



COTSWOLD
DISTRICT COUNCIL

Friday, 26 November 2021

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CABINET

A meeting of the Cabinet will be held in the Council Chamber at the Council Offices, Trinity Road, Cirencester on **Monday, 6 December 2021 at 6.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Cabinet
(Councillors Rachel Coxcoon, Tony Dale, Andrew Doherty, Mike Evemy, Jenny Forde, Joe Harris, Juliet Layton and Lisa Spivey)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to 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 prior to the date of the meeting.

AGENDA

1. **Apologies**

2. **Declarations of Interest**

To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.

3. **Minutes (Pages 7 - 12)**

To approve the minutes of the meeting of the Committee held on 1 November 2021.

4. **Chair's Announcements (if any)**

5. **Public Questions**

To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than two minutes each and relate issues under the Committee's remit.

6. **Member Questions**

To deal with written questions by Members, relating to issues under the Committee's remit, with the maximum length of oral supplementary questions at Committee being no longer than one minute. Responses to any supplementary questions will be dealt with in writing if they cannot be dealt with at the meeting.

7. **Financial, Council Priority and Service Performance Report - 2021-22 Quarter Two (Pages 13 - 102)**

Purpose

To provide an update on progress on the Council's priorities and service performance.

To provide information on the Council's financial position.

Recommendation

That Cabinet reviews overall progress on the Council priorities, service delivery and financial performance for 2021-22 Q2.

8. **Review of Grant Funding & Service Level Agreements for Existing Grant Maintained Visitor Information Centres (Pages 103 - 120)**

Purpose

To review the work and impact of the grant maintained Visitor Information Centres across the District.

To understand the role they play in supporting businesses in the local Visitor Economy & how this could be improved in future.

To understand the impact of the Covid pandemic on the Centres & visitor journey with a focus on digital engagement.

To consider the future direction for Visitor Information Centres & how they can help support the Council's tourism priorities.

Recommendation(s)

To seek approval to continue to provide financial grants at current levels to the four existing grant maintained Visitor Information Centres for an 18 month period. Total financial commitment of £81 000 (1/4/22 – 30/9/23).

To use the 18 month period as an opportunity to baseline and work with the current Centres to trial a change to a criteria-based commissioned grant system with key objectives relevant to the town/village & helping towards the Council & Cotswolds Tourism objectives.

Have a longer term aim to shift Visitor Information Centre provision to being proactive, digitally enabled and working to improve the visitor economy of the local town/village and surrounding area.

9. Parish and Town Council Election Costs (Pages 121 - 128)

Purpose

To consider the option of recharging the costs of elections to Town and Parish Councils.

Recommendations

That the Council agrees to recharge Town and Parish Councils for contested 4-yearly elections with effect from the May 2023 elections.

That the Council agrees to recharge Town and Parish Councils for contested by-elections at all elections called on or after 1 April 2023.

10. Local Plan and Community Infrastructure Levy - Update (Pages 129 - 302)

Purpose

Consider the publication of an early stage Local Plan consultation document and updated Conservation Area Appraisals for public consultation;

Note latest monitoring data on planning contributions on Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL);

Consider the internal Council processes for the allocation and spend of the Council's CIL funds; and

Consider updated terms of reference for two Programme Boards.

Recommendation(s)

That Cabinet:

- a) Approves Annexes (A) and (B) for a public consultation in accordance with the Council's Statement of Community Involvement;
- b) Grants delegated authority to the Cabinet Member for Climate Change and Forward Planning to agree any minor amendments, including refining consultation questions, and typographical changes to Annexes (A) and (B) ahead of the public consultation;

- c) Approves CIL governance framework (Annex C);
- d) Notes the publication of the data in the CIL and S106 reports of the Infrastructure Funding Statement (Annex D);
- e) Approve the publication of the Infrastructure List (contained in part one of the Infrastructure Funding Statement - Annex D);
- f) Approves updated Terms of References for the Local Plan and Cirencester Town Centre Masterplan Programme Boards (Annexes E and F); and
- g) Approves drawdown of £108,000 from the Council Priorities Fund reserve to initiate and / or remunerate programmes of work identified in paragraph 7.4.

11. Green Economic Growth Strategy - Six Monthly Update (Pages 303 - 310)

Purpose

To update Cabinet Members on the progress in delivering the Council's Green Economic Growth Strategy.

Recommendations

That progress in delivering the Green Economic Growth Strategy is noted.

12. Options for Parking Enforcement (Pages 311 - 320)

Purpose

The purpose of this report is to provide options in relation to the expiry of the (APCOA) Parking Enforcement contract.

Recommendation(s)

- (a) Cabinet agrees to bring the Enforcement service back in-house.
- (b) Cabinet delegates to the Deputy Chief Executive in consultation with the Cabinet Member for Finance the decision on whether to lease or buy the vehicles associated with this decision and approves the allocation of £45,000 from the Electric Vehicle Charging point budget within the Capital Programme to fund the purchase if necessary;
- (c) Cabinet approves an allocation of £12,000 from the Council Priorities Fund to fund the start-up costs for the in-house service.

13. The Future Use of Cotswold District Council's Offices at Trinity Road, Cirencester (Pages 321 - 356)

Purpose

To consider high level options and agree the future use of the Cotswold District Council's Offices at Trinity Road, Cirencester.

Recommendation(s)

That Cabinet agrees that:

- a) Based on the high level option appraisal, the Council reduces its occupation of the Offices and actively markets the estimated 30 - 40% spare space generated for commercial tenants, providing both revenue savings and a revenue return for the Council.

b) A further report setting out capital costs to make changes to building configuration, access, security etc. will be presented to the Cabinet once the final allocation of Council services to specific space within the building is agreed.

c) Funding of up to £13,000 is allocated from the Council Priorities Fund earmarked reserve to fund a feasibility study to assess options for roof repairs or replacement, incorporating options for insulation and reduction in heat loss, and that a further report is brought back to the Cabinet.

d) To support implementation of option 2a, £308,000 of capital funding is included as part of the forthcoming budget setting process to fund works to install solar PV, lighting and smaller measures in the Office buildings which should achieve a reduction in Carbon emissions of approximately 59CO₂t per year (20%).

e) A 20% contingency sum is allocated for recommendation (d) £62,000 to allow for equipment or installation costs above estimates or unforeseen works with authority delegated to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Member for Finance to draw on that funding.

14. Cotswold Club (Pages 357 - 368)

Purpose

To consider options and agree the future use or disposal of the Cotswold Club, Cirencester.

Recommendation(s)

That Cabinet agree that:

- a) The Cotswold Club be marketed for disposal in existing condition as set out within the report; and
- b) Capital receipts from the sale be earmarked for investment in carbon zero affordable housing developments on other sites in the District.

The Deputy Chief Executive in consultation with the Monitoring Officer and Deputy Leader and Cabinet Member for Finance have delegated authority to agree the final terms for the disposal of the property.

15. Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 369 - 370)

16. Issue(s) Arising From Overview and Scrutiny and/or Audit

(END)