports around 2.4 million jobs, demonstrating the importance of the sector to towns such as Tetbury that benefit from visitor spending throughout the year. Tetbury's position within the Cotswolds, combined with its historic character, independent businesses, and busy events programme, continues to make it an attractive destination for visitors.

The Visitor Information Centre continues to actively promote events taking place within the town through the Visit Tetbury Events Directory and associated marketing channels. Staff regularly update event listings and work with local organisations, community groups, and event organisers to ensure accurate and timely information is available to residents and visitors. This ongoing promotion helps support attendance at local events and contributes to the vibrancy of the town.

Looking ahead, it is anticipated that the annual Cards for Good Causes Christmas stock will arrive during the coming month. These cards remain a popular seasonal purchase for both residents and visitors while raising funds for a range of charitable organisations. The Christmas card programme traditionally increases footfall within the Visitor Information Centre and provides further opportunities to promote local businesses, events, and attractions during the festive period.

As Tetbury moves into the autumn and winter season, the Visitor Information Centre remains well positioned to continue supporting tourism, promoting local events, and providing a valuable service to residents and visitors alike. The outlook for the coming

months remains positive, with increased interest expected as the town prepares for its festive activities and seasonal events.

Monthly Playground Inspection Checklists



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

Suffolk Close – Monthly Inspection Checklist

Date	Inspection Item	Condition	Comments
28/9/26	Play equipment condition		
	Safety surfacing		
	Signage visibility and condition	under construction	
	Litter and debris removal		
	General safety (trip hazards, sharp edges)		
	Fencing and gates		
	Benches and seating		
	Drainage and water pooling		

Signatures:

Councillor: _____

Grounds Team: _____

Cl Woodward

Webb Road- Monthly Inspection Checklist

Date	Inspection Item	Condition	Comments
28/9/26	Play equipment condition	ok	
	Safety surfacing	ok	
	Signage visibility and condition	As New	
	Litter and debris removal	No	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	good	
	Benches and seating	good	
	Drainage and water pooling	good	

Signatures:

Councillor: _____

Grounds Team: _____

Cl Woodward

Monthly Playground Inspection Checklists

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



Goods Shed - Monthly Inspection Checklist

Date	Inspection Item	Condition	Comments
28/9/26	Play equipment condition	good	
	Safety surfacing	good	
	Signage visibility and condition	as New	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	good	
	Benches and seating	good	
	Drainage and water pooling	ok	

Councillor: _____

Grounds Team: CA Woodward

Trim Trail at The Goods Shed

Date	Inspection Item	Condition	Comments
28/9/26	Equipment condition	good	
	Safety surfacing	needs more gravel	
	Signage visibility and condition	good	
	Litter and debris removal	None	
	General safety (trip hazards, sharp edges)	None	
	Fencing and gates	good	
picnic Area	Benches and seating	good	
	Drainage and water pooling	needs more gravel	

Signatures:

Councillor: _____

Grounds Team CA Woodward

Accountable Members:

All.

Accountable Officer:

CEO/EO

Agenda item:

To consider and approve narrowing the pathway at St Saviour's rear Cemetery to increase burial plot capacity.

Summary:

The Chief Executive Officer recently met with a local Funeral Director and Grave Digger to discuss potential options for increasing the capacity of the rear existing burial ground at St Saviour's.

At present, only two burial plots remain available. Once these plots have been allocated, the Town Council will be required to close the burial ground to the purchase of new plots, although existing reserved plots and burials within existing graves would remain unaffected, subject to the relevant regulations.

It has been suggested that approximately seventeen additional burial plots could be created through alterations to the existing layout. This would involve removing a section of the pathway and undertaking tree works along the right-hand side of the burial ground when walking from the Church towards the Recreation Ground.

Should Members wish to explore this option further, officers would be required to establish whether the pathway is subject to any public rights of way and obtain quotations for the necessary works. Any proposals would also need to take account of the historic and environmental sensitivities of the site.

The CEO has also sought guidance from the Institute of Cemetery and Crematorium Management (ICCM) regarding the legal process associated with closing the burial ground to new plots and is currently awaiting a response. In addition, discussions have been held with Carterton Town Council, which has recently undertaken a similar process within its cemetery.

Financial Implications:

There are no direct financial implications arising from this report. Further costs may be incurred should Members wish officers to investigate the proposals further, including professional advice, surveys and quotations for works.

Biodiversity Impact:

Any reduction in tree coverage may have biodiversity implications which would need to be assessed before any works are undertaken.

Heritage, Environment and Community Committee

5th October 2026

Agenda Item 10. To consider and approve narrowing the pathway at St Saviour's rear Cemetery to increase burial plot capacity

Business Plan reference:

4.2 Burial Ground: "Determine approach to finding burial space in and around Tetbury." That item sits under Objective 4.

Governance and Legislation:

Open Spaces Act 1906 / Local Government Act 1972 / public rights of way status to be confirmed.

Recommendation:

Members consider the information contained within this report and determine whether officers should further investigate the feasibility of creating additional burial plots within the existing burial ground, including confirming the status of the pathway and obtaining quotations for the proposed works.

Report written by:

EO.

Accountable Members: All

Accountable Officer: Executive Officer

Summary/Purpose: Following a request from Members, this report considers the potential benefits and disadvantages of reducing the frequency of Heritage, Environment and Community (HEC) Committee meetings from monthly to bi-monthly and outlines the governance considerations associated with any such change. Based on the discussion, Members are invited to determine whether a trial period or permanent amendment should be recommended.

A move to bi-monthly meetings could provide several benefits to both Members and officers. With a longer period between meetings, projects and actions would have more time to progress before being reported back to the Committee, resulting in more meaningful updates and potentially allowing discussions to focus on strategic matters rather than routine progress reporting. Reduced meeting frequency may also lessen the administrative burden associated with preparing agendas, reports and minutes, allowing officers to dedicate more time to project delivery and responding to community needs.

A bi-monthly schedule could also make more effective use of councillors' time. Many Members serve on multiple committees and represent the Council at various external meetings and events. Fewer committee meetings could reduce overall meeting commitments while providing additional time for Members to review reports and prepare for discussions.

However, there are potential disadvantages that should be considered. Decisions may take longer to progress due to fewer opportunities for Committee consideration, potentially delaying project delivery or responses to emerging issues. There is also a risk that agendas could become longer and more complex as more business accumulates between meetings. Less frequent meetings may reduce opportunities for Members to monitor ongoing projects and maintain momentum on key heritage, environmental and community initiatives.

Financial Implications: A reduction in meeting frequency may decrease the administrative time required for agenda preparation, report writing, minute taking and meeting management. This could enable officer resources to be redirected towards project delivery and community engagement activities. Any financial impact is expected to be minimal and reflected primarily through staff time efficiencies.

Biodiversity Impact: There are no direct biodiversity implications arising from a change in meeting frequency. However, less frequent meetings may reduce opportunities for Members to monitor and progress environmental initiatives.

Business Plan reference: The Business Plan supports regular review and oversight of HEC-related actions, with a few items assigned to the HEC Committee on a cyclical basis throughout the year. However, the Business Plan does not, on the pages reviewed, expressly prescribe the frequency of HEC Committee meetings. The meeting timetable therefore appears to be an operational arrangement rather than a Business Plan requirement, and any change to meeting frequency should be considered alongside the Committee's remit, workload, and delivery priorities.

Governance and Legislation: The current monthly meeting cycle is referenced within the Working Practices and Officer Support section of the Committee Remit and does not form part of the Committee's delegated powers or Terms of Reference. As such, the meeting schedule is considered an operational arrangement rather than a statutory requirement. Any amendment should be formally approved and recorded, preferably by Full Council, and may be implemented as a trial period with a review after six or twelve months.

Terms of remit: The Heritage and Environment Committee meets monthly, but this appears under the section headed Working Practices and Officer Support and is expressly noted as not forming part of the Committee's Remit or Terms of Reference. On that basis, the monthly cycle is best understood as an operating practice rather than a fixed delegated power or statutory requirement. In principle, Full Council may amend this arrangement, or the Committee may recommend a change if this is permitted by the Standing Orders and Terms of Reference. For good governance, the change should be treated as a formal amendment to the remit paper rather than an informal agreement, with the decision preferably made by Full Council unless the scheme of delegation clearly allows the Committee to vary its own meeting pattern. Any resolution should be clearly minuted, ideally as a trial period with a review after six or twelve months.

Recommendation: Members are asked to consider the advantages and disadvantages outlined within this report and determine whether to recommend:

1. A trial period of bi-monthly meetings, with the arrangement reviewed after six or twelve months; or
2. The adoption of a permanent bi-monthly meeting schedule, with provision for extraordinary meetings when required.

Report written by:

Cllr Zowie Baker and EO

Heritage, Environment and Community Committee

5th October 2026

Agenda Item 12. To consider and approve an application by the Executive Officer to the Visa and Nationwide "Let's Celebrate Towns" Competition 2026

Accountable Members:

All Members

Accountable Officer:

EO

Agenda item:

To consider and approve an application by the Executive Officer to the Visa and Nationwide "Let's Celebrate Towns" Competition 2026.

Summary:

Visa and Nationwide have launched the 2026 "Let's Celebrate Towns" competition, which recognises towns that support thriving high streets, local businesses, valued places, community connectivity and civic pride. The competition offers winning towns a grant of £20,000 to support community-led projects and initiatives. The competition is open to entries from local councils and other community organisations.

Tetbury has a strong track record of supporting and promoting local businesses, delivering community events, enhancing the visitor experience through Visit Tetbury, and working collaboratively with local organisations. An application would provide an opportunity to showcase these achievements nationally whilst potentially securing additional funding for a community project. Given the nature of the application process and the information required, Members are requested to consider granting delegated authority to the Executive Officer to prepare and apply on behalf of Tetbury Town Council.

Financial Implications:

There is no financial cost associated with submitting an application. If successful, Tetbury could be awarded a grant of £20,000 to support a community-led project or initiative

Biodiversity Impact:

None identified through the submission of an application.

Business Plan reference:

0.4 Grants

Governance and Legislation:

Local Government Act 1972 / Localism Act 2011 / General Power of Competence

Recommendation:

To approve the EO submitting an application.

Report written by: EO

Accountable Members:

All

Accountable Officer:

EO

Agenda item:

To consider and approve arrangements for the 2027 Inspirational Awards

Summary:

The Inspirational Awards were established to celebrate and recognise individuals, businesses and organisations that make a significant contribution to the Tetbury community. The awards recognise achievements in community service, environmental action, business excellence, equality and diversity, and civic engagement.

The award categories are:

- Young Person of the Year
- Environment Award
- Community Award
- Trader Award
- Equality and Diversity Award
- Mayor's Award

Members are asked to consider and approve the proposed arrangements for the forthcoming awards ceremony. The event will include a welcome from the Mayor, presentation of each award category, citations outlining the achievements of nominees and winners, and an opportunity for attendees to celebrate the contributions made by individuals and organisations to the town. The proposed programme will also provide opportunities for networking and refreshments following the presentation of the awards.

Nominations will be sought from residents, businesses, community groups and organisations through the established nomination process. Members are invited to review the structure of the event and determine whether any amendments are required before arrangements are finalised.

Financial Implications:

Costs associated with the awards include publicity, printing, certificates, trophies and venue-related expenses. These costs will be met from the approved budget provision. This is covered by

Budget line 4471 AWARDS £500.00

Heritage, Environment and Community Committee

5th October 2026

Agenda Item 14. To consider and approve arrangements for the 2027 Inspirational Awards

Biodiversity Impact:

There are no direct biodiversity implications arising from this report.

Business Plan reference:

4.4 Civic pride, which covers “seek ways to acknowledge & honour the contribution of others to the community” and “events planned and put on calendar.

Governance and Legislation:

Local Government Act 1972, with the general power of competence under the Localism Act 2011

Recommendation:

Members consider and approve the proposed format and arrangements for the forthcoming Inspirational Awards ceremony.

Report written by:

EO

Heritage, Environment and Community Committee

5th October 2026

Agenda Item 15. To consider and approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House

Accountable Members:

All.

Accountable Officer:

EO.

Agenda item:

To consider and approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House.

Summary:

A request has been received from a local event organiser seeking permission to use the Tetbury Town Council lay-by area adjacent to the Market House for a monthly Sunday Market over a six-month trial period.

The proposed market would take place on one Sunday each month and would comprise a variety of food stalls, local produce, artisan traders and street food vendors. The organiser has advised that the market would provide opportunities for local businesses, community groups and charities to participate and engage with residents and visitors.

The organiser has confirmed that the required Temporary Event Notice (TEN) licences will be obtained for each event through their events company and that responsibility for the management and operation of the market will remain with the organiser.

Members are asked to consider whether they wish to permit the use of the Council's lay-by area for this purpose and, if approved, whether any conditions should be attached to that approval. Consideration may be given to matters including public safety, access requirements, insurance, licensing, waste management and the impact on neighbouring businesses and residents.

Financial Implications:

There are no direct financial implications arising from this report. Any costs associated with organising and operating the market will be the responsibility of the organiser.

Biodiversity Impact:

There are no direct biodiversity implications arising from this report.

Business Plan reference:

4.4 Civic Pride and Community Engagement through supporting events and activities that encourage residents and visitors to engage with Tetbury and support the local economy.

Heritage, Environment and Community Committee

5th October 2026

Agenda Item 15. To consider and approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House

Governance and Legislation:

Local Government Act 1972.

Licensing Act 2003 (where applicable).

Relevant health and safety and event management requirements.

Recommendation:

Members consider the request and determine whether to approve the use of the Tetbury Town Council lay-by area adjacent to the Market House for a monthly Sunday Market for a six-month trial period, subject to any conditions deemed appropriate.

Report written by:

EO.



Calcot Manor & Spa

IMPACT REPORT 2025

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INTRODUCTION

At Calcot, we believe that luxury hospitality and responsible business go hand in hand. Our commitment to reducing our environmental impact is rooted in the way we care for our guests, our people, our communities and the natural environment that makes our location so special.

This Impact Report highlights the progress we have made during 2025 and reflects our ongoing commitment to reducing our environmental footprint while creating positive social and economic value. Throughout the year, we have continued to invest in practical initiatives that support resource efficiency, biodiversity, responsible sourcing and employee engagement, whilst remaining focused on delivering exceptional experiences for our guests.

Among our achievements this year, we reduced general waste by 23.7%, expanded our biodiversity programme through tree and hedgerow planting in partnership with the National Trust, launched our new Treehouses with sustainability considerations built into their design and operation, and introduced a Tesla guest transfer service to encourage lower-carbon travel.

We have also continued to develop circular economy initiatives, including cork and textile recycling programmes, and expanded our popular Walk & Talk Sustainability Sessions, helping colleagues better understand the positive impact of our environmental initiatives.

At the same time, we recognise that sustainability is a journey, not a destination. As our business continues to grow, so too do the challenges we face. For example, water consumption increased by 18.3% compared with 2024, reinforcing the importance of investing in water stewardship, monitoring and efficiency measures across Calcot and we've installed a 10,000-litre rainwater tank for irrigation purposes.

The progress outlined within this report has only been possible through the dedication of our teams and the support of our suppliers and partners. We are grateful for the collaboration and shared commitment that enables us to continue improving year after year.

As we look ahead, we remain focused on taking meaningful action, embracing innovation and ensuring that Calcot continues to be a business that balances exceptional hospitality with responsible stewardship of people, place and planet.

"Together, we're doing better for our guests, our communities and the future."

OUR STORY SO FAR...

OUR MISSION

Our sustainability mission is simple:

To balance exceptional hospitality with responsible stewardship of people, place and planet.

This means continually looking for ways to reduce our environmental impact, support local communities, enhance biodiversity and use resources more responsibly, whilst continuing to deliver the exceptional guest experience that define Calcot.

Caring for the natural environment is not a new focus for us. In many ways, it is one of the founding cornerstones of Calcot. Our rewilding and habitat restoration journey began more than 30 years ago, with a commitment to creating space for nature across the estate. Since then, we have continued to plant trees and hedgerows, enhance wildlife habitats, protect existing landscapes and work with organisations such as the National Trust and Gloucestershire Wildlife Trust to support biodiversity and conservation initiatives.

A LUXURY HOTEL WITH

220

ACRES

OF REWILDED

FARM LAND

Today, that same philosophy continues to guide our decisions. From responsible sourcing and waste reduction to water stewardship, biodiversity enhancement and community engagement, we are committed to ensuring that the places we care for are left in a better condition for future generations.

Together, we can identify new opportunities, tackle shared challenges and create lasting benefits for our guests, our communities and the environment.

OUR GOALS 2026/27

"We're proud of the progress we've made, but we know the journey doesn't stop here. Over the coming year, we'll continue focusing on practical actions that help reduce our environmental impact, strengthen our relationship with nature and improve the way we operate across Calcot".

1

REDUCING ENERGY CONSUMPTION

Achieving a 2.5% reduction in energy consumption through improved monitoring, smart controls, equipment efficiency and continued promotion of our Switch Off campaign.

2

REDUCING WATER CONSUMPTION

Reducing water consumption by 2.5% through enhanced water stewardship measures, improved monitoring, rainwater harvesting and ongoing guest and team engagement initiatives.

3

WASTE REDUCTION

Achieving a further 2.5% reduction in general waste, building on the 23.7% reduction already achieved in 2025 through waste prevention, reuse and improved recycling practices.

Continuing to reduce food waste through improved monitoring, kitchen initiatives, food hot composting, staff engagement and partnerships that help redistribute surplus food where appropriate.

4

LOCAL PRODUCE

Increasing the proportion of food sourced from UK suppliers, with a target of 70% locally sourced perishable food products, helping to support responsible sourcing, animal welfare and UK producers.

OUR 2026/27 STRATEGY

*Our strategy relies on
five pillars*

Our strategy for 2026/27 is to reduce our environmental impact, enhance biodiversity, support our people and communities, and work responsibly with suppliers and partners—all while continuing to deliver the exceptional hospitality experiences for which Calcot is known.

Pillar	What this means for Calcot Manor & Spa	Key areas of focus
Reduce our environmental impact	We will continue to reduce the resources we use and the waste we create, making practical improvements across our day-to-day operations.	Energy reduction, water stewardship, waste reduction, food waste prevention, lower-emission guest travel and operational efficiency.
Protect and enhance nature	We will continue to care for the natural environment around us and look for opportunities to strengthen biodiversity across Calcot	Tree and hedgerow planting, habitat creation, biodiversity monitoring, National Trust partnership, Gloucestershire Wildlife Trust support and wildlife protection.
Source responsibly	We will make thoughtful purchasing decisions that support responsible suppliers, reduce unnecessary impact and promote better product choices.	Local and UK sourcing, packaging reduction, reducing single-use plastics, supplier engagement, responsible product selection and circular economy initiatives.
Engage our people and communities	We will involve our teams, guests, suppliers and local communities in our sustainability journey, helping everyone understand how they can contribute.	Walk & Talk Sustainability Sessions, training, team awareness, guest participation, charity partnerships, community support and supplier collaboration.
Drive continuous improvement	We will measure our progress, set clear goals and keep looking for better ways to operate responsibly while maintaining the Calcot guest experience.	Annual action plans, performance tracking, impact reporting, innovation, operational reviews, EarthCheck alignment and ongoing improvement.

OUR NUMBERS

While sustainability is about more than numbers alone, measuring our performance helps us understand where we're making progress, where challenges remain, and where we need to focus our efforts next. Here are some of the key highlights from 2025/26.

Our 2025 performance highlights demonstrate both the progress we've made and the areas where we continue to focus our efforts. During the year, we achieved a 23.7% reduction in operational general waste (Grundon) and a 14.3% reduction in food waste (Grundon), reflecting ongoing improvements in waste prevention, recycling and operational efficiency. We also recorded a 0.6% reduction in energy consumption (per guest night), an encouraging step as we continue to invest in energy-saving initiatives.

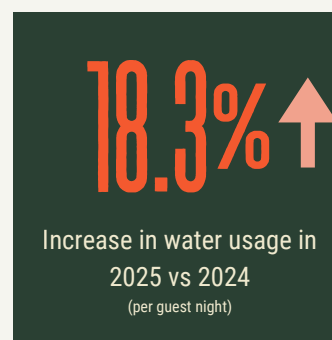
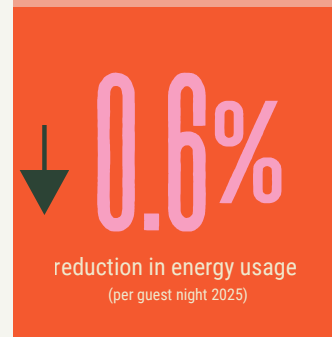
These results provide valuable insights into where we are making a positive impact and help shape our priorities as we work towards our 2026/27 sustainability goals.

Like many hospitality businesses, balancing operational growth with environmental performance remains a challenge. During 2025, water consumption increased by 18.3% (per guest night) compared with 2024, largely due to increased occupancy, growing membership and an undetected pool leak.

This experience has reinforced the importance of continued investment in water stewardship measures, monitoring systems and efficiency projects. It has also highlighted the need to ensure sustainability considerations are embedded into future development projects from the earliest stages.

Looking ahead, we will continue to focus on reducing energy, water consumption, waste and food waste while expanding biodiversity initiatives and strengthening responsible sourcing practices. We also plan to further engage our teams through education and awareness programmes, increase collaboration with suppliers and identify new opportunities to reduce our environmental impact.

Our 2026/27 Sustainability Action Plan includes targets to reduce energy, water and waste by a further 2.5%, increase local sourcing, enhance biodiversity across our estates and continue embedding sustainability into everyday decision-making across Calcot. Our aim is to build on the progress achieved so far while creating lasting benefits for our guests, our people, our communities and the environment.



A NOTE ON ENERGY REDUCTION

As part of our commitment to reducing energy consumption and improving operational efficiency, we have invested in advanced energy-monitoring technology known as Endiscopes. Installed on our main fuseboards, this system provides detailed insight into energy use across individual circuits, helping us identify exactly where, when and how energy is being consumed. The data is enabling us to optimise heating, ventilation and air conditioning systems by adjusting controls, refining temperature set points and ensuring equipment is not operating unnecessarily in unoccupied spaces. We are currently implementing a programme of improvements based on these insights.

Building on this work, we are planning a second phase of energy-saving projects, including refrigeration optimisation for our walk-in chillers, dynamic air-conditioning controls for the Spa and Grain Store, smart radiator controls in guest bedrooms, Optiburner boiler management systems, liquid pool covers and solar photovoltaic panels on the Grain Store roof. Together, these initiatives represent an investment of approximately £100,000 (excluding solar) and are forecast to reduce energy consumption by up to 300,000 kWh per year once fully implemented and optimised. While projected savings will be closely monitored and may vary from forecasts, these projects form an important part of our long-term strategy to reduce environmental impact, lower operating costs and improve the efficiency of our estate.

"The most sustainable energy is the energy we don't use. By investing in smarter technology, better data and more efficient systems, we are taking practical steps to reduce our energy consumption, lower our environmental impact and create a more resilient future for Calcot."



"At Calcot, we believe that true hospitality extends beyond our guests and into the communities around us."

The festive season provided another opportunity to give back. Our team came together to prepare and provide 25 Christmas dinners for vulnerable residents in Tetbury, helping to ensure that those facing challenges could enjoy a warm, nourishing meal and feel supported during the holiday period. While a relatively small initiative, it reflected the kindness, generosity and community spirit that are central to Calcot's values.

As a business deeply rooted in the Cotswolds, we are committed to using our time, resources and partnerships to make a positive difference to the people and places around us. Community support forms an important part of our wider sustainability strategy, helping us create social value alongside the exceptional experiences we provide for our guests.

During 2025/26, we strengthened our partnerships with GL11 Community Hub and The Long Table, two organisations doing invaluable work to improve wellbeing, tackle food insecurity and support vulnerable members of the Gloucestershire community. Through fundraising initiatives, charitable donations and collaborative projects, we have sought to contribute to stronger, more connected and resilient local communities.

Our partnership with Stroud Long Table enables us to redirect surplus meals, helping to reduce food waste while ensuring good food reaches those who need it most. These partnerships demonstrate how environmental responsibility and community support can go hand in hand.

We were also proud to be the main sponsor of the Hawkesbury Upton 5K in 2025, helping a much-loved local event that brings people together through health, wellbeing and community participation and raising money for Hawkesbury Upton Primary School. Supporting events such as these enables us to invest in the places where our team members, guests and neighbours live, work and connect. Whether through charitable partnerships, fundraising, volunteering, community events or practical support, we recognise that businesses have an important role to play in helping communities thrive. We are proud of the positive impact these initiatives have delivered and remain committed to building meaningful partnerships that support wellbeing, reduce inequality and strengthen the communities around us for years to come.

85%

of our team lives within
20km of Calcot

100% GREEN ELECTRICITY

all bought electricity at Calcot Manor & Spa comes
from fully renewable and traceable sources



ACKNOWLEDGEMENTS

The progress outlined in this report would not have been possible without the commitment, enthusiasm and support of so many people across Calcot Collection.

We would like to thank our Climate Crew members, Heads of Departments, Maintenance team, Housekeeping team, Kitchen, Laundry, Grounds teams, and all colleagues who have embraced sustainability as part of their day-to-day roles. Their willingness to identify opportunities, challenge existing ways of working and support new initiatives has been instrumental in driving positive change across Calcot.

We are also grateful to our wider leadership team for their continued support and investment in sustainability projects, and to our guests, suppliers and partners who share our ambition to operate responsibly and reduce our environmental impact.

Special thanks go to our partners, including the National Trust, Gloucestershire Wildlife Trust, GL11 Community Hub, and the many suppliers who have worked with us to improve sourcing, reduce waste and support our sustainability goals.

Ultimately, sustainability is a shared responsibility, and the progress we have made is the result of many people making small positive changes that collectively make a big difference.

Calcot Manor & Spa

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WE THANK YOU

FOR YOUR CONTINUED SUPPORT