

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 7th September 2026 7pm** Tetbury Library, Close Gardens, Tetbury, for the transaction of the following business. **All members of the public & press welcome.**


1st 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 6th July 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 note the Christmas working group notes
11. To discuss and approve membership for the VIC to join Tetbury Hype
12. To discuss and approve Events Directory 2026/27
13. To discuss and approve resident bench request
14. To discuss and approve New Picket Harp Allotment replacement gate quote (£106)
15. To discuss and approve Car Park request from Highstreet businesses to support free parking through December on Thursday and Friday evenings after 3pm
16. To consider Correspondence
17. To receive members Reports
18. Items for inclusion on the 5th October 2026 agenda
19. 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
20. CLOSED SESSION – Resolution to exclude the public and press
21. Approve Closed session minutes 6th July 2026.
22. To discuss VIC 2027/28



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. 5th July 2026

Present:

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

Officers: V Bolwell (EO)

Public: None

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

Cllr A Thilthorpe – Family commitment

Cllr S Sanderson – Medical

HEC02. 07/26 Public Consultation: None.

HEC03. 07/26 Declarations of Interest: None.

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

Voting record	For 3	Against 0	Abstain 0	Absent 2
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HEC05. 07/26 To note Budget, spend to date and forecast spend: Noted.

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

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

Noted.

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

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

Voting record	For 3	Against 0	Abstain 0	Absent 2
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HEC11. 07/26 To note Grounds Team monthly Play Park Inspection: Noted.

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

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

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

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

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

Voting record	For 3	Against 0	Abstain 0	Absent 2
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MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury. 5th July 2026

Cllrs to sit on working Group:

Cllr Z Baker
Cllr N Ind
Cllr R Smith

Officers:

R Baker
V Bolwell

Cllr N Ind suggested inviting Tetbury Christmas Lights Committee.

EO to email the Feoffees to be included in planning.

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

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

HEC14. 07/26 To consider Correspondence:

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

HEC15. 07/26 To receive members Reports:

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

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

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

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

Police Museum Report

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

Noted.

MINUTES OF THE HERITAGE, ENVIRONMENT & COMMUNITY
held at Tetbury Library, Close Gardens, Tetbury. 5th July 2026

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

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

HEC19. 07/26 Staffing Matters

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

Chair.....

Date.....Meeting.

Meeting Closed 2010

Summary of Receipts and Payments

Cost Centre 4 (Between 01/08/2026 and 31/08/2026)

04 HEC

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4085	Allotment S106				2,500.00		2,500.00	2,500.00 (100%)
4471	Awards				500.00		500.00	500.00 (100%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
4451	Christmas				6,000.00		6,000.00	6,000.00 (100%)
4420	Clothing				660.00		660.00	660.00 (100%)
4310	Current Youth Services				29,600.00		29,600.00	29,600.00 (100%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00	34.00	3,466.00	3,466.00 (99%)
4410	Fuel				2,000.00	39.26	1,960.74	1,960.74 (98%)
5025	Highfield Allotments 4475							(N/A)
4316	Holiday Youth Provision				2,500.00		2,500.00	2,500.00 (100%)
5006	New Bunting				1,500.00		1,500.00	1,500.00 (100%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
4430	Open Spaces				6,050.00	115.00	5,935.00	5,935.00 (98%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4440	Planting				1,900.00		1,900.00	1,900.00 (100%)
4460	Playground Inspection & Repair				2,000.00		2,000.00	2,000.00 (100%)
4470	Projects				1,500.00		1,500.00	1,500.00 (100%)
4095	St Saviours Water				115.00	56.33	58.67	58.67 (51%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5005	Town Crier				650.00		650.00	650.00 (100%)
4435	Trees / Tree Work				13,000.00		13,000.00	13,000.00 (100%)
4220	Vehicle Costs & Repairs				3,520.00	55.00	3,465.00	3,465.00 (98%)
4230	Vehicle Tax/Insurance				1,100.00		1,100.00	1,100.00 (100%)
SUB TOTAL					94,145.00	299.59	93,845.41	93,845.41 (99%)

Summary

NET TOTAL	94,145.00	299.59	93,845.41	93,845.41
V.A.T.		37.65		
GROSS TOTAL		337.24		

Summary of Receipts and Payments

Cost Centre 4 (Between 01/07/2026 and 31/07/2026)

04 HEC

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4085	Allotment S106				2,500.00		2,500.00	2,500.00 (100%)
4471	Awards				500.00		500.00	500.00 (100%)
5007	Bunting Installation				1,000.00		1,000.00	1,000.00 (100%)
4451	Christmas				6,000.00		6,000.00	6,000.00 (100%)
4420	Clothing				660.00	15.34	644.66	644.66 (97%)
4310	Current Youth Services				29,600.00		29,600.00	29,600.00 (100%)
4318	Emergency Fund				250.00		250.00	250.00 (100%)
4400	Equipment & Repairs				3,500.00	57.49	3,442.51	3,442.51 (98%)
4410	Fuel				2,000.00	83.33	1,916.67	1,916.67 (95%)
5025	Highfield Allotments 4475							(N/A)
4316	Holiday Youth Provision				2,500.00		2,500.00	2,500.00 (100%)
5006	New Bunting				1,500.00		1,500.00	1,500.00 (100%)
5002	New Van Payments				8,300.00		8,300.00	8,300.00 (100%)
4430	Open Spaces				6,050.00	620.98	5,429.02	5,429.02 (89%)
4317	Organisation Grants				3,000.00		3,000.00	3,000.00 (100%)
4440	Planting				1,900.00		1,900.00	1,900.00 (100%)
4460	Playground Inspection & Repair				2,000.00		2,000.00	2,000.00 (100%)
4470	Projects				1,500.00		1,500.00	1,500.00 (100%)
4095	St Saviours Water				115.00		115.00	115.00 (100%)
4476	Town Centre				3,000.00		3,000.00	3,000.00 (100%)
5005	Town Crier				650.00		650.00	650.00 (100%)
4435	Trees / Tree Work				13,000.00	682.00	12,318.00	12,318.00 (94%)
4220	Vehicle Costs & Repairs				3,520.00		3,520.00	3,520.00 (100%)
4230	Vehicle Tax/Insurance				1,100.00		1,100.00	1,100.00 (100%)
SUB TOTAL					94,145.00	1,459.14	92,685.86	92,685.86 (98%)

Summary

NET TOTAL	94,145.00	1,459.14	92,685.86	92,685.86
V.A.T.		291.83		
GROSS TOTAL		1,750.97		

Summary of Receipts and Payments

Cost Centre 5 (Between 01/08/2026 and 31/08/2026)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4491	Bank Charges				102.00		102.00	102.00 (100%)
5014	Honorarium				4,750.00		4,750.00	4,750.00 (100%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
1902	Miscellaneous Income	500.00		-500.00				-500.00 (-100%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4481	Police Museum Collections Care				1,000.00	190.00	810.00	810.00 (81%)
1130	Police Museum Donations	1,000.00		-1,000.00				-1,000.00 (-100%)
4483	Police Museum Education				500.00		500.00	500.00 (100%)
4485	Police Museum Grant Expenditu					2,275.00	-2,275.00	-2,275.00 (N/A)
1135	Police Museum Grants Receivec	500.00		-500.00				-500.00 (-100%)
4121	Police Museum Insurance				750.00		750.00	750.00 (100%)
4141	Police Museum Marketing				350.00		350.00	350.00 (100%)
4161	Police Museum Memberships				250.00		250.00	250.00 (100%)
5012	Remedial Conservation				1,000.00		1,000.00	1,000.00 (100%)
5013	Shop				250.00		250.00	250.00 (100%)
SUB TOTAL		2,000.00		-2,000.00	9,502.00	2,465.00	7,037.00	5,037.00 (43%)

Summary

NET TOTAL	2,000.00		-2,000.00	9,502.00	2,465.00	7,037.00	5,037.00
V.A.T.					38.00		
GROSS TOTAL					2,503.00		

Summary of Receipts and Payments

Cost Centre 5 (Between 01/07/2026 and 31/07/2026)

05 Police Museum

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4491	Bank Charges				102.00	8.50	93.50	93.50 (91%)
5014	Honorarium				4,750.00		4,750.00	4,750.00 (100%)
5011	Misc Expenses				250.00		250.00	250.00 (100%)
1902	Miscellaneous Income	500.00		-500.00				-500.00 (-100%)
4482	PM Training and Expenses				300.00		300.00	300.00 (100%)
4481	Police Museum Collections Care				1,000.00	132.00	868.00	868.00 (86%)
1130	Police Museum Donations	1,000.00	583.00	-417.00				-417.00 (-41%)
4483	Police Museum Education				500.00	729.51	-229.51	-229.51 (-45%)
4485	Police Museum Grant Expenditu							(N/A)
1135	Police Museum Grants Receivec	500.00		-500.00				-500.00 (-100%)
4121	Police Museum Insurance				750.00		750.00	750.00 (100%)
4141	Police Museum Marketing				350.00	305.20	44.80	44.80 (12%)
4161	Police Museum Memberships				250.00		250.00	250.00 (100%)
5012	Remedial Conservation				1,000.00		1,000.00	1,000.00 (100%)
5013	Shop				250.00		250.00	250.00 (100%)
SUB TOTAL		2,000.00	583.00	-1,417.00	9,502.00	1,175.21	8,326.79	6,909.79 (60%)

Summary

NET TOTAL	2,000.00	583.00	-1,417.00	9,502.00	1,175.21	8,326.79	6,909.79
V.A.T.					26.40		
GROSS TOTAL		583.00			1,201.61		

Summary of Receipts and Payments

Cost Centre 7 (Between 01/08/2026 and 31/08/2026)

07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5022	4985							(N/A)
4801	Banking charges				102.00		102.00	102.00 (100%)
5010	Card Processing Costs				250.00		250.00	250.00 (100%)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
5009	Stock				5,400.00	280.66	5,119.34	5,119.34 (94%)
4935	Ticket Sales Good Shed Arts Ce							(N/A)
1840	Ticket Sales Goods Shed							(N/A)
4900	Ticket Sales Nat. Express							(N/A)
1830	Ticket Sales Nat. Express Inc							(N/A)
5008	Trading Income	6,000.00		-6,000.00				-6,000.00 (-100%)
4970	VIC Repairs/IT				1,000.00		1,000.00	1,000.00 (100%)
4940	VIC Staff Costs				24,954.00	1,995.30	22,958.70	22,958.70 (92%)
SUB TOTAL		6,000.00		-6,000.00	31,706.00	2,275.96	29,430.04	23,430.04 (62%)

Summary

NET TOTAL	6,000.00		-6,000.00	31,706.00	2,275.96	29,430.04	23,430.04
V.A.T.							
GROSS TOTAL					2,275.96		

Summary of Receipts and Payments

Cost Centre 7 (Between 01/07/2026 and 31/07/2026)

07 Visitor Information Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5022	4985							(N/A)
4801	Banking charges				102.00	11.06	90.94	90.94 (89%)
5010	Card Processing Costs				250.00	5.55	244.45	244.45 (97%)
1897	Cards for Good Causes							(N/A)
1903	Miscellaneous Income							(N/A)
5009	Stock				5,400.00	326.28	5,073.72	5,073.72 (93%)
4935	Ticket Sales Good Shed Arts Ce					44.99	-44.99	-44.99 (N/A)
1840	Ticket Sales Goods Shed							(N/A)
4900	Ticket Sales Nat. Express							(N/A)
1830	Ticket Sales Nat. Express Inc							(N/A)
5008	Trading Income	6,000.00	368.24	-5,631.76				-5,631.76 (-93%)
4970	VIC Repairs/IT				1,000.00		1,000.00	1,000.00 (100%)
4940	VIC Staff Costs				24,954.00	1,995.30	22,958.70	22,958.70 (92%)
SUB TOTAL		6,000.00	368.24	-5,631.76	31,706.00	2,383.18	29,322.82	23,691.06 (62%)

Summary

NET TOTAL	6,000.00	368.24	-5,631.76	31,706.00	2,383.18	29,322.82	23,691.06
V.A.T.							
GROSS TOTAL		368.24			2,383.18		

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. Raised in August
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
TC09. 11/25	Suffolk Close	All	Ongoing – plans to be redesigned to match funding received. Site survey 1st September



Visitor Information Centre Report

July and August Update

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 be 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.

Visitor Information Supervisor

Monthly Playground Inspection Checklists

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

Suffolk Close – Monthly Inspection Checklist

Date 19/8/26	Inspection Item	Condition	Comments
	Play equipment condition	good	
	Safety surfacing	good	
	Signage visibility and condition	As new	
	Litter and debris removal	Litter picked up	
	General safety (trip hazards, sharp edges)	none	
	Fencing and gates	ok	
	Benches and seating	Fair condition	
	Drainage and water pooling	ok	

Signatures:

Councillor: ____RS____ Grounds Team: ____CW____

Webb Road- Monthly Inspection Checklist

Date 19/08/26	Inspection Item	Condition	Comments
	Play equipment condition	ok	
	Safety surfacing	ok	
	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	good	

Signatures:

Councillor: ____RS____ Grounds Team: __CW____

Monthly Playground Inspection Checklists



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

Goods Shed - Monthly Inspection Checklist

Date 19/08/26	Inspection Item	Condition	Comments
	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	Need gravel by gates

Signatures:

Councillor: _____ RS _____

Grounds Team _____ CW _____

Accountable Members: All

Accountable Officer: EO

Agenda item: Agenda Item 11. To discuss and approve membership for the VIC to Join Tetbury Hype

Summary: Joining the Tetbury Hype app would provide the Visitor Information Centre (VIC) with an additional digital platform to engage both residents and visitors, helping to promote local businesses, events, attractions, and community initiatives more effectively.

As visitor behaviour increasingly shifts towards mobile and digital channels, the app would allow the VIC to reach people in real time with up-to-date information on what's happening in Tetbury. This could include event listings, visitor attractions, shopping guides, local services, and seasonal campaigns, complementing the information already available through the VIC, Visit Tetbury social media channels, and the town council website.

The app would also strengthen the VIC's role as a hub for supporting the local economy. By promoting independent retailers, hospitality businesses, and community events through a widely accessible platform, the VIC can help increase footfall, encourage longer visitor stays, and support the "shop local" ethos that is central to Tetbury's success.

In addition, the app offers an opportunity to engage younger and digitally focused audiences who may not actively seek information through traditional channels. Push notifications and location-based features can provide timely information and encourage participation in local events and activities.

By joining Tetbury Hype, the VIC would demonstrate its commitment to embracing modern communication methods while continuing its core mission of supporting tourism, local businesses, and the wider community. The app should be viewed as a complementary tool that enhances the VIC's existing marketing and visitor engagement activities, helping ensure Tetbury remains a vibrant and well-promoted destination

Financial Implications:	There are no significant financial implications anticipated at this stage if membership of the Tetbury Hype app is offered free of charge. Staff time will be required to create and maintain content; however, this is expected to be minimal and can be incorporated into existing communications and promotional activities undertaken by the Visitor Information Centre. Should any future subscription or advertising costs arise, these would be brought to Council for consideration.
Biodiversity Impact:	There are no direct biodiversity impacts arising from this proposal. Indirectly, the use of a digital platform may reduce reliance on printed promotional materials and associated paper consumption.
Business Plan reference:	Objective 9: Flourishing Local Economy – Supporting local businesses, tourism and economic activity within the town.
Governance and Legislation:	The proposal is consistent with the Council's power to promote the economic, social and environmental well-being of the town. Any information published through the app would need to comply with the Council's existing policies and procedures, including data protection requirements under the UK GDPR and Data Protection Act 2018, where applicable. Content should also align with Council communications protocols and branding guidelines.
Recommendation:	To approve the Visitor Information Centre joining the Tetbury Hype app as an additional communication and promotional platform for Tetbury.
Report written by:	EO

Accountable Members:	All
Accountable Officer:	EO
Agenda item:	Agenda Item 12.To discuss and approve Events Directory 2026/27
Summary:	At the Christmas Stakeholder Meeting held on 22 July 2026, attendees agreed that a town-wide events calendar would be beneficial to residents, visitors, businesses and community organisations. During discussions it was noted that the Visit Tetbury website already provides a platform for promoting events throughout the year and that event information is also shared through external partners such as Cotswold.com and Tetbury Hype. The directory could be maintained digitally on the Visit Tetbury website and through TTC communication channels, with opportunities for organisations and businesses to submit event details throughout the year. The use of existing online platforms and website widgets discussed at the July stakeholder meeting could support this approach.
Financial Implications:	The proposal can be delivered using existing TTC communication channels and platforms. Any future costs associated with website development, printing, or software integration would be brought to Council for consideration as required.
Biodiversity Impact:	No direct biodiversity impact has been identified. Greater promotion of environmental and community-based events may positively support awareness of local environmental initiatives.
Business Plan reference:	0.15 Calendar of Events through the promotion and sharing of community events. 3.1 Engagement with Local Businesses by supporting town centre businesses and encouraging participation in local initiatives. 4.5 Events by working with partners to promote events within Tetbury.
Governance and Legislation:	The proposal is consistent with the Council's power to promote the economic, social and environmental wellbeing of the town. Any content published through the app must comply with Council policies, communications protocols and data protection requirements where applicable.

Recommendation:

The Visitor Information Centre already promotes local events, attractions, businesses and community activities through the Visit Tetbury website, social media channels and face-to-face visitor services. The Tetbury Hype app provides an opportunity to further extend the reach of this existing information using a platform that is already established within the town.

Report written by:

EO

Accountable Members:	All
Accountable Officer:	EO
Agenda item:	13. To discuss resident bench request
Summary:	A request has been received from a local resident for the installation of a bench within the parish. The resident has confirmed they are willing to fund the purchase of the bench, with the Town Council's grounds team undertaking the installation. An assessment of the proposed location(s) has been carried out, including consideration of accessibility, maintenance requirements and the suitability of the site. The area identified is already included within the Council's existing grass-cutting programme and, therefore, no additional maintenance requirements are anticipated. Subject to Gloucestershire Highways confirming that the proposed location is acceptable and does not impact highway safety, visibility or pedestrian access, no issues have been identified that would prevent the installation of the bench. The provision of additional seating would enhance the amenity value of the area for residents and visitors.
Financial Implications:	The bench will be purchased by the resident. The Council will incur only the staff time and any minor materials required for installation, together with future maintenance responsibilities. As the location is already maintained under the Council's existing grass-cutting arrangements, no additional grounds maintenance costs are expected.
Biodiversity Impact:	Neutral. The proposed bench will be installed within an existing maintained grass area and is not expected to result in any loss of habitat or adverse impact on biodiversity.
Business Plan reference:	Objective 2.3 Open Spaces - supporting the enhancement of quality green spaces for residents and visitors; and Objective 4 - Community Facilities, facilitating community engagement and improving local amenities.

Heritage, Environment and Community Committee
Agenda Item 13. To discuss resident bench request
7th September 2026

Governance and Legislation: The Council has the power to provide public seating under the Local Government (Miscellaneous Provisions) Act 1976. Subject to any necessary permissions from Gloucestershire Highways, the bench will be added to the Town Council's asset register and maintained in accordance with the Council's asset management procedures.

Recommendation: To approve the resident bench request, subject to confirmation from Gloucestershire Highways that the proposed location is acceptable and any necessary permissions being obtained, with the resident funding the purchase of the bench and the Town Council undertaking its installation.

Report written by: Executive Office



Site One. *Northlands Way*



Site Two. *Talboys Walk*



Site Three. *Conyger Road after Bartley Croft*



Site Four. *Conyger Road before Bartley Croft*

Heritage, Environment and Community Committee
Agenda Item 13.1 To discuss resident bench request
7th September 2026

As discussed, I would be very grateful if you would put my anonymous request to TTC for the installation of a bench, which I will provide.

These are the 2 locations, 1st choice, for a bench on Conygar Road, where it has a junction with Northlands Way.

My next email contains other locations - but also on Conygar Road.

I look forward to hearing about the successful application.

Many thanks,

Kind regards,

*Agricultural Blacksmiths and Engineers Agricultural Woodworkers
Treated Timber & Steel Stockholders*

[illegible]

Due to changing availability and price changes this quote is indicative as of the above date.

Accountable Members:

All members

Accountable Officer:

Executive officer

Summary/Purpose:

Tetbury Town Council holds £2,500 of Section 106 funding each year to assist with the maintenance and improvement of the New Picket Harper Allotment Association – Hampton Street site.

The Council have been advised that the gates into the allotment site has been hit by an unknown vehicle causing the joint at the top right between the diagonal cross brace, top rail and side post to completely brake and as a result the gate is now broken.

It is getting really difficult to close the gates, as to lock them the left hand one has to be lifted while the right one is pulled forward to remove the skew.

Financial Implications:

£784.80

Biodiversity Impact:

None

Business Plan reference:

4.3 Allotments

Governance and Legislation:

Town and County Planning Act 1990, section 106

Recommendation:

To approve the quotation of £784.80.

Report written by:

Accountable Members: All

Accountable Officer: EO

Agenda item: 14.To discuss and approve Car Park request from Highstreet businesses to support free parking through December on Thursday and Friday evenings after 3pm

Summary: At a stakeholder meeting held on 22 July 2026, local businesses and community representatives discussed ways to support the town centre during the Christmas period. During the meeting, it was noted that free parking after 3pm had been requested for the Christmas Switch-On and that businesses were interested in exploring whether similar arrangements could be made on additional days during December to encourage residents and visitors to shop locally.

Businesses have subsequently expressed support for the Town Council approaching Cotswold District Council (CDC) to request consideration of free parking after 3pm on Thursday late-night shopping evenings and/or Fridays throughout December. The aim would be to increase footfall in the town centre, support local retailers during an important trading period and encourage visitors to spend more time in Tetbury.

The Town Council does not have responsibility for the operation or charging arrangements of CDC-owned car parks. Any decision regarding parking concessions would therefore remain a matter for Cotswold District Council. However, the Town Council may choose to support local businesses by formally writing to CDC requesting that the proposal be considered.

Financial Implications: There are no direct financial implications for Tetbury Town Council arising from a request being made to Cotswold District Council.

Biodiversity Impact: There are no direct biodiversity implications arising from the recommendation. Increased town centre activity may support local businesses and reduce the need for residents to travel further afield for seasonal shopping.

Agenda item 15. To discuss and approve Car Park request from Highstreet businesses to support free parking through December on Thursday and Friday evenings after 3pm

Business Plan reference:	Objective 3.1: Implement a strategy for engaging with local shopkeepers and seeking their views on a range of issues affecting local businesses. Objective 4.5: Seek ways to partner with other organisations to promote events within Tetbury. Objective 9.1: Find ways to encourage and support more employment and economic activity within the town.
Governance and Legislation:	The management and charging arrangements of Cotswold District Council car parks remain the responsibility of CDC. Tetbury Town Council may make representations on behalf of businesses and residents but does not have the authority to implement parking concessions within CDC-operated car parks.
Recommendation:	To recommends that the Committee considers the request from High Street businesses and determines whether Tetbury Town Council should write to Cotswold District Council requesting consideration of free parking after 3pm on Thursday late-night shopping evenings and/or Fridays during December 2026 in order to support local businesses, encourage footfall and promote Christmas trading within Tetbury.
Report written by:	EO