

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Tuesday, 30 April 2024

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CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 9 May 2024 at 6.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Cabinet
(Councillors Joe Harris, Mike Evemy, Claire Bloomer, Tony Dale, Paul Hodgkinson, Juliet Layton, Mike McKeown 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**
To receive any apologies for absence. The quorum for Cabinet is 3 members.
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 5 - 10)**
To approve the minutes of the previous Cabinet meeting on 4 April 2024.
4. **Leader's Announcements**
To receive any announcements from the Leader.
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 one minute each and relate to issues under the Cabinet's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Leader will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**
No Member Questions have been submitted prior to the publication of the agenda.

A Member of the Council may ask the Leader or a Cabinet Member a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Leader to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

7. **Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance**

To receive any recommendations from the Overview and Scrutiny Committee or to consider any matters raised by the Audit and Governance Committee.

8. **Asset Management Strategy (Pages 11 - 54)**

Purpose

To agree to adopt the Asset Management Strategy to provide a clear strategy for future decision making and investment in the Councils land and property assets.

Recommendations

That Cabinet resolves to:

1. Adopt the Asset Management Strategy attached at Annex B.
2. Instruct its consultants Carter Jonas to review its existing assets in line with that Strategy.

9. **Disposal of Property in Bourton on the Water (Pages 55 - 62)**

Purpose

To request a decision to dispose of former Visitor Information Centre building in Bourton on the Water.

Recommendations

That Cabinet resolves to:

1. Approve the recommendation to dispose of the former Visitor Information Centre building in Victoria Street Bourton on the Water
2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer, in consultation with the Deputy Leader and Cabinet member for Finance to approve the final terms of the sale including sale price.

10. **Legal Services Partnership Agreement (Pages 63 - 78)**

Purpose

To seek authority to enter into a formal partnership agreement for a shared legal service with Forest of Dean and West Oxfordshire District Councils and to note progress on the Legal Services Transformation programme to date.

Recommendations

That Cabinet resolves to:

1. Delegate authority to the Chief Executive, in consultation with the Cabinet Member for the Economy and Council Transformation, to enter into the formal Legal Services Partnership Agreement with Forest of Dean and West Oxfordshire District Councils with immediate effect.
2. Note progress and the direction of travel for the Legal Services Transformation Programme to date.

11. **Grant Offer - On-Street Residential Charge Point Scheme (Pages 79 - 82)**

Purpose

To acknowledge the successful grant application and request the Council includes £383,200 in the Capital Programme and supports the match funding of up to £191,600.

Recommendations

That Cabinet resolves to:

1. Note the successful grant application of £191,600;
2. Recommend to Council to include £383,200 in the Capital Programme and that the Council supports match funding of up to £191,600

12. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members**

To note the decisions taken by the Leader and/or Individual Cabinet Members.

None have been taken prior to the publication of the agenda.

(END)

Cabinet
04/April2024



COTSWOLD
DISTRICT COUNCIL

Minutes of a meeting of Cabinet held on Thursday, 4 April 2024

Councillors present:

Joe Harris - Leader
Paul Hodgkinson

Mike Evemy – Deputy Leader
Juliet Layton

Lisa Spivey

Officers present:

David Stanley, Deputy Chief Executive and
Chief Finance Officer
Angela Claridge, Director of Governance and
Development (Monitoring Officer)
Frank Wilson, Interim Managing Director
(Publica)
Andrew Brown, Democratic Services Business
Manager

Caleb Harris, Senior Democratic Services
Officer
Mandy Fathers, Business Manager for
Environmental, Welfare and Revenue Service
Kira Thompson, Election and Democratic
Services Support Assistant

Observers:

Councillor Nikki Ind

259 Apologies

Apologies for absence were received from Councillors Claire Bloomer, Tony Dale and Mike McKeown.

260 Declarations of Interest

There were no declarations of interest from Members.

There were no declarations of interest from Officers.

261 Minutes

The minutes of the Cabinet meeting of 7 March 2024 were considered as part of the pack.

The Deputy Leader raised the following correction to the wording:

- Minute 250 – page 9 of the document – 6th bullet point – The Deputy Leader proposed the following wording ‘The additional Council Tax revenue from the second homes levy would support affordable housing provision.’

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The minutes were proposed by Councillor Joe Harris and seconded by Councillor Evemy.

RESOLVED that, subject to the amendment tabled, the minutes of the meeting of the 7 March 2024 be approved as a correct record.

Voting Record

3 For, Against, 2 Abstention, Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Juliet Layton		Joe Harris	Claire Bloomer
Lisa Spivey		Paul Hodgkinson	Mike McKeown
Mike Evemy			Tony Dale

262 Leader's Announcements

The Leader announced that Ollie Somervell from the Communications Team had left after 5 years at the Council. The Leader wished to note for the record thanks for all of the work done by Ollie and offer best wishes for the future.

It was also noted that the Local Plan consultation and the Cirencester Town Centre MasterPlan consultation were to close on 7 April 2024 and encouraged the public to engage and provide their comments on the plan.

The Leader wished to raise the issue of coach parking in Bourton-on-the-Water and made the following points:

- The Leader attended a meeting hosted by the Member of Parliament for the Cotswolds, Sir Geoffrey Clifton-Brown, on this issue.
- This was a traffic issue and that the Council's interest was in providing community leadership and assisting where it can in finding a solution.
- The proposal to adjust the use of the Rissington Road car park was not seen as viable due to the revenue budget loss and the large capital funds needed to create a facility for coach parking.
- The Council would look at proposals and continue to engage with the communities on solutions.

Finally, the Leader wished to raise that the Council would be celebrating its 50th anniversary since its creation in 1974 and that over the summer there would be a number of events to mark the history of the Council.

263 Public Questions

There were no public questions.

264 Member Questions

There were no Member Questions.

265 Issues Arising from Overview and Scrutiny and/or Audit and Governance

There were no recommendations from the Overview and Scrutiny Committee or issues arising from the Audit and Governance Committee.

266 Discretionary Rate Relief in excess of £10,000

The purpose of this item was to consider four new applications for discretionary rate relief for the 2023/2024 Business Rates liability in respect of Freedom Leisure, two of which were in excess of £10,000.

The Deputy Leader and Cabinet Member for Finance introduced the item and outlined the following points:

- The recommendation would grant discretionary rate relief to Freedom Leisure who have operated the leisure and cultural facilities on behalf of the Council since August 2023.
- The contract agreed with Freedom Leisure was on the basis of the Council granting the rate relief. It was outlined that this had been done with the previous tenderers for the contract.
- If Cabinet was not to grant the relief, this would present contractual issues with the provider as this was part of the terms of the leisure and cultural tender.
- It was noted in paragraph 5.2 that the cost would be shared between the UK Government and Gloucestershire County Council.
- It was noted that the cost to the Council would be £14,388.02.
- Recommendations 2 and 3 would provide approval for the automatic administration of Discretionary Rate Relief in line with the contract with Freedom Leisure.

Cabinet wished to record its thanks to Freedom Leisure for the work being done to deliver leisure services on behalf of the Council.

The recommendations were proposed by Councillor Every and seconded by Councillor Hodgkinson

Voting Record

5 For, 0 Against, 0 Abstentions, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Joe Harris			Claire Bloomer
Juliet Layton			Mike McKeown
Lisa Spivey			Tony Dale
Mike Every			
Paul Hodgkinson			

267 Fixed Penalty Notice Policy

The purpose of this item was to consider a new policy for the administration of Fixed Penalty Notices.

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The Cabinet Member for Planning and Regulatory Services, Councillor Layton introduced the item and outlined the following points:

- Cabinet approved in December 2023 to increase the fine levels to the maximum level permissible by the Government. Following this decision, the formation of a clear fixed penalty notice policy document was required with the new rates.
- This policy would cover a range of environmental offences outlined at paragraph 3.4 which included fly tipping and dog fouling.
- The policy would be an easier method than prosecution through the courts for dealing with these offences.

Councillor Layton proposed the recommendations and Councillor Joe Harris seconded.

RESOLVED: That Cabinet:

I. APPROVED the Fixed Penalty Notice Policy

Voting Record

5 For, 0 Against, 0 Abstentions, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Joe Harris			Claire Bloomer
Juliet Layton			Mike McKeown
Lisa Spivey			Tony Dale
Mike Every			
Paul Hodgkinson			

268 Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members

The purpose of this item was to note any decisions taken by the Leader of the Council and/or individual Cabinet Members.

Cabinet NOTED the Schedule of Decisions taken.

269 Matters exempt from publication

The Leader moved a motion that Cabinet exclude the press and the public from the meeting for consideration of item 12, in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in paragraphs 2 and 3 of Schedule 12A of the Local Government Act 1972, with the public interest in maintaining the exemption outweighing the public interest in disclosure.

Councillor Every seconded the motion.

Cabinet
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Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Joe Harris			Claire Bloomer
Juliet Layton			Mike McKeown
Lisa Spivey			Tony Dale
Mike Every			
Paul Hodgkinson			

Following the vote, the Leader thanked the public for their attendance and asked that the webcasting of the meeting be stopped.

270 Write off in excess of £5,000

The purpose of this item was to seek approval for the writing-off of council tax debt in excess of £5,000.

The Deputy Leader and Cabinet Member for Finance introduced this item and outlined the recommendations to Cabinet.

The Deputy Leader reaffirmed that the main reason the decision was taken in private session was because that the individual could be identified if the report was in public session.

The Deputy Leader noted that noted that the circumstances of the individual within the exempt report meant that there was no opportunity for the Council to recover the council tax debt.

The recommendations were proposed by Councillor Every and seconded by Councillor Joe Harris.

RESOLVED: That Cabinet

1. APPROVED the write off of £9,447.95 as detailed within the report

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Joe Harris			Claire Bloomer
Juliet Layton			Mike McKeown
Lisa Spivey			Tony Dale
Mike Every			
Paul Hodgkinson			

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271 Exempt Annex for Agenda Item 9

Cabinet did not discuss the exempt annex in public or private session.

The Meeting commenced at 6.00 pm and closed at 6.17 pm

Chair

(END)

Agenda Item 8



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET - 9 MAY 2024
Subject	ADOPTION OF ASSET MANAGEMENT STRATEGY
Wards affected	All
Accountable member	Cllr Mike Evely - Deputy Leader and Cabinet Member for Finance Email: mike.evely@cotswold.gov.uk
Accountable officer	Claire Locke, Assistant Director - Property & Regeneration Email: claire.locke@cotswold.gov.uk
Report Author	Claire Locke, Assistant Director - Property & Regeneration Email: claire.locke@cotswold.gov.uk
Summary/Purpose	To agree to adopt the Asset Management Strategy to provide a clear strategy for future decision making and investment in the Councils land and property assets.
Annexes	Annex A – List of Assets Annex B – Draft Asset Management Strategy
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none"> 1. Adopt the Asset Management Strategy attached at Annex B. 2. Instruct its consultants Carter Jonas to review its existing assets in line with that Strategy.
Corporate priorities	<ul style="list-style-type: none"> ● Delivering our services to the highest standards ● Responding to the challenges presented by the climate crisis ● Helping residents and communities access the support they need for good health and wellbeing ● Supporting businesses to grow in a green, sustainable manner, and to provide high value jobs.
Key Decision	YES
Exempt	NO
Consultees/ Consultation	Specialist Council officers representing the Property, Leisure and Waste services, the S.151 and the Deputy Leader and Cabinet Member for Finance were consulted in the drafting of this Strategy.



I BACKGROUND

- 1.1 The Council owns assets totalling £64M. These Assets are held principally as either commercial investments (£5.4M), to provide services such as Leisure, Waste, Parking or Council offices (£55.6M) or as a result of historic ownership, particularly of small plots of land (£3M). An Asset list is provided in Annex A. This information is updated annually and provided on the Councils website.
- 1.1 Recent Audit reports have identified significant risks to the Council in managing its Assets without an Asset Management Strategy (AMS) in place.

2 STRATEGIC MANAGEMENT OF ASSETS

- 2.1 In order to effectively manage this estate, the Council needs to understand its condition so it can plan for and budget for pro-active repairs and maintenance and future investment can form part of decision making on whether an asset is retained, redeveloped or sold.
- 2.2 An Asset Management Strategy would provide a strategic approach to property, establishing what the Council wished to achieve from its estate, aligning it with other Council priorities and ensuring decision making is based on clear policy. Decisions on purchasing, investing in or disposing of property would be based on pre-agreed principles to maximise return, reduce expenses and manage risk, enabling a far more strategic approach rather than consideration of individual properties in a piecemeal way.
- 2.3 The overarching Strategic document would then be complimented by a review of the Council's assets to consider what future approach should be taken. This would be based on data such as current value, how the property is performing (lease income and return on investment) and broader opportunities to maximise income or in some cases dispose of a financial liability.
- 2.4 There is scope to significantly increase the efficiency with which Assets are managed by streamlining delegations and decision making based on the adopted Strategy and transferring or selling assets that provide no value but take time and money to manage and maintain.
- 2.5 The Council undertook an open procurement to appoint a consultant with specialist expertise in this field in the Summer 2023. Unfortunately, no tenders were received. The Council therefore used a Procurement Framework to appoint consultants Carter Jonas to undertake a two stage process. The first stage was the production of a Strategy document. The second is to undertake a review of the land and property assets held by the Council in line with the Strategy once it has been adopted.
- 2.6 The draft Asset Management Strategy produced is attached at Annex B.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications associated with the adoption of the Strategy. The subsequent review of individual assets will result in an Asset Plan. This is likely to include



recommendations for action such as investment, disposal or rent reviews. Reports for decision will be brought forward as appropriate setting out the financial implications.

- 3.2 The cost of the work undertaken by Carter Jonas to support the Council with the Asset Management Strategy and the detailed plans for each asset is £40,000. This is funded from the Asset Management & Property reserve which is held as a distinct earmarked reserve and was summarised in the 2024/25 Revenue Budget, Capital Programme and Medium-Term Financial Strategy report approved by Council in February 2024 (Table 9b, summary heading Risk Mitigation).

4 CONCLUSIONS

- 4.1 The adoption of the Asset Management Strategy provides a clear framework for the management of the Councils assets ensuring a coordinated approach, linked to Council priorities and the Medium Term Financial Strategy.
- 4.2 Once adopted the Strategy will be applied in a review of all Land and Property assets to ensure the Council is achieving the maximum benefit from its assets.

5 LEGAL IMPLICATIONS

- 5.1 The Council has statutory duties to provide certain services such as Planning, Benefits and Waste collection. The Council also provides essential discretionary services which benefit the public such as leisure centres and public conveniences. The Council needs to have access to appropriate land and buildings to provide these services. In addition the Council owns some commercial investments and acts as landlord. The Council has legal responsibilities regarding the standard of leased properties.

6 RISK ASSESSMENT

- 6.1 If the Council decides not to adopt the Strategy there is a risk that a lack of clear strategic direction in the investment, regeneration, acquisition or disposal of assets negatively affects the Councils finances or that activities do not align with the Cirencester Masterplan or the planned strategic approach to development in the north of the district.

7 EQUALITIES IMPACT

- 7.1 None associated with this report.

8 CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1 None associated with this report. Decarbonisation of assets will be considered on a building specific basis.

9 ALTERNATIVE OPTIONS

- 9.1 The Council could decide not to adopt the Strategy.



COTSWOLD
DISTRICT COUNCIL

10 BACKGROUND PAPERS

10.1 None.

(END)

Annex A – List of Assets							
Name of Building/land	Street Number	Street Name	Town	UK Postcode	Tenure Type	Holding Type	Description
Parking Area in front	22-28	Rectory Lane	Avening	GL8 8NN	Freehold	Land	Parking, grassed bank and footpath
Land at		Sunground	Avening	GL8 8GY	Freehold	Land	Amenity land
Land at		The Approach	Aldsworth	GL54 3QU	Freehold	Land	Development Land
Land at		School Lane	Ampney Crucis	GL7 5SD	Freehold	Land/Building	Retained Freehold of 8-12 School Lane
Land at		Land At Durncourt Cottages	Ampney Crucis	GL7 5SA	Freehold	Land	Free Car Park
Land at		Templefield	Andoversford	GL54 4LF	Freehold	Land	Verge and access
Flat 1		Chapel House	Aston Magna	GL56 9QL	Freehold	Land/Building	Retained Freehold of Flat
Flat 2		Chapel House	Aston Magna	GL56 9QL	Freehold	Land/Building	Retained Freehold of Flat
Land at		Hampton Hill	Avening	GL8 8NW	Freehold	Land	Land is grassed and planted with trees and has visual amenity but no public access.
Jubilee House		The Sunground	Avening	GL8 8GY	Freehold	Land/Building	Freehold Reversion of 3 Jubilee House (Upper Ground Floor Flat) and 4 Jubilee House (Lower Ground Floor Flat)
Public Conveniences		The Street	Bibury	GL7 5NP	Freehold	Land/Building	Public Conveniences
Ransom Strip		Ransom Strip At Springfield	Blockley	GL56 9EE	Freehold	Land	Ransom Strip
Verge Adjacent	20	Springfield	Blockley	GL56 9EE	Freehold	Land	Verge
Land at		Fenhill Close	Bourton-On-The-Hill	GL56 9AD	Freehold	Land	Verge, path, parking and access

Public Conveniences The Church Rooms		High Street	Bourton-On-The-Water	GL54 2AX	Freehold	Land/Building	Public Convenience on ground floor Grade II listed
The Studio Church Rooms		High Street	Bourton-On-The-Water	GL54 2AX	Freehold	Building	First Floor Studio
Footpath adjacent	32	Rissington Road	Bourton-On-The-Water	GL54 2AY	Freehold	Land	Footpath Left over adjacent Number 32
Public Conveniences		Rissington Road	Bourton-On-The-Water	GL54 2BN	Freehold	Building	Public Conveniences
Playground at		Rye Close	Bourton-On-The-Water	GL54 2EL	Freehold	Land	Playground let to Parish Council
Verges at		Rye Close And Rye Crescent	Bourton-On-The-Water	GL54 2EB	Freehold	Land	Paved Area and grassed verges
Allotments and Paddock		Springvale	Bourton-On-The-Water	GL58 2ES	Freehold	Land	Allotments let to Parish Council
Verges at		Springvale And Melville Springvale	Bourton-On-The-Water	GL54 2ES	Freehold	Land	Verges
Visitor Information Centre		Victoria Street	Bourton-On-The-Water	GL54 2BU	Freehold	Land/Building	Visitor Information Centre
Car Park		Rissington Road	Bourton-On-The-Water	GL54 2BN	Freehold	Land	Car Park
Leisure Centre		Station Road	Bourton-On-The-Water	GL54 2BD	Leasehold	Land/Building	Leisure Centre
Land Adjacent	1	Courts Close	Chedworth	GL54 4AF	Freehold	Land	Garden land let in two parts
Land at		The Hemplands	Chedworth	GL54 4NH	Freehold	Land	Garden land
Land at		Berrington Road	Chipping Campden	GL55 6JA	Freehold	Land	Grassed roundabout
Chipping Campden Sports Centre		Cider Mill Lane	Chipping Campden	GL55 6HU	Other	Land/Building	Sports Centre. CDC has a 99 year user agreement only.
Verges at		Coronation Close	Chipping Campden	GL55 6BQ	Freehold	Land	Verges

Verges at		Littleworth	Chipping Campden	GL55 6BE	Freehold	Land	Verges and footway left over after sale to Fosseyway Housing Association
Land at		Peelers Close	Chipping Campden	GL55 6YJ	Freehold	Land/Building	Retained Freehold of 1-5 Peelers Close
Public Conveniences		Sheep Street	Chipping Campden	GL55 6DX	Freehold	Land/Building	Public Conveniences
Car Park		The Square	Chipping Campden	GL55 6AT	Leasehold	Land	Lease of car park from Chipping Campden Town Trust
	22-24	Ashcroft Road	Cirencester	GL7 1QX	Freehold	Land/Building	Housing for Young People Let to Bromford Corinthia Housing Association
	20-23	Beech Grove	Cirencester	GL7 1BB	Freehold	Land/Building	Retained Freehold - Now 20, 21, 22 and 23 Beech Grove
Verges at		Beeches Estate	Cirencester	GL7 1AJ	Freehold	Land	Verges and amenity land on Whitelands Road, Saxon Road, Tudor Road and Upper Churnside
Car Park		Beeches Road	Cirencester	GL7 1BW	Freehold	Land	Car Park
Picnic Area		Between Old Cricklade Road And A419 Cricklade Road	Cirencester	GL7 1NP	Freehold	Land	Picnic area
	44	Black Jack Street	Cirencester	GL7 2AA	Freehold	Building	Offices & Cafe
Land at the Rear of	43 and 45	Bowling Green Avenue	Cirencester	GL7 2HB	Freehold	Land	Footpath - Ransom strip
Verge and Turning Area		Bowling Green Lane	Cirencester	GL7 2DY	Freehold	Land	Verge and turning area left over after LSVT.
	03-Apr	Brewery Court	Cirencester	GL7 1JH	Freehold	Land/Building	Retail Unit let to Wildmoor Ltd
	01-Feb	Brewery Court	Cirencester	GL7 1JH	Freehold	Land/Building	Retail Units let to Gastronomania Ltd
Public Conveniences		Brewery Court	Cirencester	GL7 1JH	Freehold	Building	Public Conveniences

Brewery Arts Workshop		Brewery Court	Cirencester	GL7 1JH	Freehold	Land/Building	Arts Workshops let to Brewery Arts Limited
Barrel Store		Brewery Court	Cirencester	GL7 1JH	Freehold	Building	Theatre let to New Brewery Arts Limited
Cemetery		Chesterton Lane	Cirencester	GL7 1XE	Freehold	Land/Building	Land and Chapel used by CDC only
Cemetery Commercial Let Buildings		Chesterton Lane	Cirencester	GL7 1XE	Freehold	Building	Commercially let buildings
Footpath		Chesterton Lane	Cirencester	GL7 1YF	Freehold	Land	Footpath from Chesterton Lane to Cranhams Lane
1-5 Chesterton Link		Chesterton Link	Cirencester	GL7 1TR	Freehold	Land/Building	Retained freehold of Industrial units.
Land Rear of	9	Coxwell Street	Cirencester	GL7 2BQ	Freehold	Land	These two areas of left over land are a common drying area and an alleyway leading to Coxwell Street
Car Park The Brewery		Cripps Road	Cirencester	GL7 1JH	Freehold	Land	Car Park
Car Park Abbey Grounds		Dugdale Road	Cirencester	GL7 2DA	Freehold	Land	Car Park and part of Abbey Grounds
	25-27	Dyer Street	Cirencester	GL7	Freehold	Building	
	14-44B	Dyer Street	Cirencester	GL7 2PF	Freehold	Land/Building	Retail, Office and Residential Premises
Verges at		Fosse Close	Cirencester	GL7 1TB	Freehold	Land	Several verges left over after LSVT and not adopted by GCC Highways
Land Adjacent Abbey Grounds		Hereward Road	Cirencester	GL7 2EQ	Freehold	Land	land adjacent to Number 2 Blake Road and Number 20 Hereward Road
Land Adjacent	20	London Road	Cirencester	GL7 1AE		Land	Land adjacent to 20 London Road

Public Conveniences		London Road	Cirencester	GL7 1AE	Freehold	Building	Public Conveniences
Footpath		Love Lane	Cirencester	GL7 1YS	Freehold	Land	Footpath
Depot	2	Love Lane	Cirencester	GL7 1YG	Freehold	Land/Building	Retained Freehold of Depot let to GCC
Car Park Forum		North Way	Cirencester	GL7 1FN	Freehold	Land	Car Park
Public Conveniences		Northway	Cirencester	GL7 1NP	Freehold	Building	Public Conveniences
Abberley House		Park Street	Cirencester	GL7 2BX	Freehold	Building	Offices
Corinium Museum		Park Street	Cirencester	GL7 2BX	Freehold	Building	Museum
Allotments		Purley Road	Cirencester	GL7 1EP	Freehold	Land	Land with a right of way over access road. Let as allotments to Cirencester Town Council.
Car Park		Queen Street	Cirencester	GL7 1HB	Freehold	Land	Free Car park
	33	Querns Lane	Cirencester	GL7 1RL	Freehold	Building	Drop in Centre - Let
Access to Querns Road Car Park		Querns Road	Cirencester	GL7 1PX	Freehold	Land	Access to Green Car Park
Car Park		Querns Road	Cirencester	GL7 1RL	Freehold	Land	Staff Car Park
Land at		Rutland Place	Cirencester	GL7 1PR	Freehold	Land	Verge at the rear of garages.
Triangle of Land		School Lane	Cirencester	GL7 1JX	Freehold	Land	Verge area left over after LSVT
Car Park		Sheep Street	Cirencester	GL7 1QW	Freehold	Land	Car park
Old Station		Sheep Street	Cirencester	GL7 1US	Freehold	Building	Old Station Building
The Volunteer Centre	23	Sheep Street	Cirencester	GL7 1QW	Freehold	Building	The Volunteer Centre
Land at		Somerford Road	Cirencester	GL7 1XN	Freehold	Land	Land adjacent to public footpath

Land at		Southgate Mews	Cirencester	GL7 1HH	Freehold	Land	Land adjacent to 42 Queen Street not adopted by GCC
Land at		Sperringate	Cirencester	GL7 1NA	Freehold	Land	Verge left over after LSVT
Cemetery		Stratton	Cirencester	GL7 2LP	Freehold	Land	Cemetery (land only)
Leisure Centre		Tetbury Road	Cirencester	GL7 1US	Freehold	Building	Leisure Centre
Car Park Leisure Centre		Tetbury Road	Cirencester	GL7 1US	Freehold	Land	Leisure Centre Car Park
Car Park Old Station		Tetbury Road	Cirencester	GL7 1US	Freehold	Land	Car Park
Land at The Paddock		The Paddock	Cirencester	GL7 1EY	Freehold	Land/Building	Retained Freehold, including 1-19 The Paddock and 24-26 The Paddock, 5 and 6 Windsor Terrace.
Car Park		The Waterloo	Cirencester	GL7 2PZ	Freehold	Land	Car Park
Land at		The Waterloo	Cirencester	GL7 2QS	Freehold	Land	land left over when the Waterloo Flats were transferred to FHA
Verge		Trinity Road	Cirencester	GL7 1NE	Freehold	Land	Verge area left over after LSVT.
Council Offices		Trinity Road	Cirencester	GL7 1PX	Freehold	Land/Building	Main Offices
Verge at		Upper Churnside	Cirencester	GL7 1AP	Freehold	Land	Verges adjacent to Beeches Stores
Park House	23-25	Victoria Road	Cirencester	GL7 1EN	Freehold	Building	Retained freehold 1 -8 Park House
Burial Ground		Watermoor Road	Cirencester	GL7 1JW	Other	Land	This is a Burial ground which has a legal responsibility to maintain. The Council holds no legal interest in it.
	11	Windsor Terrace	Cirencester	GL7 1ET	Freehold	Land/Building	First Floor Flat Retained Freehold Let on Long Lease
	10	Windsor Terrace	Cirencester	GL7 1ET	Freehold	Land/Building	Retained Freehold

Closed Churchyard		The Church Of St Peter	Cirencester	GL7 2LR	Other	Land	This is a Closed Cemetery which the Council has a responsibility to maintain. It does not include the church building. The Council holds no legal interest in it.
Verge at		Fairfax Road	Cirencester	GL7 1NF	Freehold	Land	Verge adjacent to subway
Football Club and vacant land		Broadleaze	Down Ampney	GL7 5QX	Freehold	Land/Building	Development Site and Football Club (let)
Land at		Wydelands Northcot Lane	Draycott	GL56 9LA	Freehold	Land	CDC has residual ownership of the turning head now adopted highway.
Land adjacent to Enfield Farm		Hill View	Elkstone	GL53 9PB	Freehold	Land	Land let on cultivation licences
Verges at		Beaumont Place	Fairford	GL7 4BH	Freehold	Land	Verge
Public Conveniences		High Street	Fairford	GL7 4AD	Freehold	Building	Public Conveniences
Land at		Highfields	Frampton Mansell	GL7	Freehold	Verge & Parking	Verge and Parking within residential street
Land at		West View Villas Cricklade Street	Poulton	GL7 5HP	Freehold	Land	Footpath and Roadway. CDC responsible for northern boundary
Verges at		The Quarry	Fairford	GL7 4JX	Freehold	Land	Two verges at The Quarry
Land at		Greens Close	Great Rissington	GL54 2LJ	Freehold	Land	Open grassed area
	27-29	Eign Gate	Hereford	HR4 OAB	Freehold	Building	Retail Investment property within Use Class A1 with ancillary offices and storage. First Floor Area sublet.
Land at		Station Road	Kemble	GL7 6FF	Freehold	Land	Wildlife area and Garden Plots
Verge at		Windmill Road	Kemble	GL7 6AL	Freehold	Land	Verge at the entrance to Clayfurlong Grove
Land West of		Windmill Road	Kemble	GL7 6AN	Freehold	Land	Strip of land between highway and development site

Land at		North Terrace	Coberley	GL53 9QZ	Freehold	Land	Development Land
Public Conveniences		Burford Street	Lechlade	GL7 3DE	Freehold	Building	Public Conveniences
Land at		Cuthwine Place	Lechlade	GL7 3EG	Freehold	Land	Footpath and verge
Land at		Hamilton Croft	Meysey Hampton	GL7 5JX	Freehold	Land	Village Car Park and access
Verge and Parking		Cedar Road	Mickleton	GL55 6SZ	Freehold	Land	Verge and parking
Land to the Rear of	80-90	Cedar Road	Mickleton	GL55 6SZ	Freehold	Land	Ransom Strips
Public Conveniences		High Street	Moreton-In-Marsh	GL56 0AX	Freehold	Building	Public Conveniences. This property has an easement to erect and maintain railings on adjacent land
Council Offices		High Street	Moreton-In-Marsh	GL56 0AZ	Freehold	Building	Moreton Area Centre
Compton House		High Street	Moreton-In-Marsh	GL56 0AX	Freehold	Building	
Car Park		Old Market Way Station Road	Moreton-In-Marsh	GL56 0LA	Freehold	Land	Car Park
Verges and Track		Redesdale Place	Moreton-In-Marsh	GL56 0EF	Freehold	Land	Verges, Footpaths and Track with Public Right of Way
Parking Area		Stockwells	Moreton-In-Marsh	GL56 0HQ	Freehold	Land	Parking Area used by residents
Land at		Warneford Place	Moreton-In-Marsh	GL56 0LR	Freehold	Land	Land
Land Adjacent to	2	Fortey Road	Northleach	GL54 3HN	Freehold	Land	Potential Deveopment Land
Woodland at		Fortey Road	Northleach	GL54 3HN	Freehold	Land	Woodland managed by Tree Officer. Includes part of Back Lane.

Resource Centre		Fosseway	Northleach	GL54 3JH	Freehold	Land/Building	Museum Store
Part of		Guggle Lane	Northleach	GL54 3HB	Freehold	Land	Unadopted roadway giving access to the rear of Mays Crescent Macarthur Road and properties on Guggle Lane. Also includes parking area outside 32 and 33 Macarthur Road and verge area
Land Adjacent to	32-33	Macarthur Road	Northleach	GL54 3HS	Freehold	Land	Parking
Public Conveniences		Market Place	Northleach	GL56 3EJ	Freehold	Building	Public Conveniences & Bus Shelter. This property is jointly owned with Eastington with Northleach Parish Council
Land at		Mays Crescent	Northleach	GL54 3HR	Freehold	Land	Parking area and verges
Land at the Rear of		Taylor Road And Barnett Way	Northleach	GL54 3JQ	Freehold	Land	Verge adjoining public footpath
Grassed banks		Farmington Rise	Northleach	GL54 3HU	Freehold	Land	2 x grassed banks
Verge at		Stoney Pool	Poulton	GL7 5LR	Freehold	Land	Verge
Land at		The Glebe	Sapperton	GL7 6LL	Freehold	Land	Grassed Amenity Area
	1	Sutton Park Road	Seaford	BN25 1QX	Freehold	Land/Building	Freehold Retail and Residential Investment Property let on two leases
Land at		Pound Close	Siddington	GL7 6JH	Freehold	Land	Vacant
Verge at		The Twenties	Siddington	GL7 6ES	Freehold	Land	Verge
Verge at		Elm View	Somerford Keynes	GL7 6DH	Freehold	Land	Verge at southerly entrance to Elm View
Verge at		Berkeley Close	South Cerney	GL7 5UN	Freehold	Land	Verge
Scout Hut		Berkeley Close	South Cerney	GL7 5UN	Freehold	Land/Building	Land let to Scout Group for Hut

Verge at		Jubilee Gardens	South Cerney	GL7 5XW	Freehold	Land	Verge not adopted after development
Packers Leaze Waste Vehicle Depot		Broadway Lane	South Cerney	GL7 5UJ	Freehold	Land/Building	Waste Vehicle Depot
Land at		Quarry View	Southrop	GL7 3PQ	Freehold	Land	Land let for grazing
Car Park		Maugersbury Road	Stow On The Wold	GL54 1AH	Freehold	Land	Car Park
Verge Adjacent	9	Sterling Close	Stow On The Wold	GL54 1AN	Freehold	Land	Part Disposed - Verge outside number 9 and roadway retained
Land at		Land At King Georges Field	Stow-On-The-Wold	GL54 1AR	Freehold	Land	
Car Park		Fosseway	Stow-On-The-Wold	GL56 1EG	Leasehold	Land	Free Car Park
Public Conveniences		Maugersbury Road	Stow-On-The-Wold	GL54 1AH	Freehold	Building	Public Convenience
Land at		The Park And Back Walls	Stow-On-The-Wold	GL54 1DX	Freehold	Land	Verge, parking and access
Public Conveniences		The Square	Stow-On-The-Wold	GL54 1AB	Freehold	Land/Building	Public Conveniences. Garden Land now sold
Verge at The Sherry Temple Guiting Cheltenham		The Sherry	Temple Guiting	GL54 5RP	Freehold	Verge	Land remaining from LSVT
Car Park		Church Street	Tetbury	GL8 8LL	Freehold	Land	Car Park
Car Park		Gumstool Hill	Tetbury	GL8 8DG	Leasehold	Land	
Public Conveniences		Old Brewery Lane	Tetbury	GL8 8LL	Freehold	Land/Building	Public Conveniences
Public Conveniences		The Chipping	Tetbury	GL8 8ES	Leasehold	Building	Public Convenience
Car Park		The Chipping	Tetbury	GL8 8ES	Leasehold	Land	Car Park - Leased to CDC
Land adjacent to	14	The Ferns	Tetbury	GL8 8JE	Freehold	Land	

Land between	28-29	Webb Road	Tetbury	GL8 8EL	Freehold	Land	Play Area let to Tetbury Town Council
Ridgeway House	1	London Road	Tetbury	GL8 8JQ	Freehold	Building	9 x apartments
Car Park		West Street	Tetbury	GL8 8LL	Freehold	Land	Car Park
	60-70	Great Bridge	Tipton	DY4 7EW	Freehold	Land/Building	Retail Premises with Customer Car Park with 64 spaces
		Verges And Footpath At Wheatclose Broadwell Gloucestershire	Broadwell	GL56 0TH	Freehold	Land	Verges and Footpaths with trees
Verge at		Dovers View	Weston Subedge	GL55 6QS	Freehold	Land	Border between highway and agricultural field containing trees. Ownership includes fence.
Land Adjacent To Willersey Industrial Estate		Badsey Lane	Willersey	WR12 7PR	Freehold	Land	Land being the border between Fosseyway Housing Car Park and Willersey Industrial Estate
Land at		Ley Orchard	Willersey	WR12 7PW	Freehold	Land	One verge and large grassed amenity area
	54-55	Ley Orchard	Willersey	WR12 7PW	Freehold	Land/Building	Retained Freehold
Land to the Rear of	Sep-14	Timms Green	Willersey	WR12 7PS	Freehold	Land	Retained Land Public Right of Way at the rear of 6-8 Timms Green

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Cotswold District Council

Asset Management Strategy February 2024

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COTSWOLD
DISTRICT COUNCIL



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- Our Estate
- Freehold Interests
- Leasehold Interests

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- Our Asset Management Strategy Principles and Objectives
- Corporate Finances and Capital Programme
- Estate Planning - Operational Estate
- Estate Planning - Investment Portfolio Summary
- Estate Planning - Investment Properties Outside District
- Estate Planning - Investment Properties Inside District
- Estate Planning - Commercial Investment Opportunities
- Estate Planning - Car Parks
- Local Plan and Regeneration
- Sustainability, Climate Change and Decarbonisation
- Governance

PART 3: DELIVERY

- Asset Management Strategy Property Recommendations (Informing Phase 2)
- Implementation Plan (Phase 2 Asset Plans)

Foreword

Cllr Mike Evely

I am very pleased to introduce this Asset Management Strategy which has been prepared by Cotswold District Council to set out our approach for managing our buildings over the next 10 years. Our estate includes land and property which is occupied by our staff and partners to deliver services to our communities. We also own properties for investment, providing a rental income.

The provision of fit for purpose buildings is a prerequisite to achieving our objectives. We are committed to investing in our estate, infrastructure and projects that are key to maintaining our operational effectiveness and preparing us for the future.

We have the opportunity to deliver on our Council priorities and support the regeneration of Cirencester through our ownership of land and buildings in the town. We will also focus our efforts in achieving the best from our existing investments whilst considering new investment closer to home.

With our finite resources we will need to proceed with caution, investing in the right buildings for the future and releasing those which do not adequately support our needs. This will allow us to create a leaner, more sustainable estate, which is increasingly accessible, and more community focused.

I look forward to the implementation of this Asset Management Strategy as we develop and deliver asset plans and work closely with all stakeholders to achieve our Council Priorities.



Cllr Mike Evely
Deputy Leader and Cabinet
Member for Finance.

PART I: STRATEGIC CONTEXT



COTSWOLD
DISTRICT COUNCIL

Executive Summary

Key Messages

The Council has important decisions to make at this time. Like many other local authorities, the cost of its services are increasing but real terms funding from Government and other sources is reducing. The Council's land and buildings represent a significant cost, but also a great opportunity for financial benefit and driving growth within our District.

The Council has an advantageous position in the land and buildings that it owns in Cirencester. This provides opportunities to progress redevelopment of existing sites in the town, supporting the Masterplanning objectives, providing new amenities and rejuvenating areas of the town. The Council will progress those opportunities with pace, but they will take time to complete.

Whilst the majority of the Council's operational / service buildings are in the right locations and are suitable to meet future demand, some buildings are underutilised. The Council is in the process of entering into an agreement for serviced office accommodation at its Trinity Road offices to provide a new revenue stream and should review opportunities to increase the use of the Moreton Area Centre. This Asset Management Strategy, led by the Medium-Term Financial Strategy will focus on redevelopments, investments and its car parks to secure new income streams and encourage new growth.

The Council has a relatively small investment portfolio but its income from those property investments is declining, and they are costly to manage. For properties in poor condition which are not financially viable to repair, the Council will consider immediate disposal. For poor performing property needing investment, the Council will look to maximise income through good asset management and prepare for sale at the right time. Consideration will also be given to redevelopment options for existing car park sites which are underutilised or where alternative parking locations can be provided and seeking new investments within the district which support regeneration and are more efficient to manage.

The Purpose of our Asset Management Strategy

This Asset Management Strategy Paper (Phase 1) provides a longer term (5 to 10 year) strategy for the Council's estate. The Implementation Plan (Phase 2) will provide targeted Asset Plans for those properties being considered for change considering the need for investment, income and expenditure profiles, tenant events, and hold and disposal options for implementation.

Strategic Asset Management is the process of aligning property assets with the Corporate Vision and Objectives of the Council. These corporate objectives set a clear direction of travel which passes down through the organisation into detailed service planning, which should be accommodated by a functional, well-maintained estate. Asset Management is an iterative, ongoing process rather than a one-time exercise. This Strategic Asset Management Plan therefore will be used as a 'living document', creating a foundation for the management of the Council's portfolio.

Whilst the Asset Management Strategy will focus on redevelopment and investment opportunities, it is still 'service led'. Managers responsible for the provision of key services were involved in the Strategy development to ensure that it considered the latest service requirements, directing the future need for property. This strategy is also 'data driven' and will use the latest data to assess the properties, ensuring the basis of recommendations is accountable and can be easily updated. A new database of information has been collated ready for the Phase 2 Asset Plans. This will consider building condition and energy performance amongst other indicators.

Given the scale and importance of the Council's property portfolio there is a need to ensure that the property the Council owns, uses, develops and invests in is fit for purpose, managed effectively and represents value for money.

Policy and Context

The Councils Asset Management Strategy is guided by the following key Corporate Strategies:

Corporate Plan 2024 – 2028.

This sets out the five corporate priorities and these form the foundation of the strategy.

- Delivering Good Services
- Responding to the Climate Emergency
- Delivering Housing
- Supporting Communities
- Supporting the Economy

Investing in the District's fabric and future, developing a Masterplan for Cirencester Town Centre, and the promotion of carbon neutral developments are a few examples of priorities which must shape the future of the estate.

Revenue Budget Capital Programme and Medium-Term Financial Strategy 2024 – 2027.

Continuing financial pressures for the Council mean that savings will need to be made from the costs of running the estate and capital receipts are likely be needed from property disposals.

Green Economic Growth Strategy adopted 2020.

Sustainable and innovative growth is encouraged for example; agritech, cyber, digital, medical, equipment and environmental technologies. This requires targeted investment with specialised asset management.

Estates Compliance – Audit Draft Position Statement 2023.

This strategy has been requested by the compliance audit and is guided by recommendations made in the audit.

Cirencester Town Centre Master Plan

The long-term plans are to support a transition to more sustainable transport which will include safe walking and cycling routes. The Masterplan will help to diversify uses in the town and existing car parks will be an area of focus.

Car Parking Strategy.

A new car parking strategy is being prepared this year. The Asset Management Strategy and Car Parking Strategy will need to align to ensure service needs are met and car parks are well managed, and the use of these land assets is maximised.

Public Conveniences Review Group Report.

An Overview and Scrutiny Committee working group carried out a review of the future provision of public conveniences. The review was set in the context of a service which provides 15 facilities District-wide and requires a subsidy, of £166,000 annually. Cabinet took the decision to transfer four facilities to Town Councils or close them.

The Estate

Population and Geography

Cotswold District, with a population of about 84,000, spans 450 square miles, situated near urban centres including Swindon, Gloucester, and Cheltenham. Despite its rural character, the District is conveniently close to major cities including Oxford, Bristol, Bath, Birmingham, and Coventry.

Environmental and Heritage Assets

The district boasts significant environmental and heritage sites: 80% lies within the Cotswolds Natural Landscape, 144 Conservation Areas, nearly 5,000 listed buildings, numerous ancient monuments, historic parks, gardens, and significant wildlife sites. The Cotswold Water Park, a large area of man-made lakes, is key for conservation and tourism.

Local Economy

Cirencester is the District's dominant centre for business and jobs, while towns and villages like Moreton-in-Marsh, Tetbury and Bourton-on-the-Water serve as important service centres. The District's economy, characterised by a strong small business presence, faces challenges like poor broadband coverage and shopping "leakage" to other areas.

Strategic Focus

The Council's strategic focus revolves around maintaining the unique character of the area while fostering economic growth and social well-being. The Council envisions a future where residents enjoy a high quality of life, businesses flourish, and the natural environment is preserved for generations to come.

The Council's property holdings are deeply rooted in the region's history. The careful preservation of heritage sites and historical landmarks reflects a commitment to safeguarding the unique identity of the Cotswolds. These

properties not only serve as a testament to the past but also contribute to the cultural tapestry of the District.

Overview

The property portfolio comprises a total of 169 properties valued at just over £63 million according to the latest asset register with investment properties generating approximately £340,000 per annum.

Recent developments include renovations made at the Trinity Road offices to free up space for tenants and decarbonisation of both Cirencester and Bourton on the Water leisure centres. Plans are also well underway for a 100% socially rented carbon zero residential scheme at Down Ampney and for Solar Photovoltaics to be added to both the Trinity Road Council Offices and another tenanted building in Cirencester. In the last 3 years, the Council has seen a decline in income from its investments and there has been a 2% decrease in the book value of the portfolio. There has been little change in the composition of the estate in the past decade.

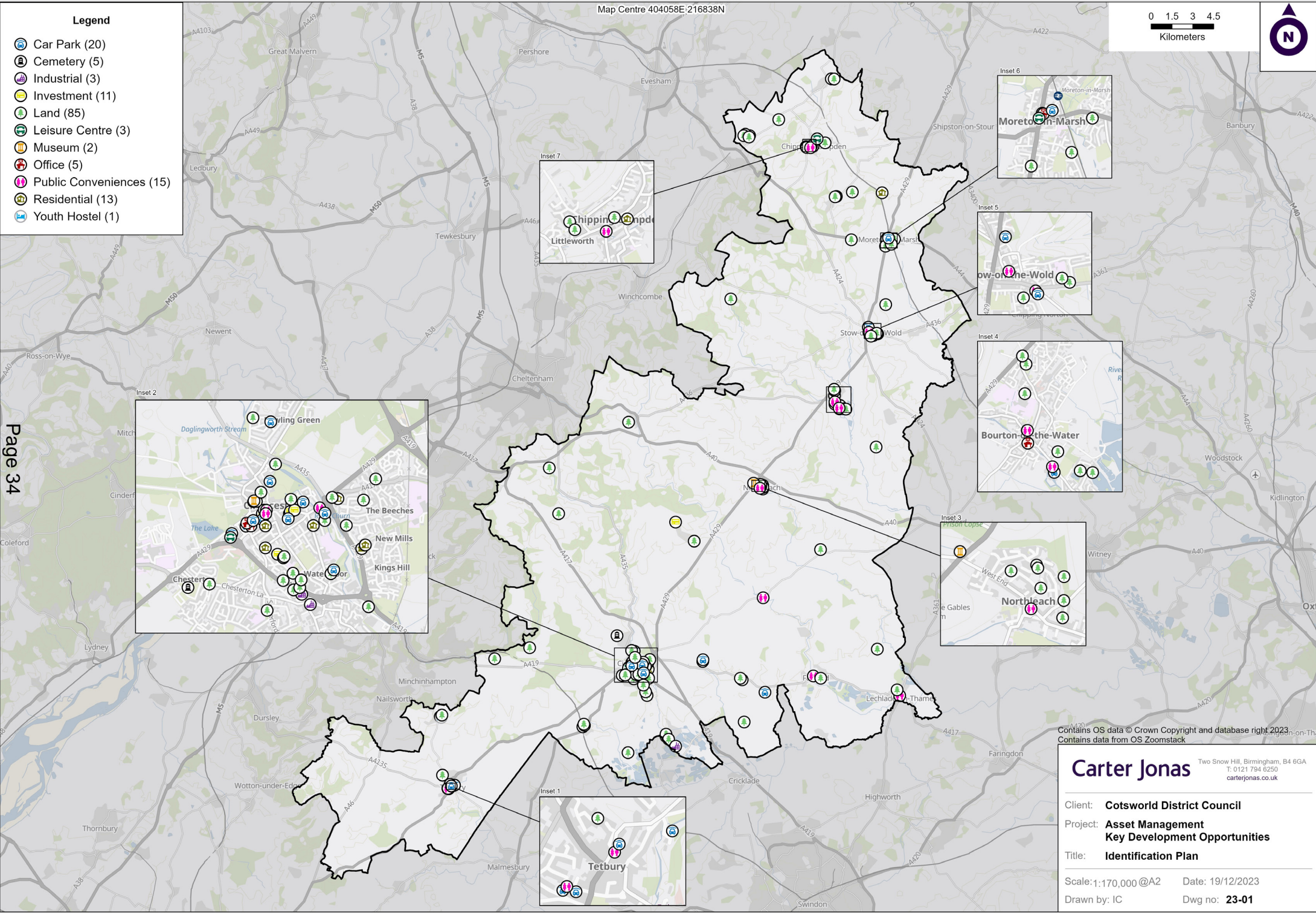
Estate Statistics

- 169 Property Interests
- 161 Freehold
- 8 Leasehold
- £63 million value
- 11 Investment properties
- 44 verges
- 15 public conveniences
- 97 Leases
- 55 properties with associated lease
- At least 21 leases of less than £5,000 per annum



Legend

- Car Park (20)
- Cemetery (5)
- Industrial (3)
- Investment (11)
- Land (85)
- Leisure Centre (3)
- Museum (2)
- Office (5)
- Public Conveniences (15)
- Residential (13)
- Youth Hostel (1)



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Client: **Cotswold District Council**
 Project: **Asset Management
 Key Development Opportunities**
 Title: **Identification Plan**

Scale: 1:170,000 @A2 Date: 19/12/2023
 Drawn by: IC Dwg no: **23-01**

Freehold Interests

The majority of the Council's estate is freehold ownership allowing future opportunities to make changes to or sell those buildings which are not suitable for the future. The Council has significant freehold ownership within the town of Cirencester. Some of these may be able to support future regeneration through redevelopment. This includes a number of freehold owned car parks, 5 of which are located in the central area of Cirencester. Redevelopment would be in-line with the Masterplan and be dependent on parking needs being met on alternative sites.

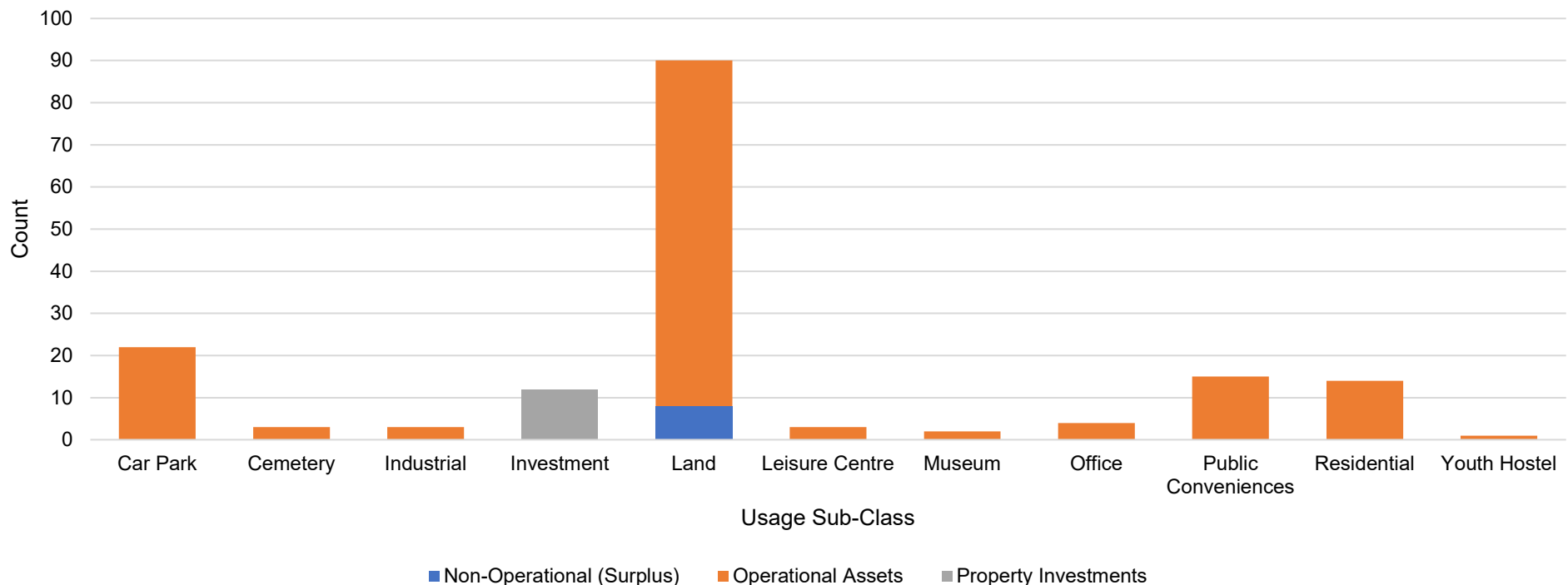
Many buildings are older, period buildings which are typical of the built environment in the Cotswold District. Whilst they are aesthetically pleasing and

fit in with surroundings, some of the buildings are expensive to maintain and provide little flexibility for alterations.

The Council's investment estate is predominately made up of retail occupiers, with three larger retail investment buildings located outside of the District. The Council owns a number of smaller, legacy buildings in Cirencester, many multi-occupied by smaller businesses.

Land interests include amenity land sites and numerous minor land interests which results in the high number shown on the graph below.

Figure 2: Count of Property Types



Leasehold Interests

Council as Lessee

The Council leases eight properties as lessee, most under long leases from other public bodies for our leisure centres, smaller car parks and one public convenience.

Council as Lessor

The Council are currently lessor of 83 leases, corresponding to 53 properties. Of these, 41 are peppercorn leases (31 of which are 50+ year term). These leases are typically granted to other local government bodies or social entities for operational facilities. Conversely, the remaining 42 leases in the portfolio generate varying levels of income. The majority of these are investment properties (see page 17).

The lease agreements range in duration, with 34 leases extending over 50 years, primarily for residential properties, and 27 leases for shorter terms of less than 10 years, predominantly for commercial and office spaces

Figure 3: Leases Classified by Rental Income Bracket

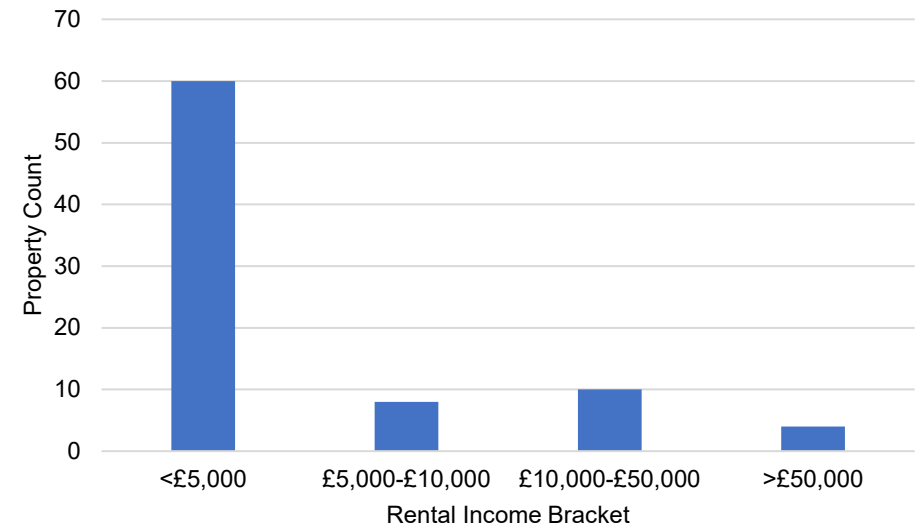
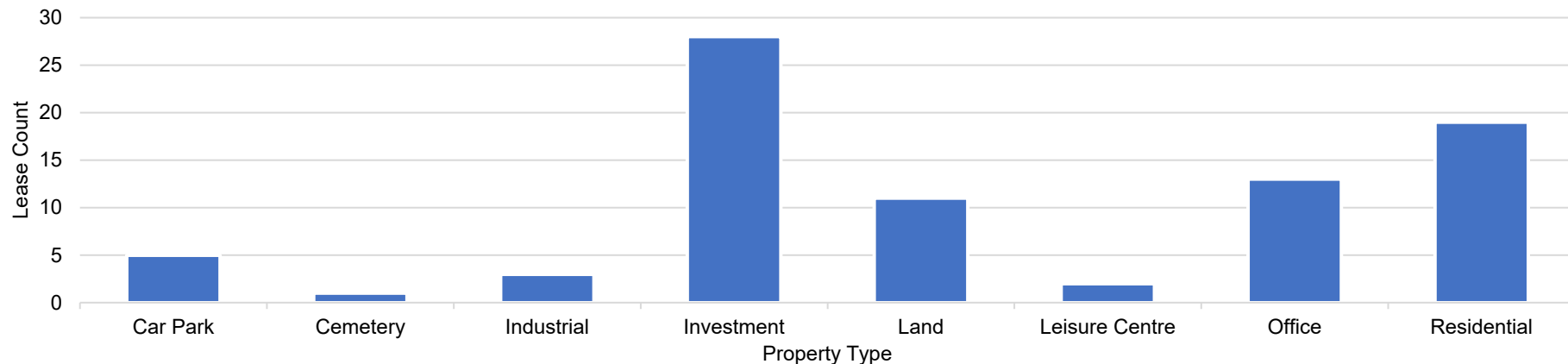


Figure 4: Leases by Property Type



PART 2: SHAPING THE FUTURE



COTSWOLD
DISTRICT COUNCIL

Asset Management Strategy Principles

1 Fit for purpose, cost effective and well utilised

Assets function effectively and enable staff and public to use them. Value for money is achieved by creating flexible buildings that support high utilisation and multiple uses.

Reflecting post-pandemic revised working practices the Council will carefully move towards a future estate that will have fewer buildings. Those buildings will be of better quality with greater functionality and better utilised. In future the Council will seek a greater degree of collaboration with public partners within its operations. The Council may be able to develop hub facilities for other public sector services to collaborate.

2 Sustainable and efficient

Assets are well maintained, are efficient in their uses of power, resources, and new technology to support a carbon zero target.

The Council will measure the energy use of its buildings and ensure that it is investing in energy efficient measures on those buildings that will be retained. The Council will aim to retrofit or release its most energy inefficient buildings. The Council's commitment to the climate change strategy will be creating a leaner, well utilised, more energy efficient estate.

3 Commercially managed.

Assets that are held for investment purposes should be commercially managed and 'sweated' to generate income to support frontline services.

Existing assets will be carefully managed to ensure they provide the best returns possible. The investment estate will be reconfigured with caution, releasing assets where they do not meet criteria for future use. Growth and new business will be encouraged by using land and buildings to stimulate development and encourage new business to our District. Further data will be gathered for the estate allowing performance to be more closely managed and better reporting.

Asset Management Strategy Objectives

The following are the objectives for the Asset Management Strategy:

- 1 Regeneration**
Guided by the Local Plan, to use the Council's property ownership to drive regeneration and growth in Cirencester.
- 2 Local Investment**
Focus on new investment in District.
- 3 Disposal of Properties Not Fit For Purpose**
Preparation for disposal of out of District investments at the right time, re-investing in more local investment opportunities. Assess in-District investment properties against investment criteria to ensure best value.
- 4 Governance**
To set up a Strategic Estates Group as a sub-group of the Cabinet Transform Working Group (CTWG) to assess and make recommendations to Cabinet on acquisitions, disposals or investment.
- 5 Capital Programme**
To obtain more forecasting data to understand potential future spend. This will assist with understanding which assets need to be retained or disposed of.
- 6 Climate Change Strategy**
To ensure property recommendations align with the energy reduction and decarbonisation targets.
- 7 Data**
To continue improving the use of the Uniform database. This will allow better recording and reporting on property and facilities management data.
- 8 Public Sector Collaboration**
The Council's strategy is initially inward looking to provide strategic direction for the Council. Future engagement with Parish and Town councils may achieve site sharing and therefore further efficiency in how property is used.

Corporate Finances and Capital Programme

Budgets and Timing

The Council's Medium-Term Financial Strategy (MTFS) identifies considerable risk to funding from 2026/27 onwards, with a projected budget gap of just over £5m in 2026/27. The plans the Council has to generate savings or income from its estate must be brought forward swiftly to support the overall financial position in 24 months-time.

The financial pressures are common to many Local Authorities, interest rate pressures, reduction in business rates, increase in the demand and cost for services and energy price hikes.

Until recently, the Council's capital expenditure has been funded from capital receipts. As there are no plans for new capital receipts, the Council will need to borrow to fund new expenditure requirements. Within the capital Programme for the period 2023/24 to 2026/27 the Council holds a property Repairs and Maintenance / Capital Works reserve of £250,000. It also holds a Land, Legal and Property fund of circa £1m for asset management activities such as major building repairs for the period of the MTFS.

Whilst the Council will seek every opportunity to reduce costs, there are limited opportunities for significant reductions in what is spent on the operational estate. The Council's operational estate is relatively well utilised and the potential disposal of one or two operational buildings may result in significant cost of change with some loss of public accessibility of services. Whilst cost savings for operational buildings will be considered, the focus will be to improve income from property investments (whilst reducing costs) where possible.

There is minimal funding for new investments or redevelopments. Disposals from existing properties will be required to support these initiatives. Reinvesting monies from disposals aligns with plans being considered by the Department for Levelling Up, Housing and Communities which will allow Council's greater flexibility to use money raised from asset disposals to address budget pressures.

Capital Programme

The Council's Capital Estates Strategy will outline the key investments, projects and opportunities from the Asset Management Strategy. Detailed information is being collated to inform the capital estates programme. The phase 2 (Implementation Plan) of the strategy will require accurate information to identify poorly performing and costly property stock. A significant element of these costs will be improving the energy efficiency of the Council's buildings. Planned preventative maintenance plans (PPM) will provide cost information to accurately forecast expenditure and efficiently procure technical and contractor resources.

For key buildings this may include the following.

- Condition surveys
- Running cost and energy performance
- Occupancy and space data

The condition surveys will identify backlog maintenance of property assets to inform and develop a 5-year capital investment strategy. The condition surveys will also identify opportunities to contribute to carbon zero target by replacing equipment such as boilers with ground source and air source heat pumps and the installation of energy efficient materials and plant such as solar panels.

Estate Planning - Operational Estate

Trinity Road Offices

Within the Council's operational portfolio, the current focus is on the Trinity Road offices. Following the Pandemic and a move to more agile working, some of the building was under-utilised and as a result part of it is being reconfigured to allow occupation of a serviced office provider. This will bring both revenue savings and income. In the longer term, the Council need to regularly review how the Trinity Road offices are used to ensure efficient use of the space. A longer-term option could include a disposal and relocation to smaller, more modern premises in the central area of Cirencester.

Moreton Area Centre

With work coming forward to ensure a more strategic approach to development in the north of the District, the Council is committed to retaining a customer services presence in the area. The Moreton Area Centre currently provides both Council customer services and lettable space to tenants but is underutilised. Consideration needs to be given maximising the return from this building, whilst ensuring customers can readily access Council services. This may need to be informed by a wider public access audit to understand how our residents are accessing council services and how our buildings and services are accessed.

Leisure Services

A new 10-year contract was agreed in 2023 for provision of leisure services. The existing leisure buildings are fit for purpose and able to meet demand for the foreseeable future. There is no need for significant change to the buildings, although there will need to be investment to ensure leisure services and therefore the facilities within the buildings meet changing needs. There may be opportunities for some public services to co-locate in the leisure centres to improve utilisation.

Public Conveniences

In Cirencester, Stow on the Wold and Tetbury, where there is more than one set of Public Conveniences, the Council proposes to transfer the facilities to the Town Councils or to close them. Where facilities are closed they may be converted and let or sold. It may be possible to realise income from some surplus facilities quickly, within 12 to 18 months.

Other Operational Buildings

In the longer term the Council will consider how its smaller operational buildings such as community buildings or other partner properties could accommodate in-person services, allowing space to be released within other administrative buildings. Smaller access points must be fit for purpose and continue to support those with more complex needs.

Open Space and Minor Interests Review.

Small land parcels are to be verified as surplus to requirements and disposed of or transferred. The ongoing management and enquiries regarding small land parcels can be labour intensive and a distraction from other, more important, estate management duties. For those small land parcels and minor interests which are to be retained in the short term, a policy note may be appropriate to agree how they will be managed. This could include enhancing biodiversity and planting trees on these sites. It will be important not to release small or minor land interests which may support future infrastructure schemes in light of the developing master plan.

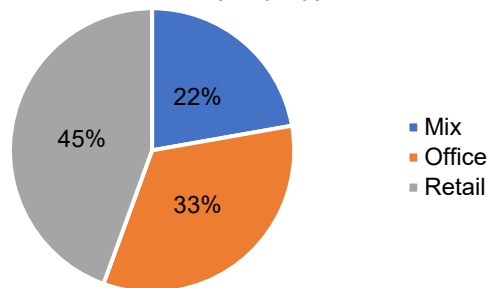
Estate Planning - Operational Estate

Investment Properties

The Council's investment estate is composed of 12 properties with an annual rent roll of over £340,000. This portfolio includes properties both within and outside the District, providing a degree of diversification that has historically buffered against localised economic downturns.

In the face of the prevailing economic downturn, the rent roll has declined. The Council's MTFS recognises this reduction in revenue income over the next 3 to 4 years as it is predicted that the rent roll may decline further as a result of the retail biased portfolio. The Council's out of District investment properties are let to tenants who may be further negatively affected by the economic downturn. The investment properties in District are smaller, multi-let period buildings which are costly to maintain and expensive to manage.

Figure 5: Investment Portfolio Property Type Mix



For investment properties purchased by Local Authorities in the last 5 years, retail property has on average fallen by 29% since it was purchased, with offices down by 23%. Industrial property, on the other hand would have increased by 23% in the same period. Whilst these statistics may not be fully applicable in Gloucestershire, it is understood that industrial property would have outperformed both retail and office sectors.

Condition, Maintenance and Efficiency

The portfolio comprises properties including yellow brick buildings typical of the area along with a few late 20th century and early 21st century buildings. These buildings unsurprisingly have poor energy efficiency metrics and are mostly certified with an EPC D rating. There is currently some maintenance data to support cost analysis, but it is understood that these properties have large associated planned and responsive maintenance costs typical with older period buildings. Many of the buildings are Grade 2 listed creating constraints on future retro fitting and reconfiguration.

Tenure and Challenges

The majority of these properties are let to small independent tenants with a few exceptions including Tesco and Argos. Importantly most of the properties are multi-let consuming greater management resource. There are currently 4 properties with multiple leases where the tenant is holding over and another 4 where the leases have less than 4 years remaining. Finally, the largest property is currently unlet as the tenant, Wilko, recently went into administration.

In conclusion, the investment property portfolio, while generating a significant annual rent, faces multiple challenges that require strategic management and planning. The diversity of the portfolio, both geographically and in terms of tenant mix, provides some resilience against economic fluctuations, yet the concentration in retail units and properties with poor energy efficiency ratings introduces considerable risk. The condition and maintenance needs of the older buildings, coupled with the complexities of managing multiple leases and the presence of unlet properties, further exacerbate these challenges.

Estate Planning – Investment Properties Outside District

Investment Properties Outside District

The Council has three properties, in Tipton, Seaford and Hereford which collectively have an estimated rental value of 75% of the total investment portfolio. The performance of these investment properties greatly impacts the total income.

The largest property in Tipton remains unlet with offers less than the previous rent passing from lessor covenants. The Hereford tenancy is in a stable situation as a result of a rent reduction however the investment is still at risk. The property in Seaford is let to a stronger covenant having lower risk to that income stream.

The out of District investments do not support the local economy or regeneration initiatives. The location of the properties has led to complications in management, and the Council is more reliant on local agents to assist in management, rather than using its own in-house expertise.

Next Steps

In line with the Council's commitment to community-centric growth and effective asset management, the Council's objective is to focus on investments locally, ideally to meet both financial and regeneration objectives and support growth in the District.

The phase 2 Implementation Plan will consider disposal options. In the meantime, the Council will continue its management of these properties allowing preparation for a sale if and when required.

Estate Planning – Investment Properties Outside District

Investment Properties in District

The Council has 9 properties, the majority in Cirencester. These are often historic heritage buildings, characterised by their complex maintenance requirements and substantial management overheads. Despite their cultural value, the financial returns from these properties may not align with the Council's efficiency and profitability objectives (to be assessed as part of our Implementation Plan, Phase 2).

Within the 9 properties there are 9 tenants paying less than £5,000 per annum. Whilst there is not detailed figures to support the analysis, it is expected that the maintenance and management costs of some of the properties would be higher than the rental income. The Council's largest in District investment property at Dyer Street occupied by Argos and Savers is allocated in the Masterplan as a development site.

The Council will consider disposal of properties which are the most expensive to maintain, the highest cost to manage and which do not offer support to the future Masterplanning of Cirencester. Where feasible, the Council will seek to responsibly transition away from those properties, prioritising investments that deliver better returns and reduced management cost. Any disposal proceeds may be invested in new investments or to fund redevelopments of other schemes.

The identification of those individual properties will be undertaken in the Implementation Plan (Phase 2) where properties are individually assessed according to agreed criteria.

Property Management

The Council's properties are managed by the in-house Assets Team with support from advisors. The Council's Property Management processes are led by RICS and CIPFA guidelines. The Council will continue to govern its investment properties commercially to achieve best value and ensure all tenants are treated fairly.

As an example of this, the Council has agreed a new policy with regard to the charging of interest.

- The Council has the ability to charge interest as per the contractual liability in each lease.
- Interest can be charged on rent backlog after a rent review and in extreme cases of rent arrears.
- Charging interest would be a tool that the Council Assets team could use, in their expert opinion, where the interest income would be above an agreed level.

Estate Planning – Investment Properties Outside District

Car Parking Opportunities

The car parking strategy will need to balance a number of priorities. The Council relies on income from its car parks which is approximately £1.6m net per year at the time of writing. Due to limited public transport infrastructure in Cirencester, the Council must also retain the right amount of car parking spaces to allow access to amenities and business to grow. Our car parks must retain space for residents, visitors, electric vehicle charging and spaces for disabled users.

The Council will forecast future demand for car parking whilst observing Local Plan policies (Policy S3 Central Area Strategy) which promotes the relocation of town centre car parking to out of town locations where possible. There is also a principle of bringing further residential use into the town centre.

A number of the sites within the Cirencester Central Area Strategy identified and allocated for development are owned by the Council. This allows us some control in the future development of key sites in Cirencester.

Some of the Council's our car parks require modernisation and reconfiguration to maximise income. There therefore needs to be an understanding of which car parks will be retained, and which car parks (if any) might be redeveloped for alternative use. This will impact the Capital Programme for the car parks and decisions will need to be made swiftly.

How the future use of Council owned car parks will be identified

The Car Parking Strategy is ongoing, and this work is expected to continue through 2024. The Asset Management Strategy will need to reflect results from the Car Parking Strategy, particularly the analysis of occupancy. Whilst the initial focus is on the car parks in Cirencester, demand for car parking across the rest of the District will also be reviewed.

Occupancy information will be overlaid with an assessment of commercial opportunities to identify which car parks could be considered for an alternative use.

The Local Plan update (draft version) identifies the following car parks for development to enable implementation of the Framework Masterplan for Cirencester.

- Old Station (152 spaces)
- Brewery (278 spaces)
- Sheep Street (102 spaces)
- Forum (176 spaces)
- The Waterloo (234 spaces)

These are car parks located in the central area of Cirencester and these will be the focus of analysis for alternative uses. However, car parks can only be redeveloped if parking needs can still be met. In some cases this will mean the relocation of car parks. This supports the key Local Plan policy for decentralisation of car parking in Cirencester.

The Waterloo Car Park

Although we will need to be guided by further study, of these five car parks, The Waterloo Car Park may offer the best opportunity for redevelopment. Any redevelopment here may only need part of the site, or parking could be re-provided.

Estate Planning – Investment Properties Outside District

Other Opportunities

The remaining four Town Centre car parks will be considered for an assessment of commercial opportunities. The selection may be narrowed, once the results of the Car Park Strategy are obtained. If the current number of existing car parking spaces in Cirencester is to be retained for the short or medium term, then the focus of further analysis will be to consider which other car parks could offer redevelopment whilst retaining the majority of car parking spaces.

Should the Car Parking Strategy suggest that the number of car parking spaces in Cirencester could be reduced in the short / medium term then the Council may consider disposal or alternative uses which do not require re-provision of car parking. This outcome offers the potential to realise a significant capital receipt more quickly. In this event it will be necessary to forecast the potential loss of car parking income as part of any analysis.

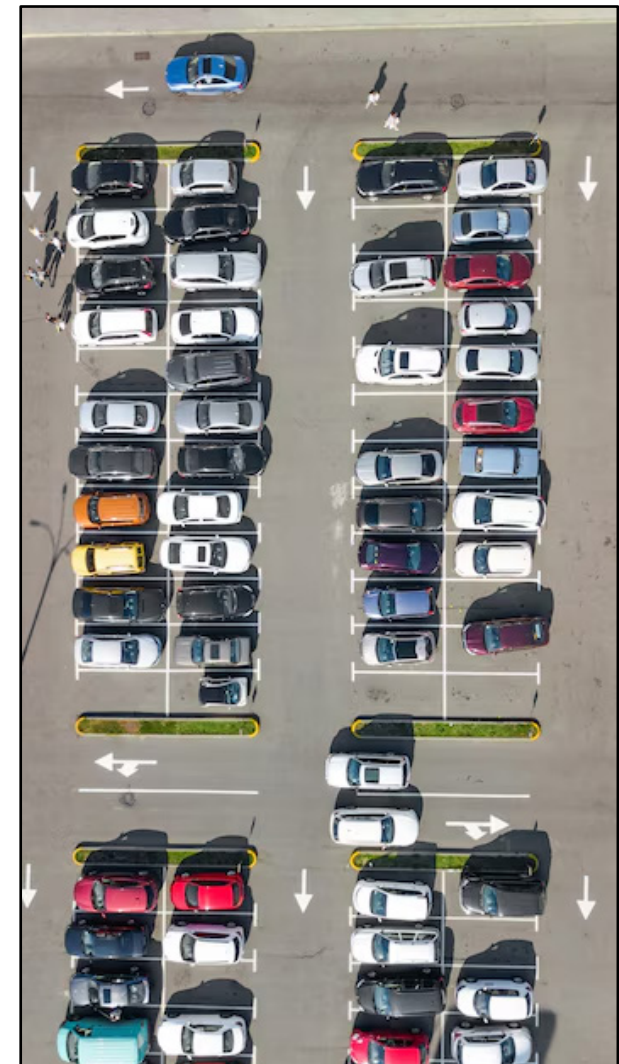
It is noted that any new use of the ex-Tesco site in central Cirencester may have an impact on the car parking at the Brewery. The Brewery site should therefore be considered once the future use of the ex-Tesco site (not Council owned) is clear. This will need to be considered as part of the overall analysis of the 5 selected car parks.

Although our analysis will be focused on Cirencester car parking, the Council will consider other opportunities for alternative uses for car parks elsewhere in the District if guided by the Car Parking Strategy.

Next Stage Assessment

The commercial assessment of alternative uses should be a Masterplanning led / market analysis of options. Any assessment will need to consider the wider impact on existing residential and commercial uses which may only remain viable if there is adequate car parking available. Loss of car parking income from any of the scenarios will need to also be accounted for.

Any proposed development of these sites may offer opportunities for much needed new housing, which should also be considered by the assessment.



Estate Planning – Commercial Investment Opportunities

Future Investment

With continuing economic challenges, the Council's focus is to maximise the returns from existing investment properties and dispose of underperforming properties, reinvesting receipts. Options are primarily the acquisition of new investment property in the District and / or funding redevelopment of existing (car parking) sites in Cirencester (see page 20).

Funding from Disposals

Reserves are held to fund the implementation of key projects which alleviate the financial risks the Council is facing. The Council's Priorities Fund (CPF) has a balance of circa £1m for the current financial year. Receipts from any disposals are held in the capital receipts reserve, forming part of wider capital financing options to include regeneration investment. Given that completing sales of existing investments may take a number of years, the Council will consider other funding sources.

Diversification

The Council's commercial properties are retail biased but it is considering diversification through asset management of existing properties. New projects including regeneration opportunities will be considered, which focus on other sectors. These may include healthcare / surgery and other sectors including light industries, leisure, food and hotel opportunities.

Location / Specification

Initially the Council will look to acquire those commercial investments in the Cotswold District, particularly those opportunities which support local Masterplanning objectives and key sites in Cirencester. Investment opportunities in District will be limited but smaller lot size investments can be achieved in or around Cirencester. Achieving success to acquire the right investment in District

will require preparation and an ability to act quickly, having pre-agreed the criteria for investment.

As discussed in the Estate Planning section on car parks, the Council is considering the redevelopment or disposal of car parks in the central area of Cirencester, where parking is underutilised or alternative sites can be identified.

As the Council proceeds with this divestment strategy, it will aim to reinvest within the Cotswold District, thereby fuelling local economic development and simplifying the management of the investment estate. By focusing on local opportunities, the potential for our investments to directly benefit our residents and business community is enhanced.

Timing

The Council will be faced with a complex set of opportunities, managing the sale of existing investments when the time is right, whilst considering the reinvestment of funds into the capital programme, new investments or redevelopment opportunities. The Implementation Plan will provide a more detailed plan on the timing of these transactions once individual property options are understood.

Surplus Property Opportunities and Other

The Council may have surplus public convenience sites for disposal or to let for investment. Whilst this is likely to be kiosk type space, there can be strong demand for the opportunities from small businesses for these sites which rarely come to market.

The Council may hold land sites which are no longer required for operational use and these may offer investment opportunities. Alternative uses for land sites, will consider all options including uses for smaller plots including (EV) charging and cycle facilities, which dovetail with the Council's commitment to sustainable infrastructure.

Local Plan and Regeneration

Policy and Context

Provision of affordable housing is a priority for the Council. Delivering housing for local, low-income families is vital to ensure they have a choice to stay local. This is important for local jobs, retained spend and sustaining communities. The Council's new housing strategy assesses opportunities from its existing ownership and explores other options to progress genuinely affordable housing projects for the future.

The adopted Local Plan to 2031 is being updated and a new Local Plan to 2041 is also being prepared. There are around 60 existing / new policies that are being prepared and revised, including a new Climate Change chapter. For the Local Plan period 2026 to 2041, it is currently estimated that sites for around 3,300 additional homes are needed.

The Council is in a unique position as it owns a number of the sites which are identified in the Local Plan and in the Framework Master Plan for development. The presence of council buildings or services often creates high footfall and can lead to a micro-economy which attracts other businesses. This allows the Council a degree of control for future development ensuring where possible that development aligns with corporate priorities;

- Providing land for affordable housing and other development
- Stimulating regeneration through the development of public sector hubs and joint developments
- Job creation and development of business hubs
- Supporting micro businesses

Delivery

The challenge is to promote the sites the Council owns to support future regeneration priorities to bring forward schemes which are financially viable. This will require market analysis of identified sectors to understand interest.

Creating a delivery strategy from the Cirencester Town Centre Framework Masterplan will allow areas presenting opportunities to be considered in more detail. The Council may have the opportunity in some cases to self-develop as owner of the sites to create new income streams, to work with a partner in developing the sites or to dispose of the land and buildings allowing others to take the site forward. The Council will be flexible in its delivery options and assess each opportunity on its own merits.



Figure 6: CDC – Bromford Down Ampney Render

Sustainability, Climate Change and Decarbonisation

Climate Change Strategy – Impact on our Estate

The Council’s Climate Emergency Strategy 2020 to 2030 sets out how it will combat the negative effects of climate change and support a program for delivering net zero. Whilst Central Government has committed to achieving net zero by 2050, the Council has committed to achieving net zero earlier, by 2045. A quarter of the Council’s entire corporate emissions are from gas usage in heating its buildings. The other quarter is from electricity, predominately used in buildings, so the energy efficiency of the Council’s estate is a vital component in achieving net zero.

Net Zero Priorities for our Land and Buildings

The following are priorities for the Council’s land and buildings taken from the Climate Emergency Strategy or from the Local Plan.

- To improve the energy efficiency of Council owned properties
- To consider disposal of buildings which cannot achieve net zero through refurbishment
- New acquisitions will be carbon neutral throughout their lifespan
- The Council will attempt to base any new commercial investments within District
- To drive the importance of sustainability in new developments
- To focus on renewable energy and investing in Solar PV (photovoltaic / ‘solar panel’) technology
- To increase the number of EV charging points
- Continue to develop data for better benchmarking and performance management.

As part of the Asset Management Strategy, creating a leaner estate with modern and better utilised buildings will play a key role in the reduction of the Council’s carbon footprint. The utilisation of the Council’s accommodation will be

constantly reviewed to ensure that there is no empty space potentially wasting energy.

The Council will ensure that it is investing in energy efficiency improvements (and decarbonisation) projects for those buildings that will be retained for the future. The strategy for understanding which buildings will be retained is therefore critical to the plan for targeting energy efficiency projects, ensuring that the Council will continue to benefit from those changes in the long term.

Consideration will be given to the carbon neutrality of buildings as a key part of decision making on acquisitions and disposals. However, the limited number of carbon neutral buildings currently available in District and the premium that may need to be paid, may mean that retrofit to achieve low carbon buildings will need to be considered. As noted in the Climate Emergency Strategy, ‘The Council will seek commercial investment and co-investment opportunities, ideally within the District.’ By 2041, 20% of the Council’s energy use will need to come from renewable sources within the District. This will influence investment decisions. For any redevelopment options the Council will keep in mind key policy to prevent demolition to reduce the carbon costs of new build schemes.

The Council’s new Local Plan will be ‘Green to the Core’ and its new developments will have green credentials. It is leading by example with its Joint Asset Venture at Down Ampney. This is a Carbon Zero Development with PV panels whilst also being a 100% socially rented scheme. The Council plans to bring forward more of these Carbon Zero developments across the District in future years.

Options are also being explored for installing renewable energy generation schemes as part of sustainable development and the Council is progressing installations of solar PV in a number of locations including operational and investment buildings. It may be appropriate to consider Natural Capital options such as carbon capture, pollination or natural defences to protect against flooding, for open space and this will form part of new investment considerations.

Sustainability, Climate Change and Decarbonisation

Climate Change Strategy - Data

Improved quantitative data is needed, and energy performance information will be an important element of that data. Improvements will be made to the way in which energy performance of buildings is measured and this will be related to building use data for accurate results. This information will form part of the strategic decision-making process for the Council. That work will need to include identifying leased buildings which fall foul of MEES regulations (preventing a Landlord from leasing the premises).

The Council is progressing further building energy assessments in response to changes to the MEES regulations. The building assessment will allow determination of the level of new investment required for buildings (including tenanted properties) to achieve better energy efficiency. This will provide cost information for increasing the ratings for each property. It may not be economically viable to improve some of the buildings to reach net zero status and the Council will need to consider future options for those buildings which may include disposal.

Investments will need to be made in energy efficiency improvements (and decarbonisation) projects for those buildings that will be retained for the future.

Governance

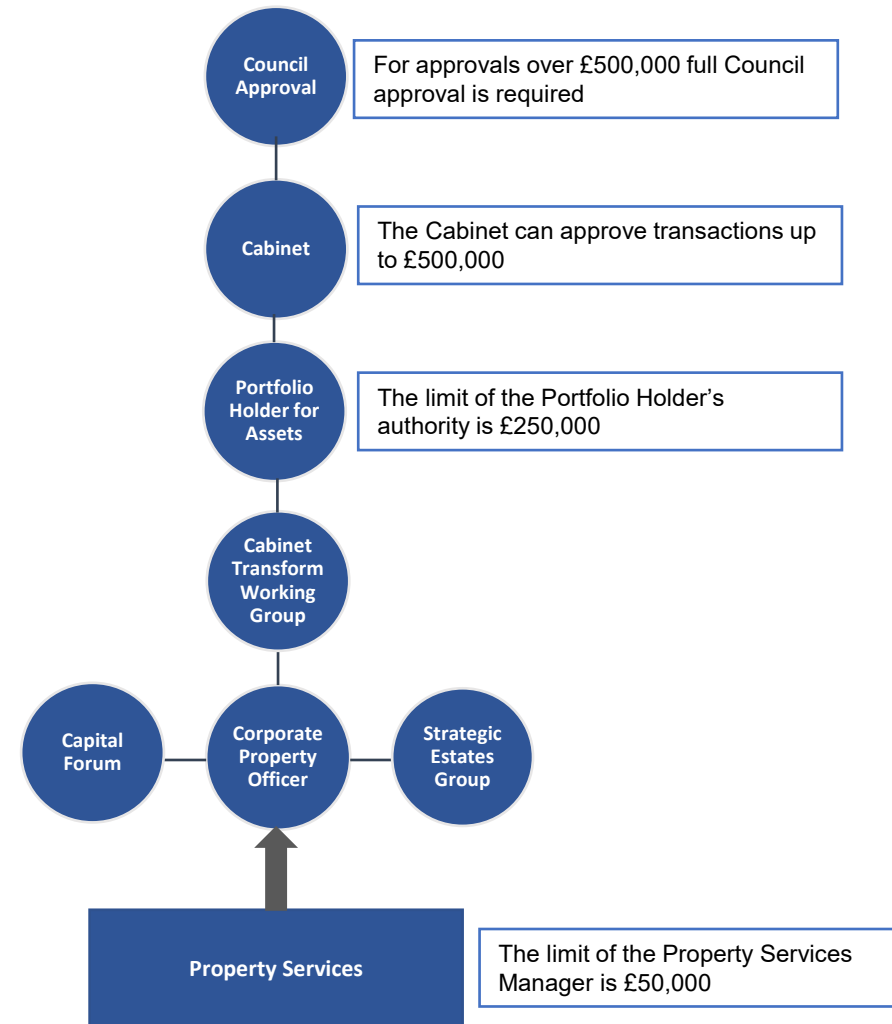
The Council's Strategy is based on the continued model of centralised management (Corporate Landlord) to ensure that all individual property decisions align with the strategy. All land and property matters must be managed and monitored by the Estates Team.

This strategy provides a holistic view across the Council to consider corporate objectives, regeneration goals, operational service requirements and investment opportunities. This presents a relatively complex matrix of options and will require a dedicated Estates Board to consider the decisions.

Some of the recommendations being put forward by the Asset Management Strategy require frequent input from a number of stakeholders across the Council. The Estates Board will allow all stakeholders the ability to support or challenge key decision making and ensure that projects align with the Asset Management Strategy. This will allow swift progress with property transactions where time is of the essence, including new investments or to confirm funding for redevelopment.

Those key strategic issues will be progressed through a 'Strategic Estates Board' (SEB) within the existing Cabinet Transform Working Group (CTWG). This group will ensure that the recommendations, principles and actions from the strategy are discussed, developed and implemented.

Existing delegated authority bands are shown on the diagram. It is suggested that these are increased (particularly for single transaction amounts) allowing the Council to progress with property transactions more efficiently. Some other District Councils have delegated authority limits twice the amount shown.



PART 3: DELIVERY



COTSWOLD
DISTRICT COUNCIL

Asset Management Strategy Property Recommendations (Informing Phase 2)

Recommended Actions

- **Out of District Investments:** To proceed with asset management, ensuring the properties are producing a market rent or the highest returns possible, whilst making preparations for disposing of the poorest performing assets. The poorest performing assets will be determined by the assessment tool as part of the Implementation Plan.
- **In District Investments:** To consider disposal of those properties which are the most expensive to maintain, have the highest management costs, have low social value and do not support the future Masterplanning of Cirencester. That selection process will be undertaken as part of the Implementation Plan.
- **Car Parks:** To progress opportunities for investment delivery options of one or more of the selected Cirencester central area car parks. These will be assessed as part of the Implementation Plan alongside information and data from the Car Parking Strategy.
- **Operational Property:** To provide an assessment of options for maximising the use of Moreton Area Centre. This property will be assessed within the Implementation Plan.
- **Public Conveniences:** To transfer or dispose of some facilities in Stow on the Wold, Cirencester and Tetbury, which may offer revenue generation opportunities.
- **Land Interests:** Review for categorisation, identification of residential development and / or disposal. To consider and promote those sites suitable for housing.

Implementation Plan (Phase 2 Asset Plans)

Working Tool

The Council will agree a criteria for the assessment of selected properties. The assessment of properties will be guided by the agreed strategies set out in the Asset Management Strategy (Phase 1). For those properties which are assessed as requiring change, Asset Plans will be produced.

Property Assessment

The assessment tool will allow new information to be updated and report on results and recommendations without having to revisit the entire strategy. The Council will assess all in-scope properties for existing functionality. Each of the properties will be assessed against all criteria so they are scored for operational, social, investment and regeneration opportunities.

Qualitative scoring criteria would include the following and be assessed alongside quantitative data to provide an overall assessment allowing a decision on retention, redevelopment or disposal of a site:

- Operationally fit for purpose – qualitative assessment with service teams
- Operational improvement – opportunity to refurbish or extend
- Collaboration Options
- Residential development – potential to support housing delivery
- Alternative Use Potential – independent of service requirement, could it be used for other purposes
- Voluntary and Community Sector Opportunity
- Social value
- Hub potential – providing multi-service location
- Regeneration site or adjacent to regeneration site

Agenda Item 9



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET - 9 MAY 2024
Subject	DISPOSAL OF PROPERTY IN BOURTON ON THE WATER
Wards affected	Bourton Village
Accountable member	Mike Evely Deputy Leader of the Council and Cabinet Member for Finance Email: mike.evely@cotswold.gov.uk
Accountable officer	Andrew Turner, Business Manager for Assets and Council Priorities Email: Democratic@cotswold.gov.uk
Report author	Jasmine McWilliams, Asset Manager Email: Democratic@cotswold.gov.uk
Summary/Purpose	To request a decision to dispose of former Visitor Information Centre building in Bourton on the Water.
Annexes	Annex A – Location plan Annex B - Photograph
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none"> 1. Approve the recommendation to dispose of the former Visitor Information Centre building in Victoria Street Bourton on the Water 2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer, in consultation with the Deputy Leader and Cabinet Member for Finance to approve the final terms of the sale including sale price.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services • Supporting the Economy
Key Decision	YES
Exempt	NO
Consultees/	Deputy Leader and Cabinet Member for Finance, Chief Finance Officer,



COTSWOLD
DISTRICT COUNCIL

Consultation	Assistant Director for Property and Regeneration, Head of Legal Services
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1. EXECUTIVE SUMMARY

- 1.1 This report recommends the disposal of the former Visitor Information Centre building in Victoria Street, Bourton on the Water. The property became vacant after the closure and vacation of the last tenant in February this year, being Bourton on the Water VIC Limited.

2. BACKGROUND

- 2.1 The Council owns the freehold of the premises. It comprises an end terrace stone building under a pitched tile roof with a single storey rear extension constructed of reconstituted stone under a flat felt roof. The accommodation provides a ground floor shop area with a small kitchen/store and WC and extends to 29.64 sqm (net internal area).
- 2.2 The property was a public toilet until 1996 after which it was refurbished to provide a Council run Visitor Information Centre. In 2006 Bourton VIC Limited was established and a lease of the property to the company was granted to provide the service with grant funding from the Council.
- 2.3 In July 2023 Cabinet confirmed the position set out in December 2021 that funding for Visitor Information Centres would cease in September 2023 except for Bourton on the Water VIC where a further extension was provided until December 2023.
- 2.4 Cabinet approved £6,000 in transitional funding in recognition of Bourton on the Water VIC's role in managing coach parking in the village.

3. MAIN POINTS

- 3.1 External agency advice was sought as to the options for the future of the building which are to retain and let commercially or to sell on the open market.
- 3.2 Retaining the property would hold no strategic benefit for the Council as it does not own any adjacent land or buildings and therefore the recommended option is to sell the property on the open market. This would return a capital receipt in the region of £240,000 less agents costs of approximately £5,000.
- 3.3 Options for this building have been considered in line with the Asset Management Strategy which is the subject of a separate report on this Cabinet agenda. The Strategy provides a framework for decision making and considers the strategic and financial benefit that the Councils land and buildings provide. Disposal of assets that serve no strategic or service purpose, are older and carbon inefficient and do not provide a significant return should be considered.

4. ALTERNATIVE OPTIONS

The Council could retain the property to let as a retail shop or other appropriate use which would generate an income in the region of £14,000 p.a. The property is in a secondary retail location in the village and would need to be managed and maintained by the in-house



property and estates team. The property is currently in good condition but it is likely that the Council would remain responsible for future external and structural maintenance including the Cotswold stone roof on the front elevation.

5. FINANCIAL IMPLICATIONS

- 5.1** The recommendation is for the Council to dispose of the property on the open market. It is estimated the Council would receive a net capital receipt of £235,000. Net proceeds from disposal will be allocated to the capital receipts reserve and be used to fund future capital expenditure. This will help the Council defer the prudential borrowing requirement that was outlined in the Capital Financing Statement included in Annex D of the *2024/25 Revenue Budget, Capital Programme And Medium-Term Financial Strategy* approved by Council in February 2024.
- 5.2** In disposing of the property the Council will need to adjust the revenue budget to account for the loss of rental income of £8,000 per annum. Future costs associated with any void period, security of the asset, utilities and empty property rates will be mitigated through disposal. In the immediate short-term the Council will manage these costs through existing resources.

6. LEGAL IMPLICATIONS

- 6.1** The Council would transfer the freehold of the property and have no further obligation for or income received from the property.
- 6.2** The Council's legal team would draft the legal documents and complete the sale on behalf of the Council.

7. RISK ASSESSMENT

- 7.1** This decision is deemed low risk as the Council will receive a capital receipt.

8. EQUALITIES IMPACT

- 8.1** No impact is envisaged as a result of this decision.

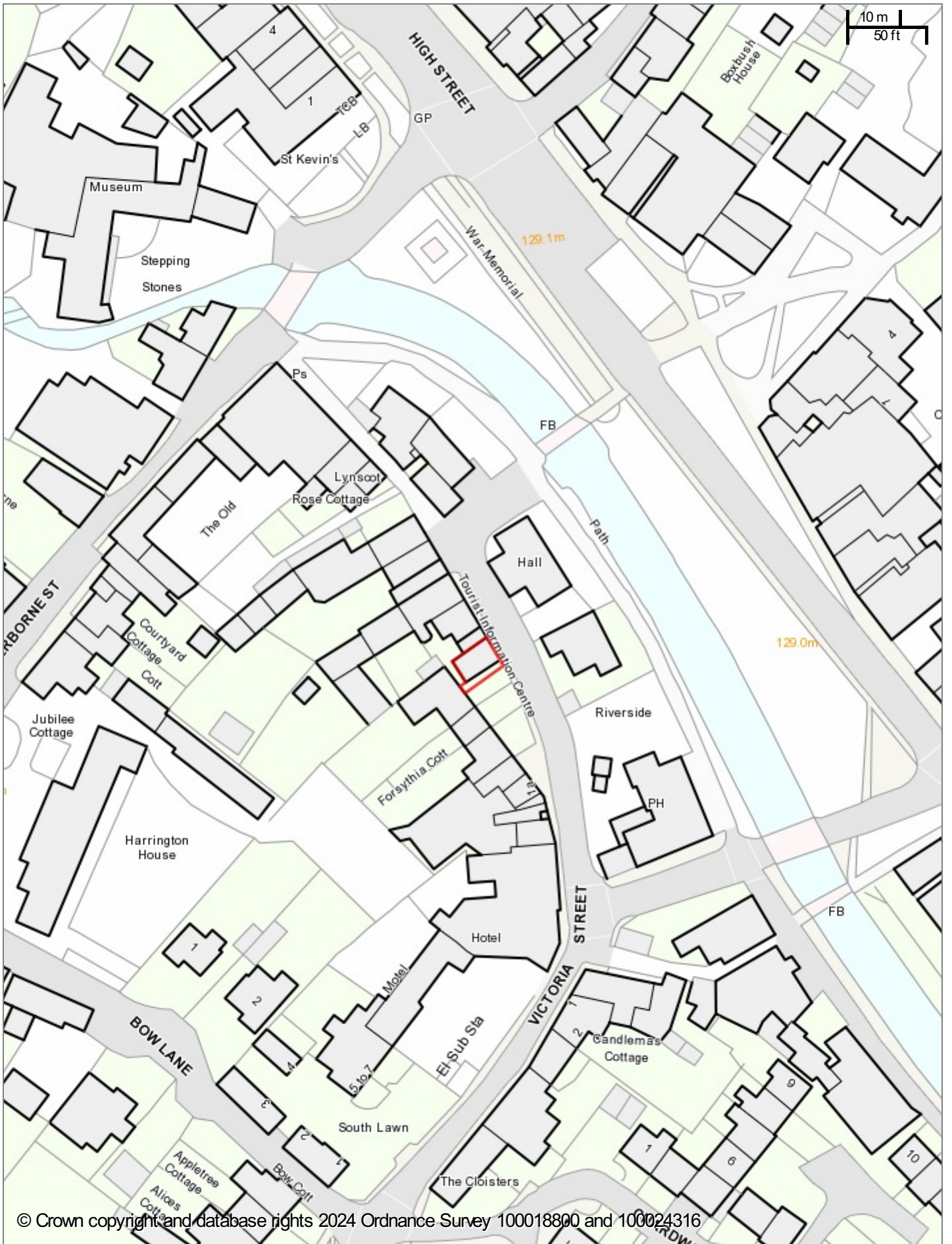
9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** No implications are envisaged as a result of this decision.

10. BACKGROUND PAPERS

- 10.1** None

(END)



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Annex B



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Agenda Item 10



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 9 MAY 2024
Subject	LEGAL SERVICES PARTNERSHIP AGREEMENT & TRANSFORMATION PROGRAMME UPDATE
Wards affected	None
Accountable member	Cllr Tony Dale, Cabinet Member for the Economy and Council Transformation Email: tony.dale@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance & Development Email: angela.claridge@cotswold.gov.uk
Report author	Angela Claridge, Director of Governance & Development Email: angela.claridge@cotswold.gov.uk
Summary/Purpose	To seek authority to enter into a formal partnership agreement for a shared legal service with Forest of Dean and West Oxfordshire District Councils and to note progress on the Legal Services Transformation programme to date.
Annexes	Annex A – Service Catalogue Annex B – Staff Model
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none"> 1. Delegate authority to the Chief Executive, in consultation with the Cabinet Member for the Economy and Council Transformation, to enter into the formal Legal Services Partnership Agreement with Forest of Dean and West Oxfordshire District Councils with immediate effect. 2. Note progress and the direction of travel for the Legal Services Transformation Programme to date.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services
Key Decision	NO
Exempt	NO



COTSWOLD
DISTRICT COUNCIL

<p>Consultees/ Consultation</p>	<p>Cabinet Member for the Economy and Council Transformation. Chief Executive Officer, Chief Finance and Monitoring Officers representing Cotswold, Forest of Dean and West Oxfordshire District Councils. Head of Legal Services and Legal Services Change Programme Manager.</p>
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1. EXECUTIVE SUMMARY

- 1.1 Following a review of the shared Legal Service by an external consultancy, Cadence Innova Limited, a transformation programme for the shared Legal Services Team has been progressing under the stewardship of the officer led Legal Services Steering Board.
- 1.2 This transformation programme is underpinned by our ambition to create a modern and innovative shared service, providing high-quality, efficient services that deliver on the vision for its three council and Publica clients. The programme, although focussing on value for money, is not a savings programme, instead transforming the function to be future ready.
- 1.3 This report informs the Cabinet of the progress to date and seeks delegated authority to enter into a formal partnership agreement.

2. BACKGROUND

- 2.1 Cotswold, Forest of Dean and West Oxfordshire Councils currently share a joint legal service. The Service has operated on an informal footing since 2016 with all legal staff being made available by, and to, the other participants on a co-operative and collaborative basis. The staff are however retained by their employing authority. A mutual co-dependency has developed between the councils with each reliant on the other for legal service provision.
- 2.2 In 2022, this Council completed a review of Legal Services assessing it against an external provider. Following that assessment, Cotswold District Council's Cabinet, on 4 July 2022, determined that legal services should continue to be provided by the shared legal team; resolving; *“that the Council's legal service continued to be provided by Your (the inhouse) Legal Service, supported a review of the service for economy, efficiency and effectiveness, and supported the formalisation of the shared service under a Collaboration Agreement and Section 101 agreements”*. This decision was subsequently endorsed by Forest of Dean and West Oxfordshire District Councils.

3. SERVICE REVIEW

- 3.1 A review of Legal Services was commissioned by the Chief Executives of the three partner councils. Cadence Innova Limited, who've worked with other local authority legal teams, were engaged to undertake a review of the shared service to ensure its “economy, efficiency and effectiveness” recommending a programme of transformation.
- 3.2 It is important that Cotswold District Council has access to an effective legal service. The Council provides a wide range of services in a complex legal environment. While the current shared team has provided a cost-effective service for the Council with a team of skilled lawyers, a programme of transformation was required to ensure the shared service is fit for the future and can meet the Council's ambitions.
- 3.3 Cadence Innova were engaged to review the operations of the shared legal service. Specifically, to -



- Discover and understand what the current service looks like – the ‘As Is’ Operating Model
 - Provide recommendations of what the service should look like to meet the demands of the three councils and Publica – the ‘To Be’ known as the Target Operating Model (TOM)
 - Identify the changes that need to happen to reach the Target Operating Model (TOM)
 - Provide a Roadmap – a set of priority activities and recommendations to embed success.
- 3.4** Throughout the review, Cadence Innova Limited focussed on the five core components that form the foundation of every high-functioning team or organisation - Strategy, Governance, People, Process and Technology.
- 3.5** The review contained a number of approaches to gather information to assess the “as is” position, including engaging with twenty-four stakeholders from across the councils and Publica, clients and Legal Services which contributed to the identification of current pain points, underlying causes and challenges that both users of the service and the lawyers experience.
- 3.6** To build the ‘To be’ target operating model (TOM), Cadence Innova ran four face to face group workshops with senior leaders and Legal Services to collect information to build the TOM and held meetings with individuals and groups to co-design the TOM.
- 3.7** To develop the Roadmap, Cadence Innova used their knowledge and experience to map out the high-level activities that are required to achieve the TOM and identify the priority activities and timings to embed success.
- 3.8** The “as is” position identified a number of pain points and underlying challenges and causes, including:
- Current service is reactive.
 - No agreed service specification.
 - Absence of a formal contractual agreement between the councils.
 - Limited assessment of whether the service is providing value for money.
 - Insufficient capacity within the team, with qualified, experienced lawyers spending 20% of their time on general admin, and work that could be handled internally being sent to external law firms to provide capacity.
 - Limited opportunities for professional growth or “grow your own” trainee roles.
 - Limited technology – no legal case management or document management system.
- 3.9** The assessment of the “as is” position, when aligned with the current and future model activities identified a number of operating components that should be undertaken to reach the future goals and strategic objectives of Legal Services, including:
- Strategy – decision to operate a target operating model; produce a service delivery document and change or transformation plan.



- Governance – governance agreement and governance board or joint management committee across the three partner councils.
- People – team structure and skills mix, recruitment and trainee programme.
- Processes – single “pipeline” of work, work allocation and standardised templates.
- Technology – data capture and management information, case management software and resource management.

4. LEGAL SERVICES CHANGE PROGRAMME – DELIVERY TO DATE

4.1 To spearhead the change programme, a Legal Services Change Programme Manager was appointed on a twelve-month contract in September 2023. This role, although employed by Cotswold District Council, has been funded by the three partner councils. The change programme has been led by the Steering Board comprising of the three individual Monitoring Officers, Head of Legal Services and Change Programme Manager.

4.2 Since September 2023, substantial change has been achieved in all of the core component areas –

4.3 Governance & Strategy:

- Programme governed by a Steering Board made up of all three Monitoring Officers, Head of Legal Services and Change Programme Manager.
- Involvement of the three Monitoring Officers has ensured all decisions made have been in the best interest of the partner councils and aligned to each Council’s strategic goals.
- Service catalogue established – a description of work undertaken.
- Agreement from all Chief Finance Officers that the costs of operating Legal Services will be split equally across partner councils
- Partnership Agreement shared and agreed with the three partner council Chief Executive Officers – overview of terms in paragraph 5.

4.4 People:

- Investment in the service from all three partner councils has increased the establishment from 8.68 FTE to 11.65 FTE – although the service is not fully staffed.
- Two new Legal Support Officers in place, recruitment for third ongoing
- Trainee/paralegal on hold – pending completion of transformation programme

4.5 Process:

- Review of which activities were being carried out identified several tasks that should not be undertaken in Legal Services – transition to the correct areas within the organisation is ongoing.
- The new legal case management software “Iken” offers opportunities to standardise some low-level processes with workflows & templates.



- Small task force, identified from within the Legal Services staff cohort, to improve the current process of receiving instructions and allocating work within the team.
- Develop the internal webpage to give instructing officers more information around the services provided.
- Clear guidance in terms of what's needed from instructing officers – what do 'good instructions' look like.
- Improved communications between lawyers and instructing officers and provide expectation around lead-times.
- Moving the responsibility of day-to-day work allocation away from Head of Legal Services.
- Legal Support Officers creating new matters in Iken.

4.6 Technology:

- Following a procurement and selection process, the legal case management software application "Iken" successfully went live on 20th March.
- Working collaboratively with ICT colleagues who delivered fully, and in line with the project plan.
- Early signs are that adoption is going well with positive feedback from across the team.
- Iken offers greater visibility across the team.
- Opportunity to develop automated workflows offer efficiency and productivity.
- Time recording & analysis provides essential data for financial and management information.
- Document and email management with Microsoft 365 integration.

4.7 Next Steps:

- Over the next three months the service will continue to transform as it subsequently moves into a phase of stabilisation. Areas of focus over the next three months are:
- Complete recruitment to the team.
- Embed Iken case management software and start to develop automated workflows for repeatable processes.
- Complete a service delivery plan detailing the way in which the team will deliver to include the prioritisation and allocation of instructions.
- Regular service meetings with other core services to jointly set expectations on the pipeline of work and ways to work collaboratively.
- Develop the intranet site to provide the instructing officers with guidance and knowledge to improve the instructing process.

5. PARTNERSHIP AGREEMENT

- 5.1** One of the issues that required addressing has been the absence of a formal contractual agreement between the councils.



- 5.2** Permission is sought to delegate authority to the Chief Executive, in consultation with the Cabinet Member for the Economy and Council Transformation, to enter into the formal Legal Services Partnership Agreement with Forest of Dean and West Oxfordshire District Councils.
- 5.3** The draft Partnership Agreement includes the following terms:
- Provision of services – working arrangements of the team who remain with host council but seconded across partner councils.
 - Financial arrangements – operating costs for the service to be split equally.
 - Conflicts of Interest
 - Dispute Resolution
 - Service Catalogue - core services provided by Legal Services
 - Team Structure – providing a base line for the agreement
 - Terms of Reference for the Partnership Board
 - Agreed definition of Operating Costs
 - Termination arrangements
- 5.4** Once the Partnership Agreement has been signed by all three partner councils, the existing Steering Group over-seeing transformation will transition into a Partnership Board akin to the existing arrangements in place for another shared service, the Counter Fraud and Enforcement Unit.
- 6. ALTERNATIVE OPTIONS**
- 6.1** Members could choose not to enter into a Partnership Agreement with Forest of Dean and West Oxfordshire District Councils. Although the shared legal service has operated successfully without one since 2016, a formal agreement is recommended.
- 7. FINANCIAL IMPLICATIONS**
- 7.1** In line with the terms of the Legal Services Partnership Agreement the financial arrangements state that the operating costs incurred to deliver the service will be equally split initially by all partner councils. The annual cost to Cotswold DC is £275,609.00 which is within current budgets.
- 7.2** Until Iken, the legal case management system had been implemented, there was a lack of any meaningful data to be able to attribute the work volume to each of the partner councils. As a result for a twelve month period, the Chief Finance Officers of each council have agreed that the initial financial arrangement will be an equal 3-way split of the total operating cost for the full Legal Services team. The team have started to use the time recording function in the new case management system and the plan is to use this data in the future to get a clearer idea of the actual distribution of work, and if necessary the share of the costs can be adjusted going forward.



7.3 There has been significant spend on external legal advice by all three councils over the last four years. This is an area where there is potential to make savings, but it must be borne in mind that specialist advice will be necessary in some cases and that any shared legal service will not hold specialist expertise in every field. Nevertheless, there is scope for savings with more appropriate use of the skills mix within Legal Services.

8. LEGAL IMPLICATIONS

8.1 The legal documents to underpin the shared service, such as a Partnership or Collaboration Agreement and formal arrangements under S.101 of the Local Government Act 1972 should be completed as a priority to place the shared service on a sound footing. Now that the Council has decided to continue to rely on an in-house shared legal service, it is necessary to place the informal agreement for shared working on a formal basis. The Partnership Agreement will do that by acting as the legal mechanism by which each of the three partner councils places its own staff at the disposal of the other partner councils under section 113 Local Government Act 1972. In doing this, it also confirms that the Head of Legal Services is put at the disposal of all 3 councils, and this reinforces the delegated powers that are held by them under all three councils' constitutions.

8.2 The Agreement has been drafted with the input of all three Monitoring Officers and allows the flexibility for the councils to exit the shared arrangement in the future, should circumstances change.

9. RISK ASSESSMENT

9.1 Good governance of partnership arrangements enables an authority to work more effectively and to manage risk. Risk within the shared Legal Service can be mitigated more easily through a Partnership Board and Partnership Agreement.

10. EQUALITIES IMPACT

10.1 No negative effect on different service users, customers or staff is expected from the implementation of this transformation programme.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 None arising from this report.

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:

- Legal Services Commissioning Review, Cabinet 04.07.2022



- Legal Services Review Presentation - Target Operating Model, Key Activities and Roadmap (February 2023), undertaken by Cadence Innova Ltd.
- Legal Services Review – Final Report, Forest of Dean, West Oxon & Cotswold District Councils (February 2023), authored by Cadence Innova Ltd.
- Draft Partnership Agreement, held by the Change Programme Manager (Debbie.Smart@cotswold.gov.uk)

These documents will be available for inspection online at www.cotswold.gov.uk or by contacting democratic services democratic@cotswold.gov.uk for a period of up to 4 years from the date of the meeting.

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LEGAL SERVICES

Working for Cotswold, Forest of Dean and West Oxfordshire District Councils

SERVICE CATALOGUE - BUSINESS AS USUAL

Description of legal work undertaken – S101 Partnership Agreement (Schedule 1).

Whilst the legal work in this list will usually fall within the Section 101 Agreement, there may be occasions where, due to the nature of the matter, we will need to treat the matter as extraordinary work, subject to agreement with all parties.

Any changes made to this Service Catalogue will be subject to the agreement of the Head of Legal Services and in line with the governance process required by the Partnership Board.

LITIGATION AND GENERAL

Injunctions under general powers and Town and Country Planning Act 1990

Defence of Judicial Reviews

Criminal Prosecutions in all areas e.g., planning enforcement, environmental crime, revenue and benefits, animal welfare

Defending civil claims (non-insurance) brought against the Councils

Debt recovery

Court applications in relation to authorised occupation of council land

Defence of appeals in the Magistrates' Court against licensing decisions

Defence of appeals in the Property Tribunal against notices served on unfit housing

Advice on Council Tax, Business Rates and Benefits (inc. legal advice on legal challenges and appeals but excluding attendance at court for liability orders)

Advice on the interpretation of legislation in relation to Assets of Community Value

Advice on housing and homelessness

Legal advice in relation to Car Parking, Car Parking Orders/Variations of Orders (including statutory process for implementing Orders) and enforcement

Commercial Property Repossessions

PLANNING, CONSERVATION AND BUILDING CONTROL

Advising on and negotiating S106 Agreements and undertakings and arranging for preparation, approval, and amendment of drafts to execution.

Advice of the use of enforcement powers, including review of notices, prosecutions, injunctions, and the use of direct action.

Advice on Article 4 Directions

Legal advice on applications for certificates of lawfulness under ss 191 and 192

Instructing counsel in planning inquiries.

Legal advice on statutory orders to e.g., divert footpaths

Advice on Building Control and dangerous structures

Advice on Listed Building Control

Assistance with applications for warrants

General Advice on development control

ENVIRONMENTAL AND REGULATORY SERVICES

Advice on all matters under all legislation governing ERS, including, but not limited to: Public Health Acts, Environmental Protection Act 1990, Town Police Clauses Act 1847.

(When relevant) advice on enforcement of public health legislation and guidance in the event of a pandemic (includes cross-border matters for the Forest of Dean).

Advice on the Animal Welfare Act 1996

Advice on all licensing matters

Advice to Safety Advisory Group as requested

CONTRACTS AND PROCUREMENT

Drafting, negotiation and completion of contracts, except for major project work.

Consultancy Agreements

Professional Services Contracts including those associated with Construction Contracts

Construction Contracts, including JCT, NEC and associated Warranties

ICT Contracts and Software Licences

Goods Contracts

Reviewing Supplier Terms and Conditions

Advice on the use of Framework Agreements including setting up your own Framework or Calling Off from an existing Framework

Grant Agreements including giving and receiving of grant money

Advice on Subsidy Control

Advice on Procurement Law and practice

PROPERTY AND CONVEYANCING

Dealing with all aspects of core commercial and residential property transactions and/or development schemes entered into by the Council, including the approval and inspection of both freehold and leasehold title documents.

The preparation and completion of contracts for sale, agreements for lease, transfer documents, leases, and tenancy agreements.

Licences to occupy and consent to assignments, underletting, alterations, and changes of user

Rent Review Notices

Possession Notices

Preparation of easements

(CDC) Consents under s157 Housing Act 1985

Reports on title

Registration of Assets of Community Value against title with HM Land Registry

Registration of titles

Wayleaves

Deeds of Release

CORPORATE

Providing legal implications to reports

Attendance at Committees and briefings to provide legal advice and support

Legal advice and support to the MO/DMO including legal advice on constitution, governance, member investigations and member interests

Legal advice on elections

Legal advice on corporate complaints and ombudsman complaints

Legal advice on data protection and freedom of information

Advice to Management Teams of the three councils and attendance at meetings as needed.

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LEGAL SERVICES

Working for Cotswold, Forest of Dean and West Oxfordshire District Councils

STAFF MODEL

Role	Hosting Council (subject to change)	FTE	Weekly Hours
Head of Legal Services *	Forest Of Dean	1.0	37
Principal Solicitor	Forest Of Dean	1.0	37
Lawyer	Forest Of Dean	1.0	37
Legal Executive	Forest Of Dean	0.61	22.5
Legal Support Officer	Forest of Dean	0.68	25
Lawyer	Cotswold	1.0	37
Lawyer	Cotswold	1.0	37
Lawyer (0.4 vacant)	Cotswold	1.0	37
Legal Trainee (vacant)	Cotswold	1.0	37
Legal Support Officer	Cotswold	0.68	25
Lawyer	West Oxfordshire	1.0	37
Lawyer	West Oxfordshire	1.0	37
Legal Support Officer (vacant)	West Oxfordshire	0.68	25

* managed by the Director of Governance & Development, Cotswold DC

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Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET MAY 2024
Subject	ON STREET RESIDENTIAL CHARGEPOINT SCHEME (ORCS) GRANT OFFER
Wards affected	All
Accountable member	Mike McKeown, Cabinet Member for Climate Change and Sustainability Email: mike.mckeown@cotswold.gov.uk
Accountable officer	Charlie Jackson, Assistant Director Planning and Sustainability Email: Democratic@cotswold.gov.uk
Report author	Andrew Turner, Business Manager Assets and Council Responsibilities Email: Democratic@cotswold.gov.uk
Summary/Purpose	To acknowledge the successful grant application and request the Council includes £383,200 in the Capital Programme and supports the match funding of up to £191,600.
Annexes	None
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none"> 1. Note the successful grant application of £191,600; 2. Recommend to Council to include £383,200 in the Capital Programme and that the Council supports match funding of up to £191,600
Corporate priorities	<ul style="list-style-type: none"> • Responding to the Climate Emergency • Supporting Communities
Key Decision	YES
Exempt	NO
Consultees/ Consultation	External EVCP delivery partner, Connected Kerb



1. EXECUTIVE SUMMARY

- 1.1 The final phase of the government funded, On Street Residential Chargepoint Scheme (ORCS), closed in March 2024.
- 1.2 The Council, supported by its Electric Vehicle Charging Point (EVCP) partner Connected Kerb, submitted a bid application in February 2024, for 33 dual charging points across 11 district car parks.
- 1.3 At the point of submission, there was no certainty that the bid would be successful.
- 1.4 On 22 March 2024, the Office for Zero Emission Vehicles, offered a maximum of £191,600 to the Council to fund 50% of the project.
- 1.5 Funding had to be accepted within ten days of the offer. This was done so after consultation with the Chief Executive, Deputy Chief Executive and Deputy Leader & Cabinet member for Finance.
- 1.6 Cabinet recommends to Council that the scheme is included in the Capital Programme at £383,200, and that the Council approves matched funding of up to £191,600.
- 1.7 A second report to Cabinet in June 2024, will include a business case for each site and will make recommendations as to which sites would benefit from EVCP and determine the scope of the project including whether the full grant award is required.

2. BACKGROUND

- 2.1 The On Street Residential Chargepoint Scheme supports local authorities in the UK to deliver electric vehicle charging infrastructure for residents without off-street parking.
- 2.2 Funding is for up to 50% of eligible capital costs and grants are capped at £200,000. Total funding provided will not exceed £7,500 per chargepoint.
- 2.3 Chargepoints must be installed and operational by the 31 March 2025.

3. ALTERNATIVE OPTIONS

- 3.1 The Council could decide not to accept the ORCS funding offer; however, this is not advised as the funding can be repaid at any stage. By completing the detailed business case the Council will fully understand the position and how to proceed before deciding what to accept.

4. CONCLUSIONS

- 4.1 That Cabinet acknowledges the successful grant application of £191,600 and recommends to Council to include £383,200 in the Capital Programme and supports match funding of up to £191,600.



- 4.2** A Cabinet report in June 2024 will include a detailed business case for each site and will make recommendations as to which sites would benefit from EVCPs including whether the full grant award is required should the business case for each car park not demonstrate best value, give rise to an ongoing subsidy from the Council, or where there are other operational or delivery challenges.

5. FINANCIAL IMPLICATIONS

- 5.1** Financial implications to be covered in the June 2024 Cabinet report, setting out the business case for each individual site.

6. LEGAL IMPLICATIONS

- 6.1** Legal implications to be covered in the June 2024 Cabinet report.

7. RISK ASSESSMENT

- 7.1** The Council has no risk in accepting the grant, as it can be repaid at any time if it chooses not to proceed with any part or the entire EVCP project.
- 7.2** This grant offer is the final round of ORCS funding, it is not expected that future EVCP schemes will attract such high grant levels.

8. EQUALITIES IMPACT

- 8.1** Equalities impact to be address in the June 2024 Cabinet report.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** The rollout of EVCPs is part of the climate agenda and will:
- Decreases greenhouse gas emissions from transport
 - Reduce air pollution and promote green sustainable transport

10. BACKGROUND PAPERS

- 10.1** No background papers.

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