



COTSWOLD
DISTRICT COUNCIL

COUNCIL AGENDA

Wednesday 22 January 2020, 2.00 p.m.

Council Chamber, Trinity Road, Cirencester

Trinity Road, Cirencester, Gloucestershire, GL7 1PX Tel: 01285 623000 www.cotswold.gov.uk

NOTES

(i) Questions Arising on the Agenda

If any Member has any questions regarding any substantive item contained within the Agenda, he/she is requested to give advance notice of such question to the Officer originating the report or to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

(ii) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE BEFORE** the start of the Meeting.

(iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the Meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the Meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chair will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

For further information, please read the Notices displayed inside and outside the Meeting venue and/or speak with the Committee Administrator.

(iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Democratic Services on 01285 623005.

Distribution:

All Members of the Council

Nigel Adams
Head of Paid Service

14 January 2020

COUNCIL: 22 JANUARY 2020

AGENDA

(1) **Apologies**

To receive any apologies for absence.

(2) **Declarations of Interest**

(a) To receive any declarations of interest from Members under:-

(i) the Code of Conduct for Members; and/or

(ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).

(b) To receive any declarations of interest from Officers under the Code of Conduct for Officers.

(3) **Minutes** - To confirm the Minutes of the Meeting of Council held on 27 November/5 December 2019.

(4) **Announcements from the Chair, Leader or Head of Paid Service**

(5) **Public Questions**

Council Procedure Rule 10 - Not more than fifteen minutes allowed for written questions to be put by members of the public on any matter in relation to which the Council has any power or duties or which affects the District.

(6) **Member Questions**

Council Procedure Rule 11 - Not more than fifteen minutes allowed for written questions to be put by Members on any matter in relation to which the Council has any power or duties or which affects the District.

The following questions have been submitted:-

(i) **Question from Councillor Sue Jepson to Councillor Nigel Robbins, Chair of the Council**

'I understand that all members were invited to a gathering on Tuesday 17th December, together with our officers, to bid a friendly farewell to Mr David Neudegg - for ten years or more this Council's Chief Executive. Given Mr Neudegg's widely recognised track record of delivering ground-breaking change at this council - and also our partner councils - could the Chairman please explain why he was unable to attend or, indeed, to send a deputy?

(ii) Question from Councillor Mark Annett to Councillor Joe Harris, Leader of the Council

'I understand that all members were invited to a gathering on Tuesday 17th December, together with our officers, to bid a friendly farewell to Mr David Neudegg, for ten years or more this council's Chief Executive. Given Mr Neudegg's widely recognised track record of delivering ground-breaking change at this council – and at our partner councils – could the Leader of the Council please explain why he was unable to attend? Perhaps he could also comment as to why no member of his Cabinet or indeed no member of the whole Cotswold Liberal Democrat group were able to attend either?'

(iii) Question from Councillor Stephen Hirst to Councillor Lisa Spivey, Cabinet Member for Housing and Homelessness

'There was a survey in the local press recently regarding the provision of affordable social housing in the County. All six District Councils were asked to express their plans to increase the supply of affordable social housing to meet demand; five councils provided reasoned positive statements. Cotswold District Council on the other hand provided what could only be described as a political rant against the previous Cotswold administration.

This would indicate that the current administration have no reasoned plans to provide new affordable homes, after all they keep repeating that we have a housing crisis in the Cotswolds. How do they intend to resolve this?'

(iv) Question from Councillor Stephen Hirst to Councillor Joe Harris, Leader of the Council

'Is it not time that this current administration provide a detailed, costed and comprehensive Corporate Plan to provide major benefits for the residents of the Cotswolds following more than ten years of progressive benefit achievement for all residents?'

(v) Question from Councillor Julian Beale to Councillor Joe Harris, Leader of the Council

'May we please be informed if and when Mr Jan Britton will make a formal presentation to Councillors of his progress plans and aspirations for Publica?'

(vi) Question from Councillor Ray Theodoulou to Councillor Mike Evey, Deputy Leader of the Council and Cabinet Member for Finance

'Last year CDC provided in the budget a sum of £500,000 to facilitate broadband services in hard to reach areas of the District.

Can the Deputy Leader confirm that the provision is unused and remains in the accounts; also will the Deputy Leader advise Council what plans he has to use this reserve for the purpose?'

(vii) Question from Councillor Ray Theodoulou to Councillor Mike Evey, Deputy Leader of the Council and Cabinet Member for Finance

'The provisional budget proposes a significant level of borrowing for CDC which has for many years been debt free. Will the Deputy Leader confirm how the debt trajectory will rise in the life of this Council and list the projects each with its associated borrowings included in this forecast.

Will he also provide an estimated annual cost of servicing this debt as to interest and capital repayment as well as detail how this debt will be sourced?

Will he also confirm that before incurring any borrowing the Administration will dispose of investment assets held for yield only as opposed to strategic holdings?’

(viii) Question from Councillor Sue Jepson to Councillor Joe Harris, Leader of the Council

‘Could the Leader of the Council please explain the delay in bestowing Honorary Alderman status on those former members of this Council who either stood-down or were not re-elected at the May 2019 District elections, and who had amassed the necessary length of service and points under the rules of our extant Constitution.

It is now more than eight months since those elections. Today’s meeting is the sixth meeting of full council (including Special Meetings) to have taken place since those elections and the matter is once again not on the agenda.

In the continued absence of the necessary Officer Report, please could the Leader publish as part of his answer to my question both the extant “point-scoring” rules under which those members would have served this council, together with the “points” amassed by each councillor who either stood down or were not re-elected in May 2019?’

(ix) Question from Councillor Gina Blomefield to Councillor Lisa Spivey, Cabinet Member for Housing and Homelessness

‘How often is the housing list reviewed to check on whether individuals’ and families’ requirements have changed or to find out if they have been found homes by some other agency or means?’

(x) Question from Councillor Gina Blomefield to Councillor Lisa Spivey, Cabinet Member for Housing and Homelessness

‘Parish and Town Councils conduct housing needs surveys when doing their Neighbourhood or Local Plans - are these cross-referenced with the housing lists to clarify where and what types of homes are required?’

(xi) Question from Councillor Tony Berry to Councillor Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance

‘In the ‘Budget Consultation Pack’ you quote that Government funding has decreased from £5.9 million in 2009/10 to £2.5million in 2019/20. Please could you tell me how much of this drop in funding has been managed through the various joint working initiatives which finally led to setting up Publica?’

(xii) Question from Councillor Tony Berry to Councillor Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance

‘The Cabinet report on the Medium -Term Financial Strategy and Budget highlights a number of areas where funds either have been committed (£47 thousand on increased Members Allowances, FTE for a Climate Change Manager etc.), or are planned expenditure such as:-

- Strategic financial support enhancement £50k

- Commercialisation strategy development £350k
- Property options £50k
- Development of a strategy for Health, Wellbeing and Leisure £50k

Please could you explain how these latter monies are to be spent and the expected outcome and the total cost of the initiatives (including office refurbishment and the cost of officers.'

(xiii) Question from Councillor Stephen Andrews to Councillor Rachel Coxcoon, Cabinet Member for Planning Policy, Climate Change and Energy

'In July 2019 the Council declared a state of Climate Emergency and committed to carbon and energy targets.

In September 2019 the Council approved that funding of £70,000 be provided to Publica for the recruitment of a Strategic Climate Change Manager in this Financial Year. It is understood that this appointment has now been made. Can Cllr Coxcoon please provide detail of the the priorities that the Strategic Climate Change Manager will be working to, in particular the top three priorities they will be given, together with the key milestones for the delivery of tangible and measurable outcomes for each of those three priorities in order that it can subsequently be shown that this post is delivering, on time, the work expected of them by this Council in line with the urgency this Council has given to this subject.'

(xiv) Question from Councillor Stephen Andrews to Councillor Joe Harris, Leader of the Council

'Although the prime focus of this question is in the context of the declaration by this Council of a Climate Change Emergency in July 2019, it also cuts across areas that are the responsibility of others in the Cabinet.

The Planning Committee have on a number of occasions commented upon their inability to be more proactive in addressing Climate Change issues when considering Planning Applications.

The Government is currently consulting on the "The Future Homes Standard" that should be applied to all new build housing. The consultation specifically covers proposed changes to Part L (conservation of fuel and power) and Part F (ventilation) of the Building Regulations for new dwellings. This consultation has been open since October 2019 and is due to finish on the 7th February 2020.

Can Cllr Joe Harris confirm that this Council is preparing a response based upon its experience as a Local Planning Authority and its planned efforts to address Climate Change? Can he also reassure Councillors, particularly those who are members of the Planning Committee, that they will have the opportunity to comment on that response before it is submitted?'

(xv) Question from Councillor Richard Norris to Councillor Jenny Forde, Cabinet Member for Health, Wellbeing and Public Safety

'The Communities of Tetbury and Fairford welcomed the decision taken by the Cabinet on the 4th November 2019 to:

- prioritise potential solutions for Tetbury and Fairford, and invite engagement with interested parties in those towns to help with our research and to frame the future; whilst,

- in the meantime, and without prejudicing the strategy work, reaffirm that the Council would be prepared to consider funding well-planned and costed solutions in future that demonstrate real community benefit.

This was set against the work that was continuing at that time relating to the production of a District-wide leisure strategy, looking at provision holistically, based on current and future needs.

During the debate at that Cabinet meeting, Cllr Mark Harris noted that it was reasonable for the communities of Tetbury and Fairford to know when this District-wide leisure strategy might be available in order that they could frame their own work. In response, Cllr Forde reassured Cabinet that she anticipated its completion at Easter.

Can Cllr Forde reassure the communities of Tetbury and Fairford that this remains the case and that they can expect to be contacted imminently to assist with the research being undertaken in advance of the completion of the Leisure Strategy this coming Easter?’

- (xvi) Question from Councillor Richard Norris to Councillor Jenny Forde, Cabinet Member for Health, Wellbeing and Public Safety

‘There is a budgetary provision of £1.2m to increase capacity at Cirencester leisure centre, increase revenue generation and/or make provision for activities that are not currently being provided. Alternative options such as ten pin bowling have also been presented.

A recent report provided to Overview and Scrutiny advises that no decision has been made regarding these options. There is an aspiration to commission consultants to complete a leisure facility strategy for the Cotswold District which will require approval from Cabinet. Does this form part of the Health and Well Being Strategy and when will this happen?’

- (7) Petitions (if any)

Items for Decision

- (8) Additional Funds for the Construction Phase of the Rugby Club Car Park, Cirencester
- (9) Local Council Tax Support Scheme for 2020/21
- (10) Schedule of Meetings 2020/21 and Meeting Arrangements

Other Matters

- (11) Schedule of Decisions taken at Cabinet - 2 December 2019 and 6 January 2020
- (12) Schedule of Decisions taken at Overview and Scrutiny Committee - 3 December 2019

(13) **Notice of Motions**

In accordance with Council Procedure Rule 12, the following Motions have been received:-

(i) **Motion 14 of 2019/20 re: Mental Health**

Proposed by Councillor Jenny Forde, Seconded by Councillor Rachel Coxcoon:

This Council notes:

- *1 in 4 people will experience a mental health problem in any given year.*
- *The World Health Organisation predicts that depression will be the second most common health condition worldwide by 2020.*
- *Mental ill health costs some £105 billion each year in England alone.*
- *People with a severe mental illness die up to 20 years younger than their peers in the UK.*

This Council believes:

- *As a local authority we have a crucial role to play in improving the mental health of everyone in our community and tackling some of the widest and most entrenched inequalities in health.*
- *Mental health should be a priority across all the local authority's areas of responsibility, including housing, community safety and planning.*
- *All Councillors, whether Members of the Executive or Scrutiny and in our community and casework roles, can play a positive role in championing mental health on an individual and strategic basis.*

This Council resolves:

- *To sign the Local Authorities' Mental Health Challenge run by Centre for Mental Health, Mental Health Foundation, AMHP, Mind, Rethink Mental Illness, Royal College of Psychiatrists and YoungMinds.*
- *We commit to appoint an elected Member as 'mental health champion' across the Council.*
- *We will seek to identify a member of staff within the Council to act as 'lead officer' for mental health.*

The Council will also:

- *Support positive mental health in our community, including in local schools, neighbourhoods and workplaces.*
- *Work to reduce inequalities in mental health in our community.*
- *Work with local partners to offer effective support for people with mental health needs.*
- *Tackle discrimination on the grounds of mental health in our community.*
- *Proactively listen to people of all ages and backgrounds about what they need for better mental health.*

(ii) **Motion 15 of 2019/20 re: General Election - December 2019**

Proposed by Councillor Sue Jepson, Seconded by Councillor Mark Annett:

Council congratulates Mr Boris Johnson on the very significant General Election Result and warmly welcomes the fact that Gloucestershire is represented once gain by a full slate of six Conservative Members of Parliament.

Accordingly, the Council instructs the Leader of the Council to write to the Prime Minister expressing our collective congratulations and willingness to work closely with his parliamentary colleagues to the benefit of all the residents of the Cotswold District.

(iii) Motion 16 of 2019/20 re: Electoral Wards

Proposed by Councillor Stephen Andrews, Seconded by Councillor Tony Berry:

This Council notes that whilst a boundary review for the Wards of Cotswold District Council was completed in 2014 much has changed across the District that was not taken into account at that time. This has included developments in areas of the Cotswold that have added significantly to the number of electors in some Wards and the decline in the number of Electors in some Wards for other reasons.

The table below provides a breakdown by Ward of elector representation. It is based on the 1st August 2019 electoral register.

<i>Srl</i>	<i>Ward</i>	<i>Number of Electors</i>	<i>Number of Councillors</i>	<i>Elector Representation</i>
1	Abbey	1921	1	1921
2	Blockley	2130	1	2130
3	Bourton Vale	2204	1	2204
4	Bourton Village	2452	1	2452
5	Campden & Vale	4872	2	2436
6	Chedworth & Churn Valley	1990	1	1990
7	Chesterton	1884	1	1884
8	Coln Valley	2009	1	2009
9	Ermin	2064	1	2064
10	Fairford North	2007	1	2007
11	Fosseridge	2134	1	2134
12	Four Acres	1573	1	1573
13	Grumbolds Ash with Avening	2091	1	2091
14	Kemble	2155	1	2155
15	Lechlade, Kempsford & Fairford South	4851	2	2426
16	Moreton East	2327	1	2327
17	Moreton West	1961	1	1961
18	New Mills	1882	1	1882
19	Northleach	2201	1	2201
20	Sandywell	2147	1	2147
21	Siddington & Cerney Rural	2102	1	2102
22	South Cerney Village	2106	1	2106
23	St Michael's	1865	1	1865
24	Stow	2099	1	2099
25	Stratton	2083	1	2083
26	Tetbury East & Rural	1901	1	1901
27	Tetbury Town	1790	1	1790
28	Tetbury with Upton	1721	1	1721
29	The Ampneys & Hampton	2207	1	2207
30	The Beeches	2238	1	2238

31	<i>The Rissingtons</i>	1997	1	1997
32	<i>Watermoor</i>	2077	1	2077
	<i>Totals:</i>	71041	34	

The current allocation of electors to Wards shows a discrepancy between one Ward in Cirencester (Four Acres) which has only 1573 electors whilst others have in excess of 2400 electors per Councillor with the District having an average of 2089 electors per Councillor. This represents a significant electoral inequality within the District where the smallest ward is some 33% smaller than the average number of electors per Ward Councillor.

To quote the Local Government Boundary Commission for England (LGBCE) “The most common reasons for undertaking an electoral review are where significant change in population, localised increases from major housing developments or the movement of people into, out of, or within the local authority have resulted in poor levels of electoral equality”¹.

A review can be conducted at the request of the local authority or may be triggered by particular circumstances - such as when a Ward is plus or minus 30% (or more) from the average number of electors per Ward Councillor for the authority.

This District has met that particular circumstance. The motion is therefore that:

- the Administration should now seek a review by the LGBCE in order to address this democratic deficit; and,*
- the review be completed in time for any changes to be in place for the District elections to be held in May 2023.’*

(iv) Motion 17 of 2019/20 re: Cirencester Very Light Railway

Proposed by Councillor Mark Harris and Seconded by Councillor Tony Berry:

For the past four years Cllr Harris and Cllr Berry have been working with local groups on developing a feasibility study to unlock Government funding for connecting a Very Light Railway from Kemble to Cirencester.

Those Groups include Cirencester Town Council, St James's Place, Cirencester Community Development Trust, a representative from Kemble Parish Council, and several interested individuals.

The first phase of the study will cost £53,000. CTC, St James's Place, the Development Trust, the Winstone Trust and a local businessman have all pledged monies towards that and we are seeking £13,000 to make up the short-fall.

On the 16th November the Prime Minister announced £500m of funding to reopen former Beeching lines - [\[https://www.telegraph.co.uk/politics/2019/11/15/conservatives-reopen-railway-lines-closed-1960s-beeching-cuts/\]](https://www.telegraph.co.uk/politics/2019/11/15/conservatives-reopen-railway-lines-closed-1960s-beeching-cuts/). In order to access that money, there needs to be a plan.

There are clearly environmental benefits over road use, not least the reduction in the amount of particulate matter that buses create from brake linings and rubber tyres on tarmac, known as the Oslo effect - [\[https://www.apprguk.co.uk/media/files/LR-UK-Transport-Select-Committee-March-2017-v26pdf\]](https://www.apprguk.co.uk/media/files/LR-UK-Transport-Select-Committee-March-2017-v26pdf).

¹ <https://www.lgbce.org.uk/how-reviews-work>

Council agrees to support the development of a feasibility study for a Very Light Railway from Kemble to Cirencester by funding the current shortfall of £13,000. This will help:

- *address the Climate Change Emergency*
- *reduce rural isolation*
- *support the local economy*
- *reduce particulate emissions.*

It will also provide a template for opening other lines in the Cotswolds such as Tetbury, Bourton and others.

(v) Motion 18 of 2019/20 re: Domestic Violence

Proposed by Councillor Forde, Seconded by Councillor Nick Maunder:

Council notes:

- *An estimated 1.9 million adults aged 16 to 59 experience domestic abuse each year.*
- *Between March 2018 and March 2019, there were 751 domestic abuse referrals to Gloucestershire Domestic Abuse Support Service (GDASS) for the Cotswold District and 7,017 referrals across Gloucestershire.*
- *In most rural areas, abuse can last 25 per cent longer due to isolation and rural victims are half as likely as urban victims to report their abuse.*

Council commends:

- *The work done by organisations such as GDASS and Gloucestershire Constabulary to raise awareness of, and tackle domestic abuse in all its forms.*
- *The recent '16 days of action' campaign that Cotswold District Council participated in.*
- *The work done by the Hollie Gazzard Trust & GDASS in Gloucestershire to raise awareness of domestic violence, to provide support to young people and deliver healthy relationship education.*

Council resolves to:

- *Develop an ongoing programme of events and awareness-raising across the Cotswolds and utilise the expertise of the Safer Communities Project Officer.*
- *Ensure all our frontline services have the skills, training and attitude to recognise signs of domestic abuse and act appropriately.*
- *To work through the Community Safety Partnership to raise awareness and improve access to support services, particularly in our rural communities.*
- *To continue to build, expand and support our DA Champion network across the Cotswold District to support communities to come together to make the Cotswolds safer.*
- *Work with our DA partners, specifically GDASS & the Hollie Gazzard Trust, to raise awareness of the charities work, aims and objectives within the Cotswold District.*

(14) **Sealing of Documents**

To resolve:

“that the Common Seal of the Council be affixed to all contracts, conveyances and any other documents necessary for carrying into effect all resolutions passed by the Council.”

Note:

The Register of Sealing will be available at the Meeting for Members’ inspection.

(END)

COTSWOLD DISTRICT COUNCIL

COUNCIL MEETING

27 NOVEMBER/5 DECEMBER 2019

27 November 2019

Present:

Councillor Nigel Robbins - Chair
Councillor Dilys Neill - Vice-Chair

Councillors -

Stephen Andrews	Stephen Hirst
Mark Annett	Roly Hughes
Julian Beale	Sue Jepson
Claire Bloomer	Julia Judd
Tony Berry	Juliet Layton
Ray Brassington	Andrew Maclean
Patrick Coleman	Nick Maunder
Rachel Coxcoon	Richard Morgan
Tony Dale	Richard Norris
Andrew Doherty	Gary Selwyn
Mike Every	Lisa Spivey
Jenny Forde	Ray Theodoulou
Joe Harris	Steve Trotter
Mark Harris	Clive Webster
Nikki Ind	

Apologies:

Robin Hughes	Richard Keeling
	Claire Bloomer

5 December 2019Present:

Councillor Nigel Robbins	- Chair
Councillor Dilys Neill	- Vice-Chair

Councillors -

Stephen Andrews	Mark Harris
Tony Berry	Stephen Hirst
Ray Brassington	Andrew Maclean (from 7.16 pm)
Patrick Coleman (until 7.16 pm)	Nick Maunder
Rachel Coxcoon	Ray Theodoulou
Mike Every	Steve Trotter
Jenny Forde	Clive Webster
Joe Harris	

Apologies:

Mark Annett	Nikki Ind
Julian Beale	Sue Jepson
Gina Blomefield	Julia Judd
Claire Bloomer	Juliet Layton
Tony Dale	Richard Morgan
Andrew Doherty	Gary Selwyn
Robin Hughes	Lisa Spivey
Roly Hughes	

Absent

Richard Keeling	Richard Norris
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CL.48 DECLARATIONS OF INTEREST

Councillor Webster declared an interest in Agenda Item 15, Property Matter - Moreton-in-Marsh, as he was a Member of Moreton-in-Marsh Town Council.

There were no declarations of interest by Officers.

CL.49 MINUTES

The Council was requested to approve as a correct record the Minutes of its previous Meeting held on 25 September 2019.

In this connection, details of a number of proposed amendments to the Minutes were tabled at the meeting. It was noted that such amendments sought not only to correct a number of perceived inaccuracies/omission but also to include other text to enable the Minutes to be read as a stand-alone document without the need for cross-referral to supporting material. Attention was also drawn to a number of further amendments that were required.

RESOLVED that the Minutes of the Meeting of the Council held on 25 September 2019 be approved as a correct record, subject to:

- (i) the amendments tabled at the meeting;
- (ii) the amendment of the second announcement from the Leader (page 45 of the unconfirmed Minutes) to reflect the fact that Jan Britton was not at the meeting on 25 September 2019;
- (iii) the deletion of the words 'the Conservative Group had rescinded their own Corporate Plan' from the third complete paragraph on page 62 of the unconfirmed Minutes and their substitution by the words 'the Council had rescinded the previous Corporate Plan';
- (iv) the figure of £600,000 in the part paragraph at the top of page 68 of the unconfirmed minutes being amended to read £400,000.

Record of Voting - for 24, against 0, abstentions 7, absent 3.

Note:

Copies of the amendments tabled at the meeting are attached to the signed copies of the Minutes of 25 September and these Minutes.

CL.50 ANNOUNCEMENTS FROM THE CHAIR, LEADER OR HEAD OF PAID SERVICE

(i) Chair's Announcements

- Exempt Items of Business - The Chair reminded Members that there were exempt items on the agenda, at Items (14) and (15), and that these items would require a vote by Council to exclude the public and press from the meeting prior to discussion and decision on these items.
- Pledge - The Chair explained that the Council had not yet decided upon the introduction of a pledge, but felt that, in the light of recent meetings, it could be useful as guidance at the beginning of a meeting. He asked for suggestions with words and phrases to be forwarded to him; and also asked for Members to treat each other with respect.
- Former Councillor Greg Phillips - The Chair reported, with regret, the recent death of former Councillor Greg Philips, who had been a Councillor between 1991 and 1999 representing Fairford Member. Councillor Theodoulou remarked that he was sorry to hear the news, and commented that Mr Phillips was an example of how to work with people in politics.
- Schedule of Meetings 2020/21 - The Chair explained that the calendar of meetings for 2020/21 was being considered, and asked for comments from/views of Members on the timing and days of meetings that had been introduced for the current Civic Year.
- Jan Britton - The Chair welcomed Mr Jan Britton, soon to be the new Managing Director of Publica, to the meeting. The Chair also gave a welcome to the public and officers in attendance.

(ii) Leader's Announcements

- Jan Britton - The Leader also echoed the words of welcome to Jan Britton and explained that Jan would start his new role as Managing Director for Publica on 1 December 2019. Mr Britton commented that he had been meeting Members

across the four partner Councils and was looking forward to meeting all Members over the next few months. He had undertaken a long induction and had been working with Officers and Members since October 2019, looking at key local issues such as branding and identity.

- Corporate Peer Challenge - The Leader highlighted that the LGA Corporate Peer Review had taken place, and thanked Members for contributing to this review. He also thanked the Personal Assistant to the Leader and members of the Corporate Management Team for the work which they had carried out in organising the review. He drew attention to the Council's strong track record of delivery, and the capacity needed to be built into the organisation to be able to carry out the significant work identified by the new administration around place shaping. Whilst there were areas of improvement, the overall message from the review team was positive and there were exciting opportunities ahead.

CL.51 PUBLIC QUESTIONS

No Public Questions had been submitted.

CL.52 MEMBER QUESTIONS

- (a) Question from Councillor Stephen Andrews to Councillor Rachel Coxcoon, Cabinet Member for Planning Policy, Climate Change and Energy.

'In July 2019 the Council declared a state of Climate Emergency and committed to carbon and energy targets.

At its last meeting in September 2019 the Council approved that funding of £70,000 be provided to Publica for the recruitment of a Strategic Climate Change Manager in this Financial Year. At the same meeting, the Council also approved funding of £105,000 for specialist consultancy aimed at establishing the Council and District emissions baseline, a credible emissions reduction trajectory and a district-wide renewable energy study, again in this Financial Year.

Given the urgency associated with addressing what has been agreed is an Emergency, would Cllr Coxcoon please provide an update on the progress being made to achieve these outcomes within this Financial Year?'

Response from Councillor Coxcoon

'The Council has run a successful recruitment campaign for the Climate Change Manager post and received 50 applicants, the majority of whom were very high calibre. Officers have now shortlisted the applicants and will be interviewing on 2nd December. I am very confident we will be able to appoint a suitable candidate and will be delighted to update Members following that appointment, with a start date, which will of course depend on the applicant's circumstances.

In the absence of the Climate Change Manager, the Council has still driven ahead plans to procure specialist consultancy and specifications have been prepared and reviewed by key staff. These specifications are now being finalised and passed to the procurement team. There has also been dialogue with partner Councils to explore the opportunities for joint procurement and whilst we intend to leave the door open for other Councils to join we will be pressing ahead so we do not delay this essential work.'

Councillor Andrews thanked Councillor Coxcoon for her response and, in light of the declared climate emergency, questioned what action would be taken to ensure that the declaration was publicised throughout the district and to town and parish councils.

Councillor Coxcoon highlighted that the response to the declaration needed to be holistic, with the starting point being a need to recruit officers and a culture change in the organisation. An event had been planned for Parish and Town Councils, although this had been delayed until the New Year due to the upcoming parliamentary election.

(b) Question from Councillor Nikki Ind to Councillor Mark Harris, Cabinet Member for Car Parks and Town and Parish Councils

'Given the recent Climate Emergency declaration, as well as the car parking plans for Cirencester, are there any plans for developing with the County Council reliable, regular rural public transport services for the Cotswolds? Services which will allow rural residents to travel to work and shop without the need for a car?'

Response from Councillor Mark Harris

'Thank you very much for your question. There are two strands to the reply and they relate to community transport, which addresses those with difficulty accessing transport, and modal shift, which addresses getting people out of cars, which is where your question is rooted.

I can assure you that Councillor Jenny Forde is exploring community transport. Conversations with the Citizens Advice Bureau have highlighted particularly acute issues in Tetbury, for those without transport accessing services further afield and we are seeking to address this with both Gloucestershire County Council (GCC) and existing voluntary groups.

In terms of getting people out of cars, or modal shift, I can assure you we are meeting regularly with GCC and other partners to identify ways in which we can achieve this. Indeed, I recently met with the MP, GCC and Councillor Berry to discuss this and other transport issues.

You may also be aware that I am helping to promote the reopening of train lines in the Cotswolds, again with Councillor Berry.

The Cotswolds is the most inaccessible in the entire County for access to services and we believe this is not good enough. However, given technological advances, modal shift and the challenge of ensuring our climate resilience, we don't believe that fighting for more buses is the only solution. We want to set up a cross party rural transport working group to work fast to solve this so we can ensure economic, environmental and social vibrancy. We would welcome you to join this group?

It should be noted that in England, the £220m allocated to buses is less than 1% of that allocated for new road building. Scotland has allocated £500m. If England was to provide a proportionally similar amount to English buses, the next Chancellor would have to find £5bn. There is nothing in the manifestos on investment in this area. So, a lot of political will nationally needs to change to address rural transport that car drivers will consider good enough to want to change their habits.

The Council engages constructively with GCC to help promote accessible and reliable rural public transport services across the District. GCC, as the local transport authority, has an established working relationship with; rail franchise operators, commercial bus operators and the community transport sector to ensure

cost effective travel choices are available to the public, within the resources available.

In terms of policy, GCC's adopted Local Transport Plan (LTP) contains numerous commitments, for example, within the Bus (PD1) and Rail (PD5) policy documents. Both policies focus around improving travel choice and improvements to the bus and rail network. The Connecting Places Strategies for the North and South Cotswolds identify key places and transport links across the county and a range of key priorities.

The LTP is currently being reviewed and subject to GCC Cabinet approval (expected in December 2019) will be out for consultation early in the New Year. This provides local communities a good opportunity to engage with local and county wide transport issues and help shape the emerging policies covering bus and rail, amongst other issues.

A pilot scheme is being developed by GCC for transport in rural areas. This will involve offering an enhanced, pre-book demand-responsive service that aims to serve more people than the current rural bus network and to give them a wider range of days and times to travel. This pilot will likely be operated in two rural areas of Gloucestershire, which may include parts of the Cotswolds.

As a member of the North Cotswold Line Task Force, GCC is actively seeking to deliver an increase in rail services and reduced journey times between Worcester – Oxford – London calling at Moreton in Marsh. This will improve connectivity for residents living in the north of the county. The December 2019 rail timetable will introduce an hourly direct service to London, on the South Cotswold line calling at Kemble. There will be earlier trains in the morning to London as well as a later train back. This combined with longer trains means there will be an extra 5,000 seats a day to London.

GCC has commissioned a Rail Investment Strategy in conjunction with the LEP and other Gloucestershire District Councils. It will look at the economic value of routes in the county and will identify service enhancements that will benefit residents, visitors and businesses alike in the Cotswolds.'

In thanking Councillor Harris for his comprehensive response, Councillor Ind commented that she would like to join the cross party group. She had also met with local GPs relating to access to services for residents and they welcomed the cross party approach to address issues across the District.

(c) Question from Councillor Stephen Hirst to Councillor Rachel Coxcoon, Cabinet Member for Planning Policy, Climate Change and Energy

'Energy efficient affordable homes can be more expensive to build when compared with traditional build houses, and this situation will have a negative effect on the viability of sites when S106 Agreements are put together. This will in turn result in developers being able to offer a lower number of affordable homes which will in turn affect the delivery of affordable homes of all types in the district. For instance, what will the effect be on the Siddington development if many affordable homes are built to energy efficient specifications?

Has the administration calculated the effect of energy efficient homes on our housing delivery achievement and what measures are being employed to mitigate any reduction in the number of affordable homes due to effects on site viabilities?'

Response from Councillor Coxcoon

'The Council has not undertaken this work to date. However, the Council successfully bid for £30,000 from the Housing Advisors Programme to develop a carbon neutral guide and supportive local plan policies to help inform developers and applicants to deliver cost effective carbon neutral homes.

Reading Borough Council's recently adopted Local Plan* provides a good example of where an authority has successfully demonstrated that it is possible to require developers to deliver carbon neutral homes as well as affordable housing and supporting infrastructure. A key priority of this Council is to present a Local Plan that is green to the core and matters such as these will feature in an update to the adopted Local Plan, which currently places no requirement on developers to make homes carbon neutral.

The Council is also aware of work carried out by the West of England Authorities in 2018 to provide robust data on the cost of building to higher energy standards, which provides a useful evidence base for other Councils setting local policy. The work shows that domestic dwellings can be built to much higher standards of energy efficiency for the same cost as building to current Building Regulations, making it difficult for developers to rely on a viability argument to argue down an affordable housing target.

Finally, it is worth noting that energy efficient housing results in very low running costs for future tenants and owners, a hugely important issue for low-income households. Your question has therefore prompted some initial thoughts on how the Council can make the most of this aspect of insisting on high standards of energy efficiency housing. In particular, where social housing providers are to be the ultimate landlord of the social housing provided on a new development, it would be interesting to explore whether their increased confidence in being able to collect rent from tenants with very low utility bills would have any impact on the price they are able to pay for the properties in the first place. I would welcome further discussion on this matter.

*See Policy H5 (Standards for New Housing)

https://www.reading.gov.uk/media/10410/Reading-Borough-Council-Local-Plan/pdf/Local_Plan_Adopted_November_2019.pdf

https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/LP20162036/cost_of_carbon_reduction_in_new_buildings_report_publication_version.pdf '

Councillor Hirst thanked Councillor Coxcoon for her response and commented that there was a need to address the changes in viability which would greatly reduce the increased cost of environmentally-friendly homes.

Councillor Coxcoon commented that the delivery of affordable homes in relation to energy efficient buildings was possible and developers should be able to deliver both affordable and energy efficient buildings.

- (d) Question from Councillor Stephen Hirst submitted to Councillor Rachel Coxcoon, Cabinet Member for Planning Policy, Climate Change and Energy

'In all but one of our Market Towns there have been large numbers of homes built, in some instances there have been increases of over 30% in the number of houses

that these communities have to accept. At the same time rural communities need new homes to ensure that the current local facilities are sustainable into the future.

Exception housing developments are one way to provide rural sustainability and there are first class examples of such developments in Bibury and North Cerney involving up to 12 affordable homes per development. Is the current administration planning to work with local housing associations to seek and develop a good number of rural sites where affordable homes can be built to maintain local sustainable communities?'

Response from Councillor Coxcoon

'The Council has recruited two community-led housing enablers (one FTE) to work with local communities and housing associations to identify rural sites and bring forward development across the district. As a result, the Council will be delivering double the number of parish needs surveys planned in this financial year - that will inform need. The Strategic Housing Team aim to deliver a land-owners' seminar in the New Year to encourage rural sites to come forward, as the availability of affordable land has been identified as one of the main barriers to delivery.'

Councillor Hirst commented that he was concerned about new houses in rural areas and queried whether the Council was working with housing associations and other bodies to provide exception sites, given the need to have to develop new communities.

Councillor Coxcoon explained that most of the exception sites were requirements of the Local Plan, and the role of the new community enablers would be to develop the new sites.

CL.53 PETITIONS

No petitions had been received.

CL.54 ENVIRONMENTAL SERVICES IN-CAB TECHNOLOGY SYSTEM

The Council was requested to consider the allocation of finance associated with the procurement and on-going operation of an in-cab technology system for the environmental services fleet.

The Cabinet Member for Waste, Flooding and Environment Health introduced the report and recommendations of the Cabinet on this matter. In so doing, he drew particular attention to the business case on the costs and benefits of procuring such a system. The system ran on an app from a tablet which would communicate back to systems within UBICO ensuring there was 'real time' knowledge of issues within the District, of where vehicles were, and any bins that had been missed. It was considered that this would save time and fuel in being able to pin-point issues and would be transformative and positive for the service.

Members supported the benefits that would accrue from the system and the positive service transformation potential in terms of efficiency; environment-friendly/carbon reduction; help with security and safeguard staff operating the vehicles; reducing service failures; and reducing costs.

RESOLVED that:

- (a) **An allocation of up to £142,000 be approved, from the Invest to Save Fund, to procure the Environmental Services In-Cab Technology system from Yotta;**
- (b) **Revenue growth of £26,000 per annum be approved for software licences and maintenance, to be offset by savings in the Ubico contract costs of at least £42,000.**

Record of Voting - for 30, against 0, abstentions 1, absent 3.

CL.55 TREASURY MANAGEMENT MID-YEAR PERFORMANCE REPORT 2019/20

The Chair of the Audit Committee introduced the report and recommendations of that Committee in relation to mid-year treasury management performance. In so doing, he thanked officers for their work in relation to treasury management activity and monitoring.

The Deputy Leader and Cabinet Member for Finance explained that treasury management was an important subject in terms of how the Council could look to the future for investments; and explained that this would be a topic for discussion by both the Audit Committee and the Cabinet in the coming months.

RESOLVED that the Treasury Management mid-year performance report 2019/20 be approved.

Record of Voting - for 29, against 1, abstentions 0, absent 3.

CL.56 SCHEDULE OF DECISIONS TAKEN AT CABINET – 7 OCTOBER AND 4 NOVEMBER 2019

The Council received a report detailing decisions taken by the Cabinet at recent meetings.

RESOLVED that the report be noted.

CL.57 SCHEDULE OF DECISIONS TAKEN AT AUDIT COMMITTEE - 26 SEPTEMBER AND 14 NOVEMBER 2019

The Council received a report detailing decisions taken by the Audit Committee at recent meetings.

RESOLVED that the report be noted.

CL.58 NOTICE OF MOTIONS

The Chair stated that he intended to allow both Motions to be debated at the Meeting.

- (a) Motion 12 of 2019/20 - Position Statement on Glover Review

Proposed by Councillor Clive Webster, Seconded by Councillor Joe Harris;

'This Council notes that:

- (i) *The Government recently commissioned a review of National Parks and AONBs, led by Julian Glover; and that the findings of this Landscapes Review were published in September 2019.*

- (ii) *The Cotswolds AONB, which already has Conservation Board Status, receives approximately 23 million visitors each year, with tourism worth around £900m to the local economy.*
- (iii) *The Cotswolds Conservation Board is an appointed body, with no directly elected members.*
- (iv) *The Landscapes Review identifies the Cotswolds (with a combined Dorset and East Devon area) as "strong candidates, alongside The Chilterns, to be considered for National Park status"; and it further states that the lack of a single Local Plan is a "challenge" for the Conservation Board.*
- (v) *The Landscapes Review recommends extra responsibilities and funding for all AONBs to recover lost biodiversity and protect and enhance 'National Landscapes', with actions to be developed and delivered through partnership working.*

This Council further notes, however, that:

- (i) *Cotswold District is 80% covered by the Cotswolds AONB, and that the appeal of this AONB is as much informed by its built character as its natural landscape.*
- (ii) *Cotswold District is not entirely reliant upon tourism for its economy - it is also a thriving area for a wide range of businesses and technologies, with more than 40 established employment sites, many of which are located within the AONB.*
- (iii) *GFirst LEP's draft Local Industrial Strategy identifies that Gloucestershire (which contains 64% of the Cotswolds AONB) has a higher spend on research and development than the national average (3.3% GVA vs 2.4%) and a higher innovation activity level than the national average (70.3% of local businesses vs 55.1%, the second highest percentage of all LEP areas).*
- (iv) *Despite being a 'hot housing market', Cotswold District has a chronic affordability crisis.*
- (v) *Further, National Park designation tends to introduce a 'price premium' on housing while limiting the potential to develop high-skill, high-wage, innovation-driven employment.*
- (vi) *While the Landscapes Review recommends a single statutory planning regime for the Cotswolds AONB, it does not consider the new planning tools and powers implemented by the Government in its February 2019 update to the National Planning Policy Framework (NPPF).*
- (vii) *The Landscapes Review ignores the concerns raised by the Chairman of the RSPB in March 2019 that failings in the current governance arrangements of National Parks risk many of them losing their UN Nature Reserve status.*
- (viii) *The Landscapes Review also ignores the value of National Landscapes to contribute to sustainable energy generation, in line with local and national ambitions to address the climate breakdown emergency.*

This Council therefore resolves to write to Natural England, the new MP for The Cotswolds Constituency (once elected) and relevant Government Ministers (once appointed) to:

- (i) *Support the recommendations of the Landscapes Review to increase biodiversity recovery and enhance the 'national landscape' of the Cotswolds AONB through partnership working and increased Government funding.*
- (ii) *Confirm that Cotswold District Council is taking a leadership role among the Cotswolds AONB Local Authorities to find quicker, cheaper and easier methods to deliver these benefits.*
- (iii) *Support the creation of a National Landscapes Service to act as a co-ordinator, facilitator and ombudsman for National Parks and AONBs.*

(iv) *Advise that Cotswold District Council has concluded that, on current evidence, the case for the Cotswolds AONB to be considered for National Park status is very weak - on the basis that doing so is likely to:*

- *take 10-20 years of costly consultation and technical work to deliver;*
- *exacerbate the chronic affordability crisis;*
- *limit or reduce economic, research and development potential;*
- *not significantly increase the benefits of tourism; and*
- *hinder the Government's ability to deliver 300,000 new houses annually in the UK;*

and the Council therefore urges that no further work be undertaken on this proposal.'

In proposing the Motion, Councillor Webster explained that he had serious concerns that the creation of a National Park was the right solution for the Cotswolds. He explained that there was no mention in the report of the loss of planning powers; the proposal could cause administrative chaos; and the affordability of housing would be in crisis. He urged the Council to support the Motion and make a clear argument.

In seconding the Motion, Councillor Joe Harris explained that a similar motion had been considered, and unanimously supported, by Gloucestershire County Council (GCC). He explained that 44% of the Cotswolds AONB fell within Cotswold District; the area attracted 38 million visitors each year, which contributed up to £1 billion to the economy; and 140,000 residents lived in the area. He considered that the Cotswolds AONB should not be turned into a National Park, as this would mean handing powers over to an 'unelected quango'. In his view, the area's decision-makers should be elected by people within those communities, and should be focussed on those areas, ensuring that they were vibrant and active. He thanked Councillor Webster for pulling the motion together and the work carried out by the Heritage and Design Manager.

A Member considered that the wording of the motion should be amended as (i) he considered that the Review had had regard to the National Planning Policy Framework Update; and (ii) that it did not accurately reflect the most up-to-date position of the RSPB. The Member was concerned that the Cotswolds had an expensive housing market and if the National Park went ahead, evidence of this needed to be accurately put forward. In conclusion, he suggested that the Council should consider endorsing the wording of the motion/resolution agreed by GCC.

In response, the Leader explained that GCC had resolved to write to Natural England and Ministers to reject the notion of a National Park for the Cotswolds; whereas the Motion before Members had been developed for the Cotswolds specifically.

In general, and on the basis of the information currently available, Members considered that there did not appear to be any benefit for the Cotswolds to become a National Park and felt that no further work should be undertaken on this. An alternative option was suggested, for the establishment of a cross-party working group to look at the report in more detail to find out what opportunities it could bring for the Cotswolds.

The Deputy Leader and Cabinet Member for Finance commented that this was a detailed motion which, he considered, the Council should support in its entirety; and a commitment from the Government was necessary to ensure that a Cotswolds National Park would not be instigated. He did not feel that a working group should be set up as that could be seen by the Government that the Council wanted the National Park to go ahead; but, instead, it was more important to gather the opinions of the other Gloucestershire/AONB authorities.

In responding to the debate, Councillor Webster urged the Council to support the Motion, with its strong request that the Government should undertake no further work on a National Park for the Cotswolds.

RESOLVED that the Council writes to Natural England, the new MP for The Cotswolds Constituency (once elected) and relevant Government Ministers (once appointed) to:

- (i) Support the recommendations of the Landscapes Review to increase biodiversity recovery and enhance the 'national landscape' of the Cotswolds AONB through partnership working and increased Government funding.
- (ii) Confirm that Cotswold District Council is taking a leadership role among the Cotswolds AONB Local Authorities to find quicker, cheaper and easier methods to deliver these benefits.
- (iii) Support the creation of a National Landscapes Service to act as a co-ordinator, facilitator and ombudsman for National Parks and AONBs.
- (iv) Advise that Cotswold District Council has concluded that, on current evidence, the case for the Cotswolds AONB to be considered for National Park status is very weak - on the basis that doing so is likely to:
 - take 10-20 years of costly consultation and technical work to deliver;
 - exacerbate the chronic affordability crisis;
 - limit or reduce economic, research and development potential;
 - not significantly increase the benefits of tourism; and
 - hinder the Government's ability to deliver 300,000 new houses annually in the UK;

and the Council therefore urges that no further work be undertaken on a National Park for the Cotswolds.

Record of Voting - for 30, against 0, abstentions 1, absent 3.

- (b) Motion 13 of 2019/20 re parking spaces allocated to new build apartments and houses

Proposed by Councillor Richard Morgan, Seconded by Councillor Sue Jepson:

'This Council notes that the number of parking spaces allocated to new build apartments and houses that have only communal parking provision is subject to national guidance; and it is our understanding that such guidance is as follows:

- (i) *Bedsit and 1 bed apartments = 1.25 (unassigned spaces per dwelling) or 1.50 (assigned spaces per dwelling).*
- (ii) *2 bed apartments = 1.50 (unassigned spaces per dwelling) or 1.75 (assigned spaces per dwelling).*
- (iii) *3 bed apartments = 1.75 (unassigned spaces per dwelling) or 2 (assigned spaces per dwelling).*
- (iv) *1 & 2 bed terraced house = 1.5 (unassigned spaces per dwelling) or 1.75 (assigned spaces per dwelling).*
- (v) *3 bed terraced house = 1.75 (unassigned spaces per dwelling) or 2 (assigned spaces per dwelling).*

This Council also notes that:

- *Many parts of the Cotswolds are very rural, and public transport is limited in some areas, so residents are highly dependent upon car ownership.*
- *Some residents have commented that some new housing developments do not have enough car parking spaces in relation to the size and scale of the development. This is particularly visible in communal parking areas where pavements and roads are often blocked by parked cars.*

The Conservative Group notes that the Lib Dem administration at CDC has indicated they may be reopening the Cotswold local plan.

Should the local plan be reopened, this Council resolves to:

- *review its policy on communal parking and the ratio between dwellings and parking spaces.*
- *to amend its policy and ask developers to provide a higher number of parking places per dwelling than national guidelines stipulate, with a suggested ratio as follows:*
 - (i) *Bedsit and 1 bed apartments = 1.75 (unassigned spaces per dwelling) or 2.00 (assigned spaces per dwelling).*
 - (ii) *2 bed apartments = 2.00 (unassigned spaces per dwelling) or 2.25 (assigned spaces per dwelling).*
 - (iii) *3 bed apartments = 2.25 (unassigned spaces per dwelling) or 2.5 (assigned spaces per dwelling).*
 - (iv) *1 & 2 bed terraced house = 2 (unassigned spaces per dwelling) or 2.25 (assigned spaces per dwelling).*
 - (v) *3 bed terraced house = 2.25 (unassigned spaces per dwelling) or 2.5 (assigned spaces per dwelling).*

In Proposing the Motion, Councillor Morgan explained that proposed housing within the District would not have enough parking spaces, which would result in on-street parking with its associated issues. He considered that the Cotswolds was a unique area and people needed cars to get to local services.

In Seconding the Motion, Councillor Jepson explained that the lack of parking provision at dwellings had been a problem for several years and, with electric cars being introduced, more and more homes would need on-site space to charge their cars. She hoped that this would be considered in the review of the Local Plan.

The Cabinet Member for Planning Policy Climate Change and Energy, Councillor Rachel Coxcoon, explained that the review of the Local Plan would be looking at the evidence base around parking, parking standards, and electric vehicle charging in general. As a result, the Cabinet Member tabled an amendment to the Motion, with the effect of deleting the third and fourth paragraphs (i.e. from the text starting 'The Conservative group notes ..'), and replacing that text with the following:

'The Liberal Democrat administration has pledged to review and update the local plan. Council therefore commits to reviewing the soundness of the nationally-derived parking standards evidence that underpins policy INF 5 as part of this process. This will be done as part of a wider contextual review of movement-related planning policies to ensure that new housing developments are genuinely sustainable. This broader context will entail integration of a review of the parking standards evidence

with evidence to underpin policies that will encourage modal shift, such as improved walking and cycling infrastructure, traffic regulation methods that address pavement parking, secure cycle storage provision, provision of communal spaces for car club vehicles, and delivery of electric vehicle charging infrastructure.'

The Proposer and Secunder of the original Motion signified their acceptance of the amendment.

It was suggested that residential parking problems were due to a number of factors, including the need for young people to live with parents; the poor provision of public transport; and the high rate of conversions of garages into living space.

RESOLVED that, as part of the review and update of the Local Plan, the Council commits to reviewing the soundness of the nationally-derived parking standards evidence - which will be done as part of a wider contextual review of movement-related planning policies to ensure that new housing developments are genuinely sustainable (and this broader context will entail integration of a review of the parking standards evidence, with evidence to underpin policies, which will encourage modal shift, such as improved walking and cycling infrastructure, traffic regulation methods that address pavement parking, secure cycle storage provision, provision of communal spaces for car club vehicles, and delivery of electric vehicle charging infrastructure).

Record of Voting - for 31, against 0, abstentions 0, absent 3.

CL.59 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public and Press be excluded from the Meeting for the remaining items of business on the grounds that they involve likely disclosure of exempt information as defined in paragraph (3) of Part I of Schedule 12A to the said Act (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Record of Voting - for 31, against 0, abstentions 0, absent 3.

Note:

At this juncture, the meeting was briefly adjourned (between 8.00 pm and 8.10 pm).

Following the break, Councillor Theodoulou made a statement of apology for a comment he had made earlier in the meeting, and explained that he had not wished to cause offence to anyone.

CL.60 PROPERTY MATTER - CIRENCESTER

Further to the Special Meeting of the Council held on 27 June 2019, the Council was asked to consider an alternative bid for the strategic acquisition of a property in Cirencester and, if agreed, to determine the basis on which to seek to progress the acquisition.

The circulated report set out detailed background information, including the circumstances that had led to an alternative bid being sought; the elements sought in such bid; the strategic nature of the potential acquisition; the financial implications, including market valuation; legal implications; key risks; alternative options; and a recommended way forward.

The Deputy Leader and Cabinet Member for Finance introduced this item and amplified various aspects of the circulated report. He also drew attention to the reasons behind an alternative bid being sought; the desired timelines in respect of any completion; and a communication received from a third party. He also responded to a number of questions relating to the financial aspects of the proposed bid.

The Head of Paid Service reiterated that extensive due diligence would be carried out in order to protect the interests of the Council and its residents. He gave his personal assurance that he would not exercise any powers delegated to him if outcomes were not going to be met, if the financial burden was to increase, or if the Council was to be placed at greater risk. In essence, any variations would be brought back to the Council.

RESOLVED that:

- (a) the Council agrees to progress with an alternative bid for the purchase of the identified property, as detailed in the circulated report, as a strategic asset for future economic development purposes with the purchase price as stated within such report;**
- (b) subject to such bid being successful:**
 - (i) a further sum (as identified within the circulated report) be included in the Council's Capital Programme for 2020/21 for associated works to the site, to be funded from Usable Capital Receipts;**
 - (ii) subject to the grant of planning permission and satisfactory tenders for the works, the Council progresses with the proposals;**
- (c) delegated authority be granted to the Head of Paid Service, in consultation with the Monitoring Officer, Chief Finance Officer, Leader and Deputy Leader of the Council to:**
 - (i) finalise terms for the alternative bid for the acquisition of the property; and**
 - (ii) agree final terms and complete all legal documentation for the purchase of the property, in support of the overall strategic objectives of the site as set out in the circulated report.**
- (d) it be noted that the following Council decisions taken on 27 June 2019 still apply under the alternative bid:**
 - (i) a relevant sum (as identified within the circulated report) be included in the Council's Capital Programme for 2019/20 for the purchase price and associated purchase costs, with the capital to be funded from Usable Capital Receipts, revenue reserves and prudential borrowing;**
 - (ii) the Council allocates £175,000 from the revenue part of the approved funding for the Waterloo car park to progress the associated planning application;**
 - (iii) delegated authority be granted to the Chief Finance Officer to update the Capital Strategy, Investment Strategy and Treasury Management Strategy to reflect the earlier use of Usable Capital Receipts and prudential borrowing;**

(iv) the revenue budget be updated to include income and costs of ownership.

Record of Voting - for 17, against 11, abstentions 3, absent 3.

Note:

The Head of Paid Service reminded Members and others present that, given on-going discussions/negotiations, the matter remained confidential and should not be discussed in the public arena.

CL.61 ADJOURNMENT OF MEETING

At this juncture, it was duly **MOVED** and **SECONDED** "that the Council do now adjourn", in accordance with Standing Order 13.

Upon being put to the vote, the Motion was declared **CARRIED** and, accordingly, it was

RESOLVED that the Council do now adjourn.

Record of Voting - for 31, against 0, abstentions 0, absent 3.

Note:

At this juncture (9.05 pm), the Meeting was adjourned. The Meeting was reconvened at 7.00 pm on Thursday 5 December 2019 to complete the remaining business as set out below.

CL.62 DECLARATIONS OF INTEREST

Councillor Webster declared an interest in the item 'Property Matter - Moreton-in-Marsh', as he was a Member of Moreton-in-Marsh Town Council.

Councillors Hirst, Robbins and Theodoulou declared similar interests as they were Members of Gloucestershire County Council. Councillor Joe Harris highlighted that this interest was registered on his register of interest form.

The Head of Paid Service explained that advice sought from the Monitoring Officer had confirmed that dispensations had been granted for those Members who were District, Parish or County Councillors so that they could participate in the matter.

CL.63 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public and Press be excluded from the Meeting for the following item of business on the grounds that it involves likely disclosure of exempt information as defined in paragraph (3) of Part I of Schedule 12A to the said Act (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

Record of Voting - for 31, against 0, abstentions 0, absent 3.

CL.64 PROPERTY MATTER - MORETON-IN-MARSH

The Council was asked to consider the strategic acquisition of a property in Moreton-in-Marsh and, if agreed, to determine the terms on which to seek to progress the acquisition.

The circulated report set out detailed background information, including the strategic nature of the potential acquisition; redevelopment options in the short and longer terms, and other identified viable uses for the site; the financial implications, including valuation advice; legal implications; key risks; and potential collaboration by way of a joint bid with one or more partners.

The Leader thanked Members for their attendance at this reconvened Meeting, and explained that the previous adjournment had largely related to the fact that the papers had been provided to Members at short notice and it was felt that Members should have an opportunity to read through the papers given the significance of the decision being considered. He also referred to the opportunity afforded by the acquisition to enable economic/infrastructure/transport benefits for the town; and the advantages of the Council securing future control of the site.

Officers amplified various aspects of the report; updated Members on updated valuation advice and the current position, and conditions, in respect of the potential collaboration options; and responded to various questions.

Following an adjournment to enable Members to consider the updated details and information, it was duly Proposed and Seconded that the Council should pursue a joint bid for the acquisition of the property, at the revised maximum figure agreed at the Meeting, and subject to, inter alia, an equal split of costs and income with the partner bidder.

RESOLVED that:

- (a) the Council agrees to progress with a bid for the purchase of the identified site in Moreton-in-Marsh as a strategic site for economic development purposes up to the maximum purchase price authorised at the Meeting, on condition that the bid is a joint one with the partner agreed at the Meeting;**
- (b) in light of the agreement to pursue the purchase of the property, the Council agrees to:**
 - (i) include a relevant sum in the Council's Capital Programme for 2019/20 for the acquisition and development of the site;**
 - (ii) fund the investment (purchase and development costs) in line with the arrangement agreed at the Meeting, with the final sums/contributions to be subject to negotiation between the parties;**
 - (iii) notwithstanding (ii) above, limit this Council's contribution to the purchase cost to the maximum figure endorsed at the Meeting;**
 - (iv) fund the balance of this Council's share of the investment from internal borrowing;**
 - (v) allocate £100,000 from the Council's Priorities Fund to progress the associated planning application for the site;**

- (vi) fund the cost of ownership in years 1 and 2 jointly with the identified bid partner on a pro rata basis, with this Council's contribution to be met from the Council Priorities Fund;
- (vii) grant delegated authority to the Head of Paid Service, in consultation with the Monitoring Officer, Chief Finance Officer, Leader and Deputy Leader of the Council, to:
- conclude negotiations with all parties;
 - finalise the terms of the bid for the acquisition of the property; and
 - complete all legal documentation for the purchase of the property, including any collaboration agreements or leases to support the overall strategic objectives of the site as set out in the report;
- (viii) grant delegated authority to the Chief Finance Officer to update the Capital Strategy, Investment Strategy and Treasury Management Strategy to reflect the decision;
- (ix) update the revenue budget to include income and costs of ownership in line with the final details of the transaction.

Record of Voting - for 16, against 0, abstentions 0, absent 17.

Note:

The Head of Paid Service reminded Members and others present that, given on-going discussions/negotiations, the matter remained confidential and should not be discussed in the public arena.

The meeting commenced at 6.00 pm on 27 November 2019, adjourned between 8.00 pm and 8.10 pm, and then adjourned at 9.05 pm on that day

The meeting re-convened at 7.00 pm on 5 December 2019, adjourned between 8.10 pm and 8.40 pm and closed at 9.05pm on that day.

Chair

(END)

COTSWOLD DISTRICT COUNCIL**Amendments to Minutes of 25 September 2019**CL.38 CORPORATE STRATEGY 2019-2023 AIM AND PRIORITIES

Concern was expressed that wording in the resolution of the minute did not reflect the amendments or agreed resolution.

For clarity the following minute should read **(with amendments in bold)** as follows:

The Council received a report detailing the new aim and priorities of the Council, which in turn would set the direction for the new Corporate Strategy 2019-2023. Dependent upon approval by the Council, further work would be undertaken on the Corporate Strategy document for presentation back to the Council in May 2020.

The Leader of the Council introduced the report and explained that the Council's administration had a comprehensive plan for the District and one that it wished to put into action. He explained that the current revenue budget of the Council was 'perilous' and that the aim for the Council's services was to ensure they were proactive and not reactive. The Leader added that the aims to respond to the climate change emergency and the requirement to build more social rented homes within the District would also require the trust and support of town and parish councils, in addition to relationships needing in some cases to be rebuilt with the District Council. In concluding, the Leader explained that the three principles as outlined regarding transparency, investment in the District and the need to listen and act would be detailed more in the plans which would be presented to the Council by May 2020 and which would also reflect best practice. The Leader then commended the report and recommendation to the Council for approval.

Councillor Morgan, as Leader of the Conservative Group, expressed concern that the Council had only been presented with a small amount of information to determine a way forward and that the proposals included a delay in publishing the Council's Corporate Plan to May 2020. He commented that he therefore wished to propose an Amendment to the recommendation such that the administration should adopt the aims and objectives of the Liberal Democrat Manifesto as part of the Council's Plan **and the Council be charged with measuring the administration against the goals of the Liberal Democrats Manifesto**. The Amendment was duly Seconded.

Councillor Andrews, in Seconding the Amendment, explained that he did not consider the document presented to represent a strategy and the fact that he considered that as the administration had been in power for over 100 days and not produced documentation, this should be considered a failing. He added that adopting the Liberal Democrat Manifesto would enable Members to ensure the administration could be assessed against the aims in which it hoped to achieve during its Council term.

The Deputy Leader informed the Council that the Manifesto had guided the Council's administration's own Strategy but that Members of the administration were working with Officers to ensure a Plan was developed which had been subject to the appropriate Member challenge. He also urged the Council to reject the Amendment as Proposed by Councillors Morgan and Andrews.

Various Members expressed support for the Amendment and explained that with regard to rebuilding trust, they as Ward Members had earned the respect of those residents within their Wards and wished the administration to acknowledge this.

Councillor Morgan as the Proposer of the Amendment was invited to address the Council again and explained that at the July 2019 Council Meeting, the Conservative Group had rescinded their own Corporate Plan and that it was now time to start work upon the Liberal Democrat Corporate Plan.

On being put to the vote, the Amendment was LOST. The record of voting was as follows - For 11, Against 17, Abstentions 2, Absent 4.

The Cabinet Member for Health, Wellbeing and Public Safety then Proposed a Further Amendment. She explained that there was no single organisation that could guarantee good health and wellbeing; but that it was something everyone strived for. She informed the Council that the Further Amendment related to the fifth priority so as to read, 'Help residents, businesses and communities to access the support they need to ensure a high level of health and wellbeing'.

The Amendment was duly Seconded by the Leader.

Various Members expressed their support for the Amendment as proposed.

The Cabinet Member was invited to address the Council again but explained she had no further comments to make.

On being put to the vote, the Amendment was CARRIED. The record of voting was as follows - For 30, Against 0, Abstentions 0, Absent 4.

The Leader was invited to address the Council again and explained that he was willing to work constructively with all Members of the Council and that support for the Strategy would enable a good starting point to rebuild the Council.

RESOLVED that, subject to the agreed amendment in bullet point 5, under Our Priorities, the new Aim and Priorities be agreed as below:

Our Aim

Rebuild the Council so it can be proactive and responsive to the needs of our residents and businesses in a fast changing environment, building for the future whilst respecting our heritage.

Our Priorities

Working towards our aim, we have the following key areas of focus:

- **Respond to the challenges presented by the Climate Change Emergency**
- **Deliver good quality social rented homes**
- **Present a Local Plan which is Green to the Core**
- **Ensure that all services delivered by the Council are delivered to the highest standard**
- **Help residents, businesses and communities access *the support they need to ensure a high level of health and wellbeing* achieve their ambitions**

Our Principles

Everything we do will be built on the following principles:

- **Rebuilding trust and confidence in the Council by promoting a culture of openness and transparency**
- **Value for money - we will use the Council's resources wisely, but will invest in fabric and future of the District**
- **Listen, Hear, Act - we will seek thoughts and ambitions from our residents to inform our decision-making**

Record of Voting - for 17, against 11, abstentions 2, absent 4.

CL.46 NOTICE OF MOTIONS (CONTINUED)

(ii) Motion 7 of 2019/20 re: Council Finances

An amendment was proposed, on page 68 of the unconfirmed minutes, in which Councillor Every proposed the motion, relating to the launch of the new waste service. In the first paragraph on this page the figure should read £400,000 and not £600,000. Therefore the sentence should read: 'would save the Council approximately £400,000'.

(iii) Motion 8 of 2019/20 re Affordable Housing

Concern was expressed that wording in the resolution of the minute did not reflect the amendments or agreed resolution.

For clarity the following minute should read **(with amendments in bold)** as follows:

Proposed by Councillor Lisa Spivey, Seconded by Councillor Jenny Forde:

'The Council notes that there is a housing affordability crisis in the Cotswold District with the median private sector rent at £850 (i) and average house purchase price at £375,305 (ii) coupled with lower than average earnings from local jobs means housing affordability is a significant challenge for residents in the District.

The Council notes that the new Liberal Democrat administration has pledged to tackle this affordability crisis and to put in place measures to ensure the delivery of genuinely affordable homes across the District.

The Council notes that in the emerging corporate plan this delivery is a priority of the Council.

The Council further notes that the current methods of delivery, led by private developers whose primary objective is to make a profit for their shareholders, may not be the best way to provide housing.

The Council notes that on the 3rd July it unanimously passed a motion declaring a Climate Emergency and, as part of that, a commitment was made to review the Local Plan to ensure that climate change is a strategic priority for planning and new development.

The Council notes that as of 13th September 2019, 1,821 households were seeking social housing in the District.

The Council resolves to review its housing strategy with a specific emphasis on:

- *sustainable development, building homes fit for the future, both in terms of construction standards and end user fuel efficiency;*
- *implementing policies specifically for younger people earning average wage or below;*
- *investigating methods of providing its own housing and the practical and financial implications of doing this.*

The Council requests its Officers to carry out a full review of housing allocations to make sure that people in most need are prioritised and that the Council is effectively relieving its statutory duties and delivering for its residents.

Sources:

- (i) *Private Rental Market statistics calculated by the Valuation Office Agency, based on summary of monthly rents between 1 April 2018 to 31st March 2019;*
- (ii) *UK House Price Index as of June 2019'*

In Proposing the Motion, Councillor Spivey explained that the Council's administration fully supported a comprehensive review of the housing strategy and explained that everyone was entitled to the right to a safe home. She added that the average house price within the District was £428,000 which equated to fourteen times the average salary in the District. Councillor Spivey added that the crisis, if left unchecked, would push many residents in the District to homelessness and that many might be forced to leave the District in which they had grown up. She informed the Council that only 328 socially rented homes had been built in the District, owing to the dependence upon developers, and that the Council must begin to deliver for the residents it represented. She concluded by urging the Council to support the Motion to ensure the delivery of the types of homes that were required.

In Seconding the Motion, Councillor Forde explained that whilst some truly affordable homes were being built within the District, many other issues linked to homelessness, especially mental health. She explained that a housing stock analysis should be undertaken by the Council and to enable this, commended the Motion to Council.

A Member commented that every Council should wish to review its housing policies on a continuous basis and explained that the Council had been providing decent homes for many years and that a constant review was ongoing.

Another Member informed the Council that she considered reference to second homes and holiday homes be included within the Motion, to read as follows:

- ***Reviewing the number of holiday and second homes in the district.***

The Proposer and Seconder agreed to this request to amend the Motion accordingly.

Councillor Spivey was invited to address the Council again. In doing so, she explained that she was pleased the Motion had received support from the Council and that she hoped the Motion would enable important procedures to be put in place to tackle the issues raised.

RESOLVED that, subject to the inclusion of a reference to second homes and holiday homes, as bullet point 4, the following motion be supported.

Proposed by Councillor Lisa Spivey, Seconded by Councillor Jenny Forde:

'The Council notes that there is a housing affordability crisis in the Cotswold District with the median private sector rent at £850 (i) and average house purchase price at £375,305 (ii) coupled with lower than average earnings from local jobs means housing affordability is a significant challenge for residents in the District.

The Council notes that the new Liberal Democrat administration has pledged to tackle this affordability crisis and to put in place measures to ensure the delivery of genuinely affordable homes across the District.

The Council notes that in the emerging corporate plan this delivery is a priority of the Council.

The Council further notes that the current methods of delivery, led by private developers whose primary objective is to make a profit for their shareholders, may not be the best way to provide housing.

The Council notes that on the 3^d July it unanimously passed a motion declaring a Climate Emergency and, as part of that, a commitment was made to review the Local Plan to ensure that climate change is a strategic priority for planning and new development.

The Council notes that as of 13th September 2019, 1,821 households were seeking social housing in the District.

The Council resolves to review its housing strategy with a specific emphasis on:

- ***sustainable development, building homes fit for the future, both in terms of construction standards and end user fuel efficiency;***
- ***implementing policies specifically for younger people earning average wage or below;***
- ***investigating methods of providing its own housing and the practical and financial implications of doing this.***
- ***Reviewing the number of holiday and second homes in the district.***

The Council requests its Officers to carry out a full review of housing allocations to make sure that people in most need are prioritised and that the Council is effectively relieving its statutory duties and delivering for its residents.

Sources:

- (i) **Private Rental Market statistics calculated by the Valuation Office Agency, based on summary of monthly rents between 1 April 2018 to 31st March 2019;**
- (ii) **UK House Price Index as of June 2019'**
- (v) Motion 10 of 2019/20 re Carbon Neutral

Concern was expressed that wording in the resolution of the minute did not reflect the amendments or agreed resolution.

For clarity the following minute should read **(with amendments in bold)** as follows:

Proposed by Councillor Stephen Hirst, Seconded by Councillor Ray Theodoulou:

'This Council notes that:

- * *Gloucestershire County Council recently debated a motion to ensure that all new public buildings commissioned are carbon neutral throughout their entire life-span (with GCC funding Gloucestershire-based carbon offsetting to capture any technically unavoidable performance gap).*
- * *On 3 July 2019 Cotswold District Council declared a climate emergency and committed to making CDCs own activities net-zero carbon as soon as possible, aiming for an 80% reduction against a 1990 baseline by 2030, and 100% reduction by 2045, with no reliance on offsetting or the trading of carbon credits.*

Council therefore commits to:-

- * *Starting immediately, ensuring that all new CDC public buildings will be carbon neutral throughout their entire lifespan.*
- * *Ensuring the new multi-story carpark in Cirencester is carbon neutral throughout its entire life-span.'*

In Proposing the Motion, Councillor Hirst explained that when the Council had declared a climate change emergency at its Meeting on 3rd July 2019, there was an agreement to move towards a carbon neutral target and, in this context, he felt that the Council should seek to achieve this in the construction of the propose Waterloo Multi-Storey Car Park.

In Seconding the Motion, Councillor Theodoulou commented that he considered the Motion should receive support from all Council Members.

Councillor Coxcoon explained that whilst she was pleased to see the Motion presented to Council, she wished to propose an Amendment which she considered would not impose a barrier on any of the aims as outlined in the Motion. Councillor Coxcoon explained the Amendment related specifically to (i) removing reference to Gloucestershire County Council (GCC) funding from the third bullet point of the Motion and (ii) adding a further bullet point relating to future developments. As such, the two bullet points would read as follows:-

Amended Bullet Point 3 – amended at meeting from Liberal Democrat Group amendments

- *Starting immediately, ensuring that all new CDC public buildings will be carbon neutral throughout their entire lifespan (with Gloucestershire-based carbon offsetting to capture any technically unavoidable performance gap).*

New Bullet Point 5

- *Legally bind developers, or work with procured developers, to ensure that all residential and commercial developments on CDC disposed land are carbon neutral throughout their entire life-span (with developers funding Gloucestershire-based carbon offsetting to capture any technically unavoidable performance gap).'*

This Amendment was duly Seconded; at which juncture the Proposer and Seconder of the original Motion confirmed that they were satisfied to incorporate the Amendment within their Motion.

In response to a specific Member's question, the Chief Finance Officer and Legal Officer jointly reported that the Council owned a small amount of land which was of no significance to the Motion and that the Motion referred to any new buildings that the Council was involved with.

Councillor Hirst was invited to address the Council again, but explained he had no further comments to make other than to reaffirm that he was content to incorporate the Amendment within the original Motion.

RESOLVED that the following amended Motion be supported:

'This Council notes:

- ***Gloucestershire County Council recently debated a motion to ensure that all new public buildings commissioned are carbon neutral throughout their entire life-span;***
- ***On 3 July 2019 Cotswold District Council declared a climate emergency and committed to making CDC's own activities net-zero carbon as soon as possible, aiming for an 80% reduction against a 1990 baseline by 2030, and 100% reduction by 2045 with no reliance on offsetting or the trading of carbon credits.***

Council therefore commits to:

- ***Starting immediately, ensuring that all new CDC public buildings will be carbon neutral throughout their entire lifespan, with Gloucestershire-based carbon offsetting to capture any technically unavoidable performance gap).***
- ***Ensuring that if there is the new multi-storey carpark in Cirencester, it is carbon neutral throughout its entire life-span.***
- ***Legally bind developers, or work with procured developers, to ensure that all residential and commercial developments on CDC disposed land are carbon neutral throughout their entire life-span with developers funding Gloucestershire-based carbon offsetting to capture any technically unavoidable performance gap).'***

Record of Voting - for 29, against 0, abstentions 0, absent 5.



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 22 JANUARY 2019
Report Number	AGENDA ITEM (08)
Subject	ADDITIONAL FUNDS FOR THE CONSTRUCTION PHASE OF THE RUGBY CLUB CAR PARK, CIRENCESTER
Wards affected	Abbey (directly)
Accountable member	Cllr. Mark Harris Cabinet Member for Car Parks and Town & Parish Councils Email: mark.harris@cotswold.gov.uk
Accountable officer	Claire Locke Group Manager - Commissioning Tel: 01285 623427 Email: Claire.Locke@publicagroup.uk
Summary/Purpose	To consider additional funding to the £320,000 previously allocated for the 'minimal development of the site', as recommended by the Cabinet.
Annexes	Annex A - Landscape Design Statement Annex B - Detailed Planting Plan Annex C - Cost Plan
CABINET Recommendations	a) <i>That Council includes an additional sum of £192,200 in the Capital Programme 2020/21 to meet the construction cost of the Rugby Club car park;</i> b) <i>that the funds be allocated from the Waterloo car park project within the Capital Programme.</i>
Corporate priorities	<i>Respond to the challenges presented by the climate change emergency - this project is proactive and responsive to the needs of our residents and businesses and includes green technologies</i>
Key Decision	N/A
Exempt	NO
Consultees/ Consultation	Consultation for the proposed scheme included public meetings with Local Residents and the Rugby Club.

1. BACKGROUND

- 1.1.** In October 2017, Council agreed to allocate a sum of £320,000 (£120,000 from Car Park Improvements fund and £200,000 from Capital Programme) to the Cirencester Rugby Club car park project. This was for the provision of decant parking during the construction phase of the proposed Waterloo multi-storey car park and for longer term permit-holder parking.
- 1.2.** The estimated construction costs of £320,000 were based upon 'minimal development', including ground levelling, gravel surfacing, lighting and signage.
- 1.3.** An Agreement for Lease was entered into with the Rugby Club in April; the full lease being conditional on planning permission being secured and car park construction being completed.
- 1.4.** In October 2019, planning permission was granted for the creation of a car park comprising 158 spaces, including 4 Electric Vehicle Charging Points, 3 disabled spaces and 5 motorcycle spaces for a temporary period of 10 years.

2. MAIN POINTS

- 2.1.** The Rugby Club car park project was originally costed based on a 'minimal development', as considered appropriate for a temporary car parking arrangement. However, a number of factors determined that this is no longer an appropriate approach to take, as set out below.
 - 2.1.1.** In October 2018, formal pre-application advice was sought, comprising input from Planning, Landscape, Bio-diversity, Environmental Health, County Archaeology and County Highways, impacting on the nature and quality of the car park design. Specifically 'Heritage impact' was identified as a primary consideration, as the site is located within a Special Landscape Area. As such the Landscape Officer recommended that the car park design be 'landscape led'. This has resulted in a Landscape Design Statement, which sets out design rationale and materials used in relation to surfacing, lighting and planting. (See Annex A 'Landscape Design Statement' and Annex B 'Detailed Planting Plan').
 - 2.1.2.** Planning permission was granted subject to 21 conditions, some of which will lead to additional cost e.g. further widening of the entrance to the car park; development of a Landscape and Ecology Management Plan; Archaeological watching brief etc.
 - 2.1.3.** In addition, cable ducting is to be included to enable the provision of CCTV cameras, should such security measures be required, in addition to Electric Vehicle Charging Point provision in response to the Council's Climate Change agenda.
- 2.2.** Lessons learned from previous construction projects point to a requirement to build-in a level of 'risk' contingency to costs. These costs will only be incurred if there are additional technical requirements or unforeseen issues arise during construction, which require additional expenditure. If contingency sums are not included the construction may have to halt whilst a formal decision is sought to allocate more funding. This will inevitably lead to additional contractor costs for preliminaries e.g. the hire of site facilities, fencing etc. whilst work is paused.

3. FINANCIAL IMPLICATIONS

- 3.1. Pick Everard were engaged to provide on-going quantity surveyor services for this project. Their cost plan (See Annex C 'Cost Plan') sets out the updated costings, taking into consideration all of the additional design requirements as highlighted in the 'Main Points' section of this report. These costs relate to construction only; design and other professional services fees have been met from existing Car Park project revenue budgets.
- 3.2. A risk sum has been included within the cost plan. This is to provide a buffer against any unanticipated costs that might emerge as a result of the current technical design phase and the construction phase. This totals £95,600 (See Annex C 'Cost Plan').
- 3.3. As part of the cost plan preparation, Pick Everard were asked to carry out a value engineering exercise to establish where savings might be made; this includes the re-use of topsoil on the site, replacing semi-mature tree planting with light standard tree planting etc. This may result in a potential total saving of £58,200 in construction costs but as these savings cannot be guaranteed, this is entered as a 'below the line' item in the cost plan and is included in the additional funding sum requested (See Annex C 'Cost Plan').
- 3.4. Since preparing the Cost Plan (Annex C), Pick Everard has advised of an additional cost item that has come to light. Scottish & Southern Electricity (SSE) advise that the electrical connection point to the car park is significantly further away from the site than had been assumed in the cost plan. This will cost an extra £26,200 to carry out the additional works required.
- 3.5. The updated financial summary is as follows:

Item	Cost
Updated cost plan (including SSE item of £26,200)	£522,200
Less - 'Minimal Development' estimate	£320,000
Funding shortfall	£202,200
Less - EVCP Cost Provision (funded via EVCP fund)	£10,000
Additional Funding Required	£192,200

4. LEGAL IMPLICATIONS

- 4.1. The Council has no statutory obligation to provide car parking or to have a Parking Strategy. However, a Parking Strategy provides a framework for the effective delivery of parking and parking management. The Council is delivering additional parking capacity in response to the needs of all motorists but the Rugby Club development will specifically address the needs of businesses and workers who drive in to the town and need to park all day.

5. RISK ASSESSMENT

- 5.1.** Failure to deliver decant parking at this site during the construction phase of the Waterloo car park development would cause considerable parking problems when the existing 233 spaces at the site are no longer available. This would result in reputational damage for the Council and may impact on businesses within the town.
- 5.2.** The search for alternative decant parking at this stage of progress with the Waterloo project may cause considerable delay to the submission of the planning application, as lack of decant parking may impact on the planning decision.
- 5.3.** It is unlikely that an equivalent number of parking spaces could be identified and delivered at similar cost.
- 5.4.** The reduction in the capital sum available for the Waterloo multi-storey car park may result in a need to borrow more for the construction phase of that project, or a reduction in the specification. This may be offset, however, due to the greater scope for value engineering (design modification) in such a project. Additionally, if any of the contingency sum of £95,600 is not required for the Rugby Club car parks works, this will be available to fund the Waterloo construction costs.. If the Council needs increased borrowing to fund the construction of the Waterloo car park this will have implications on the revenue budget as the Council will need to set aside revenue funding to provide for the repayment of the additional borrowing and the cost of higher interest. This has not been included in the budget or MTFS to be considered by Cabinet elsewhere on this agenda.

6. EQUALITIES IMPACT (IF REQUIRED)

Not required.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

The Rugby Club car park will include Electric vehicle charging points and will provide sufficient spaces for all the permit holders which will be allocated space there. This will reduce the need for motorists to drive around car parks looking for a space, thereby reducing emissions.

8. ALTERNATIVE OPTIONS

- 8.1.** A range of sites were considered for Park and Stride parking but this site was the only location deemed viable at the time.

9. CABINET DELIBERATIONS

- 9.1.** The Cabinet considered this issue at its Meeting on 2 December 2019, and unanimously agreed the recommendations contained within this report.

10. BACKGROUND PAPERS

- 10.1.** The original documentation relating to this project is exempt on the grounds that it involved likely disclosure of exempt information as defined in paragraph (3) of Part I of Schedule 12A to the said Act (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information concerned.

(END)



LANDSCAPE DESIGN STATEMENT

in connection with a detailed planning application for

Land at Cirencester Rugby Club

May 2019

illmanYOUNG

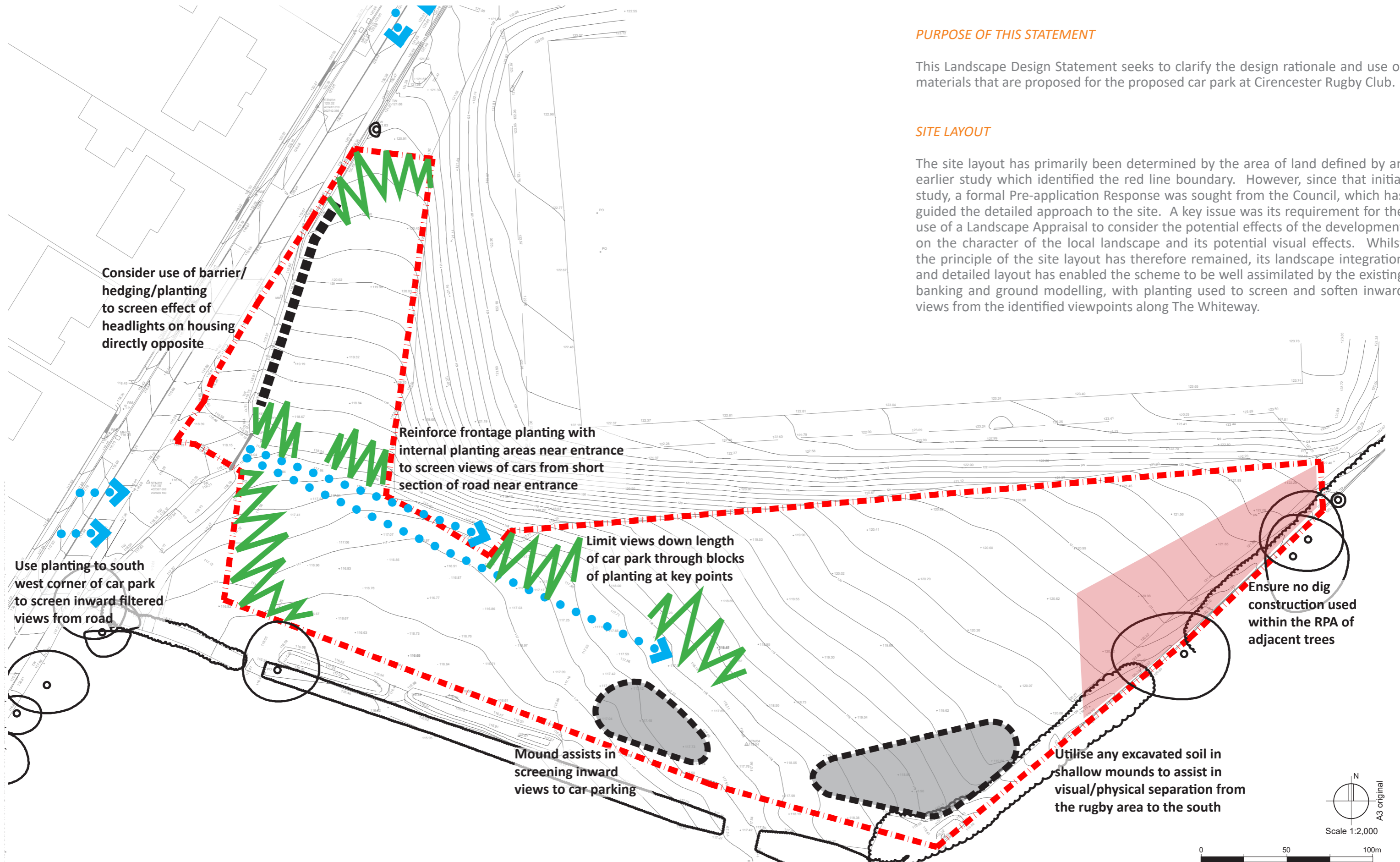
landscape design

PURPOSE OF THIS STATEMENT

This Landscape Design Statement seeks to clarify the design rationale and use of materials that are proposed for the proposed car park at Cirencester Rugby Club.

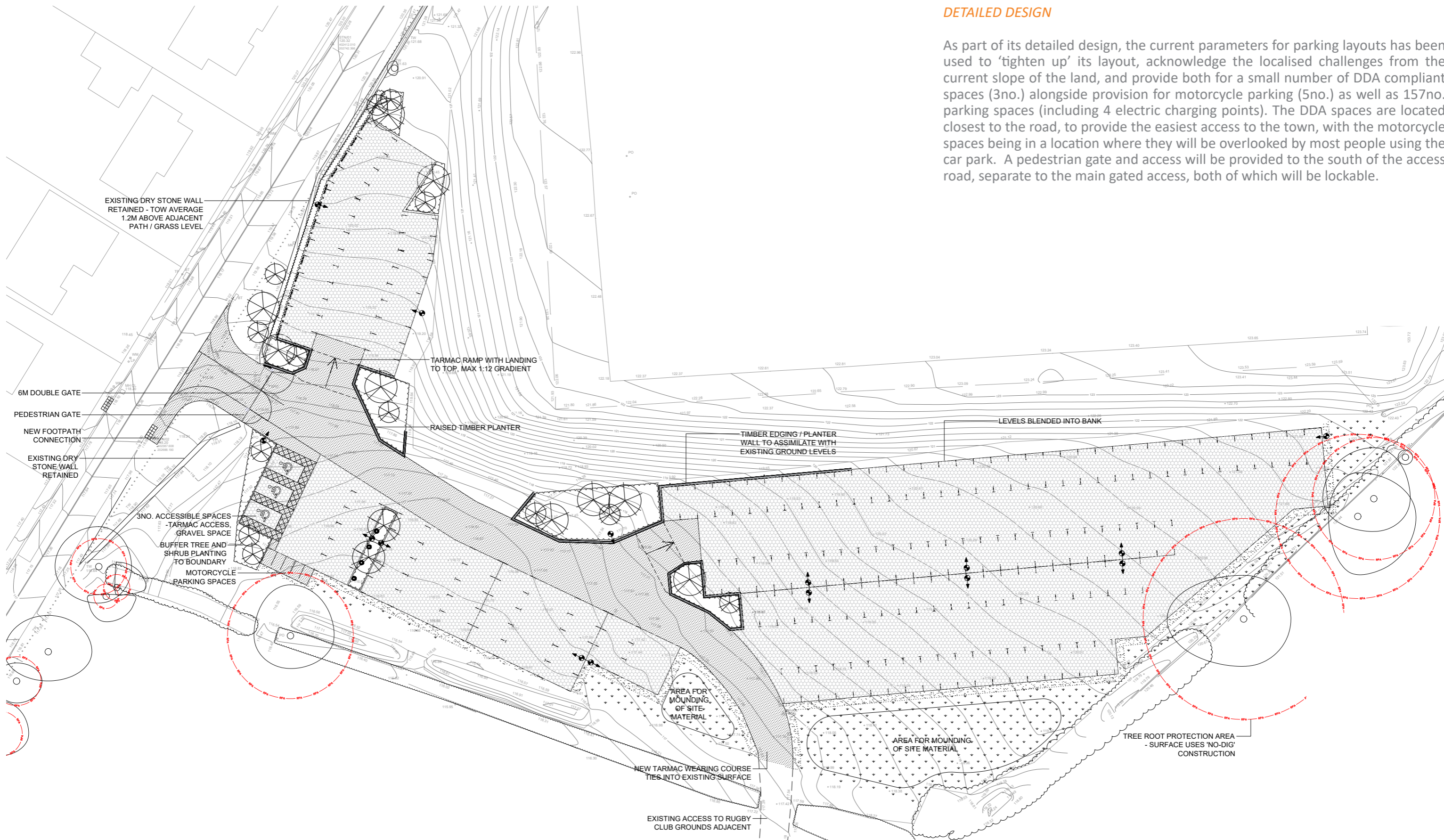
SITE LAYOUT

The site layout has primarily been determined by the area of land defined by an earlier study which identified the red line boundary. However, since that initial study, a formal Pre-application Response was sought from the Council, which has guided the detailed approach to the site. A key issue was its requirement for the use of a Landscape Appraisal to consider the potential effects of the development on the character of the local landscape and its potential visual effects. Whilst the principle of the site layout has therefore remained, its landscape integration and detailed layout has enabled the scheme to be well assimilated by the existing banking and ground modelling, with planting used to screen and soften inward views from the identified viewpoints along The Whiteway.



DETAILED DESIGN

As part of its detailed design, the current parameters for parking layouts has been used to 'tighten up' its layout, acknowledge the localised challenges from the current slope of the land, and provide both for a small number of DDA compliant spaces (3no.) alongside provision for motorcycle parking (5no.) as well as 157no. parking spaces (including 4 electric charging points). The DDA spaces are located closest to the road, to provide the easiest access to the town, with the motorcycle spaces being in a location where they will be overlooked by most people using the car park. A pedestrian gate and access will be provided to the south of the access road, separate to the main gated access, both of which will be lockable.





'Bodpave' plastic grid system



Parking space marker inserts



Parking space marker inserts

SURFACING

The overall car park will be constructed as a 'no-dig' construction over the majority of its surfacing, with regrading required primarily to form the two access ramps to the required gradient, and ensure that the parking areas beyond are acceptably sloped. The existing stoned and tarmac surfaces will be retained as far as possible, and integrated within the design. Levels will be built up in stone, to provide the base for the tarmac roadway and the pedestrian paving around the entrance and DDA parking bays. Elsewhere the surface will be stone, which is stabilised on its surface by 'Bodpave'. This product will contain markers to delineate the parking bays and to identify the DDA parking spaces. As the majority of the site will be stone, it will drain naturally to the ground below, as happens at present.



Kirium Pro Mini lighting fixture

LIGHTING

The site will be provided with lighting to allow for its use in the winter, but will only be operational Monday to Friday from 7.00 to 19.00 throughout the year, so that the lighting will not be required outside these times. The fittings are spaced and designed to minimise 'glow' and to ensure that they do not adversely affect bird or animal species in the area.



Crataegus monogyna



Buddleja davidii



Hypericum perforatum

PLANTING

Planting has been used to provide substantial blocks in key locations, to screen inward views of the parking from The Whiteway and the housing opposite. Additionally, a hedge of native species will be planted along the roadside boundary with The Whiteway, backed by a low fence, to both block views of the cars and their headlights from the road and houses. The planting is mainly native species, but with a number of ornamental species to increase its evergreen content.

This use of planting will help significantly increase the biodiversity of the site, as will the use of wildflower seeding to some of the disturbed areas around the boundaries adjacent to the southern hedgerow and woodland.



Lighting Classes:

This scheme has been designed to:

- BS5489 - 1:2013
- Lighting requirements for outdoor car parks, Table 5
- Light Traffic (shops, apartment buildings, cycle parks).
- 5.0 lux Maintained average Illuminance (Eav)
- 25% Minimum overall uniformity ratio (Uo)

B	28/05/19	Amendments based on client comments
A	22/05/19	Based on client CAD DWG
Issue:	Date:	Description:

CDM Statement:
Please note that this proposed lighting scheme is a lighting solution that has been designed with information provided by the client. The solution does not include site, installation engineering and risk assessment considerations.



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Hertfordshire, EN11 0DX, UK
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Project: Cirencester Rugby Club

Client:	Illman Young Landscape Design	Contact:	Isaac Winchcombe
Project Management:	Sally Palmer-Kelly	Lighting Design:	Lee Walker

All measurements in metres and lux.
Do not scale from this drawing. Product images are indicative.

Date:	28/05/19	Scale:	1:250 @ A1
Project Number:		Page:	1 of 1

14617-1-B



Project – 14617-1-B Cirencester Rugby Club (21910)

Applications Engineer: Lee Walker

Design Statement.

To whom it may concern,

DW Windsor (DWW) were asked to provide a lighting design for a temporary installation of column-based lighting units, with the intention of adequately lighting three car parking areas.

DWW were instructed of certain ecological and environmental concerns, and as such have taken all reasonable measures to ensure the design is “fit for purpose”.

The following are considerations DWW have made when undertaking this design:

- LED used as light source. The lack of UV light component from LED light source is beneficial to nocturnal wildlife, flora and fauna.
- Warmer than standard (4000K CCT) correlated colour temperature (CCT) selected. 3000K LEDs used. Warmer CCT is shown to reduce ecological impact on bats and their foraging patterns.
- Where there is potential for light spill into residential properties, a rear obtrusive light shield (OLS) has been proposed.
- Lighting levels have been selected from BS5489-1:2013 Table 5 for car parking. From this guidance we have selected the lowest possible lighting class (5 lux average illuminance) to ensure that the space is not over lit or causing unnecessary nuisance.
- Twin headed, singular column units have been selected where possible to minimise lighting points.
- Flat glass (0% upward light) units specified to negate sky glow.

In addition to the above it is proposed that the lighting is controlled in a way that allows for certain hours of operation. This can be to the customers specification (e.g. “on at 7pm, off at 7am” or on at dusk, dimmed at 11pm, off at dawn” etc..). The drivers that are standardly supplied within our Kirium Pro range are fully programmable, can be paired with a PIR/photocell, or even a simple “on/off” with a time clock.

If the customer advises us of their requirements prior to any order, we can provide the adequate solution for manufacture.

We trust that the above helps to clarify the design process, however should any further clarification be required, please do not hesitate to contact a member of the Applications department on 01992 474600.

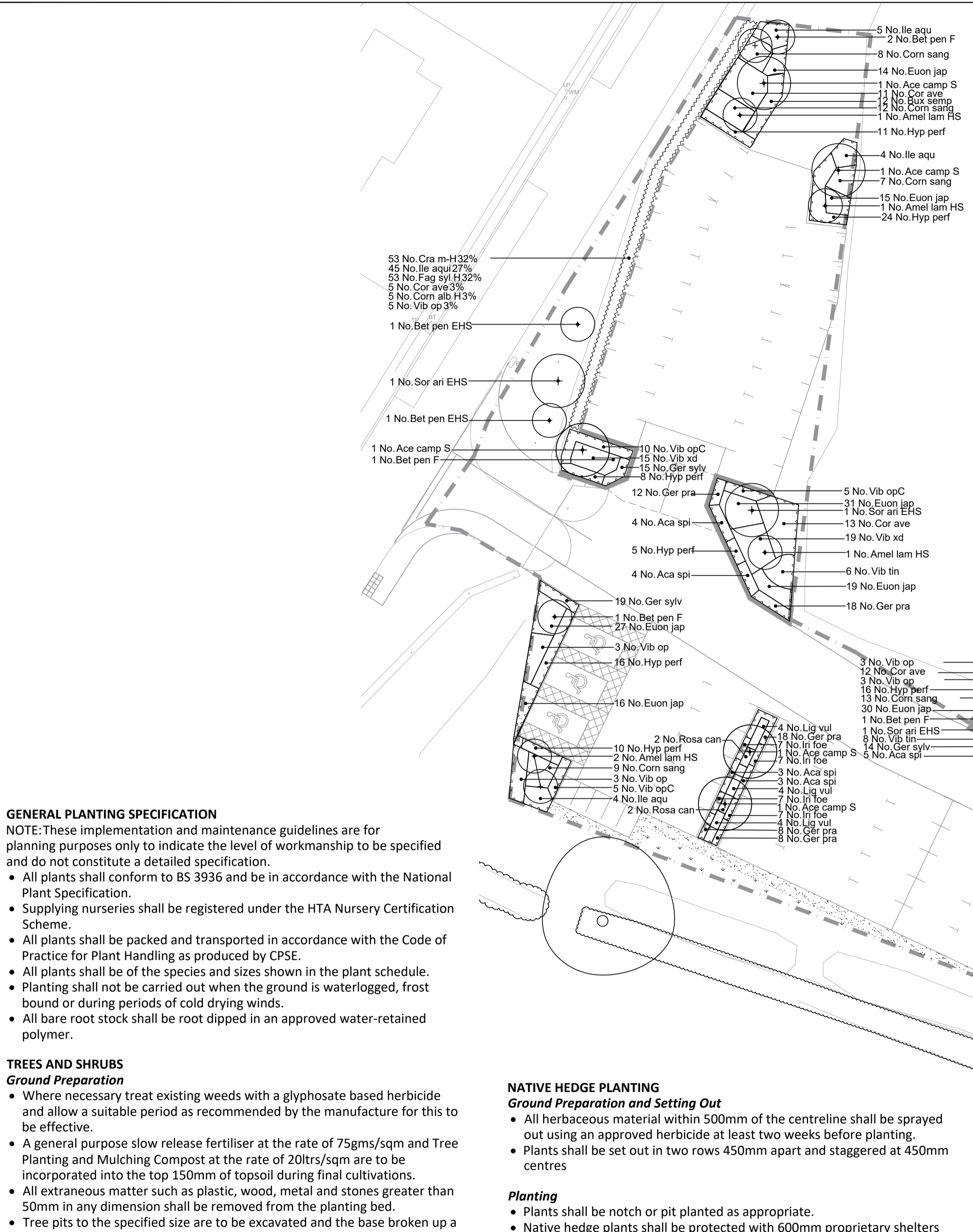
Mr Lee Walker
Applications Engineer



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Abbreviation	Species	Girth	Height	Specification	Number
Ace camp S	Acer campestre	16-18cm	min 450cm	Root Condition - RB : Form - Standard : Age - 3x : Clear Stem - min 200cm : Min Breaks - 5 : Min Buds - 0	6 No.
Amel lam HS	Amelanchier lamarckii	12-14cm	350-425cm	Root Condition - RB : Form - Standard (Heavy) : Age - 3x : Clear Stem - 175-200cm : Min Breaks - 3 : Min Buds - 0	6 No.
Bet pen EHS	Betula pendula	18-20cm	min 450cm	Form - Standard (extra-heavy) : Age - 3x : Clear Stem - Min 220cm : Root Condition - RB : Min Breaks - 0 : Min Buds - 0	2 No.
Bet pen F	Betula pendula	8-10cm	250-300cm	Form - Feathered : Age - 2x : Clear Stem - 175-200cm : Root Condition - C:30L : Min Breaks - 3 : Min Buds - 0	6 No.
Pru pad EHS	Prunus padus (EHS)	16-18cm	min 450cm	Form - Standard (Extra heavy) : Age - 3x : Clear Stem - min 200cm : Root Condition - RB : Min Breaks - 0 : Min Buds - 0	2 No.
Sor ari EHS	Sorbus aria	16-18cm	min 450cm	Form - Standard (Extra heavy) : Age - 3x : Clear Stem - min 200cm : Root Condition - B : Min Breaks - 0 : Min Buds - 0	3 No.
					Total :25 No.

Abbreviation	Species	Height	Pot Size	Specification	Density	Number
Cor ave	Corylus avellana	60-80cm	3L	Root Condition - C : Min Breaks - 3 : Min Buds - 0 : Habit - Branched	0.45Ctr Double Staggered at 0.45m offset	5 No.
Corn alb H	Cornus alba (Hedge)	60-80cm	5L	Root Condition - C : Min Breaks - 3 : Min Buds - 0 : Habit - Branched	0.45Ctr Double Staggered at 0.45m offset	5 No.
Cra m-H	Crataegus monogyna (Hedge)	100-120cm	5L	Age - 1+1 or 1/1 : Root Condition - C : Min Breaks - 1 : Habit - Branched	0.45Ctr Double Staggered at 0.45m offset	53 No.
Fag syl H	Fagus sylvatica (Hedgeplants)	125-150cm	5L	Form - Feathered : Age - 2x : Root Condition - C : Min Breaks - 2	0.45Ctr Double Staggered at 0.45m offset	53 No.
Ile aqu	Ilex aquifolium	60-80cm	3L	Root Condition - C : Min Breaks - 3 : Habit - Bushy	0.45Ctr Double Staggered at 0.45m offset	45 No.
Vib op	Viburnum opulus	150-175cm	3L	Age - 3x : Root Condition - RB : Min Breaks - 5 : Min Buds - 0	0.45Ctr Double Staggered at 0.45m offset	5 No.
						Total :166 No.

Abbreviation	Species	Height	Pot Size	Specification	Density	Number
Bux semp	Buxus sempervirens	30-40cm	3L	Root Condition - C : Min Breaks - 6 : Min Buds - 0 : Habit - Bushy	0.8Ctr	12 No.
Cor ave	Corylus avellana	60-80cm	3L	Root Condition - C : Min Breaks - 3 : Min Buds - 0 : Habit - Branched	1Ctr	36 No.
Corn sang	Cornus sanguinea	40-60cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Branched	0.8Ctr	89 No.
Euon jap	Euonymus japonicus	30-40cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Branched	0.5Ctr	214 No.
Hyp perf	Hypericum perforatum	3L	3L	Root Condition - C : Min Breaks - 7 : Min Buds - 0 : Habit - Bushy	0.6Ctr	161 No.
Ile aqu	Ilex aquifolium	40-60cm	3L	Root Condition - C : Min Breaks - 3 : Min Buds - 0 : Habit - Bushy	1Ctr	13 No.
Lig vul	Ligustrum vulgare	60-80cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Branched	0.8Ctr	12 No.
Rosa can	Rosa canina	60-80cm	3L	Age - 1+1 or 1/1 : Root Condition - B : Min Breaks - 3 : Min Buds - 0 : Habit - Branched	1Ctr	4 No.
Vib op	Viburnum opulus	40-60cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Branched	1.5Ctr	12 No.
Vib opC	Viburnum opulus 'Compactum	30-40cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Bushy	0.8Ctr	20 No.
Vib tin	Viburnum tinus	30-40cm	3L	Root Condition - C : Min Breaks - 4 : Min Buds - 0 : Habit - Bushy	1Ctr	14 No.
Vib xd	Viburnum x davidii	20-30cm	3L	Root Condition - C : Min Breaks - 3 : Min Buds - 0 : Habit - Bushy	0.7Ctr	70 No.
						Total :657 No.

Abbreviation	Species	Pot Size	Specification	Density	Number
Aca spi	Acanthus spinosus	4L	Root Condition - C : Min Breaks - 0 : Min Buds - 0 : Propogation Method - V	0.8Ctr	35 No.
Ger pra	Geranium pratense	2L	Root Condition - C : Min Breaks - 0 : Min Buds - 0 : Propogation Method - S or V	0.4Ctr	98 No.
Ger syl	Geranium sylvaticum	2L	Root Condition - C : Min Breaks - 0 : Min Buds - 0	0.4Ctr	67 No.
Iri foe	Iris foetidissima	2L	Root Condition - C : Min Breaks - 0 : Min Buds - 0 : Propogation Method - S or V	0.4Ctr	28 No.
					Total :228 No.

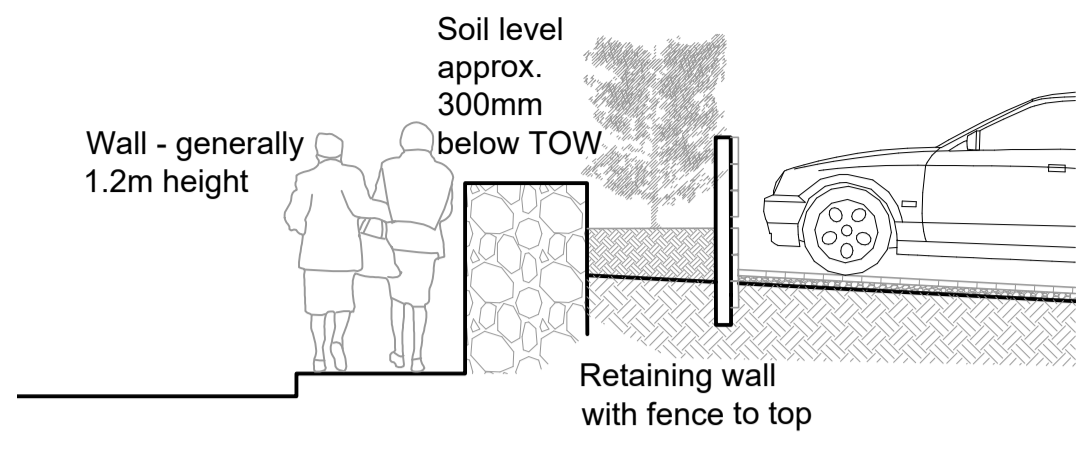
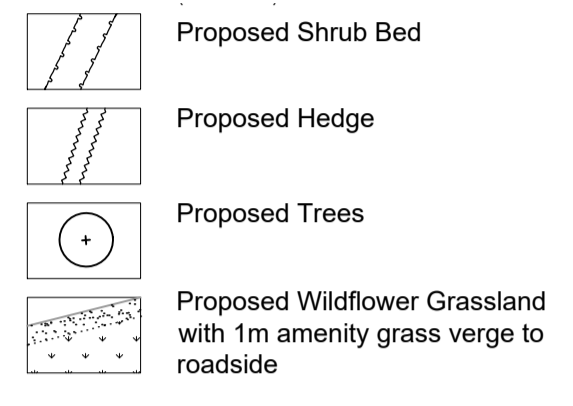


FIG 1 TYPICAL SECTION THROUGH EXISTING BOUNDARY WALL



GENERAL PLANTING SPECIFICATION

NOTE: These implementation and maintenance guidelines are for planning purposes only to indicate the level of workmanship to be specified and do not constitute a detailed specification.

- All plants shall conform to BS 3936 and be in accordance with the National Plant Specification.
- Supplying nurseries shall be registered under the HTA Nursery Certification Scheme.
- All plants shall be packed and transported in accordance with the Code of Practice for Plant Handling as produced by CPSE.
- All plants shall be of the species and sizes shown in the plant schedule.
- Planting shall not be carried out when the ground is waterlogged, frost bound or during periods of cold drying winds.
- All bare root stock shall be root dipped in an approved water-retained polymer.

TREES AND SHRUBS

- Where necessary treat existing weeds with a glyphosate based herbicide and allow a suitable period as recommended by the manufacture for this to be effective.
- A general purpose slow release fertiliser at the rate of 75gms/sqm and Tree Planting and Mulching Compost at the rate of 20ltrs/sqm are to be incorporated into the top 150mm of topsoil during final cultivations.
- All extraneous matter such as plastic, wood, metal and stones greater than 50mm in any dimension shall be removed from the planting bed.
- Tree pits to the specified size are to be excavated and the base broken up a further 150mm with the sides well scarified to prevent smearing.

NATIVE HEDGE PLANTING

- Ground Preparation and Setting Out**
 - All herbaceous material within 500mm of the centreline shall be sprayed out using an approved herbicide at least two weeks before planting.
 - Plants shall be set out in two rows 450mm apart and staggered at 450mm centres

- Planting**
 - Plants shall be notch or pit planted as appropriate.
 - Native hedge plants shall be protected with 600mm proprietary shelters secured with a stake/cane and ties as recommended by the manufacturer.

WILDFLOWER MEADOW

Wildflower mix shall be EM1 sown at 4g/m2 into bare/new areas.

- Preparation for seeding**
 - During any fallow period prior to sowing, the tilth shall be maintained free from weeds.
 - No seed shall be sown until the cultivation and preparatory works have been completed.
 - Areas of existing weeds shall be sprayed out with a glyphosate based herbicide no less than 24 hours prior to cultivations to create a stale seed bed (for bare / new areas).
 - Areas to be seeded shall be cultivated to a depth of 100mm, and all weeds, deleterious material and stones exceeding 25mm diameter removed,
 - Areas to be seeded shall have an even surface, be lightly consolidated and raked to a fine tilth to receive the seed.

Sowing

- Sowing shall be undertaken between April and October within a wet/warm period; dry or cold periods to be avoided.
- Sowing shall be carried out during calm, weather and not when the ground is frost bound or waterlogged.
- Seed shall be sown in two equal sowings in transverse directions at the rates as specified. After sowing the contractor shall lightly rake the seed into intimate contact with the soil (if advised by the supplier).
- Any failures due to neglect and especially seeding out of season shall be the responsibility of the contractor.

Establishment

- For Spring sown areas, mow the developing meadow throughout the first growing season to weaken / control any annual weeds as the seeded perennials establish.
- For Autumn sown areas, do not mow until late Summer / Autumn.
- Remove all arising.

MAINTENANCE

- The Landscape contractor shall maintain all areas of new planting for a period of 12 months following practical completion. All stock deemed to be dead, dying or diseased within the defects period shall be replaced by the contractor at his own cost.
- The site is to be visited monthly throughout the year to undertake the following operations:
 - Weed clearance: All planting areas to be kept weed free by hand weeding or herbicide treatment.
 - Litter clearance: All litter is to be removed from planting beds.
 - Watering: All planted areas are to be watered for the first year from May to September following any dry periods of 7 days.

Trees and Shrubs

- All trees are to be watered weekly from May to the end of September unless unnecessary due to persistent heavy rain and with agreed from contract administrator; Fthd/HlfStd/LtStd are to receive 10 gallons of water per tree and SStd/HvyStd/EHStd/SM are to receive 20 gallons of water.
- All shrubs are to be watered for the first two years from May to September following any dry periods of 7 days.
- All tree ties and stakes are to be checked and adjusted if too loose, too tight or if chaffing is occurring. Any broken stakes are to be replaced.
- Any damaged shoots/branches are to be pruned back to healthy wood. Plants are to be pruned in accordance with good horticultural practice to maintain healthy, well-shaped specimens.

Hedges

- Hedge lines shall be mulched until established
- Native hedges shall be maintained to a height of 1.2m and a width of 0.8m.
- At the end of the Defects Liability Period / First Year's Maintenance the CA will prepare a list of all plants which are dead, dying or diseased and are to be replaced during the following planting season at the contractor's expense

NOTES

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- Report any discrepancies or omissions to the Landscape Architects before proceeding.
- This document is to be read in conjunction with the specification and all other project documentation.
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STATUS	PLANNING	REV	DATE	Updated following LPA comments	BY	CHKD
A	13.8.19				IW	SEI

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Project: **CIRENCESTER RUGBY CLUB**

Client: **COTSWOLD DISTRICT COUNCIL**

Title: **DETAILED PLANTING PLAN**

Scale	Date	Drawn	Checked	Approved
1:250	MAY 19	IW	SEI	

Drawing no. **21910/003** Revision **A**


Issue 3A
IN05-8



Appendix A. Detailed Cost Plan

Cost Centre	Group Element / Element	Total Elemental Cost
	Facilitating Works	
1	Substructure	
2	Superstructure	
3	Internal finishes	
4	Fittings; furnishings and equipment	
5	Services	
6	Complete building and building units	
7	Work to existing building	
8	External works	346,959
8.1	Site preparation works	27,307
8.2	Roads, paths and paving	197,921
8.3	Soft landscaping, planting & irrigation systems	63,727
8.4	Fencing, railings and walls	5,900
8.5	External fixtures	1,600
8.6	External drainage	4,000
8.7	External services	46,504
8.8	Minor building works and ancillary buildings	
	Sub-total: Building Works	346,959
9	Main Contractor's preliminaries @ 7.5%	26,022
	Sub-total: Building Works (incl Main Contractor's Preliminaries)	372,981
10	Main Contractor's overheads and profit @ 5%	18,649
	Total Building Works Estimate (a)	391,630
11	Fees (Project & design team) - Funded separately	
12	Other development/project costs	
	Total: Fees & Other Development Costs (b)	
	Base Cost Estimate (c) [c = a + b]	391,630
13	Risks	95,647
13.1	Design development risks @ 4%	20,164
13.2	Construction risks as listed @ 15%	75,483
13.3	Employer change risks @ 0%	
	Total: Risk Allowances (d)	95,647
	Cost Limit (excluding inflation) (e) [e = c + d]	487,276
14	Inflation	8,624
14.1	Inflation until tender period	4,312
14.2	Construction inflation	4,312
	Total Inflation Allowance (f)	8,624
	Cost Limit (excluding VAT assessment) (g) [g = e + f]	495,901
15	VAT Assessment	99,180

Issue 3A
IN05-8

 Appendix A. Detailed Cost Plan		
Cost Centre	Group Element / Element	Total Elemental Cost
15.1	VAT @ 20%	99,180
	Total VAT Assessment (h)	99,180
	Cost Limit (including VAT assessment) (i) [i = g + h]	595,081

VALUE ENGINEERING

16	Value Engineering Options Totalling	-58,200
	Value Engineering Total (excluding VAT assessment)	-58,200



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 22 JANUARY 2020
Report number	AGENDA ITEM (09)
Subject	COUNCIL TAX SUPPORT SCHEME FOR 2020/2021
Wards affected	All
Accountable member	Cllr. Mike Every Deputy Leader and Cabinet Member for Finance Email: mike.every@cotswold.gov.uk
Accountable officer	Jon Dearing - Group Manager for Resident Services Tel: 01285 623000 Email: jon.dearing@publicagroup.uk
Author	Mandy Fathers - Business Manager for Operational Support and Enabling. Tel: 01285 623571 Email: mandy.fathers@publicagroup.uk
Summary/Purpose	To present the results of the public consultation on proposals for revising the current Council Tax Support scheme; and to seek approval for the proposed amendments (which will become effective from 1 st April 2020), as recommended by the Cabinet.
Annexes	Annex A - Council Tax Support Scheme Proposals (2020) Annex B - Summary of Public Consultation Responses Annex C - Equality Impact Assessment Annex D - Council Tax Support Scheme additional proposals
CABINET Recommendations	<i>That Council be recommended to approve amendments to the current Council Tax Support scheme, as outlined in Annex A, in relation to Working Age claimants for 2020/21, including any uprating, as follows:</i> <ol style="list-style-type: none"> 1) <i>Amending the banded scheme as set out in Annexes A and D;</i> 2) <i>Introduce an 'extended period' of up to 8 weeks;</i> 3) <i>Remove the two child limit to help larger families have more disposable income;</i> 4) <i>Increase the capital limit from £6,000 to £10,000.</i>
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard. Help residents, businesses and communities to access the support they need to ensure a high level of health and wellbeing.

Key Decision	N/A
Exempt	NO
Consultees/ Consultation	Leader of the Council, Portfolio Holder, S151 Officer, Head of Paid Service, Monitoring Officer, Senior Management Team, Group Managers. Full public consultation. Major Precepting Authorities.

1. BACKGROUND

- 1.1. With effect from 1st April 2013, the previous support in relation to Council Tax Liability (Council Tax Benefit) was abolished for working age claimants and replaced with a provision for Billing Authorities to create their own local 'Council Tax Support' (CTS) scheme. These local schemes would no longer be covered by benefits legislation but would become local Council Tax Discounts; with pension age claimants being protected under a prescribed scheme that mirrors the previous Council Tax Benefit scheme.
- 1.2. The Government's stated policy intentions were:
- To incentivise work - making work pay, while protecting those that cannot work;
 - To allow local authorities the flexibility to design schemes that meet local needs and conditions; and
 - To reduce the overall expenditure on support for Council Tax by 10%.
- 1.3. The funding arrangements changed in 2013 from 100% benefit subsidy, to grant based on 90% of the previous scheme (Council Tax Benefit) expenditure.
- 1.4. In parallel with the localisation of CTS, reforms to certain classes of Council Tax exemptions and discounts (related to 'empty homes') meant that the Council also had local discretion to change the level of exemptions/discounts awarded. The Council decided to reduce the Class A exemption (unoccupied and undergoing major repair) from 100% for twelve months to 100% for six months and the Class C exemption (unoccupied and unfurnished from 100% for six months to 100% for the first month and 25% for the second month only. Additionally, with effect from 1st April 2013, the Council decided to remove the 10% discount previously applied in respect of Second Homes. These changes meant potential increases in tax income that covered the CTS grant reduction losses for all precepting authorities.
- 1.5. Further changes were made in 2014 and a new Local Scheme was introduced which required a minimum of 8.5% of Council Tax charge for working age customers, excluding the protected groups.
- 1.6. With effect from 1st April 2019, and following public consultation, the scheme was further amended and an income banded scheme was introduced. The key reason for this was to allow some certainty of monthly household expenditure for working households on low income levels.

- 1.7. Councils are required to review their schemes each year and decide if they want to make any changes. Before any changes can be implemented, they must be subject to public consultation. In September 2019, officers proposed changes to the scheme, making it more advantageous for those most in need. Both the Leader and Cabinet Member with responsibility for Finance agreed the proposed scheme should be consulted on.
- 1.8. These proposed changes are detailed within Annex A (attached) and the full public consultation results are attached at Annex B. The purpose of this report is to provide information on each of the proposals and an analysis of the consultation exercise to enable the Council to approve a Local Council Tax Support Scheme, to take effect from 1st April 2020.

2. MAIN POINTS

- 2.1. CTS is currently provided to over 3887 households in Cotswold District at an annual cost of £4m. This includes working and pension age customers. Approximately 1,735 of these households are of working age and therefore, subject to the local scheme.
- 2.2. The proposed changes to the current scheme and the reasons for these changes are as follows:
- a) Amending the banded scheme:
It was considered that although the current income bands were advantageous to administer with universal credit claims, it was disadvantaging certain groups, such as lone parents, as all groups were put into the same income bands. The proposed scheme addresses this and different income bands are now being proposed for different households/income types.
 - b) Protect vulnerable groups:
The proposal is to continue supporting those who are unable to work, or have limited capacity to work.
 - c) Introduce an 8 week extended period of support:
This is being proposed to assist with the transition for those customers who move from a lower income band to a higher one, and helps minimise additional hardship by giving a short period of 'breathing space' to assist with adjustments (i.e. maintaining their previous, higher, level of entitlement following an income increase).
 - d) Remove the two child limit
This will remove the current cap which is placed on those families with more than two children and allow for more disposable household income; therefore helping to address child poverty.
 - e) Increase capital limit from £6,000 to £10,000
A tariff income of £1.00 for every £250.00 (or part of) between £6,000 to £10,000 will be assumed, but by increasing the capital limit customers will be able to retain a higher level of savings allowing for households to manage their personal affairs more freely and having money readily available for when things go wrong.

- 2.3. The Council is legally required to have its scheme finalised by 11 March 2020, and must have conducted a public consultation, and had its scheme approved by the Council before that deadline.

3. FINANCIAL IMPLICATIONS

- 3.1. Since 2013/14 the CTS scheme operates in a similar way to discounts, such as for empty properties or single person occupiers. Rather than being accounted for as a benefit cash payment, the council tax base is reduced. Whilst there is no impact for the individual Council Tax payer, a lower Council Tax base reduces the tax yield to this Council, Gloucestershire County Council; The Office of the Police and Crime Commissioner and Town and Parish Councils. To offset this impact, the Government paid a cash grant to all local authorities which was 10% less than the funding for the previous Council Tax Benefit scheme. This funding was rolled in to Revenue Support Grant from 2014/15 and has therefore, been subject to further cuts.
- 3.2. The proposed changes within Annex A increase the cost of the Local CTS scheme. This will be reflected in a small decrease in the Council Tax Base and Council Tax income recognised in the collection fund. The reduction in income will be spread proportionately across the major precepting authorities (Gloucestershire County Council, The Office of the Police and Crime Commissioner and Cotswold District Council). By making these proposed changes, based on the current year's tax-base, it is estimated it will decrease the total tax base by around 30 band D properties, costing £52,822 to the precepting bodies of which approximately £3,893 relates to Cotswold District Council.
- 3.3. The proposed changes within Annex D (suggested by the Citizens Advice Bureau) will increase the cost of the Local CTS scheme further. By making these proposed changes, based on the current year's tax-base, it is estimated it will decrease the total tax base by around 54 band D properties, costing £94,810 to the precepting bodies of which approximately £6,988 relates to Cotswold District Council.

4. LEGAL IMPLICATIONS

- 4.1. The Welfare Reform Act 2012 abolished Council Tax Benefit and instead required each authority to design a scheme specifying the reductions which are to apply to amounts of Council Tax.
- 4.2. The Local Council Tax Support Scheme is required under Section 13A of the Local Government Finance Act 1992 ("the Act"), as amended. The Act states that for each financial year, Billing Authorities must consider whether to revise their CTS scheme or replace it with another scheme. The prescribed regulations set out the matters that must be included in such a scheme. Before making any changes, under Section 40 of the Act, the Council must:
- Consult with any major precepting authorities
 - Publish the draft scheme
 - Consult other parties likely to have an interest in the scheme.

- 4.3. The deadline for making decisions is 11 March in the financial year preceding that for which the revision or replacement scheme is to take effect (under paragraph 5, schedule 1A of the Act). If the Council does not make/revise a CTS scheme by 11 March 2019, a default scheme will be imposed on the Billing Authority which will be effective from April 2020.

5. RISK ASSESSMENT

- 5.1. There are three key risks to consider:

- That the benefit caseload increases significantly, resulting in expenditure exceeding the levels estimated within this report
- That the development of a CTS scheme that reduces benefits expenditure, without being supported by robust principles and consultation, could be open to legal challenge on equalities grounds
- That the administration, collection and recovery costs (including the costs for write-offs) could increase as a result of creating additional and relatively small liabilities.

6. EQUALITIES IMPACT (IF REQUIRED)

- 6.1. An equality impact assessment has been completed and attached as Annex C.

7. ALTERNATIVE OPTIONS

- 7.1. The criteria for the CTS scheme are at the Council's discretion and, therefore, various alternatives and options are open to the Council.
- 7.2. Citizens Advice has provided an in-depth response to the consultation and although they agree with the majority of the proposals within the recommendations, they believe that the proposed scheme within Annex A insufficiently supports households with more than two children and that it would continue to cause hardship to these groups.
- 7.3. As a result of this, further modelling to the scheme has been carried out and is provided in Annex D.
- 7.4. The financial implications of this alternative proposal are set out in section 3.2 above.

8. CABINET DELIBERATIONS

- 8.1. The Cabinet considered this issue at its Meeting on 6 January 2020, and unanimously agreed the recommendations contained within this report. It should be noted that such recommendations incorporate the alternative proposal put forward by Citizens Advice (Annex D).

9. BACKGROUND PAPERS

- 9.1. None.

(END)

Agenda Item 11

Annex A - Proposed Council Tax Support Scheme 2020/2021

Summary of proposed changes

- 1.1 Introducing a new income banded scheme to take account different groups (see below)
- 1.2 Protect vulnerable groups
- 1.3 Ensure those on the lowest income are protected and maximum support of 100% is applied
- 1.4 Amend the current income bands to give more support to lower income groups, and less to higher income groups
- 1.5 Introduce an 'extended period' of up to 4 weeks for those claimants whose income increases over time and moves them into a higher income band to assist with transition
- 1.6 Remove the two child limit to help blended families have more disposable income
- 1.7 Amend capital limits so we assume a 'tariff income' of £1.00 for every £250.00 from £6,000 to £10,000.
- 1.8 Increase capital limit from £6,000 to £10,001
- 1.9 Claimants who are in receipt of Employment Support Allowance (either rate) will be included within the 'Vulnerable Group'.

Income Band	Single Person	Couple	Lone Parent with Children	Couple with Children	Maximum % entitlement
Income £					
Band 1	000 to 125.00	000.00 to 140	000.00 to 175	000.00 to 225	100.0%
Band 2	125.01 to 175.00	140.01 to 190	175.01 to 200	225.01 to 275	80.0%
Band 3	175.01 to 225.00	190.01 to 240	200.01 to 250	275.01 to 325	60.0%
Band 4	225.01 to 275.01	240.01 to 290	250.01 to 300	325.01 to 375	30.0%
Band 5	275.01 to 325.00	290.01 to 340	300.01 to 350	375.01 to 425	10.0%

Effect on Cotswold District Council caseload would be as below

	PENSIONABLE	VUNERABLE	COUPLEWITHDEP	LONEPARENTS	COUPLENODEPS	SINGLE	TOTALS
Imported Claim Data							
Number of claims	2152	904	93	436	24	278	3887
Number of claims with non-zero awards	2150	899	89	436	24	278	3876
Total weekly awards	43808.77	19771.29	1097.19	5835.35	392.62	5149.40	76054.62
Average weekly award	20.3762	21.9925	12.3280	13.3838	16.3593	18.5230	19.6219
Total annual awards	2290572.57	1033756.17	57367.38	305105.25	20528.58	269240.12	3976570.07
Calculated Claim Data							
Number of claims with non-zero awards	2150	901	90	423	23	252	3839
Total weekly awards	43948.79	19978.72	1628.66	6639.29	374.55	4494.87	77064.88
Average weekly award	20.4413	22.1739	18.0962	15.6957	16.2848	17.8368	20.0742
Adjustment for Caseload Trend							
Adjustment (-) %age	0	0	0	0	0	0	
Adjusted number of claims	2150	901	90	423	23	252	3839
Adjusted total weekly awards	43948.79	19978.72	1628.66	6639.29	374.55	4494.87	77064.88
Total annual CTR Awards	2297893.98	1044601.66	85155.62	347140.23	19583.66	235017.26	4029392.41
Annual Difference	7321.41	10845.49	27788.24	42034.98	-944.92	-34222.86	52822.34

Agenda Item 09

Annex B - Summary of Public Consultation Responses

The following table summarise the responses from the public consultation. There were a total of 94 responses to the public consultation; 6 of those was in response to paper and postal surveys issued and 88 were on-line responses via the link on the website. The consultation ran for a period of 6 weeks (from 30 September 2019 to 15 November 2019). Of the total 94 respondents 18 indicated that they were currently in receipt of council Tax Support (2 receiving full 100% Council Tax Support and 16 receiving partial Council Tax Support) and 76 indicated that they were not in receipt of any Council Tax Support.

Statement within Consultation Survey	Overall Consultation Responses			Therefore, the majority views are:
	Agree	Neither	Disagree	
Under the current scheme we calculate a person's entitlement to council tax support based on their income. To ensure we consider the differences within the households we are proposing changes to these income bands. Do you agree that this would be a fair way to help people of low income? (** see income bands current and proposed below)	58.51%	8.51%	32.98%	58.51% Agree with proposed income bands
To give additional help for when a household's income band changes to a higher one we are proposing on introducing an 'extended period' to help with the transition. Would you prefer this to be: 4 weeks or 8 weeks?	4 wks 43.48%	8 wks 56.52%		56.52% Agree with proposed 8 weeks 'extended period'.
Under the current scheme we restrict allowances for two children. We are proposing removing this to assist those blended families and those with more than two children. Do you agree that this restriction should be removed?	40.63%	19.79%	39.58%	40.63% Agree with proposal to remove the restriction on two children
Under the current scheme anyone who has savings in excess of £6,001 would not be entitled to claim council tax support. We are proposing to increase the savings limit to £10,001. Do you agree with this proposal to increase?	56.84%	11.58%	31.58%	56.84% Agree with proposed increase to capital limit

(** Income bands current and proposed)

Income band (current)	Household weekly net income	% council tax support available
Band 1	£0 - £125.99	100%
Band 2	£126 - £187.99	75%
Band 3	£188 – £290.99	50%
Band 4	£291 - £384.99	25%
Band 5	£385 +	0%

Income band (proposed)	Single Person	Couple	Lone Parent with Children	Couple with children	Maximum % entitlement
Band 1	£0 to £100	£0 to £140	£0 to £175	£0 to £225	100%
Band 2	£100.01 to £125	£140.01 to £175	£175.01 to £200	£225.01 to £275	80%
Band 3	£125.01 to £150	£175.01 to £225	£200.01 to £250	£275.01 to £325	60%
Band 4	£150.01 to £175	£225.01 to £275	£250.01 to £300	£325.01 to £375	30%
Band 5	£175.01 to £200	£275.01 to £325	£300.01 to £350	£375.01 to £425	10%



Equality Impact Assessment Form

1. Persons responsible for this assessment:

Names: Mandy Fathers	
Date of assessment: 19.12.19	Telephone: 01285 623571 Email: mandy.fathers@publicagroup.uk

2. Name of the policy, service, strategy, procedure or function:

Council Tax Support Scheme 2020/21

3. Briefly describe it aims and objectives

To introduce a new local Council Tax Support Scheme for 2020/21

4. Are there any external considerations? (e.g. Legislation/government directives)

Legislation detailed within paragraph 4 of the report

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓ <input type="checkbox"/>	Data & statistics held internally
Recent research findings including studies of deprivation	✓ <input type="checkbox"/>	Data held internally and by Citizens Advice Bodies
Results of recent consultations and surveys	✓ <input type="checkbox"/>	Full public consultation
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Oxfordshire	✓ <input type="checkbox"/>	Statistics and information held by Citizens Advice and discussions with Citizens Advice
Comparisons between similar functions / policies elsewhere	✓ <input type="checkbox"/>	Local neighbouring LA's and those Cotswold District partner



Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

n/a

7. Has any consultation been carried out?

Yes a full public consultation has been carried out between September 2019 and November 2019

If NO please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: Although a large group of residents will be affected; this affect will be a positive one for the majority as more residents will qualify for an increase in Council Tax Support through the proposed scheme to that of the current scheme.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure



	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			✓	The proposal does not include people of retirement age	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Sex – Female			✓		
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			✓	The proposal is inclusive to the whole of Cotswold district	
Other Groups		✓		This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of Cotswold district	



Action(s)	Lead Officer	Resource	Timescale

11. Is there is anything else that you wish to add?

n/a

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Role:	Business Manager : Operational Support & Enabling	Date:	19.12.19
Line Managers signature:				Date:	

ANNEX D - COUNCIL TAX SUPPORT SCHEME (additional proposals)

	COUPLEWITHD											
	EP ORIGINAL CALC	COUPLEWITH1D EP	COUPLEWITH2D EP	COUPLEWITH3 DEP	COUPLEWITH 4+DEP	LONEPARENTS ORIGINAL CALC	LONEPARENTS 1 DEP	LONEPARENT 2 DEP	LONEPARENT 3 DEPS	LONEPARENT 4+ DEPS	COUPLEN ODEPS	SINGLE
Imported Claim Data												
Number of claims	93					436	436				24	278
Number of claims with non-zero awards	89					436	436				24	278
Total weekly awards	1097.19					5835.35	5835.35				392.62	5149.4
Average weekly award	12.328					13.3838	13.3838				16.3593	18.523
BELOW BASED ON CAB REMODELLING PROPOSALS												
Calculated Claim Data												
Number of claims with non-zero awards	90	34	36	17	7	423	245	130	46	16	23	274
Total weekly awards	1628.66	666.81	706.68	347.47	159.82	6639.29	4020.94	2120.18	779.81	269.48	400.17	5121.41
Average weekly award	18.0962	19.6119	19.6301	20.4394	22.8317	15.6957	16.4119	16.3091	16.9524	16.8427	17.3988	18.6913
Adjustment for Caseload Trend												
Ajustment (-) %age	0					0	0				0	0
Adjusted number of claims	90	34	36	17	7	423	245	130	46	16	23	274
Adjusted total weekly awards	1628.66	666.81	706.68	347.47	159.82	6639.29	4020.94	2120.18	779.81	269.48	400.17	5121.41

Income Band Income £	Lone Parent with 1 Child	Lone Parent 2 deps	Lone Parent 3 deps	Lone Parent 4+ deps	Couple with 1 Child	Couple with 2 deps	Couple with 3 deps	Couple with 4+ deps	Maximum % entitlement
Band 1	000.00 to 175	000.00 to 195.00	000.00 to 215.00	000.00 to 255	000.00 to 225	000.00 - 245.00	000.00 - 265.00	0.00 - 305.00	100.00%
Band 2	175.01 to 200	195.01 to 220	215.01 to 240.00	255.01 - 280.00	225.01 to 275	245.01 - 295.00	265.01 - 315.00	305.01 - 355.00	80.00%
Band 3	200.01 to 250	220.01 to 270.00	240.01 - 290.00	280.01 - 330.00	275.01 to 325	295.01 - 345.00	315.01 - 365.00	355.01 - 405.00	60.00%
Band 4	250.01 to 300	270.01 - 320.00	290.01 - 340.00	330.01 - 380.00	325.01 to 375	345.01 - 395.00	365.01 - 415.00	405.01 - 455.00	30.00%
Band 5	300.01 to 350	320.01 - 370	340.01 - 390	380.01 - 430.00	375.01 to 425	395.00 - 445.00	415.00 - 465.00	455.01 - 505.00	10.00%



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 22 JANUARY 2020
Report Number	AGENDA ITEM (10)
Subject	SCHEDULE OF MEETINGS 2020/21 AND MEETING ARRANGEMENTS
Wards affected	Not applicable
Accountable member	Cllr. Joe Harris – Leader of the Council and Chair of the Constitution Working Group Email: joe.harris@cotswold.gov.uk
Accountable officer	Nigel Adams - Head of Paid Service Tel: 01285 623202 Email: nigel.adams@cotswold.gov.uk Bhavna Patel - Group Manager Legal Services and Monitoring Officer Tel: 01285 623219 Email: bhavna.patel@cotswold.gov.uk
Summary/Purpose	To consider the draft Schedule of Meetings for 2020/21; and suggestions arising out of the deliberations of the Constitution Working Group relating to future meeting arrangements
Annexes	Annex A - Draft Schedule of Meetings 2020/21
Recommendation/s	<i>a) That the Council considers the suggestions arising out of the deliberations of the Constitution Working Group relating to future meeting arrangements;</i> <i>b) That, subject to the deliberations of Council, and any agreed amendments, the draft Schedule of Meetings for 2020/21 be approved;</i> <i>c) That the Head of Paid Service be given delegated authority, in consultation with the Chair and Leader of the Council to agree any necessary changes to the Schedule either prior to, or during, the municipal year;</i> <i>d) That the Head of Paid Service be given delegated authority to make any necessary changes to the Constitution arising out of the Council's decisions.</i>
Corporate priorities	Some of the suggestions in respect of meeting arrangements seek to reflect the Principle of promoting a culture of openness and transparency

Key Decision	N/A
Exempt	NO
Consultees/ Consultation	Constitution Working Group and other attending Members, Head of Paid Service, Group Manager Legal/Monitoring Officer.

1. BACKGROUND

- 1.1. The Council has previously agreed to review its Constitution, and established a Constitution Working Group for this purpose.
- 1.2. There are seven Members on the Working Group - Councillors Patrick Coleman, Mike Evely, Joe Harris and Clive Webster (Liberal Democrat Group representatives); Councillors Julian Beale and Richard Morgan (Conservative Group representatives); and Councillor Nikki Ind (Independent/non-grouped Representative). The Group also agreed that invitations should be extended to the Chair and Vice-Chair of Council and/or Chairs and Vice-Chairs of the Council's Committees, should the Group be discussing matters which may benefit from their input.
- 1.3. The Working Group held its first meeting on 22 October 2019 where the parameters of the Group were discussed and agreed. Councillor Joe Harris was elected Chair of the Group. A further meeting was held on 16 December 2019, when the Group focussed on the Council's Procedure Rules - as part of which a number of suggestions were made in relation to future meeting arrangements, which are set out later in this report.
- 1.4. The remaining areas of the Constitution will be reviewed by the Group in the coming weeks, and it is intended that a report will then be presented to the Council Meeting on 25 March, with any suggestions/recommendations from the Group - so that any changes can then be implemented and take effect from the start of the 2020/21 Municipal Year.

2. WORKING GROUP DELIBERATIONS

2.1. Schedule of Meetings

- 2.1.1. The Group considered that, in future, it would be preferable for the Council to approve its schedule of meetings each year; and, ordinarily, for this to occur at the last meeting of Council during the previous calendar year (e.g. November).
- 2.1.2. Given that this timing was not possible for the coming year's schedule, it was suggested that such schedule for 2020/21 should be presented to the January 2020 meeting of Council - and the draft schedule is therefore attached as **Annex A** to this report for consideration. Members will note that the schedule largely reflects this year's programme but does incorporate the Working Group's suggestion that, in addition to its Annual and Budget/Council Tax setting meetings, there should be six ordinary business meetings of the Council.

2.2 Frequency of Council Meetings

2.2.1. As mentioned above, the Working Group felt that there should be formal Council meetings to provide the opportunity for all-member debate (especially for those Members outside of the Cabinet). It was therefore suggested that, in addition to its Annual and Budget/Council Tax setting meetings, there should be six ordinary business meetings of the Council. However, as a result, the February Budget/Council Tax setting meeting would deal solely with budget/Council Tax matters.

2.3. Timing and Duration of Meetings

2.3.1. The Working Group had a lengthy debate on the timing of meetings, and acknowledged that the issue had been the subject of numerous debates over the years, with a divergence of views often being proffered.

2.3.2. It was acknowledged that there was no simple solution that was likely to suit all Members. There were difficulties with day-time meetings for those who worked, and the potential for a loss of public engagement, given that a large percentage of those who worked were unable to attend day-time Meetings. Day-time meetings were known to have discouraged potential candidates from coming forward.

2.3.3. Insofar as evening meetings were concerned, attention was also drawn to the other commitments of Members in evenings, particularly associated with the attendance at Town/Parish Council Meetings, and potential travel issues associated with evening meetings during the winter months. These Members also questioned whether evening Meetings would lead to an increase in public attendance, given past experience, and suggested that attendance was more likely to be based on the business to be transacted rather than the time of the Meeting.

2.3.4. There was no clear majority view, but the Working Group put forward the following suggestions as the basis for Council debate:

- (i) All ordinary meetings of Council and Cabinet to start no earlier than 6 p.m.
- (ii) All ordinary meetings of standing Committees to start no earlier than 4 p.m.
- (iii) Annual meetings of the Council and standing Committees to start no earlier than 2 p.m.
- (iv) Any ad-hoc committees, e.g. Appointments Committee, can start earlier than 4 p.m. with the agreement of both the Chair and Vice-Chair and the Leader or Deputy Leader.

2.3.5. Linked to the suggested change in meeting start times, and by way of acknowledgement of travel distances and times (especially in the winter months), the Working Group have put forward the following suggestions:

- (i) The maximum duration of any one sitting of a meeting to be set at 4 hours - and meetings at the time limit can either be adjourned or the business rescheduled to a subsequent meeting.
- (ii) At the conclusion of an item of business after three hours have elapsed, the meeting must vote by a simple majority to continue for the final hour.

2.3.6. Any agreed changes will not take effect until the new Municipal Year.

3. FINANCIAL IMPLICATIONS

- 3.1. Additional meetings will give rise to the potential for increased expenditure by way of mileage claims. However, by scheduling the additional ordinary Council meeting on the same day as the Annual Council Meeting, the proposals should be cost neutral.

4. LEGAL IMPLICATIONS

- 4.1. The Constitution is a legal document which supplements legislative provisions in respect of the governance arrangements and methods of working of the authority. It is based largely on a modular version.

5. RISK ASSESSMENT

- 5.1. There are no key risks expected to arise from this item. However, the Council has a general duty of care to its Members and Officers, which should be borne in mind.

6. EQUALITIES IMPACT

- 6.1. Not required as a whole - however, individual proposals may require an analysis to be carried out.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. None specific.
- 7.2. Additional meetings will give rise to an increase in car journeys, and an increase in emissions. However, by scheduling the additional ordinary Council meeting on the same day as the Annual Council Meeting, the proposals should be neutral.

8. ALTERNATIVE OPTIONS

- 8.1. The Council could continue with the existing arrangements; or put forward and alternative or hybrid alternative.

9. BACKGROUND PAPERS

- 9.1. The following document has been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and is listed in accordance with section 100 D.1(a) for inspection by members of the public:

- The Council Constitution

- 9.2. This document will be available for inspection at the Council Offices at Trinity Road, Cirencester, GL7 1PX during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

(END)

COTSWOLD DISTRICT COUNCIL - DRAFT SCHEDULE OF MEETINGS 2020/2021

MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
1 Fi	1 Mo CAB	1 We sib*	1 Sa	1 Tu OS	1 Th	1 Su	1 Tu OS	1 Fr BH	1 Mo CAB	1 Mo CAB	1 Th	1 Sa
2 Sa	2 Tu OS	2 Th	2 Su	2 We sib*	2 Fr	2 Mo CAB	2 We sib*	2 Sa	2 Tu OS**	2 Tu OS	2 Fr BH	2 Su
3 Su	3 Wed sib*	3 Fr	3 Mo CAB	3 Th	3 Sa	3 Tu	3 Th	3 Su	3 We sib*	3 We sib*	3 Sa	3 Mo BH
4 Mo CAB	4 Th	4 Sa	4 Tu	4 Fr	4 Su	4 We sib*	4 Fr	4 Mo CAB	4 Th	4 Th	4 Su	4 Tu
5 Tu	5 Fr	5 Su	5 We sib*	5 Sa	5 Mo CAB	5 Tu	5 Sa	5 Tu	5 Fr	5 Fr	5 Mo BH	5 We sib*
6 We sib*	6 Sa	6 Mo CAB	6 Th	6 Su	6 Tu	6 Fr	6 Su	6 We sib*	6 Sa	6 Sa	6 Tu	6 Th GCC
7 Th PCC	7 Su	7 Tu	7 Fr	7 Mo CAB	7 We sib*	7 Sa	7 Mo CAB	7 Th	7 Su	7 Su	7 We sib*	7 Fr
8 Fr BH	8 Mo	8 We PL	8 Sa	8 Tu	8 Th	8 Su	8 Tu	8 Fr	8 Mo	8 Mo	8 Th	8 Sa
9 Sa	9 Tu	9 Th	9 Su	9 We	9 Fr	9 Mo	9 We	9 Sa	9 Tu	9 Tu	9 Fr	9 Su
10 Su	10 We PL	10 Fr	10 Mo	10 Th	10 Sa	10 Tu	10 Th	10 Su	10 We	10 We	10 Sa	10 Mo CAB
11 Mo	11 Th	11 Sa	11 Tu	11 Fr	11 Su	11 We	11 Fr	11 Mo	11 Th	11 Th	11 Su	11 Tu
12 Tu	12 Fr	12 Su	12 We	12 Sa	12 Mo	12 Th	12 Sa	12 Tu	12 Fr	12 Fr	12 Mo CAB	12 We Cam/C
13 We PL	13 Sa	13 Mo	13 Th	13 Su	13 Tu	13 Fr	13 Su	13 We	13 Sa	13 Sa	13 Tu	13 Th
14 Th	14 Su	14 Tu	14 Fr	14 Mo	14 We	14 Sa	14 Mo	14 Th	14 Su	14 Su	14 We	14 Fr
15 Fr	15 Mo	15 We C	15 Sa	15 Tu Ap*	15 Th	15 Su	15 Tu Ap*	15 Fr	15 Mo	15 Mo	15 Th	15 Sa
16 Sa	16 Tu Ap*	16 Th	16 Su	16 We	16 Fr	16 Mo	16 We LSC*	16 Sa	16 Tu Ap*	16 Tu Ap*	16 Fr	16 Su
17 Su	17 We	17 Fr	17 Mo	17 Th	17 Sa	17 Tu Ap*	17 Th	17 Su	17 We LSC*	17 We C	17 Sa	17 Mo
18 Mo	18 Th	18 Sa	18 Tu Ap*	18 Fr	18 Su	18 We C	18 Fr	18 Mo	18 Th	18 Th	18 Su	18 Tu Ap*
19 Tu Ap*	19 Fr*	19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa	19 Tu Ap*	19 Fr	19 Fr	19 Mo	19 We
20 We Cam/C	20 Sa	20 Mo	20 Th	20 Su	20 Tu Ap*	20 Fr	20 Su	20 We C	20 Sa	20 Sa	20 Tu Ap*	20 Th
21 Th	21 Su	21 Tu Ap*	21 Fr	21 Mo	21 We	21 Sa	21 Mo	21 Th	21 Sa	21 Su	21 We	21 Fr
22 Fr	22 Mo	22 We LSC*	22 Sa	22 Tu	22 Th	22 Su	22 Tu	22 Fr	22 Mo	22 Mo	22 Th	22 Sa
23 Sa	23 Tu	23 Th	23 Su	23 We C	23 Fr	23 Mo	23 We	23 Sa	23 Tu	23 Tu	23 Fr	23 Su
24 Su	24 We LSC*	24 Fr	24 Mo	24 Th	24 Sa	24 Tu	24 Th	24 Su	24 We C#	24 We LSC*	24 Sa	24 Mo
25 Mo BH	25 Th	25 Sa	25 Tu	25 Fr	25 Su	25 We LSC*	25 Fr BH	25 Mo	25 Th	25 Th	25 Su	25 Tu
26 Tu	26 Fr	26 Su	26 We LSC*	26 Sa	26 Mo	26 Th	26 Sa	26 Tu	26 Fr	26 Fr	26 Mo	26 We LSC*
27 We LSC*	27 Sa	27 Mo	27 Th	27 Su	27 Tu	27 Fr	27 Su	27 We LSC*	27 Sa	27 Sa	27 Tu	27 Th
28 Th	28 Su	28 Tu	28 Fr	28 Mo	28 We LSC*	28 Sa	28 Mo BH	28 Th A	28 Su	28 Su	28 We LSC*	28 Fr
29 Fr	29 Mo	29 We	29 Sa	29 Tu	29 Th A	29 Su	29 Tu	29 Fr		29 Mo	29 Th A	29 Sa
30 Sa	30 Tu	30 Th A	30 Su	30 We LSC*	30 Fr	30 Mo	30 We	30 Sa		30 Tu	30 Fr	30 Su
31 Su		31 Fr	31 Mo BH		31 Sa		31 Th	31 Su		31 We		31 Mo

CODE

C - Council
 Cam - Council Annual Meeting
 CAB - Cabinet

Committees

PL - Planning & Licensing
 A - Audit
 OS - Overview & Scrutiny

Others

sib - Sites Inspection Briefing
 Ap - Appeals
 LSC - Licensing Sub-Committee

Notes

- Budget & Setting of Council Tax only
 * - If required (subject to business)
 ** - Budget Consultation

BH - Bank Holiday
 PCC - Police and Crime
 Commissioner Election
 GCC - Glos Cty Cl. Elections



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 22 JANUARY 2020
Report Number	AGENDA ITEM (11)
Subject	CABINET DECISIONS - 2 DECEMBER 2019 AND 6 JANUARY 2020

Minute Number:	Decision	Cabinet Member
CAB.58	<p>DRAFT MEDIUM TERM FINANCIAL STRATEGY 2020/21 AND BUDGET 2020/21</p> <p>The Cabinet was requested to consider an update to the Council's Medium Term Financial Strategy for the period 2020/21 to 2029/30. The report also set out details of the Council's draft budget for 2020/21; and Cabinet was asked to consider and approve the draft budget for consultation purposes.</p> <p>RESOLVED that:</p> <p>(a) the updated Medium Term Financial Strategy and how the 2020/21 budget fits within the longer term financial planning horizon be noted;</p> <p>(b) the draft budget 2020/21 be approved for consultation purposes.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Deputy Leader and Cabinet Member for Finance
CAB.59	<p>PROSECUTIONS OF HOUSING AND TENANCY FRAUD ON BEHALF OF SOCIAL HOUSING</p> <p>To consider a proposal that the Council undertakes prosecutions on behalf of Social Housing providers where the property is situated within the District and where the Counter Fraud Unit has undertaken the investigation.</p> <p>RESOLVED that:</p> <p>(a) the proposal, be approved, for the Council to provide legal advice, support and undertake advocacy services for prosecutions on behalf of Social Housing providers where the property is situated within the District; and the Counter Fraud Unit has undertaken the investigation;</p> <p>(b) that delegated authority be given to the Group Manager Legal Services to exercise the Council's enforcement powers to prosecute in each case taking into account both stages of the 'Full Code Test' as set out in the Code for Crown Prosecutors;</p>	Housing and Homelessness

	<p>(c) that, in exceptional circumstances, where the Counter Fraud Unit has undertaken an investigation for a Social Housing provider in relation to a property that falls outside of the District, the Group Manager Legal Services be given delegated authority to still consider undertaking a prosecution, if it is considered expedient and appropriate to do so.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	
CAB.60	<p>REGULATION OF INVESTIGATORY POWERS ACT 2000 SURVEILLANCE AND COVERT HUMAN INTELLIGENCE SOURCE POLICY INVESTIGATORY POWERS ACT 2016 ACQUISITION OF COMMUNICATIONS DRAFT POLICY</p> <p>To present Cabinet with:</p> <p>(i) A revised Regulation of Investigatory Powers Act 2000 Surveillance and Covert Human Intelligence Source Policy for approval and adoption. (ii) A new Investigatory Powers Act 2016 Acquisition of Communications Data Policy for approval and adoption.</p> <p>RESOLVED that:</p> <p>(a) the circulated Policies be adopted; (b) the Group Manager Legal Services be authorised to approve future minor amendments to the Policies in consultation with the Counter Fraud Manager and the Leader of the Council.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Leader of the Council
CAB.61	<p>REVIEW OF COTSWOLD DISTRICT COUNCIL'S HACKNEY CARRIAGE TABLE OF FARES</p> <p>To consider the objections received, and alternative proposals put forward, during the consultation period of the review of the Hackney Carriage (taxi) table of fares, and to agree the adoption of a new table of fares.</p> <p>RESOLVED that the revised table of fares for Hackney Carriages (taxis) (as set out in Annex D) be adopted.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Waste, Flooding and Environmental Health
CAB.62	<p>SUMMARY FINANCE/SERVICE PERFORMANCE REPORT - 2019/20 QUARTER TWO</p> <p>To present to Cabinet overall service performance for the Council and information on the financial position including revenue outturn and budget variances; and capital expenditure, capital receipts and use of reserves.</p> <p>RESOLVED that, subject to the comments made, service and financial performance report for Quarter Two of the financial year 2019/20 be noted.</p>	Deputy Leader of the Council and Cabinet Member for Finance

	Record of Voting - for 9, against 0, abstentions 0, absent 0.	
CAB.63	<p>ADDITIONAL FUNDS FOR THE CONSTRUCTION PHASE OF THE RUGBY CLUB CAR PARK</p> <p>To seek additional funding to the £320,000 previously allocated for the 'minimal development of the site.</p> <p>RESOLVED that:</p> <p>(a) Council be recommended to include an additional sum of £192,200 in the Capital Programme 2020/21 to meet the construction cost of the Rugby Club car park;</p> <p>(b) the funds be allocated from the Waterloo car park project within the Capital Programme.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Car Parks and Town and Parish Councils
CAB.72	<p>HOUSEHOLD WASTE DUTY OF CARE - FIXED PENALTY NOTICES</p> <p>(a) To inform Cabinet about the;</p> <p>i. Householder's duty of care when disposing of waste other than by the normal household collection routes.</p> <p>ii. Fixed Penalty Notice (FPN) powers under the Environmental Protection Miscellaneous Amendments (England and Wales) Regulations 2018 which amend S33 of the Environmental Protection Act 1990 (the Act).</p> <p>(b) To authorise the Council's Officers for Resident Services to issue FPNs under Section 34(2A) of the Environmental Protection Act 1990 to persons whom the officer has reason to believe have committed a breach of the household waste duty of care.</p> <p>(c) To recommend the FPN fine levels in accordance with the options provided by the Act under section 34(ZA) of the Environmental Protection Act 1990.</p> <p>RESOLVED that:</p> <p>(a) the report be noted;</p> <p>(b) the recommended FPN level of £400 and early payment reduction of £200 provided payment be made within 10 days of the date the FPN issued be approved;</p> <p>(c) delegated authority be given to the Service Business Manager for Environment and Regulatory Services to authorise the Council's Officers for Resident Services to issue FPNs under Section 34(2A) of the Environmental Protection Act 1990 to persons whom the Officer has reason to believe have committed a breach of the household waste duty of care.</p>	Waste, Flooding and Environmental Health

	Record of Voting - for 9, against 0, abstentions 0, absent 0.	
CAB.73	<p>CCTV POLICY</p> <p>To seek approval of a CCTV policy which will govern the operation of CCTV operated by the Council as a data controller.</p> <p>RESOLVED that:</p> <p>(a) the CCTV Policy be approved;</p> <p>(b) the Policy shall be effective immediately.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Health, Wellbeing and Public Safety
CAB.74	<p>CONSULTATION ON REVISED HOMESEAKER PLUS POLICY</p> <p>To advise of the consultation of the revised Homeseaker Plus Policy.</p> <p>RESOLVED that the revised Homeseaker Plus Policy be approved for consultation purposes.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Housing and Homelessness
CAB.75	<p>APPLICATIONS FOR DISCRETIONARY RATE RELIEF</p> <p>To determine one new application for Discretionary Rate Relief submitted under Section 47 of the Local Government Finance Act 1988 for the financial year 2018/19 and 2019/20; and one request to reconsider the percentage of Discretionary Rate Relief already awarded for the 2019/20 financial year.</p> <p>RESOLVED that:</p> <p>(a) the discretionary rate relief in respect of The Huddle Rocks Ltd be refused on the basis of insufficient information presented in relation to the application;</p> <p>(b) the additional discretionary rate relief in respect of New Brewery Arts be approved.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Deputy Leader of the Council and Cabinet Member for Finance
CAB.76	<p>COUNCIL TAX SUPPORT SCHEME 2020/21 AND LOCAL COUNCIL TAX RELIEFS</p> <p>To present the results of the public consultation on proposals for revising the current Council Tax Support scheme; and to seek approval for the proposed amendments (which will become effective from 1 April 2020).</p> <p>RESOLVED that Council be recommended to approve amendments to the current Council Tax Support scheme, in relation to Working Age claimants for 2020/21, including any uprating, as follows:-</p> <p>1) Amending the banded scheme as set out in Annexes A and D;</p> <p>2) Introduce an 'extended period' of up to 8 weeks;</p>	Deputy Leader of the Council and Cabinet Member for Finance

	<p>3) Remove the two child limit to help larger families have more disposable income;</p> <p>4) Increase the capital limit from £6,000 to £10,000.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	
CAB.77	<p>COMMISSIONING FRAMEWORK</p> <p>To consider a revised high-level commissioning framework document.</p> <p>RESOLVED that, subject to the minor typographical and format changes identified, the Commissioning Framework document be approved.</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Leader of the Council
CAB.78	<p>MEMBERS' ICT ALLOWANCE</p> <p>To consider a more flexible approach to the payment of the Members' ICT allowance.</p> <p>RESOLVED that:</p> <p>(a) Members be offered the choice of either (i) continuing to receive their ICT allowance on a monthly basis or (ii) drawing down the remainder of the allowance due to the end of the current Council term (May 2023), either in part or in whole, at any stage during the remainder of such term;</p> <p>(b) if a Member chooses the draw-down option, then they be required to repay any overpayment made in the event of them ceasing to be a Member for whatever reason before the end of the term (on a proportionate basis).</p> <p>Record of Voting - for 9, against 0, abstentions 0, absent 0.</p>	Leader of the Council

(END)



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 22 JANUARY 2020
Report Number	AGENDA ITEM (12)
Subject	OVERVIEW AND SCRUTINY COMMITTEE DECISIONS - 3 DECEMBER 2019

Minute No.	
OS.42	<p>MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2020/21</p> <p>The Committee received a report detailing an update to the Council's Medium Term Financial Strategy for the period 2020/21 to 2029/30 following a Motion passed by the Council at its Meeting on 25 September 2019.</p> <p>RESOLVED that the updated Medium Term Financial Strategy and how the 2020/21 budget fits within this longer term financial planning horizon be noted.</p> <p>Record of Voting - for 6, against 0, abstention 0, absent 2.</p>
OS.43	<p>PUBLICA UPDATE - INTRODUCTION FROM THE NEW MANAGING DIRECTOR</p> <p>The Chair informed the Committee of a circulated document produced by the Head of Paid Service regarding a commissioning update and then welcomed Mr. Jan Britton, Publica Managing Director, who had formally started in position on 1 December 2019.</p> <p>Mr. Britton provided an oral update to the Committee and responded to various questions from Members.</p> <p>RESOLVED that the report be noted.</p> <p>Record of Voting - for 5, against 0, abstention 0, absent 3.</p>
OS.44	<p>NEIGHBOURHOOD PLANNING - UPDATE</p> <p>To update of progress/activity with neighbourhood planning, since July, when this topic was last reported to Overview and Scrutiny.</p> <p>RESOLVED that the report be noted.</p> <p>Record of Voting - for 5, against 0, abstention 0, absent 3.</p>
OS.45	<p>IMPROVEMENTS TO THE SECTION 106 PLANNING AGREEMENT AND PROCESS</p> <p>The Council received a report detailing the outcome of a recent S106 Audit and of the proposed new working arrangements that sought to address the audit recommendations and improve the process generally.</p> <p>RESOLVED that the report be noted.</p>

	Record of Voting - for 5, against 0, abstention 0, absent 3.
OS.46	<p>SUMMARY FINANCE/SERVICE PERFORMANCE REPORT - 2019/20 QUARTER TWO</p> <p>The Committee received a report summarising the overall service performance of the Council and detailing information on the Council's financial position including revenue outturn and budget variances; and capital expenditure, capital receipts and use of reserves.</p> <p>RESOLVED that the service and financial performance for Quarter 2 of 2019/20, and the comments made, be noted.</p> <p>Record of Voting - for 5, against 0, abstention 0, absent 3.</p>
OS.47	<p>TASK AND FINISH GROUP UPDATE - FAIRFORD AND TETBURY LEISURE CENTRE</p> <p>The Chair provided an oral update in relation to the Group and explained that he had been in discussions with the Head of Paid Service regarding resources for the Group. He informed the Committee that it had been agreed that the Group would use Financial and Legal Officers from the other partner councils as required, as this would encourage independent review and that the Group needed to ensure that Members who were originally involved in the relevant decisions were also not part of the Group.</p> <p>RESOLVED that the oral update be noted.</p> <p>Record of Voting - for 5, against 0, abstention 0, absent 3.</p>

(END)