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COTSWOLD
District Council

Supplement for

CABINET - THURSDAY, 8 JANUARY 2026

Agenda No Item

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Agenda Item 13



COTSWOLD
District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET 8 JANUARY 2026
Subject	2026/27 FEES AND CHARGES
Wards affected	All
Accountable member	Cllr Patrick Coleman, Cabinet Member for Finance Email: Patrick.Coleman@Cotswold.gov.uk
Accountable officer	David Stanley, Deputy Chief Executive Email: Democratic@Cotswold.gov.uk
Report author	David Stanley, Deputy Chief Executive Email: Democratic@Cotswold.gov.uk
Summary/Purpose	The purpose of this report is to present a revised schedule of fees and charges for 2026/27. The report also describes the rationale for the revised charges compared to current charges for 2025/26. Revised charges are presented at Annex A alongside current charges for 2025/26
Annexes	Annex A – Schedule of Fees and Charges
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none">1. Endorse the rationale for revising fees and charges as set out in the report;2. Approve the delegation of future decisions regarding the setting of Special Area of Conservation Fees to the Head of Planning Services in consultation with the Deputy Leader and Cabinet Member for Housing and Planning;3. Approve the changes to car parking arrangements detailed in section 4 of the report to align with the Car Parking Strategy approved on 20 November 2025; and4. Approve the implementation of revised fees and charges for 2026/27 as detailed in Annex A from 1 April 2026.



Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Supporting Communities• Supporting the Economy
Key Decision	YES
Exempt	NO
Consultees/ Consultation	The Fees and Charges schedule for 2026/27 has been developed in consultation with the Council's statutory officers, Publica management, Ubico management, and members of the Cabinet.



1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to present a revised schedule of fees and charges for 2026/27. The report also describes the rationale for the revised charges compared to current charges for 2025/26. Revised charges are presented at Annex A alongside current charges for 2025/26.

1.2 With effect from 1 April 2026, it is recommended that many charges are increased by 3.8% in line with the Consumer Prices Index (as measured at September 2025) in order to keep pace with general price inflation. This ensures that chargeable services continue to raise additional revenue so as not to place further pressure on the 2026/27 revenue budget.

1.3 All proposed charges disclosed in this report are rounded to the nearest 50p, £1, or £5 as appropriate. All charges are also inclusive of VAT where applicable to show the actual price to be paid by the service user.

2. BACKGROUND

2.1 Discretionary Fees and charges are reviewed annually as part of the budget setting process. The charges presented in this report will be reflected in the estimates presented as part of the budget and medium-term financial strategy to be proposed by Cabinet and determined by Full Council on 23 February 2026.

3. MAIN POINTS

3.1 It is recommended that the following services increase fees and charges by 3.8% with effect from 1 April 2026. Some individual charges will be slightly higher or lower than 3.8% due to rounding (see paragraph 1.3):

- Waste and Recycling – Containers and Bulky Waste Collection.
- Building Control.
- Street Naming and Numbering of Properties.
- Local Land Charges.
- High Hedge Complaints.
- Legal Services.
- Legal and Estates (Property Transactions).
- Licensing (Excluding HMO Fees).



- Private Water Supply Testing.
- Animal Warden – Admin charge.
- Food Health and Safety (except for SFBB diary sheets which have been increased by more than 3.8% to fully recover printing costs).
- Cemeteries.

3.2 The following services are either freezing charges at 2025/26 levels or proposing an alternative to a 3.8% increase:

- Waste and Recycling – A £5 increase for the Garden Waste Annual Subscription is recommended.
- Planning - Following a Planning Advisory Service review, Pre-Application Fees and Other Discretionary Charges have been fundamentally reviewed and rationalised accordingly.
- Section 106 Agreements – Charges will be indexed in line with the BCIS CIL Index (2.3% for 2026) as set out in the report approved by Cabinet on 13 March 2023.
- Biodiversity Net Gain (BNG) Monitoring Fees – Charges have been reviewed and updated to deliver full cost recovery for this activity.
- Special Area of Conservation (SAC) Fees - Fees are regularly reviewed in consultation with other participating Councils. To facilitate partnership working and ensure fees are consistent across all Councils, it is recommended that future decisions relating to SAC Fees are delegated to the Head of Planning Services in consultation with the Deputy Leader and Cabinet Member for Housing and Planning.
- Housing in Multiple Occupation (HMO) Licences – Licences are now issued for five years instead of three years and charges have been updated accordingly.
- Regulation of Pollution from Industrial Sources – Fees have been reviewed and updated in line with neighbouring authorities.
- Car Parking – Several changes are recommended in order to align with the Car Parking Strategy approved by Cabinet on 20 November 2025. This is detailed in Section 4 of this report.



- Public Conveniences – Charges will increase by 10p to 50p. Responsibility for the facility at Market Place, Northleach will be transferred to Northleach with Eastington Town Council from 1 April 2026.

Fees and Charges Limited by Statute

3.3 Some fees and charges are set or capped by Central Government and are therefore outside of the scope of this report. These include:

- Statutory Planning Application Fees.
- Alcohol and Entertainment Licences.
- Charges set out in the Environmental Permitting Regulations (2016).

4. CAR PARKING

4.1 This report proposes freezing pay and stay charges of one hour or less at 2025/26 levels. Charges for longer stays and season tickets will be increased by an average of 4.8% in order to generate an overall increase in parking revenue of 3.8% compared to the 2025/26 budget.

4.2 On 20 November 2025, Cabinet approved and adopted the Cotswold District Council Car Parking Strategy 2025-2028. In addition, Cabinet approved the Car Parking Action Plan at Annex A of the strategy.

4.3 The Action Plan includes changes to car parks at Bourton on the Water and Stow on the Wold. Making changes to the car parks will require a variation to the Parking Order.

4.4 Cabinet approved two recommendations to propose changes to vary the Parking Order. The first proposal is to vary the charging times at Rissington Road car park, Bourton on the Water from 8am -6pm to 10am -8pm.

4.5 The second proposal is to introduce a tourist levy and minimum stay of 2 hours at Maugersbury Road Car Park, Stow on the Wold, to generate funds specifically dedicated to dealing with the impact of tourism on the town subject to the statutory parking order process. The proposal is to introduce the same levy as Bourton on the Water, currently 60p per transaction.



5. ALTERNATIVE OPTIONS

5.1 An alternative option to that presented in this report would be to freeze all fees and charges at 2025/26 levels. However, this option is not recommended for the following reasons:

- Chargeable services would recover a smaller proportion of their costs from service income and would require additional financial support from General Fund resources.
- Additional savings proposals would be needed to replace the income to be generated from increased charges and balance the 2026/27 revenue budget.

6. CONCLUSIONS

6.1 This report recommends that most chargeable services increase their fees and charges with effect from 1 April 2026. As well as ensuring chargeable services continue to recover a significant proportion of their costs from sales, fees and charges income, the additional revenue that will be generated will make a significant contribution towards balancing the revenue budget for 2026/27.

7. FINANCIAL IMPLICATIONS

7.1 The proposals set out in this report are estimated to generate an additional £309,000 per annum in income from sales, fees and charges; of which £129,000 will be generated from Car Parking charges. This excludes revenue generated from the proposed tourist levy for Maugersbury Road Car Park, Stow on the Wold which is earmarked for dealing with the impact of tourism on the town. It is proposed that the revised charges are implemented from 1 April 2026 meaning this additional revenue is fully reflected in the Medium-Term Financial Strategy and Revenue Budget Estimates for 2026/27.

8. LEGAL IMPLICATIONS

8.1 Section 93 Local Government Act 2003 gives the local authority a power to charge for discretionary services if the recipient of the service has agreed to provision of that service. This extends to charging for enhancements to a mandatory service. The aim



of the power is to recover the costs of a service. Under section 93(3), the local authority is under a duty to secure that from one financial year, the income from charges for services does not exceed the costs of provision. Under Section 93(6), the local authority must have regard to the statutory guidance "*General Power for Best Value Authorities to Charge for Discretionary Services – Guidance on the Power in the Local Government Act 2003*".

9. RISK ASSESSMENT

9.1 The income estimates presented in this report will be included within the 2026/27 revenue budget estimates and are based on the fees and charges schedule included at Annex A. The estimates assume the proposed increases will not have a material adverse impact on demand. However, should demand be affected by the proposed increases, there is a risk that the proposals set out in this report will not generate income to match the estimates to be included within the 2026/27 revenue budget.

10. EQUALITIES IMPACT

10.1 With regard to the proposals set out in this report (subject to approval), the Equalities Impact has been considered by Members and Officers participating in the development and decision-making process. Potential impacts on those with protected characteristics alongside other groups that experience discrimination have been given due consideration.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 There are no climate change or ecological emergencies implications.

12. BACKGROUND PAPERS

12.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- None.

(END)

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Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
BINS AND RECYCLING		
<u>Waste and Recycling</u>		
Garden Waste *		
Annual Subscription (1 April to 31 March)	69.00	73.00
Lost Green Waste Licence	10.00	10.50
Bins and Recycling Containers *		
Recycling boxes, food waste caddies and recycling bags		
- Collected from Council Office Locations	Free	Free
- Delivered	6.00	6.00
Garden Waste Bins / General Waste Bins	11.00	11.50
Five beige council-issue refuse sacks for extra rubbish	6.50	6.50
Bulky Waste Collection *		
Collection of up to three items	28.00	29.00
Collection of more than three items (maximum of six)	per item	5.50
		5.50

* A 50% reduction in charges apply to those in receipt of Council Tax Support or Housing Benefit

PLANNING AND BUILDING

Planning

Pre-Application Fees and Other Discretionary Charges

Following a service review, the Discretionary Planning fee tariff has been updated resulting in a number of 2025/26 charges being discontinued or amalgamated with the proposed fee structure for 2026/27.

General Advice

Advice to determine:

- whether planning permission is required	96.00	100.00
- whether building consent is required	130.00	160.00

Provision of straightforward advice to householders	96.00	250.00
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Provision of complex advice to householders (including advice relating to development proposals for listed buildings)	640.00	665.00
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Supplementary charges:

- each subsequent hour of officer time above the stated limit (to be agreed in advance)	64.00	66.00
- any subsequent response to further amendments	255.00	265.00
- any subsequent meeting or site visit	190.00	195.00

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
Small Scale Minor Development		
- 1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	845.00	875.00
Supplementary charges:		
- each subsequent hour of officer time above the stated limit (to be agreed and paid in advance)	64.00	66.00
- any subsequent response to further amendments	190.00	195.00
- any subsequent meeting or site visit	320.00	330.00
Large Scale Minor Development		
- 2 to 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	1,280.00	1,330.00
Supplementary charges:		
- each subsequent hour of officer time above the stated limit (to be agreed and paid in advance)	77.00	80.00
- any subsequent response to further amendments	190.00	195.00
- any subsequent meeting or site visit	320.00	330.00
Small Scale Major Applications		
- 10 to 199 (inclusive) residential units	2,560.00	2,660.00
Supplementary charges:		
- each subsequent hour of officer time above the stated limit (to be agreed and paid in advance)	96.00	100.00
- any subsequent response to further amendments	320.00	330.00
- any subsequent meeting or site visit	640.00	665.00
Large Scale Major Applications		
- 200 or more residential units	5,120.00	5,310.00
Supplementary charges:		
- each subsequent hour of officer time above the stated limit (to be agreed and paid in advance)	130.00	135.00
- any subsequent response to further amendments	640.00	665.00
- any subsequent meeting or site visit	960.00	995.00
Planning Performance Agreement (PPA)		bespoke
Additional Specialist Services		
Biodiversity Net Gain Advice		
- Small Sites	215.00	
- Major Development	330.00	
- Review of Habitat Management and Monitoring Plan's for proposed habitat banks	932.00	
- Enforcement Advice Service	615.00	
- Design Advice for Householder Retrofit Projects	200.00	
- Forward Planning Advice Service	850.00	

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
- Affordable Housing Schemes - Schemes for 100% AH providing high level strategic advice.		Free
Validation Check Service		
- Householder and Minor Development	60.00	
- Major Development	120.00	
Admin charge for applications not submitted on the Planning Portal i.e postal or email (per application)	32.00	85.00
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team)		
Householder Advertisements:	64.00	66.00
Certificates of Lawfulness and Prior notifications:	64.00	66.00
Minor Applications:	130.00	135.00
Major Applications:	255.00	265.00
Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices etc (per document)	38.50	40.00
Copy of S106 Agreement (per document)	64.00	66.00
Charges for paper copies of applications:		
- Charge per whole application should all documents be requested		
Per Householder:	32.00	33.00
Minor Developers:	64.00	66.00
Major Developers:	130.00	135.00
- Charges per plan (per sheet)		
A0:	10.50	11.00
A1:	9.00	9.50
A2:	8.00	8.50
A3:	7.00	7.50
A4:	6.00	6.00
Subsequent Copies A4:	0.50	0.50

Building Control

New Dwellings

One Dwelling (Total floor area below 300m2)		
- Charge	820.00	850.00
- Building Notice	925.00	960.00
Two or more Dwellings		Price on Application

Domestic and Commercial Extensions to a Single Building

Charge

Erection / Extension of a garage (30m2 to 60m2)	360.00	375.00
Garage conversion to habitable accommodation	330.00	345.00
Loft conversion up to 100m2	630.00	655.00
Loft conversion over 100m2		Price on Application
Extension up to 20m2	575.00	595.00
Extension 20m2 up to 60m2	865.00	900.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
Extension 60m ² up to 100m ²	1,150.00	1,190.00
Extension over 100m ²		Price on Application
<u>Building Notice</u>		
Erection / Extension of a garage (30m ² to 60m ²)	395.00	410.00
Garage conversion to habitable accommodation	365.00	380.00
Loft conversion up to 100m ²	695.00	720.00
Loft conversion over 100m ²		Price on Application
Extension up to 20m ²	635.00	660.00
Extension 20m ² up to 60m ²	950.00	985.00
Extension 60m ² up to 100m ²	1,270.00	1,320.00
Extension over 100m ²		Price on Application
Other Work		
Value: Under £1,000	160.00	165.00
Value: £1,001 to £5,000	300.00	310.00
Value: £5,001 to £10,000	390.00	405.00
Value: £10,001 to £20,000	530.00	550.00
Value: £20,001 to £30,000	720.00	745.00
Value: £30,001 to £40,000	950.00	985.00
Value: Over £40,000		Price on Application
Electrical installations if not using a competent electrical engineer		Price on Application
New windows install by non FENSA opp – up to 8 windows	150.00	155.00
New windows install by non FENSA opp – over 8 windows		Price on Application
Other Services (e.g. completion certificates, advisory work)		
Charge per hour	80.00	83.00
<u>Street Naming</u>		
Naming and numbering of new properties including commercial buildings		
1 to 5 plots (per plot)	77.00	80.00
6 to 25 plots	665.00	690.00
26 to 75 plots	1,040.00	1,080.00
76 to 150 plots	1,480.00	1,540.00
151 to 250 plots	1,850.00	1,920.00
251 to 350 plots	2,210.00	2,290.00
351 to 500 plots	2,580.00	2,680.00
500 or more plots	2,950.00	3,060.00
Block of flats: up to 20 flats	235.00	245.00
Block of flats: 21-50 flats	325.00	335.00
Block of flats: 51+ flats	435.00	450.00
Additional charges where new street names are required		
1 to 5 new street names	295.00	305.00
6 to 10 new street names	590.00	610.00
10 or more new street names	740.00	770.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
Additional charge where new Court names are required		
Per Court name	175.00	180.00
Other Charges		
Change of address	77.00	80.00
Allocating a name to a property or allocating a number to a named property	77.00	80.00
Change of a commercial building address	77.00	80.00
Change of street name at residents, developers or parish/town council request	470.00	490.00
Plus additional charge per property/unit where consultation with existing residents is to be carried out by the Council	41.50	43.00
Providing a letter of certification (optional - by request only)	27.00	28.00
Charge for a developer amending plans after naming and numbering has commenced (additional plot fee also applies if new plots added)	160.00	165.00
Local Land Charges		
LLC1 only (Non-VAT)	22.50	23.50
CON29 only	170.00	175.00
Part II	26.50	27.50
Any enquiries (Part III)	26.50	27.50
Section 106 Agreements		
Registration Charge	550.00	565.00
Monitoring Charges:		
- Fewer than 10 Dwelling Units	550.00	565.00
- 10 to 100 Dwelling Units	1,100.00	1,130.00
- 101 to 250 Dwelling Units	5,510.00	5,640.00
- 251 or more Dwelling Units	11,010.00	11,260.00
Biodiversity Net Gain (BNG) Monitoring Fees *		
Site size	Standard Difficulty of Enhancement/Creation Works	
Small 0 – 5ha	Low	2,666.00
	Medium	3,759.00
	High	4,430.00
Medium 5 – 20ha	Low	4,013.00
	Medium	4,684.00
	High	6,326.00
Large 20 – 40ha	Low	6,326.00
	Medium	7,793.00
	High	8,420.00
Over 40ha	N/A	bespoke
Linear habitats only	N/A	bespoke

* 5% is added to fees if 7 or more habitats are being created

Service Area/ Description of Fees		2025/26 Charges	2026/27 Charges
		£	£
<u>Special Area of Conservation (SAC)</u>			
Cotswold Beechwoods	Strategic Mitigation Contribution *	673.00	673.00
	Admin Fee	125.00	130.00
North Meadow (Inner Zone)	Strategic Access Mgt & Monitoring **	812.00	836.21
	Admin Fee	125.00	130.00
North Meadow (Outer Zone)	Strategic Access Mgt & Monitoring **	332.00	356.21
	Admin Fee	125.00	130.00
* Cost per unit			
** Cost per unit. Contributions for Suitable Accessible Natural Greenspace are additional.			
<u>High Hedge Complaints</u>			
Fee to register complaint	Standard	850.00	880.00
	In receipt of Housing Benefit/ Council Tax Support	100.00	105.00
<u>Legal Services</u>			
Litigation Fees	Per Hour	250.00	260.00
Section 106 Agreements	Per Hour	250.00	260.00
<u>Legal and Estates (Property Transactions)</u>			
Standard Legal Fees (Minimum) *			
New Commercial Lease		595.00	620.00
Renewal Leases (on agreement with tenant)		115.00	120.00
Deed of Variation (at Tenant request)		300.00	310.00
Licence to Alter		300.00	310.00
Licence to Assign / Underlet		300.00	310.00
Deed of Grant/Release		595.00	620.00
Deed of Surrender		300.00	310.00
Licence for Use		180.00	185.00
Disposal (at other party request)		595.00	620.00
Easements		595.00	620.00
Footpaths per hour plus disbursements		100.00	105.00
Third Party Rates for responding to external enquiries		140.00	145.00
Copy Documents		25.00	26.00

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
Standard Estates Fees *		
Deed of Variation (at Tenant request)	300.00	310.00
Licence to Alter	300.00	310.00
Licence to Assign / Underlet	300.00	310.00
Deed of Grant/Release	420.00	435.00
Deed of Surrender	300.00	310.00
Letter Licence	60.00	62.00
Licence for Use	180.00	185.00
Disposal (at other party request)	595.00	620.00
Schedule of Condition (fee depends on property size)	115.00 to 595.00	120.00 to 620.00

* Legal and Estates Fee
 Exclusions:
 Council Contractors occupying property for service provision
 Local Charities
 Community Organisations (Not for Profit)

* The above schedule of Legal and Estates fees excludes VAT. Whether VAT is payable will depend on numerous factors associated with each specific transaction.

Departure from Legal and Estates Fee Schedule

In exceptional circumstances or if it is in the interest of the Council's commercial property portfolio, the Head of Legal Services, in respect of Legal fees or the Assistant Director with responsibility for Assets, in respect of Estates fees, can agree a reduction or waiver of fees, in consultation with the appropriate Cabinet Member whose portfolio includes Property and Assets.

LICENSING

Cosmetic

(Acupuncture, Ear piercing, Electrolysis, Tattooing, semi-permanent skin colouring)

Per premises	153.00	159.00
Per practitioner	59.00	61.00

Hackney Carriage and Private Hire

Hackney Carriage & Private Hire Dual Driver (3 Year)

New Application	330.00	343.00
Renewal	244.00	253.00
Transfer of Private Hire Driver to Dual Driver Licence	65.00	67.00

Hackney Carriage Vehicle

New Application	330.00	343.00
Renewal	244.00	253.00

Private Hire Vehicle

New Application	330.00	343.00
Renewal	244.00	253.00

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
Private Hire Operator Licence		
5 Year - New/Renewal	530.00	550.00
1 Year - New/Renewal	133.00	138.00
Other Charges		
Transfer of vehicle licence to another person	30.00	31.00
Transfer of vehicle licence to another vehicle (1 year)	217.00	225.00
Transfer of vehicle licence to another vehicle (remainder of plate)	103.00	107.00
Temporary Vehicle Licence (Insurance Company)	301.00	312.00
Change of Registration Number	103.00	107.00
Knowledge Test	100.00	104.00
Replacement Drivers Badge	33.00	34.00
Replacement External Plate	40.00	42.00
Replacement Internal Plate	33.00	34.00
Vehicle Bracket	12.00	12.00
Administration charge for any other requests	30.00	31.00
Driver Assessment Taxi Test	At Cost	At Cost
Safeguarding Training Course	At Cost	At Cost
Disclosure and Barring Service (DBS) Check	At Cost	At Cost
Enhanced Disclosure and Barring Service (DBS) Certificate	At Cost	At Cost
Animal Licences		
Providing Boarding in Kennels		
Dogs - New Application	up to 50 dogs	357.00
Dogs - Renewal	up to 50 dogs	304.00
Dogs - New Application	over 50 dogs	417.00
Dogs - Renewal	over 50 dogs	364.00
Cats - New Application	up to 50 cats	357.00
Cats - Renewal	up to 50 cats	304.00
Cats - New Application	over 50 cats	417.00
Cats - Renewal	over 50 cats	364.00
Providing Day Care for Dogs (does not apply to home environment premises or boarding in kennels)		
New Application	up to 50 dogs	357.00
Renewal	up to 50 dogs	304.00
New Application	over 50 dogs	417.00
Renewal	over 50 dogs	364.00
Breeding of dogs (veterinary fees are additional)		
New Application	463.00	481.00
Renewal	364.00	378.00
Hiring out horses (veterinary fees are additional)		
New Application	530.00	550.00
Renewal	364.00	378.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
Home boarding for dogs (daytime or overnight care within the home environment)		
New Application	357.00	371.00
Renewal	304.00	316.00
Pet Shops/Selling animals as pets		
New Application	357.00	371.00
Renewal	304.00	316.00
Keeping or training animals for exhibition		
New Application	357.00	371.00
Renewal	290.00	301.00
Supplementary Animal Activity Fees		
Franchise Licence – Dog Boarding only (1)	132.00	137.00
Host Fee (2)	156.00	162.00
Additional Activity (3)	54.00	56.00
Inspection Fee (4)	144.00	149.00
Re-Rating Fee (5)	151.00	157.00
Variation Fee – e.g. amendment to a licence	30.00	31.00
Dog Breeding/Horse Riding Establishments Recharge Admin Fee	30.00	31.00
Notes:		
(1) Host fees will be required in addition to this licence		
(2) Required per host family of a dog boarding franchise		
(3) Payable in addition to licence fees where more than one activity is undertaken at the same premises		
(4) Payable if an inspection is required in addition to the initial inspection included within the licence fee		
(5) Inspection and licence amendment for re-rating of the current star rating		
Dangerous Wild Animals		
New Application	444.00	461.00
Renewal	391.00	406.00
Zoos (traditional urban zoos, safari parks, specialist butterfly houses, aquaria)		
New Application	With dispensation 1,543.00	1,602.00
Renewal	With dispensation 2,087.00	2,166.00
New Application	Without dispensation 2,464.00	2,558.00
Renewal	Without dispensation 3,471.00	3,603.00
Scrap Metal		
Dealer (Site) licence	530.00	550.00
Collectors' Licence	371.00	385.00
Variation to collectors or dealer (site) licence	80.00	83.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
<u>Street Trading</u>		
Street trading - food	869.00	902.00
Street trading - non food	530.00	550.00
Specialist market e.g. farmers market, Cirencester Christmas market (maximum of two days per month in one location)	1,029.00	1,068.00
Prime Sites:		
- Clapton Road, Bourton on the Water	1,729.00	1,795.00
- High Street, Chipping Campden	1,729.00	1,795.00
- Riverside, Lower Slaughter	1,729.00	1,795.00
- High Street, Moreton in Marsh	1,729.00	1,795.00
- The Square, Stow on the Wold	1,729.00	1,795.00
- Lay-by opposite Trout Farm, Bibury	2,384.00	2,475.00
- Market Place, Cirencester (no trading permitted Monday or Friday)	2,384.00	2,475.00
Street trading for other time periods:		
Street trading for non-prime site (for consecutive four week period or calendar month)	166.00	172.00
Street trading for up to one calendar month or for a consecutive four week period in the year (for a prime site costing £2,079 annually)	239.00	248.00
Street trading for up to one calendar month or for a consecutive four week period in the year (for a prime site costing £1,507 annually)	174.00	181.00
Specialist market operating in one location for one day per year	331.00	344.00
Specialist market operating for up to seven consecutive days in a year at one location.	464.00	482.00
<u>Pavement Licence (2 Year Licence)</u>		
New Application	199.00	207.00
Renewal	161.00	167.00
<u>Gambling Act 2005</u>		
<u>Betting Premises (Excluding Tracks)</u>		
New Premises	2,529.00	2,625.00
Vary Premises	1,265.00	1,313.00
Transfer of premises	1,012.00	1,050.00
Reinstatement of premises	1,012.00	1,050.00
Provisional statement	2,529.00	2,625.00
New premises with provisional statement	1,012.00	1,050.00
Annual fee	503.00	522.00
Copy of licence	25.00	25.00
Notification of change	42.00	44.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
Small Casino		
New Premises	6,745.00	7,001.00
Vary Premises	3,372.00	3,500.00
Transfer of premises	1,518.00	1,576.00
Reinstatement of premises	1,518.00	1,576.00
Provisional statement	6,745.00	7,001.00
New premises with provisional statement	2,529.00	2,625.00
Annual fee	4,215.00	4,375.00
Copy of licence	25.00	25.00
Notification of change	42.00	44.00
Large Casino		
New Premises	8,430.00	8,750.00
Vary Premises	4,215.00	4,375.00
Transfer of premises	1,812.00	1,881.00
Reinstatement of premises	1,812.00	1,881.00
Provisional statement	8,430.00	8,750.00
New premises with provisional statement	4,215.00	4,375.00
Annual fee	8,430.00	8,750.00
Copy of licence	25.00	25.00
Notification of change	42.00	44.00
Regional Casino		
New Premises	12,646.00	13,127.00
Vary Premises	6,323.00	6,563.00
Transfer of premises	5,480.00	5,688.00
Reinstatement of premises	5,480.00	5,688.00
Provisional statement	12,646.00	13,127.00
New premises with provisional statement	6,745.00	7,001.00
Annual fee	12,646.00	13,127.00
Copy of licence	25.00	25.00
Notification of change	42.00	44.00
Bingo Premises		
New Premises	2,951.00	3,063.00
Vary Premises	1,475.00	1,531.00
Transfer of premises	1,012.00	1,050.00
Reinstatement of premises	1,012.00	1,050.00
Provisional statement	2,951.00	3,063.00
New premises with provisional statement	1,012.00	1,050.00
Annual fee	843.00	875.00
Copy of licence	25.00	25.00
Notification of change	42.00	44.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £	
Tracks			
New Premises	2,108.00	2,188.00	
Vary Premises	1,055.00	1,095.00	
Transfer of premises	801.00	831.00	
Reinstatement of premises	801.00	831.00	
Provisional statement	2,108.00	2,188.00	
New premises with provisional statement	801.00	831.00	
Annual fee	843.00	875.00	
Copy of licence	25.00	25.00	
Notification of change	42.00	44.00	
Family entertainment Centres			
New Premises	1,686.00	1,750.00	
Vary Premises	843.00	875.00	
Transfer of premises	801.00	831.00	
Reinstatement of premises	801.00	831.00	
Provisional statement	1,686.00	1,750.00	
New premises with provisional statement	801.00	831.00	
Annual fee	632.00	656.00	
Copy of licence	25.00	25.00	
Notification of change	42.00	44.00	
Adult Gaming Centres			
New Premises	1,686.00	1,750.00	
Vary Premises	843.00	875.00	
Transfer of premises	1,012.00	1,050.00	
Reinstatement of premises	1,012.00	1,050.00	
Provisional statement	1,686.00	1,750.00	
New premises with provisional statement	1,012.00	1,050.00	
Annual fee	843.00	875.00	
Copy of licence	25.00	25.00	
Notification of change	42.00	44.00	
Caravan and Campsites			
Fee for depositing site rules	43.50	45.00	
Application for a new site licence	5 or fewer caravans	365.00	380.00
	6 to 24 caravans	495.00	515.00
	25 to 99 caravans	585.00	605.00
	100 to 199 caravans	685.00	710.00
	over 199 caravans	775.00	805.00
Annual fee for existing site licence	5 or fewer caravans	305.00	315.00
	6 to 24 caravans	410.00	425.00
	25 to 99 caravans	505.00	525.00
	100 to 199 caravans	590.00	610.00
	over 199 caravans	685.00	710.00
Transfer/amendment of an existing site licence		94.00	98.00
Administrative and other expenses to serve notice under the Mobile Homes Act 2013		355.00	370.00

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
Fit and Proper Person Assessment	n/a	275.00
Fit and Proper Person compliance fee	n/a	86.00

Housing in Multiple Occupation (Five-Year Licence)**New Application**

Application	250.00	245.00
Licence Issue Fee (if application successful)	590.00	1,115.00
Total Fee	840.00	1,360.00
Additional Room Fee (7 rooms or more)	40.00	41.50

Renewal Application - Terms and Conditions apply *

Application	250.00	245.00
Licence Issue Fee (if application successful)	520.00	1,010.00
Total Fee	770.00	1,255.00
Additional Room Fee (7 rooms or more)	20.00	21.00

* Renewal discount will not apply if:

- The completed renewal application is not received at least 28 days before the expiry of the existing licence.
- Documents required to validate the application are not received prior to expiry of the existing licence; or on a later date as advised following the application being processed.
- Structural or significant changes to the HMO since the previous licence was granted, such as extensions and new rooms, for which a variation request has not previously been received.
- Any outstanding enforcement action.
- Any significant hazard is identified on renewal inspection.
- Any breach of licence conditions or management regulations is identified on renewal inspection.

Charges for Housing Act Notices	355.00	370.00
Organising works in default (cost per hour)	n/a	50.00

ENVIRONMENT**Private Water Supplies****Private Water Supply Services**

Risk assessment (fee per hour)	61.00	63.00
Sampling (each visit, fixed fee), or investigation	115.00	120.00
Granting and Authorisation (fixed fee, plus hourly rate applies)	115.00	120.00

Sampling Analysis

Taken under Regulation 10	Price on Application
Taken during Group A monitoring	Price on Application
Taken during Group B monitoring	Price on Application

Regulation of Pollution from Industrial Sources

Administration Charge	25.00	31.00
Contaminated Land Information Request	80.00	100.00

Service Area/ Description of Fees	2025/26 Charges £	2026/27 Charges £
<u>Animal Warden</u>		
Statutory Fee	25.00	25.00
Admin charge	89.00	92.00
Kennelling (per day)	At Cost	At Cost
Veterinary fees	At Cost	At Cost
<u>Food Health and Safety</u>		
Export of Food Products		
Food Export Health Certificate (including first hour of officer time)	71.00	74.00
DEFRA Export Health Certificate	140.00	145.00
Officer hourly rate after first hour	50.00	52.00
Other Products and Services		
Safer Food, Better Business Information Pack	18.50	19.00
Food Hygiene Rating Re-visit	215.00	225.00
Condemned Food Certificate	105.00	110.00
SFBB Diary sheets	4.50	11.20
<u>Cemeteries</u>		
For the interment, in a grave including the reopening of a grave		
Of the body of still-born or a child whose age at the time of death did not exceed 16 years	No charge	No charge
Of the body of a person whose age at the time of death exceeded 16 years	940.00	975.00
Charge for extra depth (interment at a depth exceeding seven feet)	415.00	430.00
Additional fee for the interment of a coffin/casket exceeding seven feet two inches long or 32 inches wide	395.00	410.00
Interment of cremated remains in a burial garden, a grave or a vault, in respect of which an exclusive right of burial has been granted	295.00	305.00
Interment of a body part in a grave	395.00	410.00
Exclusive rights of burial - granted for a period of 50 years		
For the exclusive right of burial in an earthen grave nine feet by four feet	1,220.00	1,270.00
For the exclusive right of burial in an earthen grave four and a half feet (grave of a still-born child or a child not exceeding the age of 16 years)	925.00	960.00
For the exclusive right of burial of cremated remains in a burial garden	295.00	305.00
Memorials and inscriptions		
For the right to erect a memorial on an earthen grave in respect of which the exclusive right of burial has been granted (this fee includes the first inscription)	540.00	560.00
For the right to erect a memorial on a cremated remains grave in a burial garden in respect of which the exclusive right of burial has been granted (this fee includes the first inscription)	175.00	180.00
For each inscription after the first / Replacement memorials	110.00	115.00

Service Area/ Description of Fees	2025/26 Charges	2026/27 Charges
	£	£
Other Charges		
For the use of the Chesterton Cemetery Chapel	185.00	190.00
To transfer the ownership of exclusive rights of burial	98.00	102.00
For a copy of Deed of Grant for exclusive rights of burial	54.00	56.00
Search of burial fees and/or records covering a period of one year	27.00	28.00
Search of burial fees and/or records covering a period beyond one year	65.00	67.00
Scattering of cremated remains	87.00	90.00

PARKING, TRAVEL AND VISITORS**Car Parking****Season Ticket Charges**

Off-Peak - 8am to 10am and 4pm to 6pm	12 Months	65.00	70.00
Off-Peak Plus - 8am to 10am and 4pm to 6pm plus Saturdays and Sundays.	12 Months	85.00	90.00
- Off-Peak Tickets cover all district car parks excluding Market Place Cirencester, Market Square Chipping Campden or The Chipping, Tetbury			

Whiteway Car Park	Mon-Fri 7am to 7pm	1 Month	44.00	46.00
		3 Months	130.00	137.00
		6 Months	260.00	273.00
		12 Months	520.00	545.00
Abbey Grounds, Cirencester	All Day	3 Months	290.00	304.00
		6 Months	580.00	608.00
		12 Months	1,160.00	1,215.00
Old Station, Cirencester	All Day	3 Months	195.00	204.00
		6 Months	390.00	408.00
		12 Months	780.00	815.00
Sheep Street, Cirencester	All Day	3 Months	195.00	204.00
		6 Months	390.00	408.00
		12 Months	780.00	815.00
The Waterloo, Cirencester	All Day	3 Months	195.00	204.00
		6 Months	390.00	408.00
		12 Months	780.00	815.00
Old Market Way, Moreton-in-Marsh	All Day	3 Months	140.00	147.00
		6 Months	280.00	293.00
		12 Months	560.00	585.00
Maugersbury Road, Stow-on-the-Wold	All Day	3 Months	145.00	153.00
		6 Months	290.00	305.00
		12 Months	580.00	610.00

Service Area/ Description of Fees			2025/26 Charges	2026/27 Charges
			£	£
West Street, Tetbury	All Day	3 Months	160.00	168.00
		6 Months	320.00	335.00
		12 Months	640.00	670.00
Powells School permit, Abbey Grounds or Waterloo car parks	Mon-Fri 8:30 to 9am and 3pm to 3:40pm	12 Months	55.00	60.00
Season Ticket Refund Administration Fee			18.00	20.00
Off-Street Parking - Pay and Display/Cashless Charges				
Abbey Grounds, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 12pm to 6pm	30 minutes 1 hour 2 hours 3 hours 5 hours 10 hours	1.00 2.00 3.60 4.70 6.40 9.50	1.00 2.00 3.80 4.90 6.70 10.00
Beeches, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 10am to 6pm	30 minutes 1 hour 10 hours 2 days 3 days 4 days 5 days 6 days 7 days	1.00 2.00 3.20 6.40 9.60 12.80 16.00 19.20 22.40	1.00 2.00 3.40 6.80 10.20 13.60 17.00 20.40 23.80
Brewery, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 10am to 6pm	30 minutes 1 hour 2 hours 3 hours	1.00 2.00 3.60 4.70	1.00 2.00 3.80 4.90
Forum, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 10am to 6pm	30 minutes 1 hour 2 hours 3 hours	1.00 2.00 3.60 4.70	1.00 2.00 3.80 4.90
Leisure Centre, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 10am to 6pm	30 minutes 1 hour 2 hours 3 hours	1.00 2.00 3.60 4.70	1.00 2.00 3.80 4.90
Old Station, Cirencester	Open 7 days inc. overnight Charges apply: Mon-Sat: 8am to 6pm Sun: 10am to 6pm	30 minutes 1 hour 2 hours 3 hours 5 hours 10 hours	1.00 2.00 3.60 4.70 6.40 9.50	1.00 2.00 3.80 4.90 6.70 10.00

Service Area/ Description of Fees			2025/26 Charges	2026/27 Charges
			£	£
Queen Street, Cirencester	Open 7 days inc. overnight		Free	Free
Sheep Street, Cirencester	Open 7 days inc. overnight	30 minutes	1.00	1.00
	Charges apply:	1 hour	2.00	2.00
	Mon-Sat: 8am to 6pm	2 hours	3.60	3.80
	Sun: 12pm to 6pm	3 hours	4.70	4.90
		5 hours	6.40	6.70
		10 hours	9.50	10.00
Trinity Road, Cirencester	7am to 7pm weekends and bank holidays only		Free	Free
Waterloo, Cirencester	Open 7 days inc. overnight	30 minutes	1.00	1.00
	Charges apply:	1 hour	2.00	2.00
	Mon-Sat: 8am to 6pm	2 hours	3.60	3.80
	Sun: 10am to 6pm	3 hours	4.70	4.90
		5 hours	6.40	6.70
		10 hours	9.50	10.00
Old Market Way, Moreton-in-Marsh	Open 7 days inc. overnight	30 minutes	0.80	0.80
	Charges apply:	1 hour	1.20	1.20
	Mon-Sat: 8am to 6pm	2 hours	2.30	2.40
	Sun: 10am to 6pm	10 hours	3.20	3.40
Fosseway, Stow-on-the-Wold	Open 7 days inc. overnight		Free	Free
Maugersbury Road, Stow-on-the-Wold	Open 7 days inc. overnight	2 hours	3.60	4.40
	Charges apply:	3 hours	4.70	5.50
	Mon-Sat: 8am to 6pm	5 hours	6.40	7.30
	Sun: 10am to 6pm	10 hours	9.50	10.60
Church Street, Tetbury	Open 7 days inc. overnight	30 minutes	0.80	0.80
	Charges apply:	1 hour	1.50	1.50
	Mon-Sat: 8am to 6pm	2 hours	2.60	2.70
	Sun: 12pm to 6pm	3 hours	3.60	3.80
Old Railyard, Tetbury	Open 7 days inc. overnight		Free	Free
West Street, Tetbury	Open 7 days inc. overnight	30 minutes	0.80	0.80
	Charges apply:	1 hour	1.50	1.50
	Mon-Sat: 8am to 6pm	2 hours	2.60	2.70
	Sun: 12pm to 6pm	3 hours	3.60	3.80
		10 hours	4.60	4.80

Service Area/ Description of Fees			2025/26	2026/27	
		Charges	Charges	£	£
Rissington Road, Bourton-on-the-Water	Open 7 days inc. overnight Charges apply: Mon-Sat: 10am to 8pm Sun: 10am to 6pm	2 hours 3 hours 5 hours 10 hours	4.20 5.30 7.00 10.10	4.40 5.50 7.30 10.60	
Motorcycle Parking			Free in designated bay		

Public Toilets

Bibury, The Street GL7 5NP	0.40	0.50
Bourton on the Water, Church Rooms GL54 2AX	0.40	0.50
Bourton on the Water, Rissington Road GL54 2DR	0.40	0.50
Chipping Campden, Sheep Street GL55 6DX	0.40	0.50
Cirencester, Forum Car Park GL7 2PF	0.40	0.50
Fairford, High Street GL7 4AF	0.40	0.50
Lechlade, Burford Street GL7 3AJ	0.40	0.50
Moreton in Marsh, High Street GL56 0AH	0.40	0.50
Northleach, Market Place GL54 3EJ	Free	* See Note
Stow-on-the-Wold, Market Square, GL54 1AB	0.40	0.50
Tetbury, West Street GL8 8LL	0.40	0.50

* To be managed by Northleach with Eastington Town Council from 1 April 2026

Cotswold District Council

Strategic Risk Register

ID	Description of risk / opportunity	Owner	Initial Risk					Residual Risk (current)					Control, Mitigation or Contingency	Follow on Action (if required)	Risk Acceptance Level	Impact on or from Partner Authorities	Status: Open, Hold, or Closed	Direction of Travel since previous review	
			Impact category	Impact score	Likelihood category	Likelihood score	Score	Impact category	Impact score	Likelihood category	Likelihood score	Score							
POLITICAL																			
CDC_SRR_252601	Financial Sustainability The Council is unable to set a balanced budget for the forthcoming financial year	Deputy Chief Executive & Section 151 Officer	Major	5	Probable	4	20	Major	4	Possible	3	12	12	Experienced and qualified Team Awareness of the Budget Gap in previous MTFS Current Savings and Transformation Plan Reserves and Balances - adequate Quarterly Financial Performance reports to Cabinet & O&S Financial Implications on every report Engagement with Cabinet member and Informal Cabinet	Development of ABW External Auditor VFM judgement Transformation Plan - ABW Internal Audit to plan for audit of Budget Setting Process	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
Page 29 DC_SRR_252613	Procurement The Council does not undertake procurement activities in accordance with the Contract Rules and/or incurs expenditure in relation to services/works that has not been authorised in accordance with the Financial Procedure Rules.	Deputy Chief Executive & Section 151 Officer	Major	4	Probable	4	16	Moderate	3	Possible	3	9	9	Procurement Act 2023 (effective from 24/02/2025) with updated Contract Rules adopted in the constitution. Procurement Action Plan in place with additional mitigation measures. Procurement Toolkit available on intranet site. Procurement Training for Council staff delivered November 2025 Only authorised officers to undertake procurement Senior Procurement Business Partner to escalate any procurement concerns directly to CLT Review of TOR for Commissioning and Procurement Board	Mandatory Member Briefing on Procurement - 21 January 2026 Procurement Action Plan review to Audit & Governance Committee - April 2026 Internal Audit Plan 2026/27 follow-up Quarterly review at Audit & Governance Committee and Cabinet from January 2026 Improvements to ABW procurement module being tested ahead of rollout in 2026	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR_252602	Contractor Failure - Contract Management The Council does not effectively manage contracts with major suppliers and results in a failure to deliver services	Deputy Chief Executive & Section 151 Officer	Major	4	Possible	3	12	Moderate	3	Possible	3	9	9	Ubico & Publica - Teckal companies which CDC is a shareholder Publica - Shareholder Forum and Operational Forum (CDC Chair for 12 months from October 2025) Freedom - Leisure Contract manager (LC) Ubico - Waste & Recycling contract management (PJ) KPIs being developed with clear reporting framework to Cabinet & O&S on a quarterly basis Freedom - quarterly performance meetings with Freedom/Cabinet Member/Officers	Dun & Bradstreet alerts - follow up on how this is managed/communicated CDC to improve client-side management of key stakeholders	Risk Reduction	<i>No impact</i>	Open	

Cotswold District Council

Strategic Risk Register

ID	Description of risk / opportunity	Owner	Initial Risk					Residual Risk (current)					Change in residual risk since previous review	Control, Mitigation or Contingency	Follow on Action (if required)	Risk Acceptance Level	Impact on or from Partner Authorities	Status: Open, Hold, or Closed	Direction of Travel since previous review
			Impact category	Impact score	Likelihood category	Likelihood score	Score	Impact category	Impact score	Likelihood category	Likelihood score	Score							
CDC_SRR_252603	Compliance - Health & Safety Risk of death or injury to service users/staff due to breach of H&S information	Chief Executive	Extreme	5	Possible	3	15	Extreme	5	Possible	3	15	15	H&S Team, policy Risk assessments in place	Full set of H&S procedures to be developed and implemented All inspections relating to assets (e.g. Legionella) are recorded on the Council's asset management system with quarterly reporting to H&S Board/CLT Review of H&S Board TOR CEX to bring H&S Board minutes to CLT quarterly and agree actions	Risk Avoidance	No impact	Open	
CDC_SRR_252604	Compliance - GDPR/Data Breach The Council does not have adequate internal controls around the management of its data resulting in a data breach	Chief Executive	Major	4	Probable	4	16	Major	4	Remote	2	8	8	Data Protection Officer Training (mandatory) DP policies ICT Acceptable use policy Nominated SIRO Reporting of data breaches and near misses Cabinet member responsible for data governance	Annual report to the Cabinet member on data governance	Risk Avoidance	No impact	Open	
CDC_SRR_252605	Staff Inability to recruit and retain suitably qualified and experienced staff to deliver services	Chief Executive	Major	4	Possible	3	12	Moderate	3	Remote	2	6	6	Vacancy Management process Authority to Fill process Market Supplements, Flexible working, employee benefits (Medicash etc) Ability to bring in Agency Staff Shared agreements with other Councils Trainee roles/apprenticeships Approach to Learning & Development - Professional Learning Positive Workplace culture - People & Culture Strategy Appraisals	CT Developing a framework for Training & Development Publica - partnership working with FODDC and WODC Consideration of mutual aid policy across Gloucestershire Review of secondment agreements to ensure mitigation measures are effective	Risk Acceptance & Retention	Publica Risk	Open	
CDC_SRR_252606	Service Standards LGR risk inability to maintain BAU and support the Council and/or residents due to insufficient staff capacity (time spent on LGR)	Chief Executive	Moderate	3	Possible	3	9	Minor	2	Possible	3	6	6	Some services delivered by a partner organisation (Ubico, Publica) Wellbeing strategy and other employee benefits to support staff Capacity Fund to support delivery of BAU (CLT) - backfill may be an option Managing members and expectations through ongoing communication and briefings on Corporate Plan and service standards	s151 Ensure Capacity Fund is adequate to support Council until 31/03/2028	Risk Acceptance & Retention	Risk to Partner Authorities but under control	Open	

Cotswold District Council

Strategic Risk Register

ID	Description of risk / opportunity	Owner	Initial Risk					Residual Risk (current)					Change in residual risk since previous review	Control, Mitigation or Contingency	Follow on Action (if required)	Risk Acceptance Level	Impact on or from Partner Authorities	Status: Open, Hold, or Closed	Direction of Travel since previous review
			Impact category	Impact score	Likelihood category	Likelihood score	Score	Impact category	Impact score	Likelihood category	Likelihood score	Score							
CDC_SRR-252607	LGR Risk (staff unable to contribute/burnout) Inability to support the Council and Residents in the transition from District to Unitary Council	Chief Executive	Moderate	3	Possible	3	9	Minor	2	Possible	3	6	6	Some services delivered by a partner organisation (Ubico, Publica) Wellbeing strategy and other employee benefits to support staff Capacity Fund to support delivery of BAU (CLT) - backfill may be an option Managing members and expectations through ongoing communication and briefings on Corporate Plan and service standards	s151 Ensure Capacity Fund is adequate to support Council until 31/03/2028 Identification of single points of failure	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR-252608	Local Plan The Council is not able to adopt the Local Plan in 2027 leading to unsustainable piecemeal developments which do not provide infrastructure	Director of Communities & Place	Major	4	Probable	4	16	Moderate	3	Probable	4	12	12	Local Plan Oversight Board LP Project Management Leader and Deputy Leader commitment to deliver Review of Planning Services structures and resources Earmarked Reserve (£1m) + Grant funding (£0.230m)	s151 Ensure reserve funding is adequate to support Plan delivery	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR-252609	Corporate Plan Inability to deliver the priorities as set out in the Corporate Plan leading to reputation risk to the Council	Chief Executive	Moderate	3	Probable	4	12	Moderate	3	Possible	3	9	9	Corporate Plan refresh adopted September 2025 with realistic and deliverable targets Quarterly Performance reporting on CP Actions Staff clear on responsibilities and accountabilities through appraisals Service plans - Golden thread and embeds CP in the Council	Review of CP Actions on an annual basis to ensure actions match resources and can be delivered within timeframe of LA	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR-252610	Civil Contingency/Major Event The Council is not adequately prepared to deal with a major Civil Contingency leading to harm to life	Chief Executive	Extreme	5	Possible	3	15	Extreme	5	Remote	2	10	10	BCP Plans Emergency Planning Training and Development of those involved in response (Gold etc) Publica process on emergency planning/rota	CLT to review key service BCPs such as Finance - include as item on CLT Forward Plan Q4 2025/26	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR-252611	Cyber Attack The Council is inadequately prepared for a cyber attack (e.g. ransomware) leading to Council systems being unavailable and inability to deliver services	Chief Executive	Extreme	5	Possible	3	15	Extreme	5	Possible	3	15	15	Team Ability to cooperate	Regulr briefings to CLT from service on state of cyber readiness, training etc	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	
CDC_SRR-252612	Resilience - Democracy Elected members do not agree to extending their term of office beyond May 2027 leading to an inability of the Council to make decisions (not being quorate, elections)	Director of Governance & Development	Moderate	3	Possible	3	9	Moderate	3	Remote	2	6	6		Understand nature of final 11 months prior to vesting day and how member vacancies are covered	Risk Reduction	<i>Risk to Partner Authorities but under control</i>	Open	

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Agenda Item 17



COTSWOLD
District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 8 JANUARY 2026
Subject	2025 COMMUNITY INFRASTRUCTURE LEVY FUNDING RECOMMENDATIONS(updated)
Wards affected	All
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Summary/Purpose	<p>A multidisciplinary officer panel has reviewed the Community Infrastructure Levy (CIL) funding bids received in 2025 and made recommendations as to which bids should receive funding for the 2025 bid period. To ensure impartiality, Council officers were invited via email, the staff portal and staff newsletter to volunteer to take part in the panel, subject to a conflict-of-interest declaration. This report provides summaries of those bids and officer feedback. Its purpose is to ask the Cabinet to agree officer recommendations for funding relevant bids and refuse funding for bids which are not suitable for funding currently.</p> <p>This is the second time since becoming a CIL charging authority in 2019 that the Council has received bids for funding. Upon receipt, a proportion of CIL goes direct to the district's neighbourhoods (parish meetings/councils and town councils) and the remainder goes to the Council's Strategic CIL fund. The bids subject of this report are requesting funding from the Strategic Fund. The amount of CIL funding bids for this year was greater than the amount of available funds in the CIL Strategic Fund.</p> <p>The multidisciplinary officer panel has made its recommendations based on the statutory requirements for CIL spending in the CIL Regulations 2010 (as amended) and to ensure that CIL is spent:</p>



	<ul style="list-style-type: none">• Legally• Responsibly• Strategically• Accountably
Annexes	Annex A – Officer Panel Feedback Forms
Recommendation(s)	<p>That Cabinet resolves to:</p> <ol style="list-style-type: none">1. Agree to allocate funding for the following bids, as set out in Table 4:<ul style="list-style-type: none">• Cycle parking Cotswold National Cycle Network (GCC with Walk Wheel Cycle Trust)• Farmor's School 3G Pitch (Farmor's School)• Redesdale Hall Phase 2 (Redesdale Hall Trust)2. Delegate authority to the Assistant Director Planning Services in consultation with the Cabinet Member for Housing and Planning, to progress the funding bids subject to the Assistant Director of Planning Services, Legal Services, and the Finance Service undertaking the required due diligence to ensure a formal agreement is in place prior to the release of funding in accordance with the CIL funding guidance notes.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Responding to the Climate Emergency• Supporting Communities
Key Decision	YES
Exempt	NO
Consultees/ Consultation	The existing process for CIL Strategic Fund funding involves ongoing engagement with the infrastructure providers and stakeholders, to generate bids for funding. Bidders are required to justify their bid based on the existing and potential needs of our communities in line with growth. The bidding period represents a significant internal and external consultation process, as set out in the report. There will be proposed changes and improvements to the bidding system and CIL governance generally, which will be brought before the Cabinet early next year.



1. EXECUTIVE SUMMARY

- 1.1 The Council collects funding from development through the Community Infrastructure Levy (CIL). A portion of the levy goes towards a strategic fund (Community Infrastructure Levy Strategic Fund (CIL SF)), which can be used to deliver infrastructure to meet our residents' needs.
- 1.2 To make use of the fund, the Council engages with key stakeholders and advertises opportunities for infrastructure funding from the CIL SF annually. This year (2025) represents the second year in which bids have been submitted from stakeholders since CIL charging began for the Council in 2019.
- 1.3 The deadline for submitting bids this year was extended because a key stakeholder was unable to submit bids by the deadline, and because the amount of funding sought this year exceeds the amount of funding currently available in the CIL SF. The Infrastructure Delivery Team took additional time to engage and advise bidders and to offer additional opportunities for bidders to refine their bids.
- 1.4 Under the current Council CIL SF spending approach, there are no validation or evidential requirements for bids, other than responding to a pre-set scoring system. This has resulted in varied quality and detail in the bids, despite additional advice from officers.
- 1.5 Moreover, the current process puts great emphasis onto large-scale infrastructure projects identified in the current local plan (which is predominantly a list of highway improvements). Therefore, it is necessary to take a flexible approach in considering the current CIL SF bid scoring matrix to ensure the current and future needs of our residents are addressed through CIL SF funding. The Infrastructure Delivery Team proposes to review the governance of CIL in the new year and will be making recommendations to Cabinet on this basis.
- 1.6 In addition to the amount of funding sought exceeding the available CIL SF fund, there are also two bids which have an overlap of infrastructure offer.
- 1.7 A multidisciplinary panel of officers have reviewed all the bids to ensure they are legal, responsible, strategic and accountable, and has made recommendations as to which should receive funding from the CIL SF. Those recommendations, set out in Table 4, are referred to Cabinet for agreement.

2. BACKGROUND

Where does the Community Infrastructure Levy Strategic Fund (CIL SF) come from?



- 2.1 Developers are expected to make contributions towards new or improved infrastructure (such as play areas, public open spaces, healthcare, schools, roads, etc) to meet the community's needs arising from planned growth. Developer contributions are made via Section 106 planning obligations (S106) and/ or CIL. Cotswold District Council has been a CIL charging authority since June 2019.
- 2.2 CIL is charged at a set-rate per square metre of all liable residential and retail development. The charge is indexed annually for inflation and details of the charges are available on the Council's website¹.
- 2.3 Regulation 59 of the CIL Regulations 2010 (as amended) requires that charging authorities apply CIL to funding infrastructure to support development in its area, although a charging authority may also apply CIL to infrastructure outside of its area where to do so would support the development of the area.
- 2.4 Local Planning Authorities (LPAs) can adopt CIL charging schedules where they have established a clear need for additional funding and have robustly demonstrated that a CIL charge will not make the planned growth unviable. To establish the clear need for additional funding, the Council must:
 - Identify the infrastructure needs arising from growth in its Local Plan.
 - Use this to produce an Infrastructure Delivery Plan (IDP).
 - Review its infrastructure list annually in its Infrastructure Funding Statement (IFS).
 - Alongside the IDP, establish the cost of critical and essential infrastructure for delivering the growth in the Local Plan and determine whether there is a funding gap.
- 2.5 A funding gap justifies the CIL charging rate, which must be set at a rate which does not undermine the viability of the Local Plan. As a result, CIL is inextricably linked to the plan-led approach. Understanding of this is important to the context of CIL bids received this year.
- 2.6 Due to the evidential process for justifying a CIL charging schedule, the CIL SF is often focussed towards large, high-cost infrastructure projects. The types of infrastructure which meet the everyday needs of our residents and help to establish or maintain healthy and sustainable communities (such as sports and community facilities) can be overlooked. Neighbourhood CIL (NCIL) paid to the individual neighbourhoods may, in some circumstances, bridge the gaps but it cannot address strategic (beyond local) needs for healthy and sustainable communities. To address this, the Infrastructure Delivery Team will bring forward recommendations for

¹ <https://www.cotswold.gov.uk/planning-and-building/community-infrastructure-levy/calculate-your-cil-charge/>



improvements to CIL governance and procedures for Cabinet consideration in the new year.

What are the rules for spending CIL?

- 2.7 When received, CIL is divided into three 'pots' in accordance with the CIL Regulations. The first 'pot' covers the administration of CIL and amounts to 5% of total receipts. The second 'pot' is a proportion of either 15% capped or 25% uncapped, which is passed directly to the 'neighbourhoods' (town and parish councils/ meetings) for their use towards localised infrastructure needs. The final 'pot' is the remainder, which is the CIL SF.
- 2.8 The CIL SF is intended to contribute towards the 'bigger ticket' strategic type infrastructure which meets the needs of a wider array of residents (in terms of demographics, quantum and/or geographic spread). The CIL SF is intended to enable the growth identified in the Local Plan, and for this reason, the scoring system for bids, which was set out when the Council began CIL charging in 2019, is weighted towards infrastructure which is identified in the IDP, IFS and certain strategic policies of the Local Plan. However, the Council's IDP was produced in 2016 for the current Local Plan, and as a result, the infrastructure items listed in the IDP do not necessarily reflect current infrastructure needs. The Council is producing a new Local Plan at pace, and as part of this process, it will also produce a new IDP and review the CIL charge. The IDP list is set out in the relevant feedback forms.
- 2.9 For this year's bids, a certain degree of flexibility around the inclusion of infrastructure in the 2016 IDP has been necessary, and the overall aims of the existing bid criteria/ scoring have been prioritised over the inclusion in the IDP or existing plan strategic policies. Bids which could refer to other up-to-date evidence-based documents to establish a strategic need/ response to growth have received proportionate scores, even where they have not been within the IDP or policies. This also means that, in rare cases, bids which have not been recommended for funding may have received a reasonable score in comparison to funding recommended bids on the basis of being identified infrastructure within the IDP or policies, but they have not been recommended for funding because they fail to demonstrate compliance with the overall aims of the bid criteria. The overall aims of the existing bid criteria when they were developed, were to ensure CIL SF spending is:
 - Legal
 - Responsible
 - Strategic
 - Accountable.



Detailed explanations of these aims are set out in the feedback forms at Annex A of the Cabinet Report.

- 2.10 Any successful bids will be subject to a legal agreement which allows for clawback of unspent funds, phasing of payments and contingencies (to be paid only when evidenced as necessary). These agreements are to mitigate the risk of misappropriation or loss of public monies.
- 2.11 The governance of CIL and engagement around it, including the spending policy and process for CIL SF, are currently being reviewed. New governance recommendations are expected to be brought before Cabinet in the new year. In particular, this will make the bid system:
 - Streamlined and easier to access.
 - Set evidentiary, responsibility and accountability standards for bids.
 - Increase transparency and consultation on bids.
 - Track potential infrastructure projects to establish a capital programme.
 - Better respond to current needs, putting infrastructure first as far as possible.

- 2.12 For more information on the Local Plan progression and CIL collection and spending, please see our website www.cotswold.gov.uk/CIL.

3. FUNDING AVAILABLE FROM THE CIL SF FUND

- 3.1 Some CIL SF funding has already been committed for the following successful bids in the 2024 bidding period. A large proportion of these funds has yet to be transferred to bidders due to the current spending procedure, which involves legal agreements.

Table 1- Previous Successful Bids- Allocated Funding

Scheme	Bidder	Amount Allocated (£)
Kemble to Steadings Greenway	Sustrans	180,301.00
Cirencester to Kemble Cycle Link	GCC / Sustrans	100,000.00
Bourton on the Water Interchange	GCC	137,700.00
Footpath in Moreton in Marsh	GCC	146,030.17
Forum Interchange Hub	GCC	66,300.00
Sherbourne Big Nature	National Trust	30,000.00
Total		660,331.17



3.2 The above bid funds have been secured and ring-fenced from the total CIL SF fund. 10% of the CIL SF fund is also ring-fenced on net receipts (less neighbourhood CIL) towards infrastructure for Climate and Ecological Emergencies (fund). Bids have also been received for the CEE fund, and these have been assessed according to their own criteria.

Table 2- Available CIL Funds

Totals	Amounts (£)
CIL SF held at end of bidding period	5,502,299.43
Of which Climate and Ecological Emergencies fund (CEE) (10%)	550,229.94
CIL SF total less CEE	4,952,069.49
2024 CIL SF successful bids	630,331.17
2025 CIL SF available (less successful bids)	4,321,738.32
2024 CEE successful bids	30,000.00
2025 CEE fund available (less successful bids)	520,229.94

3.3 The amount of funding requested this year has exceeded the total available SF fund. Table 3 below demonstrates this.

Table 3- Bid Totals

Bids	Amounts (£)
1a Cirencester LCWIP wayfinding	14,097.32
1b Cirencester LCWIP parallel crossing	109,731.48
2 Cycle parking CNC	27,700.00
3 Car club in Cirencester	56,880.00
4 Fairford Town Grassroots Growth Project	209,000.00
5 MiM Transport interchange hub	4,066,628.00
6 Farmor's School 3G pitch	723,006.00
7 Redesdale Hall Phase 2	200,000.00
8 Weston Sub Edge car park	20,000.00
2025 CIL SF bid total	5,427,852.80
2025 CIL SF Available	4,321,738.32
2025 CIL SF Deficit	1,106,114.48
9 CEE Grassland regeneration	100,000.00
10 CEE Take a stand cycle parking	25,000
2025 CEE bid total	125,000.00
2025 CEE fund available	520,229.94
2025 CEE left over if all bids CEE bids approved	395,229.94



4. THE SUMMARIES AND RECOMMENDATIONS

4.1 The detail of the bids including the amount requested, what the bid is for and the panel outcome is set out in the below table. The detailed feedback, including the assessment criteria are in Annex A- Officer Panel Feedback Forms.

Table 4- Bid summary and recommendations

Bid	Bidder	Amount (£)	Bid Summary	Fun d(?)	Reasons (summary)
1a Cirencester LCWIP wayfinding	GCC	14,097.32	Installation of enhanced wayfinding signs and a road crossing on London Road East, Cirencester	No	The scheme is within the IDP and policy, however, the bid does not sufficiently address the responsibility requirement for SF CIL. The costing for the scheme has not been justified and there are concerns over some costs included.
1b Cirencester LCWIP parallel crossing	GCC	109,731.48	As above.	No	The scheme is within the IDP and policy, however, the bid does not sufficiently address the responsibility requirement for SF CIL. The costing for the scheme has not been justified (also there are concerns over some costs included).
2 Cycle parking CNC	GCC and WWCT	27,700.00	Cycle parking provision along the route of	Yes	Whilst this scheme is not included in the IDP, which limits its scoring ability, it is a sustainable transport scheme specifically recognised in strategic policies. The panel felt this was an exemplar bid in terms of its



			Cotswold National Cycle Network		approach to strategic reach, legal test, responsibility and accountability. The panel took into the wide-reaching impact of this scheme.
3 Car club in Cirencester	GCC	56,880.00	Establishment of a car club in Cirencester. Purchase a single EV vehicle and acquire parking for it.	No	The scheme is not within the IDP or strategic policies. The strategic impact arising from this scheme would be limited as it is small in scale and does not address scaling up to meet needs of growth. The scheme failed to score on the strategic requirement and was automatically disqualified. The panel also had concerns around use of public money for investment in private enterprise (responsibility and accountability concerns).
4 Fairford Town Grassroots Growth Project	Fairford Town FC and Fairford Football Academy	209,000.00	3G pitch, fencing, netting, floodlighting and access paths.	No	This scheme is not within the IDP or strategic policies, which limits its score. The panel felt this was a well evidenced and carefully thought-out bid, which met the requirements for SF CIL. However, this bid was in competition with another bid for a larger facility in the same place. It was felt that the other bid was better able to serve the needs of the wider community and different demographics. On balance, the other bid appears to be more deliverable and well-costed (responsible and accountable). The panel has invited this bidder to engage with the successful bidder to meet its needs or otherwise bid again in the next bidding period (May 2026) if unmet need can still be evidenced.



5 MiM Transport interchange hub	GWR and MiM TC	4,066,628.00	Improvements to M-i-M Railway Station to create a transport hub (entrance and parking improvements)	No	This scheme is not within the IDP or strategic policies, limiting its ability to score. Sustainable transport is generally supported and encouraged by the Council. The panel opted to consider this scheme as strategic, due to its scale, nature and the fact it has planning permission. An unsuccessful bid was made for this scheme in 2024- refusal to fund was based on the lack of planning permission and questions over response to growth. The 2024 bid was for just over £2mil, the current bid has doubled on cost. The panel has serious concerns around the responsibility of funding this scheme, which calls for a large capital investment predominantly from CIL alone (little to no match funding from key stakeholders) and which does not respond to any current growth strategy. There were additional concerns around some costs included and the potential that some funds would be put towards private enterprise. The panel considers that the scheme could undermine other strategic infrastructure delivery arising through the emerging local plan and IDP (i.e. that it is premature to the IDP), which would have a detrimental impact on residents. Several vociferous consultation responses were received by the panel both in favour and against this scheme- including a disparity of views from the TC itself.
6 Farmor's School 3G pitch	Farmor's School	723,006.00	Community all-weather	Yes	This scheme is not within the IDP or strategic policies, which limits its score. The panel felt this was a well evidenced and carefully thought-out bid, which met the requirements for SF CIL. This bid was in competition with another bid for a smaller facility in the same place. It was felt that this



			multipurpose sports pitch		bid was better able to serve the needs of the wider community and different demographics. This bid appears to be more deliverable and well-costed (responsible and accountable). The panel has invited this bidder to engage with the unsuccessful bidder to meet its needs or assist with evidencing that the other bid would not overlap in offer. It was clear that a commendable amount of work had been put into this bid in terms of public engagement and preparation (including following the pre-application planning process).
7 Redesdale Hall Phase 2	Redesdale Hall Trust	200,000.00	Hall improvements and repairs (phase 2)	Yes	This scheme is not within the IDP or strategic policies, which limits its score. The panel felt that this bid evidenced the strategic nature of the hall, serving a wide range of residents/ groups over a broader geographical area than just M-i-M. The works would improve the qualitative offer of the hall and would be part 2 of an existing project which has been achieved via match-funding. The panel felt this bid was particularly commendable on deliverability and responsibility.
8 Weston Sub Edge car park	Weston Sub Edge PC	20,000.00	Improvements/ resurfacing of hall car park	No	This scheme is not within the IDP or strategic policies, which limits its score. The panel understands based on their local knowledge that this particular car park is used not only to access the community hall, but also nearby community recreation facilities, however, the strategic nature of the scheme had not been sufficiently evidenced for the purposes of SF CIL. The panel could see the merit in the scheme.



9 Grassland restoration	Glos. Wildlife Trust	100,000.00	Launch a project to promote grassland restoration via an engagement officer	No	This is a CEE bid, which has alternative criteria (see feedback form). The panel could see the merit of this scheme; however, the bid details are extremely limited and not evidenced out. Moreover, the panel is aware of similar schemes this may overlap and would like further detail on how this project would interact with that.
10 Take a Stand Cycle Parking	Life Cycle	25,000.00	Provide cycle parking at community venues	No	This bid was made under the CEE fund but does not meet the CEE requirements. The panel can see the merit in the scheme and can see it would complement the other similar bid by GCC and WWCT, however, the bid would need to address the relevant SF CIL criteria. The panel would invite this bid to be remade in the next bidding period (May 2026).



5. CONCLUSIONS

5.1 The multidisciplinary officer panel puts these recommendations forward to Cabinet for endorsement. The next steps would then be to organise legal agreements and draw down of funds with successful bidders, as well as liaise with unsuccessful bidders about potential future funds.

6. FINANCIAL IMPLICATIONS

6.1 The CIL SF fund is a standalone budget which cannot be spent on anything other than infrastructure projects in accordance with the CIL Regulations.

6.2 The financial implications of this funding would be that the funding is provided to external organisations and stakeholders in line with the CIL Regulations and the Council's own CIL processes.

6.3 There would necessarily be a reduction in current CIL SF balance, as set out in Table 5, however, this is continually topped up by CIL receipts which may.

Table 5- Available CIL receipts after funding approved bids

Totals	Amounts (£)
CIL SF available (less 2024 successful bids)	4,321,738.32
Successful Bid (Bid 2) Cycle parking CNC	27,700.00
Successful Bid (Bid 6) Farmor's School 3G Pitch	723,006.00
Successful Bid (Bid 7) Redesdale Hall Phase 2	200,000.00
2025 CIL SF available (less successful bids)	3,371,032.32

6.4 The amount of funding recommended this year is proportionate to the previous year's receipts and expected receipts for next year. The bids relate to capital projects, and there would be no revenue implications for the Council. The remaining CIL balance will be subject to bids for infrastructure in 2026, and any available funds can be used to contribute towards the delivery of infrastructure identified as critical to the emerging Local Plan. As set out in paragraph 2.6, recommendations for improvements to the governance and spending policy for CIL will be brought before Cabinet early next year.

7. LEGAL IMPLICATIONS

7.1 The successful bids comply with the CIL legal requirements.

7.2 Legal services have provided template legal agreements, which will be signed and sealed before any funds are drawn down. These legal agreements contain reporting and other obligations for the bidders who intend to mitigate the risk of loss of the relevant CIL SF funding, and also provisions for clawback of unspent funds. The risk



of loss of CIL SF funding by relevant infrastructure projects not being delivered as agreed is limited and discrete.

8. RISK ASSESSMENT

8.1 There are no significant risks to the Council in respect of CIL SF funding, other than the potential for external factors which might stymy the delivery of the infrastructure projects being delivered by the bidders (infrastructure stakeholders). This risk is discrete and isolated and is mitigated as above.

9. EQUALITIES IMPACT

9.1 The infrastructure funded in part or in full by the CIL SF fund will meet the needs of a wide demographic of residents, and none of the projects funded would be inaccessible to any groups or individuals. The CIL SF funding has a positive impact on equality, and the needs of all groups were considered in decision-making (per the feedback forms).

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

10.1 The CIL SF includes a ring-fenced amount for climate and ecological emergencies infrastructure responses. Whilst no bids have been successful under this fund, the Infrastructure Delivery Team will continue to engage with potential stakeholders.

10.2 The majority of successful bids relate to sustainable transport and/or provide sustainable responses to meeting residents' needs. At present, it is not possible to quantify this impact, other than to recognise that reductions in carbon emissions from transport and air pollution are expected. (Include details of any climate and ecological emergency implications. There is also potential for energy use reduction via renewable energy sources. This will be determined by the detailed schemes as they are developed.

11. BACKGROUND PAPERS

11.1 None

(END)