

To all Members of the Council

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

You are summoned to attend a Meeting of the Full Council on Monday 19th October 2026 at 7.00 pm for the transaction of the following business. The meeting will be held in Tetbury Library, Close Gardens, Tetbury. All members of the Public and Press are welcome to attend.



Tara Niblett
Chief Executive Officer
12th October 2026

1. To note apologies
2. Declarations of Interest
3. Public consultation (Note fifteen minutes is allowed for public questions or statements. Each person to state name and to be allowed three minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary)
4. To approve minutes of the meeting held on Monday 21st September 2026
5. To note action points from previous meetings
6. To discuss CDS Group burial report to prepare for town meeting in the new year (4.2)
7. To approve for submission to the CDC Local Plan Consultation the comments of the Local Plan Working Group. (2.1)
8. To approve Volunteer Policy as recommended by the Finance & Scrutiny Committee (0.2/0.6)
9. To approve the works at St Saviours to increase burial space (4.2)
10. To note Mayors and CEO reports
11. To note draft minutes of Heritage, Environment and Community Committee dated Monday 5th October 2026
12. To note draft minutes of Finance & Scrutiny Committee dated Monday 12th October 2026
13. To note draft minutes of Planning Committee dated Monday 21st September 2026
14. To note working group minutes
15. To note County Councillor Report
16. To note District Councillors Reports
17. To consider Correspondence Received to date
18. To receive members reports
19. Items for next meeting
20. Date of next meeting – Monday 16th November 2026, 7pm, Tetbury Library, Close Gardens
Closed Session – Exclusion of Public and Press
To consider the exclusion of public and press in accordance with the Public Bodies (Admission to meetings) Act 1960 due to the confidential nature of the business to be transacted
21. To approve confidential minutes on Monday 21st September 2026
22. To discuss legal matters
23. To discuss staffing matters

**MINUTES OF THE FULL COUNCIL MEETING
 held at Tetbury Library, Close Gardens, Tetbury
 7pm Monday 21st September 2026**

Present:

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

Officers: V Bolwell (EO (Executive Officer)

Public: Six

TC01. 09/26 To receive and accept any apologies for absence:

Steve Scott - apologies received – personal.

Mark Baker - apologies received – personal.

TC02. 09/26 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests: None.

TC03. 09/26 Public Consultation: None.

TC04. 09/26 To approve the meeting held on the 20th of July 2026:

After amendments, it was proposed by Councillor N Ind seconded by Councillor J Taylor to approve the meeting minutes held on the 20th of July 2026.

Voting record	For 10	Against 0	Abstain 1	Absent 2
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As a representative of the organisation was present to address Members in relation to agenda item 13, Cllr Ian Watson proposed that Standing Orders be suspended to allow the matter to be brought forward. Cllr Zowie Baker seconded the proposal.

TC13. 09/26 To review the Tetbury Area Youth and Community Hub Community Infrastructure Levy (CIL) application and make a recommendation to the Finance and Scrutiny Committee regarding support for the application: A representative from TAYCT provided Members with an overview of the organisation's vision and proposals for the development of the Community Hub.

It was proposed by Cllr I Watson seconded by Cllr N Ind that Tetbury Town Council support the Vision for the Tetbury Area Youth and Community Hub.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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It was proposed by Cllr L Farnham and seconded by Cllr N Ind that the Finance and Scrutiny Committee be recommended to consider and review the TAYTC CIL application, notwithstanding that it was submitted outside the application window.

Voting record	For 9	Against 0	Abstain 2	Absent 2
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TC05. 09/26 To note actions points:

Cllr L Farnham requested that items be captured on the Actions Log more frequently, to ensure that Council is kept informed of outstanding follow-up actions, such as the car park signage at Dolphins Hall.

Cllr J Taylor also noted that the requested Business Plan reference numbers are still not included on the relevant reports. Cllr Taylor requested that this be implemented going forward.

TC06. 09/26 To approve Councillor K Painter becoming a member of the Planning Committee:

Cllr N Ind made a counterproposal that the Planning Committee meetings be merged with Full Council meetings. Cllr Ind felt that all Councillors should be kept informed of planning applications within Tetbury this was seconded by Cllr D Alexander. Cllr J Taylor highlighted the amount of work preparing for a planning application took usually between 2-3 hours work.

Voting record	For 2	Against 7	Abstain 2	Absent 2
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It was proposed by Cllr L Farnham seconded by Cllr Z Baker to approve Councillor K Painter becoming a member of the Planning Committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC07. 09/26 To allocate two Councillors to sign off October payments:

Cllr P Burrell and Cllr S Sanderson agreed to sign off October's payments.

TC08. 09/26 To allocate two Councillors to carry out quarterly financial review:

Cllr N Ind and Cllr P Burrell agreed to carry out the quarterly financial review.

TC09. 09/26 To approve Dignity at Work Policy as recommended by Finance & Scrutiny

Committee: It was proposed by Cllr I Watson seconded by Cllr L Farnham to approve Dignity at Work Policy as recommended by Finance & Scrutiny Committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC10. 09/26 To approve Service Level Agreement between Tetbury Town Council and The Rail

Lands Regeneration Trust: It was proposed by Cllr Z Baker and seconded by Cllr L Farnham that the Service Level Agreement between Tetbury Town Council and The Rail Lands Regeneration Trust be approved, subject to the SLA containing the agreed map showing the relevant buildings.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC11. 09/26 To approve Data Protection Complaints Policy as recommended by Finance & Scrutiny

Committee: It was proposed by Cllr I Watson seconded by Cllr Z Baker to approve Data Protection Complaints Policy as recommended by Finance & Scrutiny Committee.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC12. 09/26 To discuss and approve Town Survey:

Cllr Ind requested that the numbering within the survey format be reviewed and corrected. Cllr Ind also suggested that the survey questions be reviewed to ensure they accurately reflect the matters Council wishes to consult residents on.

Cllr Ind queried whether questions relating to potholes were appropriate, given that this is a matter for Gloucestershire Highways. It was also suggested that the survey include questions regarding the Visitor Information Centre (VIC), including what residents would like to see provided by the VIC. Cllr Ind further suggested including a question asking whether respondents had ever visited the museum.

Members agreed that the survey should include a preamble and considered whether a web form would be a suitable method of collecting responses. Cllr N Ind also noted that the consultation should not exclude residents who are unable or unwilling to complete a digital survey. Members also discussed whether local businesses should be given an opportunity to participate.

It was proposed by Cllr N Ind and seconded by Cllr L Farnham that the survey be updated to include a preamble from the Mayor and brought back to the next meeting for consideration.

Voting record	For 11	Against 0	Abstain 0	Absent 2
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TC14. 09/26: To note Fire Risk Assessment:

Cllr L Farnham requested that evidence of the work undertaken to complete the Fire Risk Assessment be provided.

TC15. 09/26 To note Mayors and CEO reports:

Cllr L Farnham did not receive the Mayors report.

Cllr L Farnham raised concerns regarding the item within the CEO's report relating to the proposed reduction in the width of the footpath at St Saviour's, which would enable an additional seventeen burial plots to be created.

Cllr L Farnham questioned whether relatives of those buried near the affected area should be contacted and informed of the proposal. Concerns were also raised that reducing the width of the footpath could result in pedestrians and/or mobility equipment encroaching onto graves when using the path.

Cllr P Burrell expressed concern that the proposed reduction in the footpath width may not comply with relevant legislation or required standards for footpath widths. It was not known if this was a Public Right Of Way (PROW).

Cllr L Farnham requested that it be formally noted that their concerns had been raised regarding the project and suggested that the matter be referred to the Heritage Environment and Community Committee or brought back to the next Full Council meeting for further consideration.

TC16. 09/26 To note draft minutes of Heritage, Environment and Community Committee dated Monday 7th September 2026: Noted.

TC17. 09/26 To note draft minutes of Finance & Scrutiny Committee dated Monday 14th September 2026: Noted.

TC18. 09/26 To note draft minutes of Planning Committee dated Monday 27th April 2026: Noted.

TC19. 09/26 To note working group minutes:

Cllr I Watson noted that Gloucestershire County Council were funding a Car Parking consultant to look at the problem Tetbury has.

TC20. 09/26 To note County Councillor Report: Noted.

TC21. 09/26 To note District Councillors Reports:

Cllr N Ind provided Members with an update regarding the Strategic CIL application for Cirencester Road. Cllr Ind reported that this has been a lengthy process and that she had walked the pathway with Cabinet Members to highlight the issues, including the lack of adequate street lighting.

Cllr Ind also attended the unveiling of the Talking Heads Bench at the Goods Shed, reporting that it was a very well-attended and successful event.

Members were reminded that the closing date for comments on the Local Plan is 5 October. Cllr Ind expressed concern that Tetbury Town Council may not have submitted comments by the deadline.

It was suggested that the Local Plan Working Group meet to discuss the consultation and that Councillors provide any comments or suggestions for consideration by the Working Group in preparing Tetbury Town Council's response. Working Group comprise of Cllr N Ind, Cllr J Taylor and Cllr P Burrell.

TC22. 09/26 To consider Correspondence Received to date:

Local Plan Perspective– Noted

Parking – Noted.

Review of Grounds Staff- Great to see the team being acknowledged.

Goods Shed taking over operation of the car park – The Council does not consider it appropriate to discuss this at present because of local government reorganisation.

CIL CDC – Noted.

Speed Signs Charlton Road westbound – This is not currently an option due to budget constraints.

Hiring Tetbury Library – Due to the council chamber not being accessible to all, the meetings will continue to be held at the library.

Remembrance Wreaths – Noted.

TC23. 09/26 To receive members reports:

Cllr K Painter – Informed councillors of the next Comic Con event and requested support for the upcoming Comic Con May 22nd – 23rd 2027 from the Heritage, Environment and Community Committee.

Cllr K Painter had been asked to read out two questions from members of the public.

MOP 1 – Burial Provision:

A member of the public (MOP), whom Cllr K Painter confirmed was happy to be named, asked when Tetbury Town Council would respond to their question regarding burial. Cllr I Watson advised the MOP to contact him directly and confirmed that he would respond. Cllr Watson also noted that, to date, neither he nor the EO had received any questions directly concerning burial provision in Tetbury from this MOP.

MOP 2 – Recreation Ground Land:

A second MOP asked about the response to the previous question regarding a cash donation offered towards the purchase of land at the Recreation Ground. Cllr Z Baker advised that the question had been answered at a previous meeting Town Council Meeting and that the individual was told to contact the organisation responsible for the land for further information.

Cllr K Painter was advised that Cllr Watson would be happy to respond to any questions submitted to him directly or through the Council.

Cllr R Smith – Cllr Smith was disappointed to hear the perception that Tetbury Town Councillors do not care about the town. He is enthusiastic about Tetbury and its residents and believes his fellow councillors feel the same. This Sunday, he will be fundraising for Tetbury Hospital, supporting an important local cause.

TC24. 09/26 Items for next meeting:

Town Survey
Local Plan Working Group
St Saviours Pathway reduction

TC25. 09/26 Date of next meeting – Monday 19th October 2026, 7pm, Tetbury Library, Close Gardens: Noted.

Meeting ended at 9pm

TC26. 09/26 Closed Session – Exclusion of Public and Press: To consider the exclusion of public and press in accordance with the Public Bodies (Admission to meetings) Act 1960 due to the confidential nature of the business to be transacted:

It was proposed by Cllr L Farnham , seconded Cllr P Burrell 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.

TC27. 09/26 To approve the Closed Session minutes held on Monday 20th July 2026: It was proposed by Cllr J Taylor seconded by Cllr Z Baker to approve the Closed Session minutes held on Monday 20th July 2026.

Voting record	For 10	Against 0	Abstain 1	Absent 2
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TC28. 09/26 29. Staffing Matters:

Staffing matters were discussed, and the official process will be followed.

Meeting ended 9.30pm

Chair Dated

1. Purpose of Report

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

Ref	ACTION	WHO	STATUS
TC11. 01/26 TC08. 06/26	To arrange town meeting regarding potential burial sites	CEO	CDS Group have been appointed. Meeting date Thursday 16 th July, to ascertain information for town meeting, date to be confirmed. Report from CDS Group will be reviewed at Full Council in October. Following discussions with Cotswold District Council, Town Meeting to be held at the beginning of next year and before the end of February should a parish poll be requested. Agenda item 06.
TC09. 02/26	Speed watch cameras sites	EO	Meeting to be arranged with EO, County Cllr I Watson, Councillors Z Baker, M Baker and Glos Constabulary to discuss VAS and Speed Watch camera positions within the town
TC26. 03/26	To produce a town survey	CEO	On-going
TC13. 09/26	CIL Application from Tetbury Area Youth and Community Trust (TAYCT)	CEO	Advised TAYCT are not currently in a position to proceed with the CIL application. This to become a Finance & Scrutiny future agenda item.
TC07. 09/26	Allocate two Councillors to sign off October payments	CEO	On-going. Arranging convenient date and time.

TC09. 09/26	Two Councillors to carry out quarterly finance review	CEO	On-going. Arranging convenient date and time.
TC10. 09/26	SLA Between Tetbury Town Council and The Rail Lands Regeneration Trust (TRLRT)	CEO	Awaiting signed SLA from TRLRT
TC14. 09/26	Fire Risk Assessment	Grounds Foreman	Cleared Cellar and Police Museum office. Enclose gas services in flat – ongoing. Flat fire-alarm to be upgraded to a Grade D1 minimum LD2 system – ongoing. Emergency lighting in Cellar – new lighting installed. More fire extinguishers in VIC and Community Fridge – these have been installed on the walls and labelled correctly. All employees should be provided with basic fire training safety. This will be arranged in due course.
TC15. 09/26	CEO report – reduction in St Saviours path.	CEO	This was approved to proceed at HEC due to the burial ground being in their remit. Agenda 09. Only one quotation received due to other companies unable to provide a quotation.
TC08. 07/26	Car parking signs at the Dolphins Hall	CEO	Awaiting convenient date and time from DRC Trustees to meet with Cllrs N Ind and J Taylor.

Accountable Members:

All members

Accountable Officer:

CEO

Summary/Purpose:

Within the backing papers are 2 reports that have been written by The CDS Group.

The reports were commissioned to assess future need, identify potential constraints, evaluate strategic options, and provide recommendations for the Council's consideration. The reports consider environmental, planning, operational and financial factors associated with the provision of a new cemetery.

The reports identify several constraints that will influence future site selection and development, including:

- Groundwater Source Protection Zones.
- Designation within the Cotswold National Landscape.
- Conservation Areas.
- Listed Buildings.
- Ecological designations and protected habitats.
- Surface water flood risk.
- Agricultural land classification.

Whilst these constraints do not automatically preclude development, they will require detailed technical assessment and may affect the suitability of individual sites.

The CDS Group were requested to provide details for a cemetery with a Chapel and a Cemetery only.

Option A – Cemetery with Chapel

Provision of:

- Cemetery grounds.
- Chapel building.
- Visitor parking.
- Internal access roads and paths.
- Seating and reflection areas.
- Landscaping.
- Operational and maintenance facilities.

Option B – Cemetery Only

Provision of:

- Cemetery grounds.
- Access routes.
- Basic parking provision.
- Landscaping and seating.
- Maintenance facilities.

This option would have reduced capital costs and lower ongoing maintenance requirements.

The report identifies borrowing through the Public Works Loan Board (PWLB) as the most likely mechanism for funding a future cemetery development.

The report notes that:

- Cemetery provision should be viewed primarily as a community service rather than a commercially profitable venture.
- Burial fees alone are unlikely to recover all capital expenditure.
- Long-term borrowing periods of 40–50 years could be considered to spread costs across future generations who will benefit from the facility.

A detailed business case will be required before any final decision on land acquisition or development is taken.

Following the resolution made at Full Council on 26th January 2026 (TC11. 01/26), where it was proposed by Cllr K Painter seconded by Cllr N Ind that the Council arrange a Town Meeting regarding potential burial sites, seeking guidance from Cotswold District Council on the correct process. Tetbury Upton Parish Council will be invited to participate due to the potential location of burial sites within their parish.

The Council needs to decide on the questions that will be put forward to the residents of the town should a parish poll be required.

- The Parish Poll must be held within 14-25 days after the town meeting
- Voting hours 4pm – 9pm
- No postal or proxy votes are permitted.

Financial Implications:

Future financial commitments associated with land acquisition, site investigations, planning applications and development costs will be subject to further detailed reports and Council approval.

PWLB between £690,000 - £1.675m

Biodiversity Impact:

Any future cemetery development will be subject to environmental assessment and compliance with planning, ecological and groundwater protection requirements.

Business Plan reference:

4.2 – Determine approach to finding burial space in and around Tetbury.

Governance and Legislation:

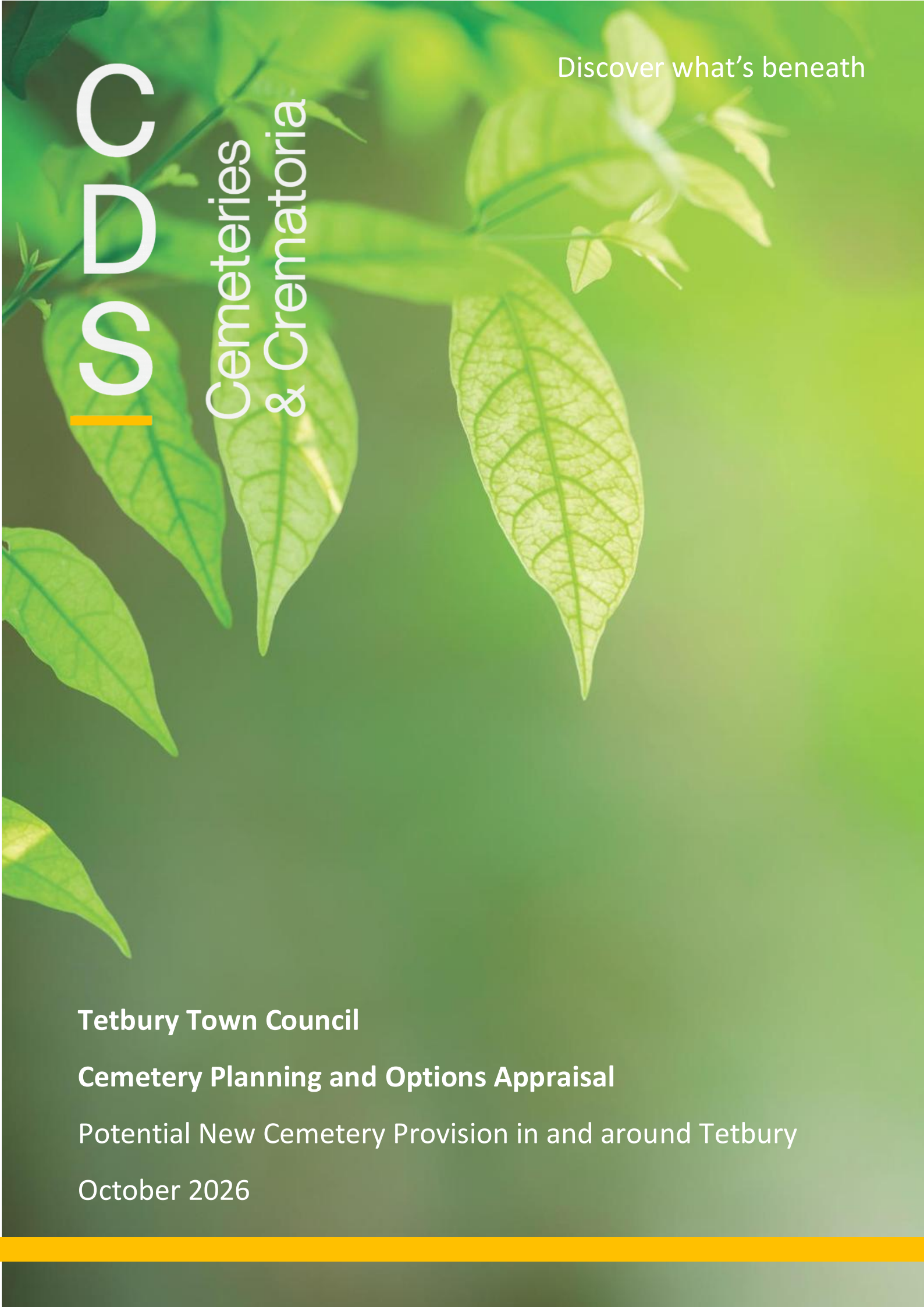
The Council has powers relating to the provision and maintenance of cemeteries under the Local Government Act 1972 and associated legislation.

Recommendation:

Tetbury Town Council notes the findings of the Cemetery Options from The CDS Group and agrees to arrange the Town Meeting as resolved at the Full Council on 26th January 2026, and work alongside Cotswold District Council should a parish poll be called.

Report written by:

CEO



ISSDC

Cemeteries
& Crematoria

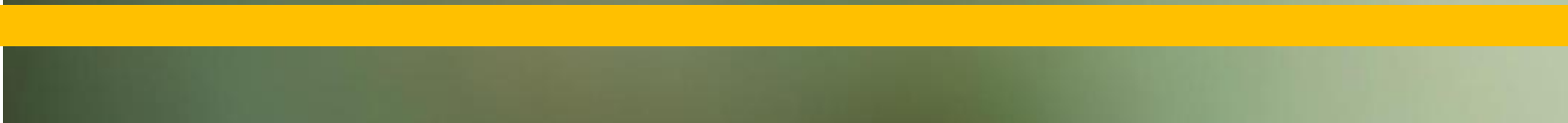
Discover what's beneath

Tetbury Town Council

Cemetery Planning and Options Appraisal

Potential New Cemetery Provision in and around Tetbury

October 2026



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Appendix B1: Repayment Scenarios (Option A)

Appendix B2: Repayment Scenarios (Option B)

Executive Summary

Tetbury Town Council commissioned The CDS Group to prepare this Cemetery Planning and Options Appraisal in response to the diminishing capacity of St Saviour's Cemetery and the need to secure a long-term solution for future burial provision. Building upon the previous Cemetery Feasibility Study, this Appraisal reflects the Council's revised understanding of burial demand, averaging fewer than seven burials per annum.

The Appraisal concludes that a substantially smaller cemetery is capable of meeting the town's long-term needs. The assessment indicates that a cemetery of approximately one acre of burial land could provide sufficient capacity for around 90–110 years based on current burial trends.

Four strategic development scenarios have been considered. The Appraisal concludes that maintaining the current position will not provide a robust long-term solution. The preferred strategic direction is therefore the provision of a new cemetery, with sites within or immediately adjoining Tetbury representing the most appropriate option where available. Where this cannot be achieved, a suitable site within approximately two miles of the town should be considered.

Two development options have been assessed: Option A, comprising a cemetery with a modest chapel and associated facilities, and Option B, comprising a cemetery without a chapel. Both options are capable of meeting the Council's long-term burial requirements, although Option B represents the simpler and more proportionate solution, requiring a lower capital investment whilst still delivering the primary objective of additional burial capacity.

An indicative financial appraisal demonstrates that both options could be funded through long-term borrowing, with repayment scenarios modelled over 40 and 50 years. Whilst burial fee income alone is unlikely to recover the full capital investment, this is typical of cemetery provision which should be regarded as essential community infrastructure.

Overall, the Appraisal concludes that the Council has a clear and deliverable pathway towards securing long-term burial provision. It is recommended that the Council identifies a preferred development option, undertakes detailed site identification and site selection centred on the delivery of a smaller cemetery than previously considered appropriate, prepares a detailed business case to support future investment decisions, and then progresses the project through pre-application discussions, technical assessments and the planning process. Based on the indicative programme, a new cemetery could be operational within approximately 26 months (best case) to 46 months (indicative programme), subject to site availability, funding and planning approvals.

1.0 Introduction

1.1 Purpose of this Report

- 1 Tetbury Town Council ('the Council') has commissioned The CDS Group to prepare this Cemetery Planning and Options Appraisal to consider the future provision of burial space within and around the settlement boundary of Tetbury. The Appraisal has been prepared in response to the diminishing capacity within the town's existing cemetery and the need to identify a sustainable, deliverable and financially viable long-term solution to meet future burial requirements.
- 2 The purpose of this Appraisal is to provide the Council with an objective assessment of the strategic options available for future cemetery provision, enabling informed decision-making regarding the most appropriate way forward. In doing so, the Appraisal considers the advantages, disadvantages, opportunities and constraints associated with each development scenario, together with the principal planning, environmental, technical and financial considerations that are likely to influence delivery.
- 3 In addition to assessing strategic development options, the Appraisal provides an overview of the statutory processes required to deliver a new cemetery, including planning, environmental assessment, funding and implementation. Indicative development costs and an anticipated programme for delivery have also been prepared to assist the Council in understanding the likely timescales, financial implications and key project milestones associated with the delivery of a cemetery.
- 4 The Appraisal has been prepared to support strategic decision-making only. It does not seek to identify a preferred development site or establish the planning merits of any individual parcel of land. Should the Council decide to progress with the development of a new cemetery following consideration of this Appraisal, a subsequent stage of work would comprise detailed site assessment, stakeholder engagement and planning appraisal to identify the most appropriate site for development.

1.2 Background

- 5 Tetbury is served by St Saviour's, an existing burial ground located at 25 New Church Street, Tetbury, GL8 8DS, with two other burial grounds in proximity to the town, which collectively provide burial space for the local community. Over recent years, however, the remaining burial capacity within these cemeteries has become increasingly limited, with the Council stating that the cemetery could be full by the end of 2026, creating the need to consider future burial provision before existing capacity is exhausted.
- 6 Recognising the lack of remaining burial capacity, the Council previously commissioned a Cemetery Feasibility Study to identify potential opportunities for future cemetery provision. That study considered a range of sites within and around Tetbury, focusing upon sites capable of accommodating cemetery developments exceeding five acres in area. Whilst the study identified several potential opportunities, subsequent discussions with the Council have highlighted that annual burial demand within Tetbury is significantly lower than originally anticipated, averaging fewer than seven burials per annum.
- 7 This revised understanding of burial demand has fundamentally altered the scale of development likely to be required. Rather than identifying large strategic cemetery sites capable of accommodating several centuries of burial provision, the Council has expressed a desire to investigate whether a smaller cemetery would provide a more proportionate, deliverable and cost-effective solution whilst continuing to satisfy the long-term needs of the community.

- 8 Accordingly, this Appraisal focuses on the Council's options for the delivery of a smaller cemetery, including the costs associated with its development and the processes required to progress its delivery. This includes consideration of the likely timescales, key planning and technical requirements, and the implications of pursuing a smaller-scale approach to meeting Tetbury's long-term burial needs.

1.3 Scope of the Appraisal

- 9 This Appraisal has been prepared in accordance with the agreed scope of works and considers the strategic issues associated with future cemetery provision within and around Tetbury.

- 10 Specifically, the Appraisal seeks to:

- Review the findings of previous work undertaken by CDS and explain the rationale for revising the development approach;
- Consider the advantages and disadvantages of a range of strategic development scenarios;
- Provide an overview of the planning, environmental and technical matters likely to influence future development;
- Provide indicative capital costs and funding options;
- Present an indicative programme for project delivery; and
- Identify the principal risks associated with the delivery of a new cemetery.

- 11 The Appraisal has been prepared using information available at the time of writing, including the findings of the previous Cemetery Feasibility Study, discussions with the Council and professional experience gained from comparable cemetery developments undertaken elsewhere throughout England.

1.4 Limitations

- 12 This Appraisal has been prepared as a strategic decision-making document and should be read in that context. The conclusions presented are based upon information available at the time of writing and are intended to inform the Council's consideration of future cemetery provision rather than support a planning application.

- 13 Whilst the Options Appraisal considers planning, environmental and technical matters likely to influence future development, no detailed site-specific assessments have been undertaken as part of this commission such as detailed ecological survey, ground investigation, transport assessment, flood risk assessment or other detailed technical investigations. Such assessments may be required during any subsequent stage of site selection, project development or preparation of any future planning application for cemetery development.

- 14 Similarly, the development costs presented within this report are indicative only and are intended to assist comparative decision-making between the strategic options considered. Actual costs will depend upon the eventual site selected, prevailing market conditions, the scope of development, planning requirements and procurement arrangements.

- 15 Accordingly, the findings and recommendations contained within this Appraisal should be viewed as a strategic framework to inform future decision-making, with further detailed technical assessment required before any development proposal is progressed.

2.0 Project Evolution and Evidence Base

2.1 Updated Understanding of Burial Demand

- 16 Following completion of the Feasibility Study, further discussions were held with the Council to better understand existing burial practices, cemetery operation and anticipated future requirements.
- 17 Whilst the site searching exercise was undertaken using the best information available at the time, subsequent discussions identified that annual demand for new burial plots is lower than originally assumed. The Council advised that current burial rates are fewer than seven new burials per annum, significantly reducing the amount of land required to provide long-term burial capacity. For context, an acre of burial land can accommodate, on average, a total of 800 plots, and therefore a 5-acre site would provide capacity for approximately 4,000 plots. With a burial rate of less than seven per year, a 5-acre site would take approximately 570 years to reach capacity.
- 18 This improved understanding of burial demand has not altered the strategic conclusion reached by the Feasibility Study—that additional cemetery provision is required—but it has materially influenced the scale of development considered appropriate.
- 19 Rather than identifying a large strategic cemetery capable of accommodating several centuries of burial provision, the Council will be required to investigate whether a smaller cemetery could provide a more proportionate and financially sustainable long-term solution.
- 20 Consequently, this Appraisal should be viewed as the next stage in the development of the project. It refines the assumptions made within the previous Feasibility Study without altering its principal conclusion that additional burial provision will be required.

2.2 Revised Site Area Requirement

- 21 The previous exercise, as agreed with the Council, adopted a minimum site size of approximately five acres. This assumption reflected the information available at the time together with the recognised benefits of economies of scale associated with cemetery development, whereby fixed infrastructure costs can be distributed across a larger development.
- 22 Whilst these economic principles remain valid, the revised understanding of burial demand demonstrates that a cemetery of this scale would substantially exceed the Council's foreseeable operational requirements.
- 23 Assuming fewer than seven new burials each year, as set out above, a cemetery extending across five acres could potentially provide burial capacity for many generations beyond the current forecasts. Although such provision would maximise long-term resilience, it would also require the Council to acquire considerably more land than is likely to be required during the foreseeable future.
- 24 Land acquisition represents one of the most significant capital costs associated with cemetery development. Purchasing substantially more land than is operationally necessary would increase borrowing requirements, maintenance liabilities and long-term financial commitments without providing a proportionate operational benefit.
- 25 Accordingly, any future site identification process should only consider sites that are less than three acres.

3.0 Existing Burial Provision and Future Need Assessment

3.1 Existing Burial Provision

- 26 The provision of adequate burial space represents an important element of community infrastructure, ensuring that residents have access to appropriate and dignified burial facilities both now and in the future. Unlike many forms of public infrastructure, cemeteries are expected to provide capacity over extended periods and therefore require careful long-term planning to ensure that future generations continue to have access to local burial provision.
- 27 Tetbury and the immediate surrounding area is currently served by three burial grounds, including St Saviour's Cemetery and two churchyards within the wider locality. Whilst these burial grounds collectively contribute towards burial provision, this Appraisal principally considers the future requirements of the Council and the need to secure additional burial capacity following the anticipated closure of St Saviour's Cemetery.
- 28 The Council has advised that St Saviour's Cemetery is expected to reach capacity within the coming months. Whilst no detailed assessment of remaining burial plots has been undertaken as part of this Appraisal, the anticipated closure of the cemetery demonstrates that existing provision is insufficient to meet future burial demand and that additional burial space will be required in the near future.
- 29 Beyond St Saviour's Cemetery, a number of churchyards continue to provide burial facilities within the wider locality. However, these burial grounds are not understood to be under the ownership or management of the Council. A review of publicly available aerial imagery also indicates that opportunities for additional burials within these churchyards may be becoming increasingly limited. As detailed information regarding their remaining capacity has not been made available, no assumptions have been made regarding their future operational lifespan.

3.2 Existing Capacity and Future Need

- 30 St Saviour's Cemetery represents the Council's principal burial facility. The imminent loss of the Council's principal cemetery creates an immediate need to identify replacement burial provision. Whilst annual burial demand is understood to be relatively modest, averaging fewer than seven burials each year, the delivery of a new cemetery requires significant lead-in time. Site identification, land acquisition, environmental surveys, planning permission, detailed design, and construction are all likely to take two to four years to complete.
- 31 Consequently, the relatively low annual burial rate should not be interpreted as reducing the need for a new cemetery. Rather, it influences the scale of development required, supporting the provision of a cemetery that is proportionate to the long-term needs of the community whilst avoiding unnecessary expenditure on land that is unlikely to be required within the foreseeable future.
- 32 Whilst other burial grounds exist within the wider locality, they are not understood to be under the ownership or management of the Council. As no detailed information regarding their remaining capacity or future management has been made available, they should not be relied upon to meet the Council's future burial requirements.

3.3 Future Cemetery Requirements

- 33 The Council has indicated that any future cemetery should provide a high-quality and inclusive environment capable of meeting the needs of the local community over the long

term. Whilst the detailed design of any future development will be informed by the preferred site and subsequent technical assessments, a number of core requirements have been identified.

34 Any future cemetery should:

- Provide sufficient burial capacity to meet the Council's long-term requirements;
- Accommodate both traditional burials and the interment of cremated remains;
- Provide an accessible and attractive environment for visitors;
- Incorporate appropriate landscaping and opportunities for quiet reflection, including a range of memorialisation options;
- Include supporting infrastructure proportionate to the scale of development; and
- Be capable of being managed and maintained efficiently over its operational life.

35 During discussions with the Council, it was also recognised that any future cemetery should seek to accommodate the needs of all sections of the community, where practicable. Whilst this Appraisal does not recommend the provision of consecrated burial land due to the additional administrative and operational considerations associated with its long-term management, the detailed design of any future cemetery should remain sufficiently flexible to accommodate a range of cultural and religious requirements where appropriate.

36 These requirements have informed the development options considered later within this Appraisal and provide the basis upon which the strategic scenarios have been assessed.

4.0 Strategic Development Scenarios

4.1 Introduction

37 As part of this Options Appraisal, three strategic development scenarios have been identified and assessed to determine the most appropriate long-term approach to meeting the Council's future burial requirements.

38 The scenarios reflect a range of potential approaches, from maintaining the status quo through to developing a new purpose-built cemetery. Each scenario has been considered against a consistent set of strategic criteria, including deliverability, planning considerations, operational effectiveness, financial implications and the ability to provide a long-term solution.

39 The purpose of this assessment is not to identify a preferred development site, but to determine the most appropriate strategic direction for the Council before progressing to more detailed work.

4.2 Assessment Methodology

40 Each scenario has been assessed against the following criteria:

- Ability to meet the Council's long-term burial requirements;
- Deliverability;
- Planning considerations;
- Environmental and technical constraints;
- Financial implications;
- Operational and maintenance considerations; and
- Overall advantages and disadvantages.

41 The assessment is intentionally high-level and is intended to support strategic decision-making rather than provide a detailed planning appraisal.

4.3 Scenario 1 – Do Nothing

42 Under this scenario, the Council would make no provision for additional burial capacity following the closure of St Saviour's Cemetery.

43 Whilst this option would avoid immediate capital expenditure, it would leave the Council without an operational cemetery once existing capacity has been exhausted. Residents would consequently be required to rely upon burial provision elsewhere, subject to availability and the policies of other cemetery operators.

44 Additionally, whilst there is no general statutory duty requiring a local authority or town council to provide new cemetery capacity, burial authorities possess statutory powers to establish and extend cemeteries and are expected to plan for the continued provision of burial services. Should existing capacity become exhausted without replacement provision being identified, as above, residents may be required to seek burial plots outside the local area, reducing access to local burial services and potentially conflicting with the Council's objective of meeting the long-term needs of the community.

45 Accordingly, this scenario is not considered capable of meeting the Council's long-term objectives.

Table 1: Scenario 1: Advantages and Disadvantages

Advantages	Disadvantages
No loan required. As such, there is no obligation for repayments.	No future burial provision.
No requirement to acquire land.	Loss of local burial choice.
No further assessment or planning application required.	Reliance on third parties to provide services to residents of Tetbury.
	The Council would not be fulfilling expectations of residents, nor would it be functioning effectively as a burial authority.
	Does not meet the Council's objectives.

4.4 Scenario 2 – New Cemetery Within or Adjoining Tetbury

- 46 This scenario considers the development of a new cemetery located within, or immediately adjoining, Tetbury.
- 47 Locating a new cemetery close to the settlement would maximise accessibility for residents whilst maintaining a strong relationship with the community it is intended to serve. A purpose-built facility would also enable the Council to provide modern infrastructure, attractive landscaping and a layout designed to meet future operational requirements.

Table 2: Scenario 2: Advantages and Disadvantages

Advantages	Disadvantages
Would provide a more easily accessible solution for residents.	Limited site availability.
The cemetery would be purpose-built.	Land acquisition required.
It would provide a long-term solution.	Higher cost for land acquisition.
The cemetery and associated infrastructure would benefit from a modern design.	Further detailed assessment will be required.

A site within the settlement boundary would demonstrate a community focused approach.

4.5 Scenario 3 – New Cemetery Within Approximately Two Miles

48 Where suitable land cannot be identified within or immediately adjoining Tetbury, the development of a new cemetery within approximately two miles of the settlement represents a realistic alternative.

49 This approach reflects the findings of the previous Feasibility Study, which demonstrated that suitable opportunities become more readily available beyond the settlement boundary. Whilst residents would need to travel slightly further, a purpose-built cemetery could still provide the Council with a long-term and operationally effective solution.

Table 3: Scenario 3: Advantages and Disadvantages

Advantages	Disadvantages
Greater site availability and design flexibility.	Less accessible, particularly on foot.
Lower cost for land acquisition.	Greater travel distances.
It would provide a long-term solution.	Potentially greater landscape impacts given the area is subject to the Cotswold National Landscape.
The cemetery and associated infrastructure may be easier to deliver in respect of the Council's requirements.	Further detailed assessment will be required.

4.6 Comparison of Development Scenarios

50 The table below provides a comparative appraisal of the three potential scenarios considered within this Options Appraisal. Each scenario has been assessed against the identified appraisal criteria, with performance against each criterion scored between -2 and 2.

51 The assessment criteria have been selected to reflect the principal strategic, operational, environmental and financial considerations relevant to the provision of new cemetery capacity. Collectively, these criteria enable each development scenario to be assessed consistently against the Council's objectives, ensuring that the preferred option is not only capable of meeting future burial demand, but is also deliverable in respect of

planning and environmental constraints, accessible, financially viable and efficient, and sustainable over the long-term.

Table 4: Scenario Comparison

Assessment	Scenario 1	Scenario 2	Scenario 3
Meets Future Burial	-2	2	2
Deliverability	2	1	2
Accessibility	- 2	2	-1
Long-Term	-2	2	2
Financial Viability and Efficiency	2	-1	0
Consistency with the Council's Objectives	-2	1	1
Total	-4	7	6

4.7 Summary of Preferred Strategic Direction

- 52 The assessment indicates that maintaining the current position is not a realistic option and would fail to address the Council's future burial requirements.
- 53 The development of a new cemetery therefore represents the most appropriate strategic solution. Wherever practicable, land within or immediately adjoining Tetbury should be prioritised due to its accessibility and relationship with the existing community. Should no suitable opportunities exist, a site within approximately two miles of the settlement would provide a suitable alternative capable of delivering the Council's long-term objectives.

5.0 Development Requirements

5.1 Introduction

54 The purpose of this section is to establish the broad development requirements for any future cemetery, irrespective of its eventual location. These requirements have been informed through discussions with the Council, consideration of comparable cemetery developments and the anticipated operational needs of the Council over the long-term.

55 Recognising that the Council's available budget may influence the scale of development, two broad development options have been identified for consideration. The first comprises a purpose-built cemetery incorporating a small chapel and associated facilities, whilst the second represents a simpler cemetery development focused primarily upon the provision of burial space and associated landscaping.

56 The development requirements described below should therefore be viewed as indicative and intended to inform the strategic appraisal and costs presented later within this report.

5.2 Option A – Chapel

57 Option A comprises the development of a new cemetery incorporating a modest chapel building together with supporting infrastructure, landscaping and visitor facilities.

58 The Council has indicated that, should a building be provided, a chapel of approximately 80–100m² would be sufficient to meet anticipated local demand. The building would provide an appropriate space for funeral and memorial services whilst remaining proportionate to the scale of burial provision proposed.

59 Although the detailed design would be subject to future architectural development, the building should seek to complement the rural character of its surroundings through the use of high-quality materials and sensitive landscaping. The building should also be designed to provide level access and comply with current accessibility standards to ensure that it can be used by all members of the community.

60 In addition to the chapel itself, Option A would typically include:

- a formal entrance;
- internal access roads and footpaths;
- a dedicated visitor car park;
- areas for quiet reflection and seating;
- landscaping throughout the site;
- operational access for maintenance vehicles;
- operational facilities required for ongoing maintenance; and
- appropriate utility connections and servicing infrastructure.

61 Whilst this option represents the higher capital cost of the two development scenarios, it would provide a comprehensive, purpose-built cemetery capable of serving the needs of the local community over the long term.

5.3 Option B – Cemetery Only

62 Option B represents a simpler form of development centred upon the provision of burial space, attractive landscaping and essential supporting infrastructure, without the inclusion of a chapel building.

63 Under this approach, funeral services would continue to be held within existing churches or other appropriate venues before burial at the cemetery. The development would

therefore focus upon creating a peaceful, attractive and accessible burial environment whilst significantly reducing construction costs.

64 The cemetery would still incorporate essential infrastructure, including:

- a defined site entrance;
- internal pedestrian routes;
- limited vehicle access where necessary;
- modest visitor parking;
- seating and areas for reflection;
- landscaping and tree planting; and
- operational facilities required for ongoing maintenance.

65 The omission of a chapel would reduce both construction and maintenance costs whilst still enabling the Council to provide a high-quality burial facility capable of meeting local demand.

66 This option may therefore represent an appropriate solution where capital funding is more limited or where existing community facilities are considered capable of accommodating funeral services.

5.4 Burial Provision

67 Any future cemetery should be capable of accommodating a range of burial requirements to ensure that it provides a flexible and long-term solution for the local community.

68 The Council has expressed a desire for the cemetery to be as inclusive as reasonably practicable, providing burial opportunities for all members of the community. Consequently, the cemetery should be designed to accommodate both traditional full-body burials and the interment of cremated remains.

69 At this stage, it is not considered necessary to provide consecrated burial land. Whilst consecrated areas may offer additional choice for some users, they also introduce ongoing administrative and operational requirements that may not be proportionate to the anticipated scale of the cemetery. Nevertheless, the detailed design should remain sufficiently flexible to respond to changing community needs over time, should future demand justify alternative burial areas or additional facilities.

70 The final burial layout, including the number of plots and associated infrastructure, would be determined following concept design stages and be informed by site-specific constraints, operational requirements and projected burial demand.

5.5 Access and Parking

71 Safe and convenient access will be an important consideration in the design of any future cemetery, ensuring that the site is accessible to visitors whilst supporting its day-to-day operation and the requirements of funeral services.

72 The cemetery should be readily accessible by pedestrians, cyclists and vehicles, with access arrangements designed to safely accommodate private vehicles, hearse vehicles and other funeral-related traffic. Adequate parking should be provided to meet the anticipated operational requirements of the cemetery, including routine visits and periods of increased demand associated with funeral services. The precise number of parking spaces will be influenced by the preferred development option, the scale of the cemetery and the characteristics of the chosen site.

73 Internal circulation should be designed to provide safe and convenient movement throughout the site, incorporating accessible pedestrian routes linking parking areas, burial sections and any ancillary buildings. Where appropriate, vehicular routes should

also facilitate the movement of hearse vehicles within the cemetery whilst maintaining a respectful and tranquil environment for visitors.

74 The design should also ensure that suitable access is available for maintenance vehicles undertaking routine operational activities, together with emergency service vehicles where required. Access arrangements should therefore be designed to achieve an appropriate balance between operational functionality, visitor safety and the peaceful character expected of a cemetery.

75 The detailed access strategy, parking provision and internal circulation arrangements will ultimately be informed by the characteristics of the preferred site and developed in consultation with the Local Highway Authority as part of any future planning application.

5.6 Landscaping

76 Landscaping will play a fundamental role in the successful integration of any future cemetery within its surroundings, particularly given that Tetbury, in its entirety, is located within the Cotswold National Landscape.

77 In addition to providing an attractive setting for visitors, planting can assist in integrating development into the wider landscape, enhancing biodiversity and creating a peaceful environment appropriate for remembrance and reflection.

78 The detailed landscape design will be influenced by the characteristics of the preferred site; however, it should seek to retain existing landscape features wherever practicable and incorporate additional tree planting, native hedgerows and areas of species-rich grassland where appropriate.

79 Opportunities should also be taken to provide seating, informal gathering spaces and carefully designed pedestrian routes that encourage quiet contemplation whilst remaining fully accessible to all visitors.

80 The landscape strategy should therefore seek to balance operational requirements with the creation of a respectful and attractive environment that can mature over time.

5.7 Maintenance

81 Any future cemetery should be designed with long-term management and maintenance in mind.

82 The Council currently maintains its existing cemetery assets through an established maintenance team. It is anticipated that this operational model could be extended to incorporate a new cemetery, subject to an assessment of future staffing requirements and ongoing maintenance costs.

83 Design decisions should therefore seek to minimise unnecessary maintenance liabilities whilst maintaining a high-quality environment. This includes consideration of planting species, path materials, drainage infrastructure and boundary treatments, together with ensuring that operational access is available throughout the site for routine maintenance activities.

84 The ongoing management of the cemetery will form an important element of the overall business case and should be reflected within future financial planning to ensure that the facility remains sustainable throughout its operational life.

5.8 Summary of Development Requirements

85 The development requirements outlined above establish the broad parameters against which future cemetery proposals should be developed. Whilst the precise design will be

influenced by the characteristics of the preferred site, the overarching objective should be to deliver a high-quality, accessible and financially sustainable cemetery that meets the long-term needs of the local community. The two development options considered within this Appraisal provide differing levels of infrastructure and investment, both of which are capable of delivering this objective. The relative costs and benefits of each option are considered in the financial appraisal presented in Section 7.0 of this Appraisal.

6.0 Planning and Environmental Considerations

6.1 Introduction

86 The development of a new cemetery will require careful consideration of a range of planning, environmental and technical matters throughout the design and planning process. Whilst the Feasibility Study considered a number of strategic constraints across the search area, this section provides an overview of the principal planning and environmental considerations likely to influence the future development of a cemetery and the supporting information that may be required to facilitate a future planning application.

87 The purpose of this section is not to undertake a detailed assessment of individual sites. Rather, it identifies the key matters that will need to be addressed as the project progresses from the strategic recommendations contained within this Options Appraisal towards the detailed design and planning stages.

6.2 Planning Process Overview

88 The development of a new cemetery will require planning permission from the Local Planning Authority. Whilst the detailed planning considerations will ultimately depend upon the preferred site and final design; the planning process provides a structured framework through which the acceptability of the proposed development can be assessed.

89 As the purpose of this Options Appraisal is to inform the Council's strategic decision-making, it does not seek to assess individual sites against planning policy or determine the likelihood of planning permission being granted. Instead, it provides an overview of the principal planning matters that are likely to influence the future development of a cemetery and the process by which planning permission may be obtained.

90 If the Council decide to progress a preferred site following detailed site identification and selection centred on the need for a smaller cemetery than previously anticipated, a future planning application would be supported by a range of technical assessments and specialist reports, demonstrating that the proposed development has been appropriately designed and that any environmental or technical impacts can be avoided, minimised or suitably mitigated. Prior to the submission of a planning application, it is recommended that the Council engages in pre-application discussions with the Local Planning Authority to establish the acceptability of a cemetery in principle at the selected site. The pre-application process would also assist in identifying the technical surveys, assessments and supporting information likely to be required to accompany a future planning application, thereby helping to reduce planning risk and inform the subsequent design and development of the scheme.

91 The principal planning considerations are likely to include landscape character, biodiversity, heritage, groundwater protection, highway safety and the overall quality of the proposed design. These matters are discussed in the following sections.

6.3 Environmental Considerations

92 The Feasibility Study considered a broad range of environmental and technical constraints across the search area to inform the identification of potentially suitable land for cemetery development. Those findings remain relevant and have informed the recommendations presented within this Appraisal. Rather than repeating the detailed technical assessments previously undertaken, the following provides a summary of the principal considerations likely to influence future development.

Landscape

- 93 The entirety of the search area is located within the Cotswolds National Landscape. As this designation applies across the whole of Tetbury and the surrounding area, it was not considered appropriate to discount sites solely on this basis during the Feasibility Study.
- 94 Instead, the designation should be regarded as a key design consideration. Any future proposal will need to demonstrate that the special qualities and natural beauty of the National Landscape are conserved through sensitive site selection, high-quality landscape design, appropriate planting and careful integration with the surrounding landscape. Subject to these considerations being appropriately addressed, the National Landscape designation is not considered to represent a strategic constraint to the delivery of a new cemetery.

Biodiversity

- 95 The only statutory ecological designation identified within the search area is Veizey's Quarry Site of Special Scientific Interest (SSSI). In addition, much of the search area falls within the associated Impact Risk Zone, meaning consultation with Natural England may be required depending upon the location and nature of any future proposal.
- 96 Ecological considerations will therefore form an important part of the planning process. However, the presence of the SSSI and its associated consultation zone does not preclude cemetery development. Instead, ecological considerations will inform the selection of a preferred site, detailed design and the scope of ecological surveys required to accompany a future planning application.

Heritage

- 97 Tetbury contains a significant number of designated heritage assets, including Grade I, Grade II* and Grade II Listed Buildings, together with Tetbury Camp Scheduled Monument to the east of Bath Road and the Bowl Barrow south-east of Broadfield Farm to the northeast of the town.
- 98 The search area also lies within approximately two kilometres of Chavenage House Registered Park and Garden (Grade II) and Estcourt Park Registered Park and Garden (Grade II). However, no sites identified through either the previous Feasibility Study, or the updated site search are located within, or immediately adjacent to, these designated Parks and Gardens.
- 99 Whilst heritage considerations did not form part of the strategic site elimination process, any future planning application will need to demonstrate that the significance and setting of designated heritage assets have been appropriately considered and that any potential impacts have been avoided or suitably mitigated through sensitive design.

Flood Risk and Ground Conditions

- 100 Flood risk and ground conditions represent key considerations in the development of any cemetery due to their potential influence on burial suitability and groundwater protection.
- 101 The previous Feasibility Study discounted sites located within areas of significant flood risk together with sites underlain by unsuitable superficial deposits, less suitable bedrock geology and sites adjacent to historic landfill. These assessments have significantly reduced the potential for environmental impacts associated with future burial activities.

102 The entirety of the search area is located within Groundwater Source Protection Zone 1c (SPZ1c). This subzone is intended to protect deeper groundwater from activities that penetrate the underlying geology, rather than shallow activities such as human burials. As burial activities would not be expected to affect these deeper aquifers, the SPZ1c designation was not considered appropriate to eliminate sites at the strategic site identification stage.

103 Accordingly, groundwater protection should be regarded as a matter for detailed technical assessment and consultation with the Environment Agency rather than a strategic constraint preventing future cemetery development.

Highways and Access

104 Safe and suitable access will be an important consideration in the delivery of a new cemetery.

105 During the Feasibility Study, sites incapable of achieving an appropriate means of access, or where access could only be secured through unacceptable impacts upon the surrounding highway network, were discounted from further consideration. Consequently, the opportunities identified through both the previous Feasibility Study, and the updated site search are considered capable of accommodating suitable access arrangements in principle, subject to detailed design and agreement with the Highway Authority.

6.4 Anticipated Surveys

106 Following the identification of a preferred site, a range of technical surveys and supporting assessments are likely to be required to accompany any future planning application. The precise scope of these assessments will depend upon the characteristics of the selected site; however, they are likely to include:

- Preliminary Ecological Appraisal and any protected species surveys identified as necessary;
- Biodiversity Net Gain Assessment;
- Arboricultural Survey, where trees may be affected;
- Landscape and Visual Appraisal;
- Heritage Statement, where designated or non-designated heritage assets may be affected;
- Archaeological Desk-Based Assessment;
- Flood Risk Assessment and Drainage Strategy, where required;
- Tier 2 Groundwater Risk Assessment;
- Tier 3 Groundwater Risk Assessment;
- Transport Statement, including an assessment of Access;
- Agricultural Land Classification (if a larger site is pursued);
- Utilities searches; and
- Topographical survey.

107 The completion of these assessments will provide the evidence necessary to inform the detailed design of the cemetery and support a robust planning application.

6.5 Planning Strategy

108 Should the Council decide to progress the development of a new cemetery, it is recommended that the project follows a staged planning process in order to minimise project risk and ensure that technical constraints are identified and addressed at the earliest opportunity.

- 109 The recommended approach is anticipated to comprise the following key stages :
- Confirmation of the Council's preferred development option and preferred site;
 - Engagement with the relevant landowner(s) to establish land availability and agree commercial terms;
 - Appointment of specialist technical consultants;
 - Completion of the Preliminary Ecological Appraisal;
 - Submission of a pre-application enquiry to the Local Planning Authority;
 - Completion of site-specific surveys and investigations;
 - Preparation and refinement of the cemetery layout in response to technical findings and stakeholder feedback;
 - Preparation of supporting planning documentation; and
 - Submission and determination of a full planning application.
- 110 Progressing the project in this manner will allow the Council to make informed decisions at each stage of the process whilst reducing planning risk and avoiding unnecessary expenditure prior to establishing the suitability of the preferred site.
- 6.6 Summary of Planning and Environmental Considerations**
- 111 The Feasibility Study has already considered many of the principal planning, environmental and technical constraints associated with identifying land suitable for cemetery development.
- 112 Whilst a number of planning and environmental matters will require further consideration following the selection of a preferred site, none of the strategic constraints identified through the Feasibility Study or this Appraisal are considered, in principle, to prevent the delivery of a new cemetery.
- 113 Future work should therefore focus on confirming the Council's preferred development option, identifying a preferred site, undertaking the necessary technical assessments and progressing a planning application supported by appropriate mitigation where required. Subject to these steps being completed, there is no strategic planning or environmental reason why Tetbury Town Council could not progress the development of a new cemetery.

7.0 Indicative Financial Appraisal

7.1 Introduction

114 The purpose of this section is to provide the Council with an indication of the likely financial implications associated with developing a new cemetery. The figures presented are intended to support strategic decision making and should therefore be regarded as indicative estimates rather than detailed cost plans. Actual project costs will depend upon factors including land acquisition, site conditions, design requirements, procurement strategy and prevailing market conditions at the time of construction.

7.2 Methodology

115 Indicative cost estimates have been informed by CDS' experience of comparable cemetery projects, professional judgement and discussions with the Council regarding its operational requirements and aspirations for the proposed development.

116 Given the strategic nature of this appraisal, all costs should be regarded as indicative and may reasonably vary by approximately $\pm 20\text{--}30\%$ until a preferred site has been identified, detailed design completed and site-specific investigations undertaken. Unless otherwise stated, the appraisal is based on current cost assumptions and excludes future inflation beyond the date of preparation.

117 The financial appraisal has been prepared using the following assumptions:

- Cost estimates are based on 2026 prices, unless otherwise stated.
- Capital costs are indicative and suitable for strategic decision-making only.
- Land acquisition costs are indicative and subject to valuation and negotiation with landowners.
- The appraisal assumes normal ground conditions and excludes abnormal costs such as contamination, significant archaeological remains or extensive ground remediation.
- Burial demand has been based on the evidence presented in Section 3.0 and the previous Feasibility Study.
- Construction costs exclude future inflation beyond the date of this appraisal.
- Borrowing costs are based on current Public Works Loan Board (PWLB) lending rates and are indicative only. Actual borrowing costs will depend on the prevailing rates at the time borrowing is secured.

118 The indicative capital costs presented in the Tables below have been prepared to provide the Council with an estimate of the anticipated costs associated with delivering a new cemetery. The estimates are based on CDS' experience of comparable cemetery developments and have been adapted to reflect the anticipated scale and nature of development required within Tetbury.

119 The cost estimates comprise the principal elements of a typical cemetery development, including site preparation works, internal access roads and footpaths, visitor parking, landscaping, drainage infrastructure, cemetery infrastructure, utility connections and associated external works. Where applicable, the costs also include the construction of a chapel and associated facilities under Development Option A.

120 The estimates should be regarded as indicative only and are intended to inform strategic decision-making rather than provide a detailed cost plan. Actual project costs will depend upon the final site selected, ground conditions, planning requirements, detailed design, procurement strategy and prevailing market conditions at the time of construction.

7.3 Indicative Costs

- 121 Factors in determining the overall cost of developing a cemetery include the cost and complexity of the site, required infrastructure, drainage solutions, access improvements, burial infrastructure and whether a building, such as a chapel, is included.
- 122 The final cost is also influenced by design choices, materials used, and any necessary junction or highway works. It must be noted that the first developable acre is always a significantly higher cost than the rest of the development as this includes access, car parking, and drainage etc. First developable acre cost ranges from £600k-1m, with acres after that ranging from £100-200k. It is possible to achieve 800 burial plots per acre of cemetery land and therefore, with a relatively low burial rate of fewer than seven per year, one acre of cemetery land could provide Tetbury with capacity for the next 90 – 110 years.
- 123 The below costs do not factor in potential contractor overheads and profit added by the appointed contractor.

Table 5: Option A Indicative Costs

Development Feature	Indicative Costs
Land Acquisition (estimates based on available data at the time of writing)	Within or adjoining Tetbury: £100,000 - £300,000 Agricultural Holding outside of settlement boundary: £10,000 - £45,000
Chapel and Associated Features (Assumes 100sqm)	£276,000 - 298,000 (27% of Base Capital Cost)
Site Preparation (Soil Removal and Earthworks)	Approximately 10% of Base Capital Cost
Roads, Footpaths and Parking	Approximately 39% of Base Capital Cost
Cemetery Infrastructure (Site Furniture, Signage, Memorial Foundations, Setting Out of Burial Plots, Fencing and Gates)	Approximately 5% of Base Capital Cost
Soft Landscaping	Approximately 6% of Base Capital Cost
Drainage and Utilities (Water Supply, Electricity, Standpipes)	Approximately 13% of Base Capital Cost
Base Capital Cost	£1,100,000 (Excl. Land Acquisition)
Associated Fees (% of Total Cost)	Professional Fees (10%): £110,000 Contingency (15%): £165,000
Indicative Project Cost (Includes Associated Fees, Base Capital Cost and Land Acquisition)	Within or Adjoining Tetbury: £1,475,000 - £1,675,000 Agricultural Holding: £1,385,000 - £1,420,000

Table 6: Options B Indicative Costs

Development Feature	Indicative Costs and Approximate Percentages
Land Acquisition (estimates based on available data at the time of writing)	Within or adjoining Tetbury: £100,000 - £300,000 Agricultural Holding outside of settlement boundary: £15,000 - £45,000
Site Preparation (Soil Removal and Earthworks)	Approximately 15% of Base Capital Cost
Roads, Footpaths and Parking	Approximately 53% of Base Capital Cost
Cemetery Infrastructure (Site Furniture, Signage, Memorial Foundations, Setting Out of Burial Plots, Fencing and Gates)	Approximately 8% of Base Capital Cost
Soft Landscaping	Approximately 8% of Base Capital Cost
Drainage and Utilities (Water Supply, Electricity, Standpipes)	Approximately 16% of Base Capital Cost
Base Capital Cost	£300,000 (Excl. Land Acquisition)
Associated Fees (% of Base Capital Cost)	Professional Fees (15% of Base Capital Cost): £45,000 Contingency (15% of Base Capital Cost): £45,000
Indicative Project Cost (Includes Associated Fees, Base Capital Cost and Land Acquisition)	Within or Adjoining Tetbury: £490,000 - £690,00 Agricultural Holding: £400,000 - £435,000

7.4 Burial Fee Review and Recommendations

- 124 The Council currently operates a charging structure for burial services within its existing cemetery. The fees represent an important source of revenue, contributing towards the ongoing maintenance and management of cemetery facilities whilst also assisting in meeting future capital investment requirements.
- 125 In developing a new cemetery, it is appropriate to review the Council's existing charging structure to ensure that fees remain broadly comparable with those charged by neighbouring burial authorities, whilst also reflecting the long-term operational and financial requirements associated with providing additional burial capacity. The Council's existing burial fee structure is set out in Table 9, with the fees of comparable administrative councils set out in Table 10 to provide context for the Council's existing charging structure.

Table 7: Existing Burial Fees

Service	Resident Fee	Non-Resident Fee
Exclusive Right to Burial	£800	£1,600
Additional Internment in the Same Grave (Burial)	£265	£530
Internment of Cremated Remains	£200	£400
Additional Internment in the Same Grave (Cremated Remains)	£75	£150

Table 8: Comparison of Other Administrative Council Fees

	Comparable Administrative Councils									
	Gloucester CC		Stroud DC		Forest of Dean DC		Tewkesbury BC		Cheltenham BC	
	Residency Status									
Services	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Exclusive Right to Burial	£941 (50 yrs) £2,176 (99 yrs)	£1,882 (50 yrs) £4,355 (99 yrs)	£974	£1,948	£1,685	£3,370	£1,920	£3,840	£2,260 (75yrs) £2,990 (100yrs)	N/A
Additional Internment in the Same Grave (Burial)	N/A	N/A	£526	£1,052	£969	£1,938	N/A	N/A	N/A	N/A
Internment of Cremated Remains	£274	£274	£472	£944	£601	£1,202	£600	£1,200	£1,150 (75yrs) £1,520 (100yrs)	N/A
Additional Internment in the Same Grave (Cremated Remains)	£66	£77	£153	£306	£499	£998	N/A	N/A	N/A	N/A

126 Whilst individual authorities differ in the services provided and the way in which fees are categorised, the comparison provides a useful indication of the range of charges currently being applied across the wider region.

127 The exercise demonstrates that burial fees vary between authorities, reflecting differences in operating costs, cemetery capacity, levels of service and local funding arrangements. Consequently, there is no single 'correct' charging structure.

128 Nevertheless, the comparison indicates that the Council has scope to review its existing fees to ensure they remain capable of supporting the long-term operation and maintenance of any future cemetery, whilst remaining broadly comparable with those charged elsewhere within the region.

Burial Fee Recommendations

129 Based on the findings of the burial fee review, the following recommendations are made to assist the Council in establishing a charging structure that supports the long-term financial sustainability of the proposed cemetery whilst remaining fair, transparent and broadly comparable with neighbouring burial authorities:

- The Council should undertake a review of its existing burial fees prior to the opening of any new cemetery to ensure that charges appropriately reflect both capital investment and ongoing maintenance costs.
- Burial fees should be reviewed on a regular basis, with a formal review undertaken at least every three years. Periodic reviews would enable the Council to respond to changes in inflation, operating costs and borrowing commitments whilst avoiding the need for significant one-off increases.
- The Council should continue to benchmark its burial fees against neighbouring burial authorities to ensure that charges remain proportionate, competitive and capable of supporting the long-term financial sustainability of the cemetery.

130 For the purpose of this Options Appraisal, the following fees have been assumed within the provided repayment scenarios:

- Resident Burial - £1,800
- Non-Resident Burial - £3,600
- Ash Internment - £400

7.5 Funding Strategy

Public Work Loans Board

131 The delivery of a new cemetery will require a significant capital investment. Whilst a range of funding options may be available to the Council, borrowing through the PWLB¹ is considered to represent the most realistic and appropriate funding mechanism for a project of this nature.

132 One of the principal advantages of PWLB borrowing is that it provides access to long-term loans at competitive interest rates. Loan periods may extend over several decades, allowing repayment costs to be spread over the anticipated operational life of the asset. This can assist councils in delivering essential infrastructure whilst avoiding the need to fund the full capital cost from existing reserves.

133 Should the Council decide to progress a new cemetery following completion of this Options Appraisal, it is anticipated that a detailed business case would be prepared to

¹ [About PWLB lending](#)

support any future borrowing application. This would refine the indicative case presented within this Options Appraisal by incorporating site-specific costs, updated construction estimates and current borrowing rates.

Why PWLB Funding is Appropriate

- 134 Given the relatively low annual burial demand identified within Tetbury, it is neither necessary nor desirable to recover the full capital cost within a short period. Instead, borrowing over a longer repayment period would enable costs to be spread across future users of the cemetery whilst maintaining burial fees at a level that remains affordable for residents.
- 135 The indicative case within this report demonstrates that both development options could be financed over either a 40-year or 50-year repayment period. Whilst extending the repayment period would increase the total interest paid over the life of the loan, it would reduce annual borrowing costs and may assist the Council in managing revenue budgets during the early years of operation.
- 136 Furthermore, cemeteries represent long-term community infrastructure, often remaining operational for many decades. The anticipated operational lifespan of a new cemetery is expected to significantly exceed the proposed borrowing period, meaning that future generations who benefit from the facility would also contribute towards its delivery through burial fees.
- 137 For these reasons, PWLB borrowing is considered to represent an appropriate funding mechanism for a project of this nature. It provides the Council with access to affordable long-term finance whilst enabling the costs of development to be managed over an extended period that better reflects the operational life of the asset.

Indicative Funding Process

- 138 Should the Council decide to progress the preferred development option, the anticipated funding process is likely to comprise the following stages:
- Completion of the Options Appraisal and identification of the Council's preferred development option.
 - Approval by the Council to progress the project and prepare a detailed business case.
 - Identification and negotiation of a preferred site.
 - Refinement of project costs through technical surveys, preliminary design work and professional cost estimates.
 - Preparation of a detailed financial appraisal demonstrating project affordability, anticipated income and repayment arrangements.
 - Approval by the Council to borrow the necessary capital.
 - Submission of a borrowing request through the Council's approved financial procedures.
 - Receipt of borrowing approval and drawdown of funds at the appropriate stage of the project.
 - Repayment of the loan over the agreed borrowing period through the Council's revenue budgets and income generated by burial fees.
- 139 The precise process will depend upon the Council's internal governance procedures and financial arrangements in place at the time the project progresses.

7.6 Repayment Scenarios

140 A series of indicative repayment scenarios have been prepared using the estimated capital costs presented for both Option A and Option B within this Options Appraisal. The scenarios have been modelled over both 40-year and 50-year repayment periods and are presented in Appendix B. As would be expected, a shorter 40-year repayment period results in higher annual repayment costs but a lower overall interest cost across the life of the borrowing. Conversely, a 50-year repayment period reduces the annual repayment burden but increases the total interest payable over the full repayment term.

141 The repayment scenarios have been prepared to demonstrate the potential long-term financial implications of each development option and to inform the Council's decision-making. Given the relatively low projected burial demand and the long-term nature of cemetery provision, the repayment modelling indicates that income generated from burial fees alone is unlikely to fully recover the capital investment within either repayment period. This is not uncommon for cemetery developments serving smaller communities, where the primary objective is the delivery of essential public infrastructure and the provision of a long-term community service, rather than the generation of a financial surplus.

7.7 Financial Sensitivity Analysis

142 The financial case presented within this Options Appraisal is based on a series of indicative assumptions and should be regarded as providing an estimate of the likely costs associated with each development option. Actual project costs will be influenced by a range of factors, including land acquisition costs, detailed design, construction costs, inflation and prevailing PWLB borrowing rates. Similarly, future income will depend upon burial demand, the timing of plot sales and the burial fee structure ultimately adopted by the Council. As the project progresses, these assumptions should be reviewed and refined to reflect updated cost estimates, borrowing rates and site-specific information, ensuring that the Council's financial appraisal remains robust and up to date.

7.8 Financial Risks

143 As set out above, the financial appraisal presented within this Options Appraisal is based upon indicative assumptions and should therefore be regarded as an estimate rather than a fixed project cost. A number of financial variables have the potential to influence both the capital expenditure required and the long-term affordability of the project. These risks should be reviewed throughout the project lifecycle and updated as more detailed information becomes available.

Table 9: Financial Risk Register

Risk	Potential Effect	Mitigation
Increase in land values	Higher acquisition costs	Commence negotiations early and obtain independent valuations.
Construction cost inflation	Increased capital costs	Include contingency within project budgets and update cost estimates before procurement.

Risk	Potential Effect	Mitigation
Increase in PWLB borrowing rates	Higher annual loan repayments	Review borrowing rates immediately prior to submitting any loan application and update the financial appraisal accordingly.
Lower than anticipated burial demand	Reduced income and longer repayment period	Regularly review burial trends and adjust financial forecasts where appropriate.
Higher maintenance costs	Increased annual revenue expenditure	Design the cemetery to minimise long-term maintenance requirements and periodically review maintenance budgets.
Additional planning or technical requirements	Increased consultant and construction costs	Allow an appropriate contingency within project budgets and undertake early technical investigations.

144 Whilst the financial risks identified above have the potential to influence the overall affordability of the project, none are considered to be exceptional or unusual for a development of this nature. Through appropriate project management, early technical investigations and periodic review of the financial appraisal, these risks can be effectively managed as the project progresses.

7.9 Conclusions and Recommendations

145 The indicative financial appraisal demonstrates that both development options are capable of being delivered through long-term borrowing, subject to the Council identifying a suitable site and preparing a detailed business case to support any future funding application. Whilst the indicative capital costs represent a significant investment, they should be viewed in the context of providing essential community infrastructure with an operational lifespan extending well beyond the proposed borrowing period. The appraisal also demonstrates that the financial viability of the project will be influenced by a range of factors, including the final site selected, land acquisition costs, borrowing rates, burial demand and the charging structure adopted by the Council.

146 Given the relatively modest burial demand identified within Tetbury, it is not anticipated that burial fee income alone will fully recover the capital cost of developing a new cemetery over the indicative repayment periods considered. However, this reflects the nature of cemetery provision as an essential public service rather than a commercial enterprise. As with many forms of community infrastructure, the principal objective is to provide a long-term public asset that meets the needs of current and future generations,

with borrowing and revenue support enabling the cost of delivery to be shared over an appropriate timescale.

- 147 Should the Council decide to progress either development option, it is recommended that a detailed business case is prepared once a preferred site has been identified and secured. This should include site-specific capital cost estimates, updated PWLB borrowing rates, refined income projections, detailed cashflow forecasting and an assessment of the Council's long-term affordability. The financial appraisal should continue to be reviewed and updated throughout the design and planning process to ensure that investment decisions are based upon the most current information available and that the preferred option remains financially deliverable.

8.0 Delivery Programme

8.1 Introduction

148 The purpose of this section is to outline the principal stages required to progress a new cemetery from the completion of this Options Appraisal through to operation. The programme is intended to provide the Council with an understanding of the key activities, decision-making milestones and statutory processes associated with the delivery of a new cemetery.

149 The programme presented below is indicative and has been prepared using professional judgement, previous experience of comparable cemetery developments and the information currently available. The overall duration of the project will depend upon a number of factors, including the selection of a preferred site, land acquisition, the outcome of technical surveys, statutory consultation requirements, the planning process, and procurement.

150 Whilst individual timescales may vary, the programme demonstrates that the delivery of a new cemetery is likely to extend over several years and will require a coordinated approach involving the Council, statutory consultees, technical specialists and the Local Planning Authority.

8.2 Phase 1 (RIBA Stage 0) – Council Decision-Making

151 RIBA Stage 0 focuses on identifying and securing the most suitable site for development. This stage is vital for risk mitigation, as selecting an inappropriate site can lead to delays or unsuccessful planning applications.

152 The first phase of the programme comprises consideration of this Options Appraisal by the Council. It is anticipated that the findings of the report will be presented to Members during October 2026, providing an opportunity to explain the conclusions of the appraisal and answer any questions arising from the assessment.

153 Following the presentation, the Council should undertake appropriate community engagement to explain the need for additional burial provision and present the preferred development options. As confirmed by the Council, this process will include a Parish Poll, undertaken in accordance with the relevant statutory procedures. Whilst the outcome of the Parish Poll is advisory rather than binding, it will provide an important indication of community opinion and should be considered alongside the technical findings of this report.

154 Overall, Phase 1 is anticipated to take approximately two to three months, depending upon the timing of Council meetings, the statutory requirements associated with the Parish Poll and the extent of community engagement undertaken. The completion of this phase will provide the Council with a clear understanding of community opinion and enable an informed decision to be made on whether to progress the project and, if so, which development option should be taken forward.

8.3 Phase 2 (RIBA Stage 0) – Funding and Land Acquisition

155 Once a preferred development option has been identified, the Council should consider securing funding to enable the acquisition of a suitable site, following detailed site identification and selection centred on the need for a smaller cemetery, and progression of the project.

156 At present, it is anticipated that borrowing through the PWLB would represent the most appropriate funding mechanism. Subject to Council approval, a PWLB application should

therefore be prepared and submitted, supported by a detailed business case which builds on the financial appraisal presented within this report.

157 Following confirmation of funding arrangements, negotiations should commence with the owner of the preferred site. The duration of Phase 2 will largely depend upon the complexity of land negotiations and the timescales associated with securing external borrowing. Whilst some activities may be undertaken concurrently, this phase is anticipated to take approximately six to twelve months to complete. The successful conclusion of this phase will provide the Council with both a secured site and an agreed funding mechanism, enabling the project to progress to detailed site assessment and design.

8.4 Phase 3a (RIBA Stages 1 and 2) – Site Assessment, Design and Pre-Application

158 RIBA Stage 1 focuses on refining project objectives and conducting essential surveys. Early engagement with the relevant planning authorities at this stage helps streamline the application process and minimises the risk of rejection later. During RIBA Stage 2, the design concept is refined based on feedback from RIBA Stage 1 and further technical assessments. This stage ensures the project is both feasible and aligns with planning expectations before moving to more detailed design work.

159 Once a site has been secured, a series of technical investigations should be commissioned to inform the concept design of the proposed cemetery.

160 Initially, this is likely to comprise a topographical survey, Preliminary Ecological Appraisal (PEA) and ground investigation works. The PEA will determine whether additional protected species surveys are required. Should seasonal surveys be necessary, these have the potential to influence the overall programme and should therefore be commissioned as early as possible. Given the location of the entire search area is subject to a Groundwater Source Protection Zone 1c allocation, the commission of a Tier 2 Groundwater Risk Assessment is recommended as early as possible within Phase 3.

161 The findings of these investigations will inform preparation of an initial cemetery masterplan, demonstrating the proposed burial areas, internal access arrangements, parking provision, landscaping and any ancillary buildings.

162 Prior to the submission of a planning application, it is recommended that the Council seeks pre-application advice from the Local Planning Authority. This will enable any significant planning issues to be identified at an early stage and, where necessary, incorporated into the final design.

163 The anticipated duration of Phase 3 is approximately two to four months, although this may extend where protected species surveys are identified that can only be undertaken during specific seasons and/or if the Local Planning Authority do not provide a pre-application advice response within an appropriate timeframe. Early appointment of technical consultants and the timely commissioning of surveys will therefore be important in minimising programme delays. Upon completion of this phase, the Council should have sufficient technical information to prepare a robust planning application.

8.5 Phase 3b – Burial Permit

164 The Burial Permit process does not fall within a particular RIBA Stage and as set out below, the process should be commenced as soon as reasonably possible following acquisition of a preferred site.

Overview of Burial Permits

- 165 In addition to obtaining planning permission, the development of a new cemetery may require compliance with the Environmental Permitting (England and Wales) Regulations 2016, depending on the characteristics of the selected site and the potential risk posed to groundwater.
- 166 Burials have the potential to affect groundwater quality where burial densities are high, groundwater levels are shallow, or where cemeteries are located within sensitive hydrogeological environments. Particular consideration is required where sites are located within Source Protection Zones, close to watercourses or in areas where groundwater may be vulnerable to contamination.
- 167 The requirement for an environmental permit is determined by the Environment Agency following consideration of the selected site's geological and hydrogeological characteristics. Depending upon the level of environmental risk, the proposed cemetery may be exempt from permitting requirements, qualify for a Standard Rules Permit, or require a Bespoke Environmental Permit.
- 168 As identified within the previous Feasibility Study, the entirety of the Tetbury search area is located within SPZ1c. Whilst this constraint is unavoidable and was therefore not used to discount potential cemetery locations, any preferred site would require site-specific investigation to demonstrate that the proposed burial activities would not result in unacceptable impacts upon groundwater.

Indicative Permitting Process

- 169 Following identification of a preferred site, the anticipated permitting process is expected to comprise the following stages:
- Undertake site-specific ground investigations and hydrogeological assessments to establish groundwater levels, geological conditions and potential pollution pathways.
 - Prepare a groundwater risk assessment, where required, to assess the potential impact of burial activities upon groundwater quality.
 - Engage with the Environment Agency to determine the appropriate permitting route.
 - Prepare and submit the relevant environmental permit application together with the supporting technical information.
 - Determination of the application by the Environment Agency.
 - Where required, comply with any permit conditions prior to the commencement of burial operations.

- 170 The level of assessment and supporting information required will depend upon the environmental sensitivity of the preferred site and the type of permit considered appropriate by the Environment Agency.

Indicative Timeframes

- 171 The environmental permitting process is separate from the planning process and should be programmed accordingly. The permitting process can therefore be undertaken in parallel with the planning process.
- 172 The duration of the permitting process will depend upon the complexity of the site and the level of assessment required. As a guide, a Standard Rules Permit may typically be determined within approximately 2 to 4 months, whereas a Bespoke Environmental Permit may require approximately 4 to 8 months, particularly where additional technical information or consultation is necessary.

173 Given the hydrogeological sensitivity of the Tetbury area, it is recommended that the
permitting process is commenced as early as practicable following selection of a
174 preferred site. Early engagement with the Environment Agency and completion of the
necessary technical investigations will assist in reducing the potential for programme
delays.

8.6 Phase 4a (RIBA Stage 3) – Planning Application

174 RIBA Stage 3 prepares the project for public consultation and formal planning approval.
Delays in this stage can impact project timelines significantly, so contingency time should
be factored in to allow for unexpected revisions to the project programme.

175 Following receipt of pre-application advice, the cemetery design should be refined and
all necessary supporting documents prepared.

176 Depending upon the preferred development option and the findings of the technical
surveys, supporting documents may include ecological reports, transport information,
landscape assessments, drainage information and other technical reports required to
accompany the planning application.

177 Following submission, the Local Planning Authority will validate the application and
undertake statutory consultation.

178 Preparation of the planning application and its subsequent determination is anticipated
to take approximately six to eight months. This assumes a period of approximately 4
months for the preparation of application documents, followed by a statutory
determination period of eight weeks for a minor application or thirteen weeks for a major
application, together with an allowance for consultation responses, requests for
additional information and any committee determination. The successful completion of
this phase will result in the grant of planning permission, subject to any planning
conditions imposed by the Local Planning Authority.

8.7 Phase 5 (RIBA Stage 4) – Technical Design and Procurement

179 Following the grant of planning permission, the Council will need to discharge any pre-
commencement planning conditions before construction can begin. Once the relevant
conditions have been discharged, the project would progress to RIBA Stage 4.

180 This phase is anticipated to take approximately 4 months and involves developing the
approved design into a comprehensive technical package suitable for construction.
Detailed architectural, engineering and landscape drawings, technical specifications and
contract documentation would be prepared, together with any information required to
discharge planning conditions where necessary.

181 Concurrently, the Council would procure and appoint a suitably qualified contractor to
deliver the works. Depending on the Council's preferred procurement route, this is likely
to involve the preparation of tender documentation, an invitation to tender, evaluation
of submitted tenders and appointment of the successful contractor. The completion of
this stage will ensure that the project is fully designed, appropriately costed and ready to
proceed to the construction phase.

8.8 Phase 6 (RIBA Stages 5 and 6) – Construction and Operation

182 RIBA Stage 5 concentrates on the construction process, with RIBA Stage 6 ensuring all
outstanding issues are resolved before the site is formally opened for use. Construction
works will vary depending upon the chosen development option but are anticipated to
include earthworks, drainage, access roads, parking areas, pathways, landscaping and,
where applicable, the construction of a chapel and associated buildings.

183 Following completion of construction, a short mobilisation period should be allowed to establish operational procedures, maintenance arrangements and burial management processes prior to opening the cemetery to the public.

184 Whilst the construction programme will ultimately depend upon the scale of development, a period of approximately eight to fourteen months should be allowed to deliver Option A (cemetery and chapel). However, it should be noted that if Option B (cemetery only) is pursued, the construction period would be considerably less, requiring approximately six months to complete construction.

185 The duration of the final phase will depend upon the scale and complexity of the preferred development option. Overall, it is anticipated that procurement, construction, landscaping and operational mobilisation could take approximately eight to eighteen months, although this may vary depending upon contractor availability, weather conditions and any unforeseen ground conditions encountered during construction. Upon completion of this phase, the new cemetery would be fully operational and capable of meeting the future burial needs of Tetbury and the surrounding area for many decades.

8.9 Programme Summary

186 The delivery of a new cemetery represents a significant project requiring careful planning, funding and stakeholder engagement. Whilst the precise programme will depend upon the preferred development option and site-specific constraints, this appraisal demonstrates that the project can be progressed through a structured and logical sequence of stages.

187 The indicative programme highlights the principal milestones required to deliver a new cemetery, from strategic decision-making and funding through to planning, construction and operation. It also demonstrates the importance of early technical investigations, community engagement and proactive project management in minimising delays and facilitating the timely delivery of additional burial provision for Tetbury.

188 Based on the indicative programme set out above, the delivery of a new cemetery could take between 26 months (Best Case Programme) to 46 months (Approximate Programme) from the completion of this Options Appraisal to the commencement of operations. This programme assumes that the project progresses without significant delay and that key milestones, including Council approval, funding, land acquisition and planning permission, are achieved within the anticipated timescales. Whilst the programme should be regarded as indicative, it demonstrates that the timely progression of the next stages will be essential to ensure that additional burial capacity is available as soon as reasonably possible once provisions within St Saviour's is exhausted.

189 An overview of the Indicative Project Programme is provided on Figure 4.

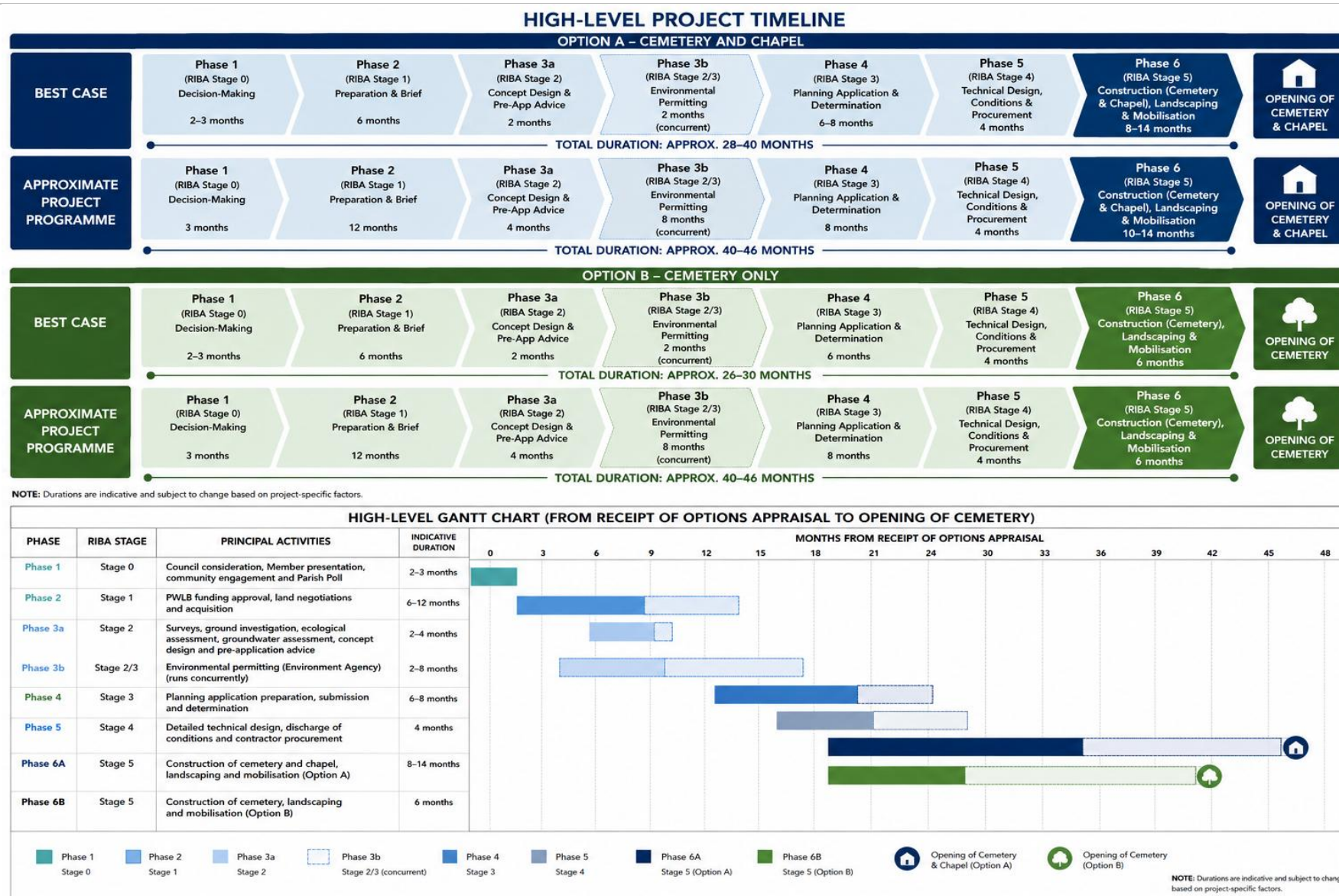


Figure 1: Indicative Project Timeline and Gantt Chart

9.0 Project Risk Register

- 190 The delivery of a new cemetery is a complex project involving land acquisition, planning, technical investigations, funding and construction. As with any significant project, there are a number of risks that have the potential to influence the programme, project costs and overall deliverability.
- 191 The purpose of this risk register is not to identify every possible project risk, but rather to highlight the principal strategic risks that should be considered by the Council when determining whether to progress the project. Many of these risks can be reduced through early engagement with statutory consultees, appropriate technical investigations and careful project management.
- 192 Table 11 below summarises the principal risks identified during this Options Appraisal together with their potential consequences and suggested mitigation measures.

Table 10: Risk Register

Risk	Likelihood	Impact	Mitigation
Failure to secure a suitable site	Medium	High	Maintain flexibility by identifying multiple potential sites. Begin discussions with landowners at an early stage and avoid reliance on a single opportunity.
Preferred site unavailable following negotiations	Medium	High	Landowners are under no obligation to sell their land, and negotiations may fail despite initial interest. This could require the Council to pursue an alternative site, potentially delaying the project and increasing costs. The identification of multiple potential sites through any forthcoming site identification will help to reduce, but not eliminate, this risk.
Failure to obtain PWLB borrowing approval.	Low	High	The PWLB exists to support local authority capital projects and cemetery provision would generally be an eligible purpose. However, approval is not automatic, and the Council must demonstrate affordability and compliance with the Prudential Code. If funding were refused, the project could not progress without identifying an alternative funding source.
Land acquisition costs exceed expectations	Medium	High	Obtain independent valuation advice and allow contingency within the financial appraisal.
Community opposition to a new cemetery	Medium	High	Continue early engagement with residents and stakeholders, present the need for additional burial provision clearly and undertake meaningful public consultation.
Parish Poll does not support the preferred option	Medium	Medium	Clearly communicate the need for additional burial capacity and the consequences of not providing new burial land. Consider consultation feedback when refining proposals.
Planning permission refused	Low–Medium	High	Undertake pre-application discussions, prepare robust supporting information and respond positively to consultee comments throughout the planning process.

Risk	Likelihood	Impact	Mitigation
Ecological constraints require additional surveys or mitigation	Medium	Medium	Commission a Preliminary Ecological Appraisal at the earliest opportunity and programme any seasonal surveys as soon as they are identified.
Ground conditions unsuitable for burials	Low	High	Undertake appropriate ground investigation and hydrogeological assessment before progressing detailed design or purchasing land.
Groundwater protection requirements increase project costs	Medium	High	Select sites with suitable geological conditions and demonstrate that burial practices will not adversely affect groundwater quality through early groundwater investigation.
Heritage or landscape constraints influence site design	Medium	Medium	Incorporate sensitive landscape design and undertake early heritage assessment where necessary.
Highway access constraints	Medium	Medium	Engage with the Highway Authority during pre-application discussions and ensure appropriate access and visibility can be achieved.
Construction-cost inflation	High	Medium	Include an appropriate contingency within project budgets and review cost estimates prior to procurement.
Borrowing costs increase before funding is secured	Medium	Medium	Monitor PWLB interest rates and review borrowing assumptions before submitting any application.
Burial demand differs from current forecasts	Low	Medium	Continue to monitor burial trends and retain flexibility within the cemetery layout to allow phased development if required.
Delays caused by statutory consultees	Medium	Medium	Engage with consultees early through the pre-application process and provide comprehensive supporting information.

Risk	Likelihood	Impact	Mitigation
Project programme extends beyond anticipated timescales	Medium	Medium	Allow realistic programme contingencies and maintain regular project reviews throughout delivery.
Insufficient burial capacity before the new cemetery becomes operational	High	High	Based on information provided by the Council, St Saviour's Cemetery is expected to reach capacity within the coming months. Even if the project progresses immediately, a new cemetery is unlikely to become operational for approximately 2–4 years. Without interim arrangements, there is a significant risk of insufficient local burial provision.

- 193 The risks identified above are typical of cemetery development projects and are considered capable of being managed through appropriate project planning and early engagement with key stakeholders. Whilst certain risks, such as land acquisition and planning approval, cannot be eliminated entirely, they can be significantly reduced through the staged approach recommended within this Options Appraisal.
- 194 Importantly, none of the strategic risks identified are considered, at this stage, to preclude the delivery of a new cemetery. Rather, they represent matters that should be carefully managed as the project progresses from strategic appraisal through to detailed design, planning and construction.

10.0 Conclusions, Recommendations and Next Steps

10.1 Conclusion

195 This Options Appraisal has considered the Council's future burial requirements and assessed the opportunities and constraints associated with delivering additional burial provision to serve Tetbury. The assessment has reviewed the existing cemetery capacity, projected future burial demand, planning considerations, development options and the indicative financial implications associated with delivering a new cemetery.

196 The evidence demonstrates that, despite the relatively low annual burial rate experienced within Tetbury, additional burial provision will be required to ensure the continued availability of local burial space over the longer term. Whilst the reduced burial demand has significantly altered the scale of development required when compared with the Feasibility Study, it does not remove the need for the Council to identify and safeguard land capable of meeting future community needs.

197 Any forthcoming site identification and site selection analysis will need to identify sites with sufficient capacity to serve the town for approximately 90–110 years based on current burial trends. As such, any future site identification exercise will need to identify sites ranging between 1 and 3 acres. This represents a substantially more proportionate and financially realistic approach than the larger sites previously considered.

198 The appraisal has demonstrated that both development options are technically achievable, although they differ significantly in cost, complexity and planning considerations. Option A would provide a comprehensive bereavement facility through the delivery of both a cemetery and chapel but would require substantially greater capital investment and is likely to involve increased planning, environmental and operational considerations. Conversely, Option B provides a simpler and more proportionate solution by delivering cemetery provision only, reducing capital costs whilst still addressing the Council's identified long-term burial needs.

10.2 Recommendations

199 Having regard to the findings of this Options Appraisal, the following recommendations are made:

- The Council should acknowledge the evidence demonstrating the long-term requirement for additional burial provision within Tetbury and safeguard the delivery of replacement cemetery capacity as a strategic priority.
- The Council should consider progressing smaller parcels of land identified through a detailed site selection analysis, recognising that these better reflect current burial demand and represent a more proportionate and financially deliverable solution than the larger sites previously assessed.
- Subject to landowner engagement and site availability, the Council should identify a preferred site and undertake the necessary technical surveys, and assessments to establish the suitability of the site for future development.
- The Council should continue to review and update its burial charging structure to ensure that it remains appropriate to support the long-term operation and maintenance of any future cemetery.
- A detailed business case should be prepared once a preferred site has been identified, incorporating refined capital costs, site-specific information, updated borrowing rates and a comprehensive financial appraisal to support future funding decisions.

10.3 Next Steps

- 200 Should the Council resolve to progress a new cemetery, it is anticipated that the project would move into the next phase of work, comprising site selection, land negotiations and technical due diligence. This would enable the Council to identify the preferred development site and establish any planning, environmental or engineering constraints prior to preparing a planning application.
- 201 Following identification of a preferred site, the Council should prepare a detailed business case to support the preferred development option. The business case should refine the indicative financial appraisal presented within this Options Appraisal, incorporating updated project costs, a preferred funding strategy, borrowing requirements and an assessment of the Council's long-term affordability. Subject to Council approval, this would provide the strategic and financial basis for progressing the project to the next stage.
- 202 Following approval of the business case, the Council should prepare an initial concept layout and engage in pre-application discussions with the Local Planning Authority and other statutory consultees. The outcome of the pre-application process should be used to inform the scope of the technical surveys and environmental assessments required to support the development proposals, together with the preparation of a detailed planning strategy. Subject to the findings of these investigations, the Council would then be in a position to prepare and submit a planning application, with a view to delivering a new cemetery capable of meeting Tetbury's long-term burial needs.



United Kingdom Debt Management Office

PWLB FIXED RATE LOANS ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,675,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.51	447,983.24	1,791,932.96	5.50	464,812.50	11,515.63	1,790,156.25
Over 2 not over 2½	5.56	363,449.57	1,817,247.85	5.56	381,565.00	9,313.00	1,814,695.00
Over 2½ not over 3	5.61	307,205.38	1,843,232.28	5.60	326,066.67	7,816.67	1,839,150.00
Over 3 not over 3½	5.65	267,077.78	1,869,544.46	5.64	286,520.71	6,747.86	1,863,940.00
Over 3½ not over 4	5.69	237,056.78	1,896,454.24	5.68	256,945.00	5,946.25	1,889,065.00
Over 4 not over 4½	5.73	213,774.55	1,923,970.95	5.72	234,016.11	5,322.78	1,914,525.00
Over 4½ not over 5	5.76	195,160.46	1,951,604.60	5.75	215,656.25	4,815.63	1,939,859.38
Over 5 not over 5½	5.80	180,028.49	1,980,313.39	5.78	200,680.23	4,400.68	1,965,445.00
Over 5½ not over 6	5.83	167,421.31	2,009,055.72	5.81	188,242.08	4,054.90	1,991,281.88
Over 6 not over 6½	5.86	156,795.24	2,038,338.12	5.84	177,756.15	3,762.31	2,017,370.00
Over 6½ not over 7	5.88	147,675.82	2,067,461.48	5.86	168,720.36	3,505.54	2,043,081.25
Over 7 not over 7½	5.91	139,852.73	2,097,790.95	5.89	160,995.42	3,288.58	2,069,630.00
Over 7½ not over 8	5.94	133,042.53	2,128,680.48	5.91	154,183.75	3,093.52	2,095,718.13
Over 8 not over 8½	5.96	127,015.70	2,159,266.90	5.94	148,276.91	2,926.32	2,122,727.50
Over 8½ not over 9	5.99	121,735.59	2,191,240.62	5.96	142,970.56	2,773.06	2,149,192.50
Over 9 not over 9½	6.02	117,041.79	2,223,794.01	5.98	138,240.39	2,635.92	2,175,825.00
Over 9½ not over 10	6.04	112,794.60	2,255,892.00	6.01	134,083.75	2,516.69	2,203,504.38
Over 10 not over 10½	6.07	109,026.95	2,289,565.95	6.03	130,263.15	2,404.82	2,230,513.75
Over 10½ not over 11	6.09	105,576.27	2,322,677.94	6.05	126,805.11	2,303.13	2,257,690.63
Over 11 not over 11½	6.12	102,499.81	2,357,495.63	6.07	123,662.34	2,210.27	2,285,035.00
Over 11½ not over 12	6.15	99,705.20	2,392,924.80	6.09	120,795.42	2,125.16	2,312,546.88
Over 12 not over 12½	6.17	97,105.00	2,427,625.00	6.11	118,171.25	2,046.85	2,340,226.25
Over 12½ not over 13	6.20	94,778.18	2,464,232.68	6.14	115,845.58	1,977.79	2,369,203.75
Over 13 not over 13½	6.22	92,592.42	2,499,995.34	6.16	113,627.04	1,910.74	2,397,260.00
Over 13½ not over 14	6.25	90,635.84	2,537,803.52	6.18	111,578.93	1,848.48	2,425,483.75
Over 14 not over 14½	6.27	88,780.91	2,574,646.39	6.20	109,683.62	1,790.52	2,453,875.00
Over 14½ not over 15	6.30	87,122.53	2,613,675.90	6.22	107,925.83	1,736.42	2,482,433.75
Over 15 not over 15½	6.33	85,592.19	2,653,357.89	6.24	106,292.26	1,685.81	2,511,160.00
Over 15½ not over 16	6.35	84,121.49	2,691,887.68	6.26	104,771.25	1,638.36	2,540,053.75
Over 16 not over 16½	6.38	82,812.80	2,732,822.40	6.28	103,352.58	1,593.79	2,569,115.00
Over 16½ not over 17	6.40	81,543.39	2,772,475.26	6.30	102,027.21	1,551.84	2,598,343.75
Over 17 not over 17½	6.42	80,361.70	2,812,659.50	6.32	100,787.14	1,512.29	2,627,740.00
Over 17½ not over 18	6.45	79,318.69	2,855,472.84	6.34	99,625.28	1,474.93	2,657,303.75
Over 18 not over 18½	6.47	78,291.93	2,896,801.41	6.36	98,535.27	1,439.59	2,687,035.00
Over 18½ not over 19	6.49	77,333.45	2,938,671.10	6.38	97,511.45	1,406.12	2,716,933.75

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	6.52	76,497.44	2,983,400.16	6.40	96,548.72	1,374.36	2,747,000.00
Over 19½ not over 20	6.54	75,660.85	3,026,434.00	6.42	95,642.50	1,344.19	2,777,233.75
Over 20 not over 20½	6.56	74,878.45	3,070,016.45	6.44	94,788.66	1,315.49	2,807,635.00
Over 20½ not over 21	6.58	74,146.43	3,114,150.06	6.45	93,899.70	1,286.16	2,836,403.13
Over 21 not over 21½	6.60	73,461.32	3,158,836.76	6.47	93,139.74	1,260.15	2,867,097.50
Over 21½ not over 22	6.62	72,819.97	3,204,078.68	6.49	92,421.93	1,235.31	2,897,959.38
Over 22 not over 22½	6.64	72,219.50	3,249,877.50	6.50	91,659.72	1,209.72	2,927,062.50
Over 22½ not over 23	6.66	71,657.28	3,296,234.88	6.52	91,018.04	1,187.07	2,958,217.50
Over 23 not over 23½	6.67	71,068.35	3,340,212.45	6.54	90,410.80	1,165.37	2,989,540.00
Over 23½ not over 24	6.69	70,575.22	3,387,610.56	6.55	89,752.08	1,142.84	3,018,978.13
Over 24 not over 24½	6.70	70,050.39	3,432,469.11	6.57	89,207.42	1,122.93	3,050,593.75
Over 24½ not over 25	6.72	69,618.22	3,480,911.00	6.58	88,607.50	1,102.15	3,080,241.25
Over 25 not over 25½	6.73	69,150.00	3,526,650.00	6.60	88,118.14	1,083.82	3,112,150.00
Over 25½ not over 26	6.75	68,771.88	3,576,137.76	6.61	87,570.29	1,064.59	3,142,006.88
Over 26 not over 26½	6.76	68,353.90	3,622,756.70	6.62	87,046.27	1,046.08	3,171,947.50
Over 26½ not over 27	6.77	67,958.76	3,669,773.04	6.64	86,628.52	1,029.81	3,204,275.00
Over 27 not over 27½	6.78	67,585.20	3,717,186.00	6.65	86,148.30	1,012.61	3,234,425.00
Over 27½ not over 28	6.80	67,297.88	3,768,681.28	6.66	85,688.21	996.03	3,264,658.75
Over 28 not over 28½	6.81	66,964.36	3,816,968.52	6.67	85,247.21	980.02	3,294,976.25
Over 28½ not over 29	6.81	66,582.61	3,861,791.38	6.68	84,824.31	964.57	3,325,377.50
Over 29 not over 29½	6.82	66,284.38	3,910,778.42	6.70	84,502.33	951.06	3,358,375.00
Over 29½ not over 30	6.83	66,002.59	3,960,155.40	6.71	84,112.92	936.60	3,388,985.63
Over 30 not over 30½	6.84	65,736.42	4,009,921.62	6.72	83,739.02	922.62	3,419,680.00
Over 30½ not over 31	6.85	65,485.08	4,060,074.96	6.73	83,379.88	909.09	3,450,458.13
Over 31 not over 31½	6.85	65,179.70	4,106,321.10	6.74	83,034.80	895.99	3,481,320.00
Over 31½ not over 32	6.86	64,955.57	4,157,156.48	6.74	82,619.38	881.99	3,509,543.75
Over 32 not over 32½	6.87	64,744.21	4,208,373.65	6.75	82,300.48	869.71	3,540,531.25
Over 32½ not over 33	6.87	64,475.96	4,255,413.36	6.76	81,993.79	857.80	3,571,602.50
Over 33 not over 33½	6.88	64,288.07	4,307,300.69	6.77	81,698.75	846.25	3,602,757.50
Over 33½ not over 34	6.88	64,041.60	4,354,828.80	6.78	81,414.85	835.04	3,633,996.25
Over 34 not over 34½	6.88	63,805.12	4,402,553.28	6.79	81,141.61	824.15	3,665,318.75
Over 34½ not over 35	6.89	63,648.34	4,455,383.80	6.79	80,794.82	812.38	3,693,751.88
Over 35 not over 35½	6.89	63,430.72	4,503,581.12	6.80	80,541.55	802.11	3,725,200.00
Over 35½ not over 36	6.89	63,221.76	4,551,966.72	6.81	80,297.64	792.14	3,756,731.88
Over 36 not over 36½	6.90	63,092.05	4,605,719.65	6.81	79,978.96	781.28	3,785,248.75
Over 36½ not over 37	6.90	62,899.50	4,654,563.00	6.82	79,752.64	771.86	3,816,906.25
Over 37 not over 37½	6.90	62,714.48	4,703,586.00	6.82	79,450.83	761.57	3,845,465.00
Over 37½ not over 38	6.90	62,536.66	4,752,786.16	6.83	79,240.72	752.65	3,877,248.13
Over 38 not over 38½	6.90	62,365.73	4,802,161.21	6.84	79,038.25	743.96	3,909,115.00
Over 38½ not over 39	6.90	62,201.39	4,851,708.42	6.84	78,759.36	734.42	3,937,757.50
Over 39 not over 39½	6.91	62,115.83	4,907,150.57	6.84	78,487.53	725.13	3,966,400.00
Over 39½ not over 40	6.91	61,964.05	4,957,124.00	6.85	78,306.25	717.11	3,998,434.38
Over 40 not over 40½	6.91	61,818.05	5,007,262.05	6.85	78,047.76	708.26	4,027,118.75
Over 40½ not over 41	6.91	61,677.57	5,057,560.74	6.86	77,879.33	700.64	4,059,278.75
Over 41 not over 41½	6.90	61,469.00	5,101,927.00	6.86	77,633.22	692.20	4,088,005.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	6.90	61,338.68	5,152,449.12	6.87	77,476.73	684.96	4,120,290.63
Over 42 not over 42½	6.90	61,213.23	5,203,124.55	6.87	77,242.13	676.90	4,149,058.75
Over 42½ not over 43	6.90	61,092.45	5,253,950.70	6.87	77,012.99	669.03	4,177,826.88
Over 43 not over 43½	6.90	60,976.15	5,304,925.05	6.88	76,872.87	662.30	4,210,280.00
Over 43½ not over 44	6.90	60,864.15	5,356,045.20	6.88	76,654.09	654.77	4,239,090.00
Over 44 not over 44½	6.90	60,756.27	5,407,308.03	6.88	76,440.22	647.42	4,267,900.00
Over 44½ not over 45	6.89	60,577.55	5,451,979.50	6.88	76,231.11	640.22	4,296,710.00
Over 45 not over 45½	6.89	60,477.24	5,503,428.84	6.89	76,110.34	634.11	4,329,372.50
Over 45½ not over 46	6.89	60,380.59	5,555,014.28	6.89	75,910.27	627.21	4,358,224.38
Over 46 not over 46½	6.88	60,212.10	5,599,725.30	6.89	75,714.50	620.47	4,387,076.25
Over 46½ not over 47	6.88	60,122.16	5,651,483.04	6.89	75,522.90	613.87	4,415,928.13
Over 47 not over 47½	6.88	60,035.46	5,703,368.70	6.89	75,335.33	607.41	4,444,780.00
Over 47½ not over 48	6.87	59,876.01	5,748,096.96	6.90	75,235.42	601.95	4,477,693.75
Over 48 not over 48½	6.87	59,795.26	5,800,140.22	6.90	75,055.54	595.75	4,506,587.50
Over 48½ not over 49	6.87	59,717.39	5,852,304.22	6.90	74,879.34	589.67	4,535,481.25
Over 49 not over 49½	6.86	59,565.95	5,897,029.05	6.90	74,706.69	583.71	4,564,375.00
Over 49½ not over 50	6.86	59,493.37	5,949,337.00	6.90	74,537.50	577.88	4,593,268.75

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



United Kingdom Debt Management Office

PWLB FIXED RATE LOANS ESTIMATED REPAYMENT COSTS

Amount of Advance: 690,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.51	184,542.35	738,169.40	5.50	191,475.00	4,743.75	737,437.50
Over 2 not over 2½	5.56	149,719.52	748,597.60	5.56	157,182.00	3,836.40	747,546.00
Over 2½ not over 3	5.61	126,550.28	759,301.68	5.60	134,320.00	3,220.00	757,620.00
Over 3 not over 3½	5.65	110,020.10	770,140.70	5.64	118,029.43	2,779.71	767,832.00
Over 3½ not over 4	5.69	97,653.24	781,225.92	5.68	105,846.00	2,449.50	778,182.00
Over 4 not over 4½	5.73	88,062.35	792,561.15	5.72	96,400.67	2,192.67	788,670.00
Over 4½ not over 5	5.76	80,394.46	803,944.60	5.75	88,837.50	1,983.75	799,106.25
Over 5 not over 5½	5.80	74,160.99	815,770.89	5.78	82,668.27	1,812.82	809,646.00
Over 5½ not over 6	5.83	68,967.58	827,610.96	5.81	77,544.50	1,670.38	820,289.25
Over 6 not over 6½	5.86	64,590.28	839,673.64	5.84	73,224.92	1,549.85	831,036.00
Over 6½ not over 7	5.88	60,833.62	851,670.68	5.86	69,502.71	1,444.07	841,627.50
Over 7 not over 7½	5.91	57,610.98	864,164.70	5.89	66,320.50	1,354.70	852,564.00
Over 7½ not over 8	5.94	54,805.58	876,889.28	5.91	63,514.50	1,274.34	863,310.75
Over 8 not over 8½	5.96	52,322.88	889,488.96	5.94	61,081.24	1,205.47	874,437.00
Over 8½ not over 9	5.99	50,147.79	902,660.22	5.96	58,895.33	1,142.33	885,339.00
Over 9 not over 9½	6.02	48,214.23	916,070.37	5.98	56,946.79	1,085.84	896,310.00
Over 9½ not over 10	6.04	46,464.64	929,292.80	6.01	55,234.50	1,036.73	907,712.25
Over 10 not over 10½	6.07	44,912.59	943,164.39	6.03	53,660.64	990.64	918,838.50
Over 10½ not over 11	6.09	43,491.12	956,804.64	6.05	52,236.14	948.75	930,033.75
Over 11 not over 11½	6.12	42,223.80	971,147.40	6.07	50,941.50	910.50	941,298.00
Over 11½ not over 12	6.15	41,072.59	985,742.16	6.09	49,760.50	875.44	952,631.25
Over 12 not over 12½	6.17	40,001.46	1,000,036.50	6.11	48,679.50	843.18	964,033.50
Over 12½ not over 13	6.20	39,042.95	1,015,116.70	6.14	47,721.46	814.73	975,970.50
Over 13 not over 13½	6.22	38,142.55	1,029,848.85	6.16	46,807.56	787.11	987,528.00
Over 13½ not over 14	6.25	37,336.55	1,045,423.40	6.18	45,963.86	761.46	999,154.50
Over 14 not over 14½	6.27	36,572.43	1,060,600.47	6.20	45,183.10	737.59	1,010,850.00
Over 14½ not over 15	6.30	35,889.28	1,076,678.40	6.22	44,459.00	715.30	1,022,614.50
Over 15 not over 15½	6.33	35,258.87	1,093,024.97	6.24	43,786.06	694.45	1,034,448.00
Over 15½ not over 16	6.35	34,653.03	1,108,896.96	6.26	43,159.50	674.91	1,046,350.50
Over 16 not over 16½	6.38	34,113.93	1,125,759.69	6.28	42,575.09	656.55	1,058,322.00
Over 16½ not over 17	6.40	33,591.01	1,142,094.34	6.30	42,029.12	639.26	1,070,362.50
Over 17 not over 17½	6.42	33,104.22	1,158,647.70	6.32	41,518.29	622.97	1,082,472.00
Over 17½ not over 18	6.45	32,674.56	1,176,284.16	6.34	41,039.67	607.58	1,094,650.50
Over 18 not over 18½	6.47	32,251.60	1,193,309.20	6.36	40,590.65	593.03	1,106,898.00
Over 18½ not over 19	6.49	31,856.76	1,210,556.88	6.38	40,168.89	579.24	1,119,214.50

Period (years)	Annuity			EIP			
	Rate	½ Yearly	Total	Rate	Initial ½ Yearly	Reduces by	Total
	%	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 19 not over 19½	6.52	31,512.38	1,228,982.82	6.40	39,772.31	566.15	1,131,600.00
Over 19½ not over 20	6.54	31,167.75	1,246,710.00	6.42	39,399.00	553.73	1,144,054.50
Over 20 not over 20½	6.56	30,845.45	1,264,663.45	6.44	39,047.27	541.90	1,156,578.00
Over 20½ not over 21	6.58	30,543.90	1,282,843.80	6.45	38,681.07	529.82	1,168,428.75
Over 21 not over 21½	6.60	30,261.68	1,301,252.24	6.47	38,368.01	519.10	1,181,073.00
Over 21½ not over 22	6.62	29,997.48	1,319,889.12	6.49	38,072.32	508.88	1,193,786.25
Over 22 not over 22½	6.64	29,750.12	1,338,755.40	6.50	37,758.33	498.33	1,205,775.00
Over 22½ not over 23	6.66	29,518.52	1,357,851.92	6.52	37,494.00	489.00	1,218,609.00
Over 23 not over 23½	6.67	29,275.92	1,375,968.24	6.54	37,243.85	480.06	1,231,512.00
Over 23½ not over 24	6.69	29,072.78	1,395,493.44	6.55	36,972.50	470.78	1,243,638.75
Over 24 not over 24½	6.70	28,856.58	1,413,972.42	6.57	36,748.13	462.58	1,256,662.50
Over 24½ not over 25	6.72	28,678.55	1,433,927.50	6.58	36,501.00	454.02	1,268,875.50
Over 25 not over 25½	6.73	28,485.67	1,452,769.17	6.60	36,299.41	446.47	1,282,020.00
Over 25½ not over 26	6.75	28,329.91	1,473,155.32	6.61	36,073.73	438.55	1,294,319.25
Over 26 not over 26½	6.76	28,157.72	1,492,359.16	6.62	35,857.87	430.92	1,306,653.00
Over 26½ not over 27	6.77	27,994.95	1,511,727.30	6.64	35,685.78	424.22	1,319,970.00
Over 27 not over 27½	6.78	27,841.07	1,531,258.85	6.65	35,487.95	417.14	1,332,390.00
Over 27½ not over 28	6.80	27,722.71	1,552,471.76	6.66	35,298.43	410.30	1,344,844.50
Over 28 not over 28½	6.81	27,585.32	1,572,363.24	6.67	35,116.76	403.71	1,357,333.50
Over 28½ not over 29	6.81	27,428.06	1,590,827.48	6.68	34,942.55	397.34	1,369,857.00
Over 29 not over 29½	6.82	27,305.21	1,611,007.39	6.70	34,809.92	391.78	1,383,450.00
Over 29½ not over 30	6.83	27,189.13	1,631,347.80	6.71	34,649.50	385.83	1,396,059.75
Over 30 not over 30½	6.84	27,079.48	1,651,848.28	6.72	34,495.48	380.07	1,408,704.00
Over 30½ not over 31	6.85	26,975.94	1,672,508.28	6.73	34,347.53	374.49	1,421,382.75
Over 31 not over 31½	6.85	26,850.15	1,691,559.45	6.74	34,205.38	369.10	1,434,096.00
Over 31½ not over 32	6.86	26,757.82	1,712,500.48	6.74	34,034.25	363.33	1,445,722.50
Over 32 not over 32½	6.87	26,670.75	1,733,598.75	6.75	33,902.88	358.27	1,458,487.50
Over 32½ not over 33	6.87	26,560.25	1,752,976.50	6.76	33,776.55	353.36	1,471,287.00
Over 33 not over 33½	6.88	26,482.85	1,774,350.95	6.77	33,655.01	348.60	1,484,121.00
Over 33½ not over 34	6.88	26,381.32	1,793,929.76	6.78	33,538.06	343.99	1,496,989.50
Over 34 not over 34½	6.88	26,283.90	1,813,589.10	6.79	33,425.50	339.50	1,509,892.50
Over 34½ not over 35	6.89	26,219.32	1,835,352.40	6.79	33,282.64	334.65	1,521,605.25
Over 35 not over 35½	6.89	26,129.67	1,855,206.57	6.80	33,178.31	330.42	1,534,560.00
Over 35½ not over 36	6.89	26,043.59	1,875,138.48	6.81	33,077.83	326.31	1,547,549.25
Over 36 not over 36½	6.90	25,990.16	1,897,281.68	6.81	32,946.55	321.84	1,559,296.50
Over 36½ not over 37	6.90	25,910.84	1,917,402.16	6.82	32,853.32	317.96	1,572,337.50
Over 37 not over 37½	6.90	25,834.62	1,937,596.50	6.82	32,729.00	313.72	1,584,102.00
Over 37½ not over 38	6.90	25,761.37	1,957,864.12	6.83	32,642.45	310.05	1,597,194.75
Over 38 not over 38½	6.90	25,690.96	1,978,203.92	6.84	32,559.04	306.47	1,610,322.00
Over 38½ not over 39	6.90	25,623.26	1,998,614.28	6.84	32,444.15	302.54	1,622,121.00
Over 39 not over 39½	6.91	25,588.01	2,021,452.79	6.84	32,332.18	298.71	1,633,920.00
Over 39½ not over 40	6.91	25,525.49	2,042,039.20	6.85	32,257.50	295.41	1,647,116.25
Over 40 not over 40½	6.91	25,465.35	2,062,693.35	6.85	32,151.02	291.76	1,658,932.50
Over 40½ not over 41	6.91	25,407.48	2,083,413.36	6.86	32,081.63	288.62	1,672,180.50
Over 41 not over 41½	6.90	25,321.56	2,101,689.48	6.86	31,980.25	285.14	1,684,014.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	6.90	25,267.87	2,122,501.08	6.87	31,915.79	282.16	1,697,313.75
Over 42 not over 42½	6.90	25,216.20	2,143,377.00	6.87	31,819.15	278.84	1,709,164.50
Over 42½ not over 43	6.90	25,166.44	2,164,313.84	6.87	31,724.76	275.60	1,721,015.25
Over 43 not over 43½	6.90	25,118.53	2,185,312.11	6.88	31,667.03	272.83	1,734,384.00
Over 43½ not over 44	6.90	25,072.40	2,206,371.20	6.88	31,576.91	269.73	1,746,252.00
Over 44 not over 44½	6.90	25,027.96	2,227,488.44	6.88	31,488.81	266.70	1,758,120.00
Over 44½ not over 45	6.89	24,954.33	2,245,889.70	6.88	31,402.67	263.73	1,769,988.00
Over 45 not over 45½	6.89	24,913.01	2,267,083.91	6.89	31,352.92	261.21	1,783,443.00
Over 45½ not over 46	6.89	24,873.20	2,288,334.40	6.89	31,270.50	258.38	1,795,328.25
Over 46 not over 46½	6.88	24,803.79	2,306,752.47	6.89	31,189.85	255.60	1,807,213.50
Over 46½ not over 47	6.88	24,766.74	2,328,073.56	6.89	31,110.93	252.88	1,819,098.75
Over 47 not over 47½	6.88	24,731.02	2,349,446.90	6.89	31,033.66	250.22	1,830,984.00
Over 47½ not over 48	6.87	24,665.34	2,367,872.64	6.90	30,992.50	247.97	1,844,542.50
Over 48 not over 48½	6.87	24,632.08	2,389,311.76	6.90	30,918.40	245.41	1,856,445.00
Over 48½ not over 49	6.87	24,600.00	2,410,800.00	6.90	30,845.82	242.91	1,868,347.50
Over 49 not over 49½	6.86	24,537.62	2,429,224.38	6.90	30,774.70	240.45	1,880,250.00
Over 49½ not over 50	6.86	24,507.72	2,450,772.00	6.90	30,705.00	238.05	1,892,152.50

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

Recommended Response

Tetbury Town Council reiterates the comments made in the previous Regulation 18 Local Plan Consultation and have updated for this Regulation 19 Local Plan Consultation:

Based on Reg 18 response – slight alterations

Locating development in locations it considers unsuitable to meet the government housing target

– we do not agree with this approach due to lack of infrastructure, we would like to see an infrastructure first approach. Unsustainable sites often lack essential infrastructure—roads, schools, healthcare (including health provision), and public transport—leading to car dependency, congestion and lack of parking. The environmental impact of development given that over 80% of the district is in the Cotswolds National Landscape. Building in unsustainable areas would harm biodiversity, landscape character, and tourism. These must be protected. Community cohesion -isolated developments risk creating dormitory estates with limited access to services, weakening social fabric and local identity. Climate commitments - locating housing away from transport hubs contradicts carbon reduction goals and Gloucestershire’s climate strategy. Empty Homes in disrepair with no other owner – whilst limited in number, could the Council look to take these homes on to provide accommodation?

Support increasing housing density in developments - We would support a carefully managed increase in housing density in appropriate locations within the Cotswolds, particularly:

Market towns and larger settlements such as Cirencester, Moreton-in-Marsh, and Bourton-on-the-Water, where services and transport links already exist. Brownfield sites and infill plots to avoid unnecessary loss of countryside and mixed-use developments that combine housing with local amenities.

This could include:

- Smaller homes and gardens for affordability.
- More flats and maisonettes in town centres.
- Limited use of taller buildings (e.g., 3–4 storeys) where they fit the historic character and landscape.

Why This Approach Works for the Cotswolds

1. **Protecting the National Landscape:** Over 80% of the district is designated as a protected landscape. Increasing density in existing settlements reduces pressure on greenfield sites and preserves the rural character.
2. **Sustainability:** Concentrating development near public transport and services reduces car dependency and supports climate goals.
3. **Affordability & Local Need:** Smaller homes and flats help younger people and key workers stay in the area, addressing the affordability crisis.
4. **Infrastructure Efficiency:** Higher density in the right places makes it easier to deliver schools, healthcare, and transport improvements without fragmenting resources.

Important Caveats

- Design Quality: Developments must respect the Cotswolds' distinctive architecture and heritage.
- Green Space: Even higher-density schemes should include communal green areas and biodiversity features. Attention must be given to who will manage these open spaces
- Type of Housing: Any housing development in the district would need to be appropriate housing, sustainable and carbon friendly. The cost of owning a property in the district is unattainable for most local people and so a shift towards social rented housing is required to allow people to live and work in our district.
- Community Engagement: Residents must be involved early to ensure developments meet local needs and maintain trust.
- Adherence to Neighbourhood Plans in force, particularly in Tetbury whose NP highlights the need for bungalows. Some provision of these would be helpful alongside smaller houses with less gardens and, where the landscape allows, higher buildings.

The sustainability of the proposed level of development up to 2043 - At present, the proposed level of development for the District and Tetbury raises concerns about sustainability.

In view of the fact that, after flood risk areas, and 80% of the district being in the Cotswold National Landscape (previously Area of Outstanding National Beauty), **less than 20%** of the district is available for development, the number of houses is over ambitious and inappropriate, it will be challenging to shoehorn into such a small area such a large number of properties. Infrastructure **before** development is essential if these properties are to be built

While Tetbury is a principal settlement with existing services, its capacity to absorb significant growth is constrained by:

- Social Rented/Truly Affordable homes for local people.
- Limited road infrastructure – The A433 and local routes already experience congestion, particularly during peak times.
- Healthcare provision – a new GP healthcare facility is currently being built, however, NHS treatments near to home are vital given the rural location.
- Industrial sites which will provide employment for light industry and office space – maybe flexible for homeworkers. Encourage small businesses and the employment of local people. Tetbury is in danger of becoming a dormitory town with limited employment opportunities.
- School capacity – a review of primary and secondary school capacities in the District and Tetbury, any expansion plans need to be confirmed.
- Public transport – Bus services are limited and infrequent, making car dependency high, both for local journeys within the town, as it grows and longer ones to centres such as Stroud and Cirencester. It is difficult to find a bus to take you to work in the morning and back again in the evening at appropriate times.
- Car Parking – limited car parking in an around the town centre is problematic and issues deteriorate during peak holiday times.
- Supermarket – whilst there is Tesco and a high street Co-op, a low-cost supermarket would be welcomed for residents who currently travel to Malmesbury or Cirencester by car to shop weekly and save money. Waitrose would also appeal to some residents.
- Burial Ground – this is an issue across the district and in Tetbury St Saviour's is now almost at capacity.
- Lack of builders to build out at this scale

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Agenda 07. To approve for submission to the CDC Local Plan Consultation the comments of the Local Plan Working Group

Provisions needed to make the District and Tetbury sustainable for the proposed level of development include adopting an **Infrastructure First** approach to any development site and the following provisions are essential – **not** in order of priority:

1. Healthcare Services
 1. Deliver the new primary healthcare facility
 2. Include space for future expansion and integrated community health services -working in partnership with NHS and Tetbury Hospital Trust
2. Education
 1. Secure funding and land for school expansion or a new primary school to accommodate additional families.
 2. Collaborate with Gloucestershire County Council on secondary school capacity planning.
3. Transport & Connectivity
 1. Improve road junctions and pedestrian safety along Cirencester Road and London Road.
 2. Introduce enhanced bus services connecting Tetbury to Cirencester, Stroud, and Kemble Station.
 3. Provide safe cycling and walking routes, including links to employment areas and schools.
4. Utilities & Digital Infrastructure
 1. Upgrade water, drainage, and electricity networks to handle increased demand.
 2. Ensure full-fibre broadband for all new developments to support home working and reduce commuting.
5. Green Infrastructure
 1. Maintain and enhance public open spaces and biodiversity corridors.
 2. Incorporate sustainable drainage systems and tree planting to mitigate flood risk and climate impacts.
 3. Infrastructure for nature should also be taken into account to include, on houses, birds and bat boxes and along byways, hedgehog corridors.
6. Affordable Housing & Mixed Use
 1. Ensure a balanced housing mix, including smaller homes and flats, to meet local needs and reduce pressure on greenfield sites.
 2. Consider mixed-use developments with local shops and community facilities to reduce car trips.

In summary -Tetbury and the District can accommodate growth only if infrastructure and services are upgraded in parallel with housing delivery. Without these measures, development risks increasing congestion, straining public services, and undermining the town's character.

Other matters for consideration - With an ageing population we need to ensure that we have affordable, appropriate housing for our older residents – not unaffordable private retirement villages. Residents throughout the district need single floor living – flats with reliable lifts or bungalows, as outlined in the Tetbury and Tetbury with Upton Neighbourhood Plan. Burial space, memorial woodlands or crematorium.

All developers/builders should be required to work on site with carbon friendly materials and access site using electric vehicles. These developments are going to cause a huge amount of disruption to wildlife, and every effort must be taken to protect them and eventually, enhance their habitats.

All industrial buildings in the district should be housing solar panels on their rooftops rather than the use of green space/farmland

Vision and Objectives - We agree that, whilst the objectives will be challenging, the vision and plan have been produced in a professional and conscientious manner. However, the imposition of blanket housing targets by central government fails to account for the unique characteristics and constraints of the Cotswolds, making them both unrealistic and potentially damaging. Here's why:

1. Protected Landscape and Environmental Sensitivity

- Over 80% of the Cotswold District is designated as National Landscape (formerly AONB). Large-scale development risks irreversible harm to biodiversity, heritage, and scenic beauty, which are the foundation of the local economy and tourism.
- National policy prioritizes protecting these landscapes, yet housing targets often ignore these constraints.
- Protection for farming community who are facing significant challenges e.g. use of land for solar farms. There should be an expectation that all houses will have solar panels, thus reducing demand for solar farms.
- This area does not have the water supply to manage the new data storage units that are now being talked about.

Regulation 19 Comments

The two non-strategic sites for Tetbury (94) – with 40% affordable homes only 38 homes will be provided which is nowhere near what we need

- **Land Northwest of Highfield Cottage – T71A – approx. 50 homes** – concerns have been raised over the access arrangements to this site as potentially not in the same ownership and issues in this area with flooding and the risks that this pose
- **Land adjacent to Blind Lane – T31B – approx. 44 homes** – concerns have been raised over the access via the already busy residential Lowfield Road – which includes the access to the secondary school. This road is used by large coaches, cars, bicycles and pedestrians

General Comments

- Tetbury will become a “service centre for surrounding rural areas”, with restricted growth opportunities.
- Without significant development during the 16 years duration of this Plan, Tetbury will not receive investment for strategic projects, for example the opportunity to increase affordable housing and address the issue of declining pupil numbers at Sir William Romney's. **Question for Consideration at Full Council - Is TTC content with this outcome? Should we support one significant site for development?**
- Tetbury has been recognized as having a designated a Town Centre and residents need to have accessible and well-connected public transport and active travel links – to Cirencester, Stroud and cross border with Wiltshire towards Malmesbury. In addition, improvements to car parking facilities are necessary.
- Climate Change – encouraging the use of only electric cars or approved vehicles in high tourist areas, such as Bourton on the Water or Bibury to reduce traffic in these areas.
- The historic environment in Tetbury plays an important role for the arts and tourism, including Tetbury Goods Shed, St Marys' Church, The Market House, Police Museum and the annual Tetbury Music Festival. This underpins our economy and protection, promotion and development if important

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- The Natural Environment plays an important part in our rural community and as well as the protected green spaces in this plan, we also have the large Recreation Ground (Dolphins Recreation Centre), the Rail lands including the Tetbury Trail, Cutwell Valley and large school playing fields at St Mary's Primary School and Sir William Romney's Secondary School.
- Tetbury continues to have concerns with the lack of investment in Water Management Infrastructure and would welcome conditions on applications which prohibit houses being inhabited until suitable capacity in infrastructure is achieved.
- Hedgerows, trees and veteran trees are very important in our district, however, it is important to understand who will pay for the long-term maintenance of such trees and areas. It cannot be assumed that these costs will fall to the local Town or Parish Council
- Tetbury Town Council supports the building of healthy and sustainable communities, including reducing health inequalities and promoting healthier lifestyles
- Burial Land – a pressing issue for our residents is the lack of space remaining in our town cemetery and how this provision can be made for the future in Tetbury and within the district.
- Travellers Site – Tetbury Town Council supports the inclusion of traveller's sites within this plan

TETBURY TOWN COUNCIL
19th OCTOBER 2026 - AGENDA ITEM 07
RECOMMENDED RESPONSES TO COTSWOLD DISTRICT COUNCIL
REGULATION 19 LOCAL PLAN CONSULTATION (2026-2043)

Proposer

Councillor Nikki Ind – Local Plan Consultation Working Group

Seconder

Councillor Judith Taylor – Local Plan Consultation Working Group

Summary/Purpose

To propose that the Town Council responds to the 2026 Cotswold District Council Regulation 19 Local Plan Consultation (2026-2043)

Recommendation

1. Tetbury Town Council considers, amends as necessary and approves the response recommended by the Town Council Local Plan Consultation Working Group to the Cotswold District Council Regulation 19 Local Plan Consultation (2026-2043)
2. Instructs the Chief Executive Officer to submit these responses on behalf of the Council.

Town Council Priorities

It is important that the Town Council's voice is represented in this Consultation to ensure that future development in the district and particularly Tetbury is proportionate, supported by infrastructure and protects our local environment.

Background

Cotswold District Council launched the Regulation 18 Local Plan Consultation at the end of 2025, and this has now proceeded to the Regulation 19 stage, prior to submission to the Secretary of State in December 2026 for independent examination in 2027.

Main Points

It is recommended that Town Councillors review the consultation paper at the Cotswold District Council website for detailed information:

[Local Plan 2026-2043 - Cotswold District Council](#)

For particular details on the two non-strategic sites proposed in Tetbury can be found on Appendix C – pages 85-88

[cotswold-district-local-plan-2026-2043-appendix-c-1.pdf](#)

Recommended Response – please see Appendix 1

Financial Implications

None

Legal Implications

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

Climate Implications

Support opportunities to promote and put forward ideas and thoughts on how climate change can be incorporated into this plan – by not providing a response it would be a missed opportunity

Risk Assessment

None required

Alternative Options

No response is made and the opportunity to have the Town Council and our residents' voices heard is lost and we can't help to shape the future of Tetbury and Cotswold District



VOLUNTEER POLICY

Reviewed at Finance & Scrutiny – September 2026



POLICY TO BE APPROVED AT FULL COUNCIL – OCTOBER 2026
POLICY TO BE REVIEWED – SEPTEMBER 2028

TETBURY TOWN COUNCIL VOLUNTEER POLICY

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Our commitment

This Policy applies to all volunteers engaged by Tetbury Town Council and sets out Tetbury Town Council's position regarding the engagement of volunteers. Some aspects of this policy also apply to volunteers from community groups and not-for-profit organisations working in partnership with Tetbury Town Council to deliver projects for the town.

Volunteers play a vital contribution to the work of the Council and bring a range of particularly useful skills, experiences, and perspectives. We strive for a mutually beneficial relationship which brings added value to both the Council and the community, whilst recognising the motivations and objectives of volunteers.

We want volunteers to feel supported in a way that reflects the values of the Council, and to achieve this it is important that we set out how the partnership is designed to work. The relationship we have with volunteers is non-contractual, and no working relationship is created or implied at any time, however we still feel it is important to have clear, reasonable guidelines to manage expectations and help things to run smoothly.

By producing this policy, it demonstrates the Council's commitment to volunteering by recognising and appreciating our support through their involvement in the work of the Council for the benefit of the town.

What are the main principles of the policy?

- We appreciate that volunteers contribute their time, skills, and knowledge freely for many reasons and we will support personal aspirations and professional ambitions wherever possible and appropriate.
- We value volunteers and recognise that they should have satisfying tasks that are personally fulfilling, as well as support, training, and equipment to do these tasks effectively and safely.
- We will create an environment of understanding among staff to ensure that they collaborate positively with volunteers.

Equality and Diversity – Who can volunteer?

We want to be as inclusive as possible and will not discriminate based on any protected characteristics, namely: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We welcome volunteers from all backgrounds, recognising that having a broad, diverse group of volunteers brings a variety of knowledge, skills, creativity, and experience, and promotes social and community cohesion.

People's individual circumstances differ, but this should not prevent people from being able to contribute to their community. Therefore, we aim to identify and remove barriers to volunteering. For example, where a volunteer might need additional help with equipment, or a flexible commitment to fit around other obligations, we will endeavour to support such requests where practicable.

There may be occasions when a person is not suitable for a specific role, for example for reasons of Health & Safety, or where a role involves children or vulnerable people. Where

this is the case; we will be open to making reasonable adjustments or to looking at options such as additional support. Where it is not possible to place a volunteer in their requested role, we will seek to find a suitable alternative. Discussions when placing volunteers will always be open, unbiased, and involve all concerned.

Criminal Convictions – Can people with criminal convictions volunteer?

Having a criminal record will not necessarily prevent anyone from volunteering with us but this depends on the nature of the volunteer role and the nature and circumstances of the offences. Most of our roles do not require a DBS (Disclosure and Barring Service) check and if it is not needed, we will not do one. Where a role does require a DBS check we will make that clear from the start. Unless the role requires us to ask questions about a full criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. All information given to us is managed, stored, and destroyed in accordance with GDPR (General Data Protection Regulation) and our Data Protection Policy.

Additional Support Needs – Is any extra support available?

Volunteers who have additional support requirements will be considered wherever possible, and we will make reasonable adjustments, where practicable, to ensure our opportunities are accessible to those with additional needs.

We will consider the nature of the role, availability of supporting staff, availability of specialised equipment, health and safety, the welfare of the individual and any other considerations applicable to the role or the volunteer.

Discussion will be as open and fair as possible. In some cases, alternative roles might be offered instead.

Where links to other support agencies might help a person to volunteer, the Council aims to support this.

All personal information will be confidential and managed, stored, and destroyed in accordance with GDPR and the Council's Data Protection Policy.

HOW WE SUPPORT VOLUNTEERS

Induction, Training and Support – What can volunteers expect from us?

New volunteers will be made welcome and given:

- a brief description of the Council and/or partner organisation and its values,
- task-related training to enable them to fulfil their role,
- on the job mentoring, especially in the initial stages of volunteering,
- any other appropriate training including Health and Safety, Equalities and Human Rights,
- guidelines and discussion on relevant procedures, code of conduct and confidentiality.

All volunteers will be given:

- Personal Protective Equipment (PPE) and protective clothing as required, or where a reasonable request is made (see Equality & Diversity),
- regular supervision,
- opportunity to discuss tasks, identify and resolve any problems and to be given thanks,
- regular role reviews to ensure the needs of the Council and the volunteer continue to be met,
- opportunity to share ideas and input in the development of their role,
- where available, development opportunities appropriate to the role,
- opportunity to feedback to the Council and to be involved in the development of volunteering policy.

All volunteers can expect:

- to be treated with respect,
- to be appreciated,
- there to be clear communication channels,
- to have a voice in discussions and decisions that directly affect them.

Health and Safety – How do we keep volunteers safe?

We have a duty of care to all staff and volunteers and volunteers will be given information and training on how to conduct their role to ensure their own and other's safety.

A risk assessment for each volunteer role will be conducted. For roles managed by the Council, these will be undertaken by the relevant Officer.

Where the volunteer role is managed by an external community or voluntary group, the risk assessment will be conducted by the group, with a copy submitted to the Council. In this case, support to complete the risk assessment can be given by the Town Council on request.

In the case of a volunteer requiring additional support, a specific risk assessment will be required for that individual to take account of their capabilities or additional requirements.

Volunteers can request a copy of the risk assessment undertaken for their role, task, or personal requirements (where applicable) at any time.

VOLUNTEER CONDUCT

Code of Conduct – How should volunteers behave?

We are proud to have a working atmosphere that is conducive to the nature our work, our values, our public image, and reputation. The welfare and personal security of employees, volunteers and Councillors is of the utmost importance.

Volunteers represent the Council and should do this by having respect for all people and conducting themselves in a way which reflects the values of the Council.

This expectation includes conduct towards other volunteers, staff, and members of the public. It also includes a volunteer's online conduct, where applicable, in line with our Social Media Policy.

Data Protection and Confidentiality – What can be discussed with others?

Volunteers may have access to personal data or gain sensitive knowledge about the work of the Council, volunteers, staff, Councillors, organisations, community groups, or clients who have contact with the Council. There is an absolute obligation, both during and after volunteering with us, to maintain confidentiality and not to pass on information to any individual or third-party organisation unless required to do so by law.

Volunteers using Council computers are expected to observe the Council's IT Policy and all volunteers are required to observe the Council's Privacy Policy.

Principles laid out in the Social Media Policy also apply.

Policies and Procedures – The guides to help get things right.

All policy documents mentioned in this document are written to set out expectations and avoid misunderstandings. They are available to view on the Town Council's website.

Volunteers are required to read all relevant documents applicable to their role.

On request, alternative format documents can be provided.

CONSULTATION AND ENGAGEMENT

Feedback – Do volunteers have a say in revising policy?

We encourage volunteers to get involved on all levels of their volunteering and they will be included in developing or revising policies and procedures that affect them. This may be by direct approach to individuals, or by consulting with a group's spokesperson who will be encouraged to gather the opinions of the group members as part of their response.

There may be occasions where only a random selection of volunteers and/or groups are consulted, in order to manage responses and workload of Council Officers but where this is the case we will aim to include as diverse a selection of volunteers as possible.

We also seek to encourage constructive dialogue on any aspect of a volunteer's journey with us so that we can identify any issues early and develop volunteer tasks and roles with all perspectives in mind.

DEALING WITH PROBLEMS

Troubleshooting – What if a problem arises?

We are all human and recognise that problems can arise. All volunteers can expect to be supported by a Nominated Council Officer.

We will have an open-door policy in place, to assist with any complications arising with volunteers and community groups, in a fair and open way.

In the event of a conflict, whether between volunteers or between volunteers and staff, we aim to resolve any problems informally wherever possible and in a timely, fair, and effective way.

A Nominated Council Officer will be made available to discuss any concerns safely and in confidence.

Volunteers are encouraged to address problems about any aspect of their volunteering as promptly as possible, to enable quick solutions and minimise risk of issues escalating. In the event of any disagreement, volunteers are encouraged to:

1. Discuss the issue with the person concerned to see if a solution can be found.
2. If the matter is not easily resolved, raise the problem with the Nominated Council Officer.
3. If a satisfactory outcome cannot be reached, the problem may then be brought to the attention of the Town Clerk who will investigate and decide on an appropriate response.

In the event of a serious complaint, or inappropriate or dangerous behaviour, the Council's Nominated Officer will discuss this directly with the CEO and decide on the appropriate action to take.

Volunteers can bring another person of their choice to any meeting for support.

Volunteers are not contracted and are free to leave at any time. Equally the Council also reserves the right to ask a volunteer to leave if this is in the best interest of the volunteer, the Council, or the volunteer group. In any case we will act fairly and openly.

All data gathered during any dispute will be collated, stored, and destroyed in line with our Data Protection Policy.

Right to Leave – What if I want to leave?

Volunteers are free to leave at any time and are not required to give a reason, although a reason can help us to understand and address any issues. We are aware that volunteers give their time freely and that circumstances, availability, motivation, and interests may change.

Reserve volunteers are required to cover at least one shift in a 6month period to ensure continuity.

We always appreciate notice wherever possible; not just so we can reallocate tasks, but to give us opportunity to support the volunteer's next steps where appropriate, and to say thank you for their contribution.

It also gives us time to ask for feedback, so that we can understand what we are doing well and where we might improve what we are doing, for the benefit of future volunteers.

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Agenda 09. St Saviours increase in burial space - Information received from ICCM

Thanks for your patience, I just wanted to confirm something.

Unlike a Churchyard, there is no formal process to close a local authority cemetery, you simply need to inform your residents with ample time to go before "closure". The biggest factor to consider here is making sure you engage the councillors and other stakeholders to ensure that everyone is across the official line that the council will use to announce the closure, and that the information that is given to residents or people who enquire is consistent.

When you formally close a Churchyard, there is not currently a process that allows you to re-open it again, so closing it in the suggested way has to be a positive thing, right?

You could choose to still accept cremated remains interments and burials which have been pre-purchased (if applicable), but the message you need to get across is that you are closed for "new" burials.

Early engagement with stakeholders and the community are key with this kind of matter.

I hope that helps.



McCRACKEN & SONS LTD

Landscape Construction & Grounds Maintenance Contractors

Established 1971

VAT Reg No: 195 7948 91

QUOTATION

Tetbury Town Council
The Old Courthouse
63 Long Street
Tetbury

Quotation No	■■■■
Quotation Date	09/10/2026
Order No	
Account Ref	M004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: St Saviours Churchyard Footpath				
	To reduce width of existing tarmac footpath by 350mm. Dig out excess tarmac and remove from site. Supply and lay 45m of new 50mm x 150mm concrete path edging on a concrete hornch.				
	Backfill new grass area with screened topsoil and sow with a landscape mix grass seed.	2,480.00	2,480.00	20.00	496.00

Terms

Net 28 days from the date of invoice. All goods remain the property of McCracken & Sons until the invoice is paid

Total Net Amount	£	2,480.00
Carriage Net	£	0.00
Total Tax Amount	£	496.00
Invoice Total	£	2,976.00



1. Purpose of report
To note works carried out at the Town Council offices, VIC and Grounds Team
2. Recommendation
For Full Council to note report
3. Town Council Offices
CEO and EO attended the Society for Local Councils (SLCC) conference, updates regarding this will follow in due course.

CEO attended a Managing Council Elections webinar. Could all Councillors email the CEO to advise how many hours per week they spend on TTC Council work as this will give those residents seeking to apply as a councillor some indication on the time spent and to see if it would fit in with their daily routines.

CEO and EO met with the Gloucestershire Archives Officer at Gloucestershire Constabulary who has advised they are happy to assist the town council and the police museum volunteers with presenting the museum with the correct historical information. A few items have been returned to the Gloucestershire Archives as they are able to be kept in the correct environment.

CEO and EO working with various partners to keep the Police Museum up-to-date and compliant for Accreditation and safeguarding.

So far, we have 16 confirmed markets for the Christmas Switch on event.

Any assistance for the Christmas Switch on event which is taking place on Friday 4th December would be very much appreciated, please contact the EO if you are able to assist.

The Christmas Tree Festival will be taking place on Saturday 5th December starting at 5pm, all welcome.

This will be our 6th year of providing Christmas lunches for those who find themselves alone on Christmas Day, if you would like to volunteer to deliver a lunch, please contact the EO. This is a heart-warming event and usually takes 1 hour maximum.

Administrator updating the directory on the Town Council website.

EO updating images on the Visit Tetbury website.

Work has begun on the installation of the new play equipment in the Suffolk Close Play Area which is owned by the Town Council.

CEO and EO attended an online Scribe Fest which was organised through our new account's provider. Throughout the day various speakers provided information on the New Digital

AGAR, dealing with VAT, improving community engagement, Employment Rights Act, handling Vexatious requests.

Visit Tetbury has made it through to the finals of the Southwest Tourism Awards, this will be taking place on Thursday 26th November.

St Saviours War Memorial has been cleaned by a local craftsman.

4. VIC

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.

5. Grounds Team

Cut back wildflower areas at St Marys Church.

Cleared Plot 1 on Highfield Allotments for a new tenant to begin their allotment journey.

Clearing the cellar following the fire risk assessment that was recently carried out.

Tidying up Anniversary Gardens following the water leak.

Cutting back vegetation along the Splash.

Suffolk Close Play Area – removing a piece of climbing equipment, removing benches, removing rubber matting to allow the new equipment to be installed and replaced fence panels where required. Painted slide and swing.

Mowing season continues.

Started preparing for Remembrance Sunday with poppies and garden of remembrance, display will begin 22nd October.

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

Present:

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

Officers: V Bolwell (EO)

Public: Four members of public.

HEC01. 10/26 To receive and accept any apologies for absence:

Cllr N Ind – apologies received – Holiday.

Cllr A Thilthorpe – No apologies received.

HEC02. 10/26 Public Consultation: A member of the public raised concerns regarding the recent departure of the Museum Curator and asked what the Council is considering to ensure the continued professional management of the museum.

They noted that the Curator's role is extremely important, encompassing responsibilities such as cataloguing and archiving collections, overseeing conservation standards, ensuring artefacts and uniforms are stored in appropriate environmental conditions, and maintaining professional museum practices.

The member of the public queried who will be responsible for managing the museum in the curator's absence and how these specialist duties will be undertaken moving forward. They emphasised that the museum is an important part of Tetbury's heritage and cultural fabric and wished to understand how the Council intends to safeguard its future operation and collections.

Cllr Z. Baker advised that there would be no change to the operation of the museum following the departure of the Curator. The Town Council remains fully committed to continuing the operation of the museum and recognising its importance to the heritage and identity of Tetbury.

Cllr Baker explained that the Council is currently in discussions with museum professionals and specialist organisations to help support the museum's future development and ensure that appropriate professional standards are maintained. This includes the care, conservation, and management of the museum's collections.

The Council remains committed to safeguarding the future of the Tetbury Police Museum and ensuring it continues to be an asset for residents and visitors alike.

HEC03. 10/26 Declarations of Interest:

None.

HEC04. 10/25 To approve the Minutes of the Heritage and Environment meeting held on Monday 7th September 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 7th September 2026.

Voting record	For 3	Against 0	Abstain 0	Absent 2
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HEC05. 10/26 To note Budget, spend to date and forecast spend:

Noted

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

HEC06. 10/26 To note Heritage and Environment Action Plan from previous meeting:

Cllr Z Baker was disappointed to see the response regarding free Christmas Parking; please can this be shared with the Businesses.

EO has received a follow up email regarding the opportunity for free Christmas Parking 2027. District Cllr's will follow this up.

HEC07. 10/26 To note Visitor Information Centre report:

Noted.

HEC08. 10/26 To receive the Police Museum report: No report.

HEC09. 10/26 To note Grounds Team monthly Play Park Inspection:

Noted.

HEC10. 10/25 To consider, approve and recommend to full council, narrowing the pathway at St Saviour's rear Cemetery to increase burial plot capacity: Due to the urgency of the matter, Cllr Z. Baker proposed that Standing Orders be suspended to allow the item to be considered and approved by the Heritage, Environment and Community Committee. The proposal was seconded by Cllr R. Smith.

It was proposed by Cllr Z Baker seconded by Cllr S Sanderson to approve narrowing the pathway at St Saviour's rear cemetery to increase burial plots.

Voting record	For 3	Against 0	Abstain 0	Absent 2
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Action EO to contact tree surgeon and builders to reduce and reinstall pathway.

HEC11. 10/25 To discuss and approve the frequency of Heritage, Environment and Community (HEC) Committee meetings and recommend to Full Council: Postponed till Jan.

HEC12. 10/26 To consider and approve an application by the Executive Officer to the Visa and Nationwide "Let's Celebrate Towns" Competition 2026: It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve an application by the Executive Officer to the Visa and Nationwide "Let's Celebrate Towns" Competition 2026 for a living bus shelter.

Voting record	For 3	Against 0	Abstain 0	Absent 2
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HEC13. 10/26 To note the Christmas 2026:

Noted.

HEC14. 10/26 To consider and approve arrangements for the 2027 Inspirational Awards:

It was proposed by Cllr Z. Baker and seconded by Cllr S. Sanderson that the arrangements for the 2027 Inspirational Awards be approved, following the successful format used for the 2025 event. The Committee agreed that the awards should be held on a suitable date in March at the Goods Shed.

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

Voting record	For 3	Against 0	Abstain 0	Absent 2
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Action Executive Officer to contact Tetbury Good Shed for availability March 2027.

HEC15. 10/26 To consider and approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House: It was proposed by Cllr Z Baker seconded by Cllr R Smith to approve the introduction of a monthly Sunday Market within the Tetbury Town Council lay-by area adjacent to the Market House on a sixth month trail.

Voting record	For 3	Against 0	Abstain 0	Absent 2
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Cllr S Sanderson would like to know if the Feoffees were charging for under the Market House.

HEC16. 10/26 To discuss and approve Tree Works:

Currently awaiting quote.

HEC17. 10/26 To consider Correspondence:

Calcot – It was great to see Tetbury Town Council included in the Impact report.

Highway – TTC do not have the authority, Cllrs requested this is sent to Highways.

Museum Development Southwest – Support TTC with the Police Museum.

HEC18. 10/26 To receive members Reports:

Cllr S. Sanderson reported that a significant amount of food waste had been left at the Old Brewery Car Park. The Executive Officer advised that the Grounds Team had previously removed similar waste from the location.

Action: The Executive Officer will contact Cotswold District Council's Environmental Health team to report the issue and seek advice on any further action that may be required.

HEC19. 10/26 Items for inclusion on the November 2026 agenda:

Christmas

Inspirational Awards

HEC20. 10/26 To note the dates and time and date of the next Heritage, Environment and Community meeting 7pm Monday 2nd November 2026 at Tetbury Library – Close Gardens – Tetbury:

Noted.

HEC21. 10/26 CLOSED SESSION – Resolution to exclude the public and press:

It was proposed by Cllr Z Baker, 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.

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

HEC22. 10/26 Approve Closed session minutes 7th September 2026: It was proposed by Cllr Z Baker seconded by Cllr S Sanderson to approve the Approve Closed session minutes 7th September 2026.

Voting record	For 3	Against 0	Abstain 1	Absent 2
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HEC23. 10/26 To discuss the Museum Development Southwest contract:
Executive Officer to arrange a meeting.

Chair.....

Date.....Meeting.

Meeting Closed 1950

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 12th October 2026 at 7pm

Present

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

Officer T Niblett (CEO/RFO)

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

FS01. 10/26 To note apologies:

Councillor S Scott – personal reasons

FS02. 10/26 Declarations of interest:

None

FS03. 10/26 Public Consultation:

None

FS04. 10/26 To approve minutes of the meeting held on Monday 14th September 2026:

It was proposed by Councillor J Taylor seconded by Councillor R Smith to approve the minutes of the meeting held on Monday 14th September 2026.

Voting Record: For 4 , Against 1 , Absent 1, Abstentions 0

FS05. 10/26 To note action points from previous meetings:

FS12. 03/26 – New Vehicle Requirements – place on hold until we receive confirmation regarding Local Government Reorganisation and how this will affect the Town Council grounds team

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

FS10. 09/26 – Equality and Diversity Policy – ongoing- awaiting information regarding GCC and CDC training.

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

FS06. 10/26 To note bank reconciliation and financial summary for September:

As of 30th September 2026, it was noted that TTC Current Account held £55,268.63, TTC Deposit Account £372,813.05, VIC Current Account £3,189.86, Police Museum £10,196.52, Contingency £100,691.39, CIL and Buildings Maintenance £124,656.96.

FS07. 10/26 To note Income and Expenditure for Month 6:

Noted. Requested breakdowns for grants received and grants expenditure.

FS08. 10/26 To note October payments and estimate transfer of funds:

It was noted that Tetbury Town Council October payments totalled £36,792.75, VIC October payments totalled £2,885.79, Credit Card October payments totalled £420.25, and Police Museum totalled £1,267.50.

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

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 12th October 2026 at 7pm

It was proposed by Councillor Z Baker, seconded by Councillor L Farnham to transfer £2,000 from the TTC Deposit Account to the VIC Account and £25,000 from the TTC Deposit Account to the TTC Current Account.

Voting Record: For 5 , Against 0 , Absent 1, Abstentions 0

FS09. 10/26 To note the Reinstatement Assessment Valuation:

It was noted that the top floor flat was not listed on the valuation as a residential unit. CEO to contact surveyor.

FS10. 10/26 To discuss and approve increasing the valuations on the insurance policy following the Reinstatement Assessment Valuation:

Following the Reinstatement Assessment Valuation, the insurance for The Old Courthouse needs to be increased from £1,603,478 to £2,021,360 at a pro-rata cost of £380.60 and an additional annual premium of £528.21 at renewal. The Goods Shed valuations do not need to be amended. To note the insurance schedule to be removed from the website backing papers. It was proposed by Councillor L Farnham, seconded by Councillor J Taylor to increase the valuation to £2,021,360 with a pro-rata premium of £380.60.

Voting Record: For 5 , Against 0 , Absent 1, Abstentions 0

FS11. 10/26 To discuss and approve CIL application from Tetbury Area Youth and Community Trust:

Tetbury Area Youth and Community Trust have asked for the application to be deferred to a future meeting.

FS12. 10/26 To discuss budget preparations for 2027/2028:

Council need to decide whether I-Pads are to be continued or to revert to paper copies due to the IT costs. Look at reducing the election costs as Tetbury will be warded and the costs will be reduced should an election be called. Reduce Local Government Reorganisation to £1,000 as there is no official date when this will commence. Health & Safety Contract obtain whether other councils have outside contractors or whether this is done inhouse. PWLB this may significantly increase due to the potential new burial ground; this will increase from the current £19,639 to £142,993 a year. Ring fence any underspends from Vehicle Payments & Repairs, Vehicle Tax and Insurance and Fuel to assist with the costs of purchasing a new vehicle in the future. Look at increasing the flat rental as this is not in keeping with the current rental market. A robust discussion took place regarding the reduction in width of the pathway at St Saviours to allow 17 more spaces. This will be discussed further at Full Council on Monday 19th October. Updated options for budget will be discussed at the next Finance & Scrutiny meeting to take to Full Council on Monday 16th November.

FS13 10/26 Correspondence Received:

None

MINUTES OF A MEETING OF THE FINANCE & SCRUTINY COMMITTEE
Held at Tetbury Library, Close Gardens, Tetbury
Monday 12th October 2026 at 7pm

FS14. 10/26 To receive members report:

None.

FS15. 10/26 Items for next meeting:

Budget, Staffing matters

FS16. 10/26 Date of next meeting – Monday 9th November 2026, 7pm, Tetbury Library, Close Gardens

Meeting closed 7.57pm

Chair **Dated**

FS17. 10/26 Closed Session – Exclusion of Public and Press

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

It was proposed by Cllr Z Baker, seconded Cllr 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.

FS18. 10/26 To approve Confidential minutes held on Monday 14th September 2026:

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

Voting Record: For 5 , Against 0 , Absent 1, Abstentions 0

FS19. 10/26 To receive an update on staffing matters:

CEO provided the Committee with an update regarding an employee with long-term absence.

It was requested that the committee review the salaries of all employees.

Meeting closed xxxxpm

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 20th September 2026
at 6.30pm

PRESENT:

Councillors: J Taylor (Chair), P Burrell (Vice Chair), R Smith

Officer: EO (V Bolwell)

Public: District Councillors I Watson, N Ind, and Cllr K Painter

PL01. 09/26 To elect a Chair

Cllr J Taylor was unanimously elected the Chair of Planning.

PL02. 09/26 To elect a Vice Chair

Cllr P Burrell was unanimously elected the Vice Chair of Planning.

PL03. 09/26 Apologies for absence:

Cllr M Baker – Apologies received – Personal.

Cllr S Scott – Apologies received – Personal.

Cllr A Thilthorpe – No Apologies received.

PL04. 09/26 Declarations of Interest:

None.

PL05. 09/26 Public Consultation:

Nom.

PL06. 09/26 To approve the minutes of the meeting held on Monday 27th April 2026

It was proposed by Councillor P Burrell, seconded by Councillor J Tylor to approve the minutes of the meeting held on Monday 27th April 2026.

Voting record	For 3	Against 0	Abstain 0	Absent 3
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PL07. 09/26 Consideration of planning, listed building consent, tree work and licensing applications received by 15th September 2026 (refer to attached Schedule link):

<u>26/02547/FUL</u> Full Application for Erection of two storey rear extension, single storey side extension and porch with associated works. Demolition of existing extension and retrospective change of roof slate 61 Charlton Road Decision: TTC has no objection to the proposal, subject to the recommendations and requirements set out in the Heritage Statement being fully adhered to.	<u>26/02553/FUL</u> Full Application for Erection of single storey side and rear extension, installation of solar panels and associated works. Demolition of garage and conservatory 22 Close Gardens Decision: TTC has no objections
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MINUTES OF A MEETING OF THE PLANNING COMMITTEE
held in Tetbury Library, Close Gardens, Tetbury on Monday 20th September 2026
at 6.30pm

<u>26/02510/FUL</u> Full Application for Conversion of garage into utility room ancillary to the residential property 36 Silver Street Decision: TTC has no objections	<u>26/02545/FUL</u> Full Application for Erection of a single storey rear extension and associated works 3 Merchants Walk Decision: TTC has no objections
<u>26/02478/FUL</u> Full Application for Proposed two new dwellings Land West Of 5 Highfield Mews Cottages Havenhill Road Decision: TTC raises no objection, subject to the Highway Authority being satisfied with the proposed parking and access arrangements.	<u>26/02622/TCONR</u> Works to trees in conservation areas for T1 - Laburnum to be trimmed T2 - Ornamental Pear tree to be trimmed T3 - Maple tree to be reduced T4 - Norway Maple to be reduced 18 Chavenage Lane Decision: TTC has no objections
<u>26/02618/TCONR</u> Works to trees in conservation areas for T1 & T2 - multi-stem Goat Willow trees with excessive dead wood in the canopy to be high pollard Old Station Yard Decision: TTC has no objections	<u>26/02772/TCONR</u> Works to trees in conservation areas for G1 - Crown reduce back to previous reduction points (approx. 2.5m height and 2m in radial spread) Group of 4 hornbeam with shared canopy 11 Cirencester Road Decision: TTC has no objections

PL08. 09/26 To note planning applications using Scheme of Delegation:

None

PL09. 09/26 Correspondence:

None

PL10. 09/26 To receive Chairs report:

Nothing to report.

PL11. 09/26 to receive Vice Chairs report:

Nothing to report.

PL12. 09/26 To receive Members report:

Nothing to report.

PL13. 09/26 Next scheduled meeting – Monday 19th October, 6.30pm:

Noted.

Meeting closed 6.45pm

Chair Dated



Councillor Ian Watson
County Councillor for Tetbury Division
Gloucestershire County Council

Since my last report, the most significant development affecting Gloucestershire has been the Government's decision to pause and review the Local Government Reorganisation (LGR) programme. The announcement on 7 September came unexpectedly and affects the proposed changes to local government structures across Gloucestershire. The Government has stated that the review is intended to ensure the process is legally robust and aligned with its wider plans for devolution and local government reform. Elections scheduled for May 2027 will now proceed on existing council boundaries while the review is undertaken.

Although this has created uncertainty regarding the future structure of local government in Gloucestershire, county, district and parish councils continue to operate as normal, with the focus remaining on maintaining service delivery and supporting local communities.

During this period, I have continued to work closely with residents, businesses, community groups and parish councils across the Tetbury Division on a range of local issues and priorities.

I am pleased that Gloucestershire County Council funding has been secured for two youth projects in Tetbury, bringing a total investment of **£9,500** into activities and opportunities for local young people.

Following ongoing concerns regarding parking pressures within the town, I have also secured full Gloucestershire County Council funding for an independent parking survey. The survey will provide an objective assessment of current parking demand and usage and will help inform future discussions on parking and traffic management within Tetbury.

A major milestone for the community has been the opening of the **Sir William Romney All-Weather Sports Pitch**. This excellent new facility provides year-round access to sport and recreation for students, local clubs and community groups and represents an important investment in the health and wellbeing of local residents.

Supporting Tetbury's business community remains a priority. I have continued to engage with local businesses regarding the challenges and opportunities facing the town, particularly around accessibility, parking, maintaining a vibrant town centre and encouraging visitors to support our independent retailers, hospitality businesses and service providers.

Highways matters continue to generate a significant amount of correspondence from residents. Throughout the reporting period I have worked with Gloucestershire Highways on a range of issues including road surface conditions, drainage concerns, signage and safety-related matters, ensuring local concerns are raised and progressed where possible.

I have also continued to support parish councils and voluntary organisations across the division. The dedication shown by local volunteers and community groups continues to make a significant contribution to the quality of life enjoyed by residents throughout Tetbury and the surrounding villages.

Whilst the pause in Local Government Reorganisation has inevitably dominated discussion at county level in recent weeks, it remains important that we continue focusing on delivering practical improvements for local communities. I will continue to keep residents informed of any developments regarding local government reform whilst working to ensure that Tetbury and the surrounding area continue to benefit from investment, support and strong representation at Gloucestershire County Council.

Cllr Ian Watson

Gloucestershire County Councillor for Tetbury Division

16 September 2026



District Councillor Report - Tetbury Town Ward

Reporting Period: Mid-September 2026 to October 2026

The principal issue affecting the district during this period has been the continuing reform of the planning system and the introduction of a revised National Planning Policy Framework (NPPF). These changes will have a significant impact on how planning decisions are taken across the Cotswolds and on the preparation of the new Cotswold District Local Plan.

The Government's revised NPPF, published in August 2026, represents the most substantial overhaul of planning policy for many years. A key feature is the introduction of a clearer distinction between plan-making policies and national decision-making policies, alongside a more rules-based approach to planning. Local authorities are being required to ensure that local plans align closely with national policy, while older local policies that conflict with the new national framework may be given significantly less weight in planning decisions.

For residents in Tetbury and across the South Cotswolds, the practical consequence is that greater emphasis will be placed on having an up-to-date Local Plan. Councils without current plans are likely to face increased pressure from speculative development proposals. The Government has also continued its focus on housing delivery, infrastructure provision, renewable energy, climate resilience and strategic growth around sustainable settlements.

At district level, the most important piece of work underway is the preparation of the **Cotswold District Local Plan 2026-2043**. The Regulation 19 consultation is currently underway and represents the final opportunity for residents and stakeholders to comment on the Plan before submission for independent examination. The emerging Plan seeks to coordinate future housing, employment, infrastructure and environmental protection across the district, with approximately 90% of growth directed towards strategic sites capable of delivering supporting infrastructure. The Plan is expected to provide around 5,600 affordable homes across the plan period while maintaining strong protections for the district's landscape and heritage assets.

Members have continued to scrutinise the implications of the new planning system and the emerging Local Plan to ensure that the distinctive character of market towns such as Tetbury is protected while meeting national requirements for housing and economic growth. Particular

attention has been given to infrastructure capacity, transport impacts, environmental safeguards and the need to secure genuinely affordable housing for local people.

Beyond planning matters, the Council has continued to focus on the delivery of core services, financial management and preparations for local government reorganisation. Work continues across Gloucestershire authorities to assess future governance arrangements, business continuity and the protection of frontline services during the transition towards a new unitary structure. Whilst national timescales have shifted, there remains considerable uncertainty regarding the eventual form of local government within Gloucestershire, and members continue to engage with residents and stakeholders as proposals develop.

Within Tetbury itself, routine casework during the period has included highways concerns, parking, waste and recycling issues, housing enquiries, environmental matters and support for local community organisations. Members have continued to work closely with Tetbury Town Council, Gloucestershire County Council, local businesses and voluntary groups to address resident concerns and support local initiatives.

As we move into the autumn period, planning reform and the examination of the new Local Plan will remain the dominant issues facing the district. The outcome of these processes will shape development, infrastructure provision and community services across Tetbury and the wider Cotswolds for many years to come. Residents are encouraged to review the Local Plan consultation material and participate in the process while the opportunity remains available.

Cllr Ian Watson

County Councillor for Tetbury

16 September 2026

Ward Councillor Update

Town and Parish Councils

Cllr Nikki Ind

Tetbury East and Rural

October 2026

It has been all change over the last month, firstly, the government paused the work taking place in Gloucestershire on Local Government Reorganisation, this means that district council elections, based on existing boundaries are now planned to take place next May. A further announcement is due during the week commencing 12th October and is still awaited as I write this.

Also, the Local Plan Regulation 19 Consultation has been extended until 3 November. I continue to encourage residents to review this Local Plan and to have their say – paper copies of the plan are available for inspection at Tetbury Town Council and Tetbury Library.

Finally, following a change in political balance at the district council, I have moved from the Planning & Licensing Committee to the Overview and Scrutiny Committee, and I attended my first meeting on 12th October. I am also a member of the Electoral Matters Working Group and continue to sit on the group reviewing Unsung Heroes applications.

Whilst the strategic CIL application for funding for the Cirencester Road street works has now been made, I am not expecting to hear the result of this until the new year.

In the last month I also met with Suzie from Tetbury Area Youth & Community Trust, to discuss their future plans, and I liaised between Tetbury Hospital, County Councillor Ian Watson and Gloucestershire County Council, regarding the proposed road closure in Silver Street Tetbury due to start at the end of October.

Finally, at the full council meeting in September agenda items included – Constitution changes to incorporate the new National Scheme of Delegation for planning functions in England and the review of Polling Stations in the district

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

Forthcoming Meetings –

- **Planning & Licensing – 11th November 2.00pm**
- **Overview & Scrutiny – 16th November 4.00pm**
- **Cabinet – 19th November 6.00pm**
- **Council – 25th November 2.00pm**
- **Audit & Governance – 3rd December 4.00pm**
- **Planning & Licensing – 9th December 2.00pm**

Keeping Up to Date

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

I am writing on behalf of fellow residents of The Ferns, here in Tetbury, GL8 8JE. Last month your contractors successfully dealt with a substantial water leak from a burst water main in close proximity to our residences. We are most grateful that it was dealt with efficiently and with great speed.

But unfortunately, the work they carried out left our much-treasured community garden (the Anniversary Garden) in a sorry state. Much of the lawn now needs reseeding as the grass was covered in mud and rose bushes and plants in one of the flower beds were destroyed and need replacing.

The Anniversary Garden is maintained by our town council, supported by volunteers. The flower beds are tended by Tetbury in Bloom, a group of dedicated and hard-working women, who also look after flower beds in many other parts of the town. You can find their website at

www.tetburyinbloom.org.uk The garden is a well-used and is a much cherished part of Tetbury.

My purpose in writing is to ask whether Bristol Water can make a small donation towards the reseeding and replanting I have mentioned. That would be much appreciated by not just my fellow residents in The Ferns but also by the many other Tetbury residents and visitors to the town who enjoy the beauty and calm of our wonderful garden.

I have copied this message to Tara Niblett, our town council's CEO, and Sue Hirst, who leads the team of garden volunteers. We look forward to hearing from you.

Dear TTC,

Please could the effort of Susan and Stewart be recognised by the Council. Every day they leave their apartment at Steepleton to litter pick all over Tetbury. They are very public spirited!