



COTSWOLD
District Council

Wednesday, 2 July 2025

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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, 10 July 2025 at 6.00 pm.**

David Stanley
Deputy Chief Executive Officer and S151.

To: Members of the Cabinet

(Councillors Mike Evemy, Juliet Layton, Patrick Coleman, Andrea Pellegram, Claire Bloomer, Paul Hodgkinson, Mike McKeown and Tristan Wilkinson)

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 relating to items to be considered at the meeting.
3. **Leader's Announcements**
To receive any announcements from the Leader of the Council.
4. **Minutes** (Pages 7 - 14)
To approve the minutes of the previous meeting held on 8 May 2025.
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. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members** (Pages 15 - 16)

To note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 3 April 2025 was published. The following non-key decisions have been taken by individual Cabinet Members under delegated authority:

1. Cabinet Member for Communities

Decision meeting 23 May 2025 – Decision relating to a consultation run by British Telecommunications Ltd on the removal of payphones from 16 locations across Cotswold District, in the light of consultation responses submitted to the Council.

Non-key decision taken by the Cabinet Member for Communities on 23 May 2025

Date decision effective: 6 June 2025

See: Decision summary sheet.

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

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

9. **Achieving Corporate Net Zero** (Pages 17 - 40)

Purpose

To recommend the creation of a Corporate Climate Change Board and note the actions to address the emissions performance gap.

Recommendation(s)

That Cabinet resolves to:

1. NOTE the position as set out in the report (Annex A) and the actions to close the emissions performance gap

2. AGREE the creation of a Corporate Climate Change Board to provide accountability for an emission reduction programme

10. **Creative Cotswolds Action Plan - Culture Strategy** (Pages 41 - 50)

Purpose

To present Creative Cotswolds to Cabinet for approval.

Recommendation(s)

That the Cabinet resolves to

1. APPROVE Creative Cotswolds as the Council's approach to supporting the Cultural Sector.

11. **LGA Corporate Peer Challenge Progress Review** (Pages 51 - 78)

Purpose

To consider the Local Government Association (LGA) Corporate Peer Challenge Progress Report 2024.

Recommendation

That Cabinet resolves to NOTE the report at Annex A.

12. **Planning Advisory Service (PAS) Peer Review and Action Plan** (Pages 79 - 130)

Purpose

To seek the Council's endorsement of the findings of the PAS (Planning Advisory Service) Planning Service Peer Challenge report (May 2025) and the proposed Action Plan.

Recommendation(s)

1. ENDORSE the PAS Planning Service Peer Challenge Report (May 2025) and its recommendations, and to endorse the resultant Action Plan for implementation.
2. AGREE to publish the report and the accompanying Action Plan on the CDC Planning and Building web pages.

13. **Local Plan Update** (Pages 131 - 166)

Purpose

To consider the way forward for the Local Plan Update.

Recommendation

That Cabinet resolves to:

1. RECOMMEND to Council to merge the two ongoing Local Plan projects:
 - the partial update of the adopted Cotswold District Local Plan (2011-2031); and

- the Development Strategy and Site Allocations Plan,

into a single comprehensive Full Local Plan Update in conjunction with incorporating work of the Gloucestershire Strategic Plan, where appropriate, with a view to submission in 2026 and adoption in 2027.

And, subject to Council approval of 1, Cabinet resolves to:

2. UPDATE the Council's Community Infrastructure Levy in parallel with the Local Plan process.
3. INVEST in additional resources to accelerate the delivery of the Local Plan to enable the December 2026 submission deadline to be hit.
4. CONFIRM the delivery of the Local Plan as a Council priority.
5. RE-ESTABLISH the Local Plan Oversight Board and confirm a new Terms of Reference.

14. **Licensed HMO fee policy and HMO Amenity Standards policy** (Pages 167 - 178)

Purpose

To renew the HMO Licensing policy setting fees and the licence period.

Recommendation

That Cabinet resolves to:

1. APPROVE the new HMO licence fees, to apply from September 1 2025
2. APPROVE the licence period increase to 5 years.

15. **Service Performance Report 2024-25 Quarter 4** (Pages 179 - 254)

Purpose

To provide an update on progress on the Council's priorities and service performance for Q4 2024-25.

Recommendation

That Cabinet resolves to NOTE overall progress on the Council priorities and service performance for 2024-25 Q4 (January-March 2025).

16. **Financial Performance Report 2024-25 Quarter 4** (Pages 255 - 306)

Purpose

To set out the final outturn position for the 2024/25 financial year.

Recommendation(s)

That Cabinet resolves to:

1. NOTE the outturn financial position set out in this report.

2. NOTE the Non-treasury Prudential Indicators in Annex B.
3. APPROVE the transfer to and from reserves as set out in paragraph 2.15 to 2.18 and 6.1 to 6.6 and Annex C.
4. APPROVE the carry forward of unspent capital budget included in paragraph 6.5 of £0.565m into the 2025/26 Capital Programme.
5. NOTE the change in provisions as set out in paragraph 2.14

17. **Next Meeting**

The date of the next Cabinet meeting is 4 September 2025.

(END)