

Action	Officer	Response
6 July 2025 Meeting		
Updates on replacement street signs – can the details be updated and circulated?	David Stanley	Details to follow.
Copy of newsletter for town and parish councils - can this also be circulated to Members.	Angela Claridge	Yes. District Councillors are included in the circulation.
CDC EV charging point update in Trinity road - details of usage.	Maria Wheatley/ David Stanley	See table below for usage sessions per month.
Printing and postage costs by department/area	David Stanley	To follow – analysis being currently undertaken by finance – commissioning and procurement board
Ubico – narrow vehicle OOS update and contingency plans when OOS	David Stanley	This will be part of Ubico fleet review within the coming weeks.
1 September 2025		
Freedom Leisure – not enough info – in each of 3 centres breakdown	Gemma Moreing/Alison Borrett	The breakdown of comments has been shared in the format provided to the Council by Freedom Leisure, and we're currently unable to supply further detail. However, Freedom Leisure will attend the November O&S meeting in person, offering members the opportunity to scrutinise their provision directly.
Interest rates for funds – full response to be provided	David Stanley	Will be provided in the Overview & Scrutiny Committee meeting.
Cemeteries – is the present situation	David Stanley	Bereavement manager not aware of any similar issues at neighbouring districts. There will be an

Cotswold only – or replicated elsewhere?		enquiry to Cheltenham and Gloucester to better understand their demand pattern.				
Contract lawyer vacancy – is the post expected to be filled?	Leonnie Woodward	The post has been advertised on five occasions without a successful appointment. A paralegal is due to join the team in October and has indicated an interest in contract work; she will therefore be trained to manage lower-level contracts. Team members have also confirmed that contract management is currently well managed and that there is no immediate requirement for the additional post.				
Bourton on the Water – what are the costs for the increased waste disposal.	Peta Johnson			Normal Service (£)	Peak Season (£)	Total costs (£)
		Employment		18,107.48	33,815.22	51,922.70
		Vehicle		4,361.76	11,780.37	16,142.13
		Materials		6,052.80	1,164.00	7,216.80
		Total		28,522.04	46,759.60	75,281.64
The table above shows the cost of normal service versus the enhanced peak season service.						
Chipping Campden Leisure centre – further update on centre customer experience	Gemma Moreing/ Lisa Caton	Following a request for clarity on how customer satisfaction is recorded, Freedom Leisure Partnership Manager Nick Charlton has provided the following explanation. <i>'E-Focus is the sole way of recording and reporting on Feedback. This is available as a link on our website for customers to go direct or can be used to input verbal comments from customers at reception etc. When we input it has the option to say how the feedback came in so this could be verbal or comment form (the forms we leave on reception for people to drop in). While FOH may have a feedback diary to record comments the idea would be that all of this makes its way onto E-Focus.'</i>				
Spine Road – update on progress	Gemma Moreing	Latest Update from GCC; Traffic Engineering have advised me that completion of a preliminary design is planned for December 2025 and detailed design by April 2026.				

<p>Enforcement – updates on the progress recommendations from PAS review on enforcement progress and performance – ICT, systems and processes</p>	<p>Gerry LeCointe/Helen Martin</p>	<p>Progress has been made against all of the PAS Actions identified, the following progress has been made:</p> <p><i>Review DM and Enforcement structure and options for long term sustainability of the team including provision of admin support (Target Completion: Autumn/Winter 2025).</i></p> <p>A review of the structure has been undertaken, and a staff consultation is currently underway relating to minor restructure proposal. The contracts of agency staff have been extended to support this process, and ensure business continuity. Additional resource has also been provided on a temporary basis to provide some additional administration support.</p> <p><i>Review and update the Local Enforcement Plan (Target Completion: Winter 2025/Spring 2026).</i></p> <p>The existing enforcement plan has been subject to a full review, and the first draft of a revised Enforcement Plan has been prepared. This is now subject to internal review and discussion in order to prepare a final draft in the coming weeks.</p> <p><i>Complaints analysis (by type and proportion of no breach complaints) (Target Completion: Winter 2025/Spring 2026).</i></p> <p>This work has been combined with the backlog clearance work, and has mostly been completed.</p> <p><i>Agree a plan for the clearance of backlog including triage of cases, closing extant historic cases over an agreed age (TBD) where there has been no recent action or complaint. Prioritisation of new cases (Target Completion: Winter 2025/Spring 2026).</i></p> <p>A backlog clearance plan has been prepared, however; has identified additional challenges, the solution to which are currently being considered.</p> <p>The backlog, when fully reviewed, comprises of a larger number of recent (past 3 years) cases than previously anticipated. As such, closing extant</p>
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		<p>historic cases over an agreed age will not have a significant impact in tackling the backlog. Instead, a more in depth triaging exercise is being considered, to address cases and categorise them as 'active' and 'inactive'. This work is therefore progressing and is on schedule, but the task will be more resource intensive than initially anticipated.</p> <p><i>Process mapping of enforcement and maximise use of ICT systems for automation and workflow (Summer/Autumn 2025).</i></p> <p>Process mapping has been completed and this is now contributing to the ICT system review. A number of 'quick wins' have already been identified and are being progressed, whilst broader work looking at processes continues.</p>																										
Enforcement – are Members able to have a view on the age of the cases outstanding	Gerry LeCointe/Helen Martin	<p>The following was accurate as of 06/08/2025 (excluding live notices):</p> <table><tr><th>Year Received</th><th>Live Cases</th></tr><tr><td>2014</td><td>2</td></tr><tr><td>2015</td><td>0</td></tr><tr><td>2016</td><td>0</td></tr><tr><td>2017</td><td>0</td></tr><tr><td>2018</td><td>1</td></tr><tr><td>2019</td><td>8</td></tr><tr><td>2020</td><td>22</td></tr><tr><td>2021</td><td>33</td></tr><tr><td>2022</td><td>54</td></tr><tr><td>2023</td><td>157</td></tr><tr><td>2024</td><td>187</td></tr><tr><td>2025</td><td>143</td></tr></table>	Year Received	Live Cases	2014	2	2015	0	2016	0	2017	0	2018	1	2019	8	2020	22	2021	33	2022	54	2023	157	2024	187	2025	143
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Planning appeals – process to receive feedback about the reason for lost appeals.	Gerry LeCointe	<p>Members of the Planning Committee and Ward Members receive Planning Inspector Appeals decision reports which gives details of the Inspectors reasons for the appeal result. All Members receive a summary report of appeal decisions.</p>																										

PV Panels – total number of households in the district.	Gemma Moreing	As of the end of 2023 (latest available government data), there were 2,310 installations.
Nature recovery plan – Cotswold lakes - update	Dannielle Berry/ Gerry Le Cointe	<p><b><i>Enhance connectivity, and biodiversity in the Cotswold Water park - Work with partners to embed the Nature Recovery Plan for Cotswold Lakes</i></b></p> <p>Biodiversity officers have been collaborating with stakeholders, including the Lakes Trust, on a landscape-scale funding bid from the Para 20 pot (LME's annual contribution). The aim is to deliver ecological enhancements across LME and the surrounding landscape. In addition to this larger initiative, several smaller ongoing projects are also being supported through Para 20 funding. These include the continued employment of an assistant ecologist at LME and ongoing support for a water vole recovery project. All of these projects either align with the priorities outlined in the Cotswold Water Park Nature Recovery Plan or contribute to the delivery of other initiatives identified within the plan.</p>
Homelessness – recirculate details on contact details for Members.	Caroline Clissold	<p>Anyone suspected as sleeping out should log this at: <a href="https://thestreetlink.org.uk/">https://thestreetlink.org.uk/</a></p> <p>Streetlink will ask for a location and any identifying details. Once logged, the Outreach Provider will aim to make contact within 24 hours.</p> <p>The Housing Team are available for advice Mon – Fri 9am-5pm.</p> <p>For any out of hours homelessness emergencies, our Out of Hours provider can be contacted via the main switchboard number 01285 623000 but please note the provider must be able to speak with the client directly to carry out a full assessment.</p>

EV usage Trinity Road.

	2024-	2025-
Sessions	25	26
Apr	15	23
May	57	12
Jun	17	36
Jul	41	58
Aug	35	
Sep	29	
Oct	45	
Nov	33	
Dec	67	
Jan	23	
Feb	29	
Mar	44	
Total	435	129