

Actions from O&S 7 & 8 July 2025

Agenda Point	Action	Responsible Officer	Response
7 July			
Financial perf report Q4	EV car spaces – can there be an update on empty EV spaces and problems with supply company for any not working	Maria Wheatley/ David Stanley	All units in car parks are installed and due to be commissioned September 2025.
	Parking enforcement – Look at rota for full 7 days	Maria Wheatley/ David Stanley/ Claire Locke	The team is actively recruiting to back fill and increase the cover to ensure enforcement is 7 days per week.
	Printing/postage – can there be a breakdown of the areas for the different costs.	David Stanley/Hazel Ingram	Further information to follow.
Service Perf report Q4	Ubico street fitting – reply on replacement sign updates.	David Stanley/Peta Johnson	Ubico installed all the signs that they had in stock - a list was then provided back to CDC with the ones missing. It is believed that the outstanding signs have been ordered, and we are waiting on delivery. Ubico understand that this is a priority and will install the remaining signs once received.
	Ubico - Contingency arrangements for when Ubico's narrow access vehicle is out of service	David Stanley	Further information to follow.

	Freedom Leisure – site breakdown of satisfaction per site. Requesting a better understanding of leisure centre satisfaction	Lisa Canton/ Joseph Walker	Freedom Leisure is now providing quarterly customer satisfaction statistics, which include a breakdown of the number of complaints, compliments, and comments received at each leisure facility. This data is shared with the Performance Team and incorporated into the quarterly performance reports.
	Freedom of Information – better understanding on the timescale to responding to FoI requests.	Cheryl Sloan	Under the FOI Act, we have 20-working days to respond to a Freedom of Information request and 40-working days to respond to an Internal Review. Currently running at 88.26% of FOIs answered within 20-working days against a target of 90%. This is a significant improvement. It should also be noted that we have not received any complaints regarding FOIs, and Internal Reviews meet the statutory response times. Should there be a need for an extension, this is requested.
	Retrofit workshops – better understanding as why the roadshow is such a limited time scale and not ongoing. Will the free home visits be ending Sept 25?	Justine Mallinson	The Retrofit Engagement Scheme has been made possible with a grant from the Department of Energy Security and Net Zero and the South West Net Zero Hub to engage Cotswold District homeowners with the possibilities available for retrofitting their homes to reduce energy demand and meet Net Zero obligations, educate them on the PAS2035 process and whole house retrofit, and to signpost them to partners and businesses that may help. It is a 12-month grant which comes to a close at the end of September. I will no longer be in post after this date.

			<p>One of the KPIs of the scheme was to deliver one major event in the district (Drive and Thrive) and several community events. To date there have been 10 community events (3 retrofit roadshows) with another 5 retrofit roadshows in the pipeline to be delivered between now and mid-September.</p> <p>Another of the KPIs is a commitment from 28 households to install at least 1 energy efficiency measure within the next 12 months. To achieve this, I (as a qualified and experienced retrofit assessor and coordinator) offer a bespoke home visit to interested residents to identify areas of improvements that could be carried out. I have visited 32 homes in the district to date, with another 8 currently booked, and more expected with each roadshow. There have been 22 commitments so far. Each home visit is time consuming, but feedback from residents has been very positive:</p> <p><i>"We live in a large, listed Cotswold property and knowing what to do next to improve energy efficiency seemed utterly daunting, Justine has hugely helped us to identify cost-effective options for our property and prioritise those that would give us the best results soonest" – Anonymous</i></p> <p><i>"Justine really knows her stuff and I can't thank her enough for her visit. She immediately identified an issue with our insulation upgrade plans that two other</i></p>
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			<p><i>surveys had completely missed and without her input the whole project would have gone wrong” - Kit Gerrard</i></p> <p><i>“A comprehensive and extremely useful explanation of how we could save energy by making our home more energy efficient. In addition, we discovered potential grant-aided sources that we could apply for. Overall, we were most impressed with Justine's knowledge and believe that others could also benefit from this service in future. We hope it will continue to be funded for this to happen.” - Anonymous</i></p> <p>I hope that this provides a clearer picture of why the roadshows are limited, based on time available to me, and the subsequent end of the funding scheme.</p>
	Perf report – to consider Control Chart Analysis	Gemma Moring	included control charts in the new quarter's reporting
Work Plan	LGR – providing a briefing note to all Members (similar to the briefing for staff)	Matt Abbott/ Jane Portman	Briefings have been organised for Members on 29 July (in person) and 19 Augst (online) to update Members on the LGR progress.
	LGR specific O&S Committee – to scrutiny the processes where bodies interact	Mike Evemy/ Gina Blomefield	<p>There is a meeting on 18 September with the Chair and Vice Chair of the O&S Committee where the scrutiny of the LGR process can be discussed.</p> <p>The O&S Committee can scrutinize and question what the Cabinet is doing on LGR and will do so in advance of any council decision to support a unitary option for Gloucestershire.</p>

8 July			
Local Plan Update	Member briefing request – to update all Members on the Local Plan progress.	Jo Symonds	Member briefing to be arranged for 21 October 2025 for all Members
	MiM Working Group - An update on progress to those invitees to the Moreton planning meeting that was subsequently cancelled	Jo Symonds	<p>As part of the local plan review and in looking to meet our government housing requirement figure, we are currently undertaking a Broad Locations Study which is looking at the district as a whole to assess where the most appropriate locations for development may be located, and in particular where large scale strategic development may be accommodated. The results of this study will be available at the end of the Summer.</p> <p>The Moreton Feasibility Study is underway, of which Phase 1 of the study has yet to be completed, (due in the Autumn). This study looks at whether large scale development can come forward in Moreton through additional traffic interventions including the addition of a bypass. Until the results of this study are known the Council cannot know whether large scale development in Moreton in Marsh is feasible and indeed how much development can be accommodated in Moreton in Marsh. In addition, there is a report to Cabinet in July which seeks to update the local plan and in doing so will look at addressing the new government housing requirement figure and what can be done in the district to meet that figure.</p> <p>Currently, there is nothing other than this that is material to report and therefore the meeting is postponed until the</p>

			Autumn at the earliest, when the results of the above studies will be known.
Actions awaiting response			
	MiM – problems with EV charging points in Moreton-in-Marsh car park.	Cllr Coleman	
	Local plan - O&S – request by Chair to report to O&S meeting on regular Local Plan updates	Cllr Juliet Layton/ Jo Symonds	