



## **Minutes of a meeting of Cabinet held on Thursday, 20 November 2025**

### Members present:

Mike Evely

Patrick Coleman

Andrea Pellegram

Claire Bloomer

Paul Hodgkinson

Mike McKeown

Tristan Wilkinson

Juliet Layton (virtual attendee)

### Officers present:

Andrew Brown, Head of Democratic and Electoral Services

Angela Claridge, Director of Governance and Development (Monitoring Officer)

Jane Portman, Interim Chief Executive Officer

Claire Locke, Executive Director Corporate Services

Nickie Mackenzie-Daste, Senior Democratic Services Officer

David Stanley, Deputy Chief Executive and Chief Finance Officer

Kira Thompson, Election and Democratic Services Support Assistant

Susan Hughes, Business Manager for Support and Advice

Maria Wheatley, Shared Parking Manager

Paul Lankester, Principal Environmental Health Officer

## **152 Apologies**

Apologies were received from Councillor Juliet Layton, who could not attend in person but would attend virtually.

## **153 Declarations of Interest**

In the interest of transparency, Councillor Andrea Pellegram stated that she was the owner of a house in multiple occupation, noting that it was not a licensable property. Councillor Pellegram added that she would be speaking on item 10, Private Sector Housing.

It was noted that there was no conflict of interest.

**154 Minutes**

The purpose of this item was to consider two sets of minutes of Cabinet :

a) Cabinet held on 16 October 2025

Two minor amendments were noted and corrected in the minutes.

- A typographical error in item 138, member questions and
- The clarification on item 143, Cotswold District Local Plan (2011-31) Regulation 18 Consultation that the previous housing requirement had been fewer than 500 per year.

The recommendation to approve the corrected minutes was proposed by Councillor Mike Every and seconded by Councillor Patrick Coleman.

RESOLVED that, subject to the above amendments the minutes of the meeting of the Cabinet held on 16 October 2025 be approved as a correct record.

| <b>To approve the minutes of a meeting of Cabinet held on 16 October 2025 (Resolution)</b>  |  |   |
|---|--|---|
| RESOLVED that, subject to the above amendments the minutes of the meeting of the Cabinet held on 16 October 2025 be approved as a correct record. |  |   |
| For   | Patrick Coleman, Mike Every, Paul Hodgkinson, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 6 |
| Against   | None   | 0 |
| Conflict Of Interests   | None   | 0 |
| Abstain   | Claire Bloomer   | 1 |
| <b>Carried</b>  |  |   |

b) Extraordinary Cabinet held on 11 November 2025

The recommendation to approve the minutes was proposed by Councillor Mike Every and seconded by Councillor Patrick Coleman.

RESOLVED that the minutes of the meeting of the Cabinet held on 11 November 2025 be approved as a correct record.

| <b>To approve the minutes of a meeting of Cabinet held on 6 November 2025 (Resolution)</b>                       |   |   |
|--|---|---|
| RESOLVED that the minutes of the meeting of the Cabinet held on 6 November 2025 be approved as a correct record. |   |   |
| For  | Claire Bloomer, Patrick Coleman, Mike Every, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 6 |
| Against  | None  | 0 |
| Conflict Of Interests  | None  | 0 |
| Abstain  | Paul Hodgkinson   | 1 |
| <b>Carried</b>   |   |   |

## **155 Leader's Announcements**

The Leader made one announcement and reported that the Local Plan consultation had gone live and would close at one minute to midnight on 2 January 2026. The public were encouraged to take part and share their views on the future of development in the district. It was noted that the council magazine was due to be delivered to all households the following week, featuring a double-page spread with comments from Councillor Juliet Layton, Cabinet Member for Housing and Planning on the significance of the consultation.

The Leader confirmed that four in-person events would be held for residents to speak with officers, all sessions would run from 2.00 pm to 7.00 pm.:

- Mickleton on 28 November;
- Moreton on 5 December;
- Fairford on 11 December;
- Cirencester on 18 December,

It was noted that full details and the consultation questions were available on the Council's website and the public were encouraged to submit their views.

The results of the consultation would be reviewed in the new year.

## **156 Public Questions**

There were no public questions.

## **157 Member Questions**

There were no member questions.

## **158 Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members**

The purpose of the report was for Cabinet to note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 16 October 2025 was published.

It was noted that the following non-key decisions had been taken by the Cabinet Member for Housing and Planning, Councillor Juliet Layton under delegated authority:

1. Deputy Leader and Cabinet Member for Housing and Planning - Decision meeting 8 October 2025

Decision taken regarding:

The Cotswold District Council response to Gloucestershire County Council on the draft Gloucestershire Local Nature Recovery Strategy consultation (LNRS).

Cabinet

20/November2025

The Cabinet Member for Housing and Planning considered the recommendations within the report, noted that the consultation had followed due process and resolved that it would be appropriate to agree to finalise and submit the suggested draft consultation response.

2. Deputy Leader and Cabinet Member for Housing and Planning - Decision meeting 8 October 2025

The response to Moreton-in-Marsh Town Council regarding their Reg. 14 Neighbourhood Plan.

The Cabinet Member for Housing and Planning considered the report and resolved to:

- a) Agree to send the suggested response to Moreton in Marsh Town Council.
- b) Authorise officers to continue their support in aiding Moreton in Marsh Town Council in the preparation of their Neighbourhood Plan outside this formal consultation response.

Date decisions effective: 20 October 2025.

## **159 Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance**

There were no recommendations from the Overview and Scrutiny Committee and no matters raised by the Audit and Governance Committee.

## **160 Car Parking Strategy 2025-2028**

The purpose of the report was to present Cotswold District Council's Parking Strategy for 2025–2028 which outlined the approach to managing and delivering off-street parking services to 2028.

Councillor Paul Hodgkinson, Cabinet Member for Health, Culture and Visitor Experience introduced the report and highlighted that the purpose of the strategy was to deliver a positive parking experience for residents, visitors, and businesses, supporting the local economy, contributing to sustainability, and preparing for future changes in local government governance in Gloucestershire, while supporting the Council's strategic objectives through to 2028.

It was reported that the Council managed 20 off-street car parks with 2,279 spaces and 24 electric vehicle charging points, noting that despite support for active travel, many residents relied on cars due to the district's rural nature. It was noted that the strategy was based on extensive data analysis of usage and stay times, as well as a community consultation, surveys, and meetings with parishes, towns, businesses, lobby groups, and residents.

Cabinet

20/November2025

Four themes were focussed on: understanding parking needs, understanding customer needs, preparing for future demand, and setting out options and actions. Feedback on on-street parking had also been recorded but would be passed to Gloucestershire County Council, as it fell under their responsibility.

It was explained that, given the expected local government reorganisation and the Council's anticipated end in May 2028, the plan prioritised tactical actions for the next two and a half years. These included reviewing stay times and turnover to ensure suitable short- and long-stay provision, with a specific proposal for Bourton-on-the-Water involving free parking for residents before 10.00 am by shifting charging hours from 8:00 am–6:00 pm, to 10:00 am–8:00 pm.

Further priorities were highlighted: installing new payment machines, supported by a £40,000 budget; expanding electric vehicle charging infrastructure where feasible; introducing a tourist levy in the Mangersbury Road car park in Stow-on-the-Wold, following the successful model in Bourton-on-the-Water; and continuing engagement with town and parish councils to support local parking initiatives.

Cabinet Members noted and praised the report, highlighting the extensive consultation with residents and town and parish councils and the collaborative approach taken by the team. They congratulated the Cabinet Member and the team on their work, specifically citing initiatives such as the introduction of two hours of free parking in Bourton, the rollout of 24 EV charging points across multiple towns and villages including Tetbury, Bourton-on-the-Water, and Stow-on-the-Wold, and the tourism levy, which had been informed by public consultation and voting. They highlighted that the Bourton tourism levy, generating approximately £65,000 annually, had been used to refurbish the village green, improve block paving, fund the village warden, and support additional parking enforcement, helping the community manage the impacts of volume tourism.

Cabinet Members recognised the challenges of over-tourism, particularly during peak seasons and extreme weather, and emphasised the importance of strategies to support local villages and maintain access to services. They welcomed the consideration of neighbourhood plans in shaping local parking and tourism strategies, and highlighted the funding and financial planning achievements, including the anticipated £40,000 funding gap for new car park ticket machines being covered by additional receipts from parking.

Cabinet Members also praised the environmental and practical benefits of the EV infrastructure, noting that it supported residents without off-street parking, reduced carbon emissions, and improved visitor experience. They acknowledged the hard work of the parking team and climate officer in delivering these projects and welcomed the modernisation of car park machines.

Cabinet

20/November2025

Councillor Hodgkinson summed up by saying that the strategy focused on quick improvements, updated stay times, new machines, civic pride in the appearance of car parks, and ensuring a smooth handover to future authorities. He concluded by thanking the officers who had worked on the strategy over the previous 18 months. It was confirmed that the team were looking forward to putting the recommendations into place.

The recommendations were proposed by Councillor Paul Hodgkinson and seconded by Councillor Andrea Pellegram.

The proposal was put to the vote and agreed by Cabinet.

Voting Record:

7 For, 0 Against, 0 Abstentions.

**To approve and adopt the Cotswold District Council Parking Strategy and Action Plan 2025-2028 (Resolution)**

RESOLVED that Cabinet:

1. Approved and adopted the Cotswold District Council Car Parking Strategy 2025-2028 at Annex A.
2. Approved and adopted the Car Parking Action Plan also at Annex A of the strategy.
3. Instructed Officers to draft and consult on a variation to the Parking Order and subject to responses make the variation in consultation with the Cabinet Member for Health, Culture and Visitor Experience to change stay time restrictions in Rissington Road Car Park to support residents and meet demand. And approve the costs of £2,000 for the necessary changes.
4. Delegated authority to Publica Executive Director of Corporate Services in consultation with the Cabinet Member for Health, Culture and Visitor Experience to consider consultation feedback on the variations to the Parking Order and decide whether to make the variation to the Order in whole or to abandon the proposal and to agree any further minor amendments to the parking order.
5. Noted the additional capital budget (£40,000) identified in the report to upgrade and replace existing parking machines with modern technology.
6. Approved the introduction of a tourism levy in Mangersbury Road car park Stow-on-the-Wold to generate funds specifically dedicated to dealing with the impact of tourism on the town subject to the statutory parking order process.

|                       |  |   |
|-----------------------|--|---|
| For                   | Claire Bloomer, Patrick Coleman, Mike Every, Paul Hodgkinson, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 7 |
| Against               | None   | 0 |
| Conflict Of Interests | None   | 0 |
| Abstain               | None   | 0 |

**Carried**

## **161 Private Sector Housing and Mobile Homes Sites policy update.**

The purpose of the report was to ask Cabinet to consider and renew the Private Sector Housing Renewal Policy and Mobile Homes Policy.

Councillor Andrea Pellegram, Cabinet Member for Environment and Regulatory Services, introduced the report, which presented updated Private Sector Housing policies covering Houses in Multiple Occupation (HMOs) and Mobile Homes site licensing.

Councillor Pellegram thanked officers, particularly Paul Lankester, for their work.

It was noted that the Cotswold District Council Private Sector Housing Renewal Policy, had last been updated in 2013 and that the new version was required revision to reflect administrative and legislative changes.

The revisions reflected these changes, including new mobile homes regulation and the Renters Rights Act 2025. The policies aligned with the Council's Housing Strategy, Enforcement Policy and Long-Term Empty Homes Strategy, and set out commitments to improving private housing conditions, working with partners to maintain standards, supporting the return of long-term empty homes to use, and addressing unlicensed HMOs.

The policy aimed to ensure residents lived in safe, compliant homes, primarily within the private rented sector, and sought to work with landlords to improve housing standards. Councillor Pellegram also referenced the 2023 English Housing Survey, noting that 10.2% of private rented homes nationally were non-decent, while in the Cotswolds the figure was 9.5%, and emphasised the Council's commitment to reducing this. The requirement to maximise the stock of private rented housing by bringing empty homes back into use was highlighted, noting that 921 properties were currently vacant, many long-term. Councillor Pellegram further noted that there were an estimated 54 larger HMOs requiring registration and reiterated previous Cabinet decisions to work with landlords of licensable HMOs and issue civil penalties if necessary.

It was noted that the Mobile Homes Policy updated regulation of residential mobile home parks, introduced new fees for registering fit and proper persons and site licences, and established a Council-maintained register of fit and proper persons managing these sites. Councillor Pellegram recommended that Cabinet support both policies as important measures for the protection of residents.

Cabinet Members welcomed the report and praised the updated policies, noting:

- The importance of properly regulating residential mobile home parks, particularly for vulnerable and elderly residents.
- Practical issues, such as elderly residents struggling to manage waste disposal.

## Cabinet

20/November2025

- Officers explained that during the winter months inspections would focus on residential parks, with non-compliance first addressed by giving operators the opportunity to remedy issues, followed by compliance notices if necessary, in line with the Council's enforcement policy.
- While licensing was required for holiday and touring sites, legislation did not allow the Council to charge a licence fee, except for residential parks. It was noted that this meant the Council bore the cost of regulating holiday parks and it was suggested that a letter could be sent to the relevant minister to request legislative change.

Councillor Tristan Wilkinson seconded the proposal and supported the focus on residential mobile homes, noting that residents often felt underrepresented and marginalised, with limited access to services. Councillor Patrick Coleman added that park homes provided low-cost housing in the countryside and could contribute towards housing targets.

Cabinet Members expressed support for the policy updates, noting the practical benefits for residents and the importance of effective regulation, and proceeded to the vote on the recommendations proposed by Councillor Andrea Pellegram and seconded by Councillor Tristan Wilkinson.

The proposal was put to the vote and agreed by Cabinet.

### Voting Record:

7 For, 0 Against, 0 Abstentions.

| <b>To approve the Private Sector Housing Strategy and Mobile Homes Policy (Resolution)</b>  |  |   |
|---|--|---|
| RESOLVED that Cabinet:<br>1. Approved the Private Sector Housing Strategy as set out in Annex A;<br>2. Approved the Mobile Homes Policy as set out in Annex B;<br>3. Approved the setting of Fees for applications for Fit and Proper Person Assessment and the annual fee for any monitoring required. |  |   |
| For   | Claire Bloomer, Patrick Coleman, Mike Evemy, Paul Hodgkinson, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 7 |
| Against   | None   | 0 |
| Conflict Of Interests   | None   | 0 |
| Abstain   | None   | 0 |
| <b>Carried</b>  |  |   |



**162 Infrastructure Funding Statement**

The purpose of the report was to inform Members of the Cotswold District Council Infrastructure Funding Statement (IFS) for 2024/2025 and to seek Cabinet approval for its publication.

The Director of Communities and Place, Helen Martin introduced the report, which informed Members of the statutory requirement to publish the Infrastructure Funding Statement (IFS) for 2024/2025, summarising developer contributions secured, received, spent and held during the year. The report also identified forthcoming infrastructure requirements that were expected to be financed through CIL and Section 106 funding.

Members' attention was drawn to the fact that, although the Council collected the funding, it was not always the delivery agent. Significant sums were routinely transferred to external partners—such as the County Council and the Integrated Care Board—who were responsible for delivering specific projects. It was further noted that 15% or 25% of neighbourhood CIL funding—depending on whether a parish had an adopted neighbourhood plan—was transferred to town and parish councils twice yearly. Although the council did not direct how these funds were spent, parishes were required to report annually on their use. The report provided a summary of all CIL and Section 106 obligations, with the full statement offering a detailed breakdown of contributions, expenditure, and balances held.

Cabinet Members welcomed the report and highlighted the value that CIL and Section 106 funding brought to local communities. It was noted that the Infrastructure Funding Statement clearly demonstrated the financial benefits of development for communities, particularly as the Council prepared a Local Plan consultation. It was noted that neighbourhoods had received approximately £305,000 in CIL during the previous year and more than £962,000 had been spent on Section 106 projects, along with £90,000 of direct CIL expenditure. These investments represented improvements that did not require additional local taxation.

Cabinet sought clarification on clawback periods, asking whether CIL was subject to the same five-year spending deadline typically applied to Section 106 funds. Cabinet noted the importance of keeping parish and town councils informed, particularly where staff turnover might lead to a loss of understanding about spending requirements. Officers confirmed that the council monitored unspent neighbourhood allocations, including small remaining sums, and that a more proactive support programme was being developed. This included helping parishes identify potential infrastructure projects, encouraging collaboration across boundaries, and ensuring councils remained aware of spending deadlines and opportunities to make the best use of CIL and Section 106 funding.

Cabinet

20/November2025

Cabinet noted:

- the practical benefits of CIL, with reference to a CIL-funded feasibility study for a major cycle route connecting local settlements to a railway station.
- that some parishes were now receiving unusually large sums due to high levels of housing development. It was suggested that additional officer support would help smaller councils plan and manage this funding effectively.
- That investment in affordable housing was welcome.
- CIL funding could only be used for capital projects and not for revenue purposes, meaning it could not be used to subsidise bus services, which remained the responsibility of the County Council.
- Several transport schemes were being considered for CIL funding. Some previously approved schemes had not yet received transfers because the County Council had not requested the funds, but they were included in the Infrastructure Funding Statement.
- in the current financial year, the Council had received multiple bids for transport-related funding and had begun working more closely with the County Council on future schemes.
- An infrastructure list had been developed, informed by evidence-based documents such as the county's Local Cycling and Walking Implementation Plan, to identify potential projects and match them with available CIL funding.
- that Councillors were invited to share any infrastructure schemes they felt should be considered, which would be included in an infrastructure tracker—a live, evolving document—to support the development of the Council's Infrastructure Delivery Plan and help ensure that transport schemes aligned with local priorities.

Cabinet expressed strong support for the positive impact that CIL and Section 106 funding was having across the district, while also calling for continued clarity and communication to ensure communities maximised these financial opportunities.

The recommendations were proposed by Councillor Mike Every and seconded by Councillor Patrick Coleman.

The proposal was put to the vote and agreed by Cabinet.

Voting Record:

7 For, 0 Against, 0 Abstentions.

|   |
|---|
| <b>To agree to publish the Cotswold District Council Infrastructure Funding Statement (IFS) for 2024/25 (Resolution)</b>  |
| RESOLVED that Cabinet: <ol style="list-style-type: none"><li>1. Noted the content of the Infrastructure Funding Statement (IFS) attached at Annex A,</li><li>2. Endorsed the document to be published on the Council's website by 31 December 2025 in accordance with legislative requirements.</li></ol> |

|                       |  |   |
|-----------------------|--|---|
| For                   | Claire Bloomer, Patrick Coleman, Mike Evemy, Paul Hodgkinson, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 7 |
| Against               | None   | 0 |
| Conflict Of Interests | None   | 0 |
| Abstain               | None   | 0 |
| <b>Carried</b>        |  |   |

### **163 Adoption of the Tackling Domestic Abuse Strategy**

The purpose of the report was to seek Cabinet's adoption of the 'Gloucestershire Tackling Domestic Abuse Strategy', which highlighted the importance of different agencies across the county working together to address domestic abuse.

Councillor Paul Hodgkinson, Cabinet Member for Health, Culture and Visitor Experience introduced the report, and advised that the Gloucestershire Domestic Abuse Local Partnership Board had prepared a countywide strategy for 2025–28. As a partner, the District Council played a key role through its housing functions and wider resident-facing services.

Cabinet was asked to approve the adoption of the Gloucestershire Tackling Domestic Abuse Strategy for 2025–2028. It was reported that the strategy set out a clear and ambitious collective plan to address domestic abuse, which was recognised as a serious issue affecting communities across Gloucestershire. It was noted that in the previous year, Gloucestershire Constabulary had recorded a 32% increase in domestic abuse-related crimes compared to the prior year, and domestic abuse now accounted for nearly one in five of all reported crimes across the county.

The strategy had been shaped by the voices of survivors and focused on five key priorities: prevention and early intervention, multi-agency working, workforce development, provision of support services and safe accommodation, and tackling perpetrators to break the cycle of abuse. It was noted that contributions to the strategy came from public health, education, and social care budgets, as well as funding from the Integrated Care Board and the police. The strategy also recognised the needs of all victims, including men, boys, children, older adults, LGBTQ+ individuals, and those from minority communities, in line with the Domestic Abuse Act and national commitments to reduce violence against women and girls.

Cabinet Members welcomed the strategy and emphasised its importance. Councillors spoke of personal experience, highlighting the long-term impact of domestic abuse and the need for public recognition of hidden suffering. It was also noted that abuse

Cabinet

20/November2025

was not always physical, acknowledging the significance of mental abuse, and stressed the importance of support for all victims, including LGBTQ+ individuals.

The importance of addressing perpetrator behaviour to break the cycle of abuse was highlighted and the role of housing officers in supporting victims to access safe accommodation was recognised. It was further noted that all licensed taxi and private hire drivers Council had received safeguarding training, enabling them to identify and respond to potential abuse.

The strategy was described as a comprehensive and collaborative approach, informed by survivor experiences, evidence-based interventions, and multi-agency cooperation, with a focus on both supporting victims and preventing future abuse. Cabinet noted the significance of domestic abuse in the county and expressed support for the adoption and implementation of the strategy.

The recommendations were proposed by Councillor Paul Hodgkinson and seconded by Councillor Claire Bloomer.

The proposal was put to the vote and agreed by Cabinet.

Voting Record:

7 For, 0 Against, 0 Abstentions.

| <b>To adopt the Gloucestershire Tackling Domestic Abuse Strategy 2025-28. (Resolution)</b> |  |   |
|--|--|---|
| Cabinet RESOLVED to adopt the Gloucestershire Tackling Domestic Abuse Strategy 2025-28.    |  |   |
| For  | Claire Bloomer, Patrick Coleman, Mike Evemy, Paul Hodgkinson, Mike McKeown, Andrea Pellegram and Tristan Wilkinson | 7 |
| Against  | None   | 0 |
| Conflict Of Interests  | None   | 0 |
| Abstain  | None   | 0 |
| <b>Carried</b>   |  |   |

---

## **164 Next Meeting**

The next meeting of Cabinet would be on 26 November 2025 at 6:00 pm or on rising of Full Council.

The Meeting commenced at 6:00 pm and closed at 7:05 pm.

(END)