



Community Services Committee Meeting

You are hereby summoned to attend a meeting of the Community Services Committee to be held at 4:30p.m. on Tuesday, 26th March 2024 at the Winstone Learning Centre, Corinium Museum, Park Street, Cirencester, GL7 2BX

Committee Members:

Cllr Sarah Orr – Chair & Lead Member
 Cllr Naomi Bloomer – Vice Chair
 Cllr Nick Bridges
 Cllr Sabrina Dixon
 Cllr Jan Gronow
 Cllr Gary Selwyn
 Cllr Pete Smith

Becky Coles
 Community Services Manager
 19th March 2023

AGENDA

1. Special Announcements (4:30pm)

To receive special announcements.

2. Apologies (4:35pm)

To receive and note apologies.

3. Declarations of Interest (4:40pm)

To receive declarations of interest and consider and determine any requests for dispensation. Members are reminded to declare any pecuniary or non-pecuniary interests on any item on this agenda in accordance with Cirencester Town Council's Code of Conduct.

4. Minutes of Last Meeting (4:45pm)

To approve the Notes of the Community Services Group Meeting held on Tuesday 23rd January as an accurate record and consider any matters arising not covered elsewhere on the Agenda.

5. Public Participation (Standing Order 68 refers) (4:50pm)

If a member of the public wishes to speak at the meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who lives, has a business or represents an organisation within the electoral boundary of Cirencester. Members of the public who wish to submit a written question for inclusion as part of public participation may do so at any time.

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP
 Tel: 01285 655646, www.cirencester.gov.uk





6. Member Participation (4:55pm)

A Member may ask the Chair any question in relation to the role and remit of the Community Services Committee.

7. Work Programme 2023-24 (Standing Item) (5:05pm)

To receive updates and consider timelines for delivering the Work Programme for 2023 – 24 as approved by Council, and other current projects;

- i. to carry out a review of the town centre CCTV system in partnership with relevant stakeholders.
- ii. to continue to progress the recommendations made in the Community Youth Profile.
- iii. to build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024.
- iv. to support the child friendly Cirencester initial audit and co-ordinate response.

8. Children & Young People (5:30pm)

To receive 2024-25 After School sessions programme (1st April 2024 to 31st March 2025).

9. High Streets Task Force – Local Roadshow (5:35pm)

To receive feedback and recommendations from the High Streets Task Force Local Roadshow held in Bristol, 7th March 2024.

10. Local Information Centre (5:45pm)

To consider and approve proposals for the Local Information Centre Saturday opening hours.

11. 2024 Budget allocations (5:55pm)

To receive information relating to the 2024-25 Community Services financial planning.

12. Correspondence (6:00pm)

Any other correspondence received in accordance with Standing Orders and the role and remit of the Community Services Group.

13. All-Member Briefing and Wider Communication (6:05pm)

To consider and agree key items to be included in the all-member briefing note and any matter for wider communication via social media.

14. Next Meeting (6:10pm)

Tuesday 11th June, 4:30pm, at the Winstone Learning Centre, Corinium Museum, Park Street, Cirencester, GL7 2BX

Notes & Information

1. All reports referred to, including recommendations, are available online at www.cirencester.gov.uk or on request via email at info@cirencester.gov.uk
2. This meeting may be filmed by the Council for live and/or subsequent broadcast online at https://bit.ly/YouTube_CTC
3. At the start of the meeting, the Chair will confirm if all or part of the meeting will be filmed. The footage will be on the YouTube channel indefinitely and may be used for training purposes within the Council. If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the meeting room, you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.
4. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
5. Follow us on Facebook, X, and Instagram. (@CirenMarkets & @CirenTC)



CIRENCESTER TOWN COUNCIL

MINUTES of the **Community Services Committee** Meeting held on **23rd January 2024** at **Winstone Learning Centre, Corinium Museum, Park Street, Cirencester, GL7 2BX**

PRESENT:

Councillor	Sarah Orr -Chair & Lead Member
Councillor	Naomi Bloomer - Vice Chair
Councillors:	Nick Bridges
	Sabrina Dixon
	Jan Gronow
	Pete Smith
	Patrick Coleman (substitute for Cllr G Selwyn) (arrived at 4:33 p.m.)
	Becky Coles, Community Services Manager - Lead Officer
	Sarah Oakley, Community Services Officer

CS01.23 APOLOGIES

Councillor Gary Selwyn apologised for personal reasons, which were noted and approved.

CS02.23 DECLARATIONS OF INTEREST

Councillor Dixon declared an interest in relation to Agenda Item No.6 due to attendance at the Community Safety Partnership meetings in a professional capacity. (minute no. CS06.23 refers).

CS03.23 MINUTES OF LAST MEETING

RESOLVED that Minutes of the Community Services Committee Meeting held on Tuesday, 7th November 2023 be approved as an accurate record, subject to amendment to Minute No.CS02.23 - Declaration of Interest, to read 'Councillors Gronow and Bridges declared an interest in relation to Agenda Item No.6 due to their involvement with Cirencester Community Development Trust. Councillor Dixon declared an interest in relation to Agenda Item No.6 due to their previous trusteeship of Cirencester Community Development Trust.'

Voting Record:	For - 5	Against - 0	Abstentions - 1	Absent - 1
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CS04.23 PUBLIC PARTICIPATION (Standing Order 68 refers)

None.

CS05.23 MEMBER PARTICIPATION

Councillor Bloomer, referred to the issue of speeding in Watermoor ward, particularly Victoria Road, Watermoor Road, and The Avenue, and asked for advice on how this could be tackled. It was noted that Gloucestershire County Council had recently administered the Community Speedwatch Safety Fund and that support was available to the community to tackle speeding. It was agreed that further information on Community Speedwatch schemes be circulated to members.

Councillor Coleman enquired about The Fleece Fayre and whether it was likely to return. It was noted that two community events are delivered by the Community Services Team each year, including a summer event; the proposals for the 2024 event build on previous success whilst incorporating aspects of the Fleece Fayre. (Agenda item 9 refers).

CS06.23 WORK PROGRAMME 2023-24 (Standing Item)

- i. to carry out a review of the town centre CCTV system in partnership with relevant stakeholders



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Initial feedback is that the system is providing effective cover but style and capabilities of camera will be evaluated. Improvements may be considered following the provision of funding from the Cotswold Community Safety Partnership (CSP). The CSP has been allocated funding from the Home Office through the Safer Street Fund, and following public consultation to identify how the funds should be allocated, the Town Council has been awarded £15,000. This will be used to address the areas highlighted during the consultation, in line with the four objectives of the Safer Street Fund.

ii. to continue to progress the recommendations made in the Community Youth Profile

External funding secured from Gloucestershire County Council, Build Back Better (Youth) Fund and Cirencester Girls Club Trust to be used to fund after school sessions and lunchtime engagement sessions at Deer Park and Kingshill. The Town Council will also be a partner in the Cotswold Youth Network National Lottery funding bid, which has reached 2nd stage. The Door Project has secured external funding to recruit a full time Community Youth Worker to cover Cirencester, Fairford and Lechlade.

iii. to build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024.

A number of meetings have been held to discuss the event and a provisional date set. An update from the District Council to establish whether a joint event is viable is still awaited.

iv. to support the child friendly Cirencester initial audit and co-ordinate response.

Councillor Bloomer provided an update. The audit will be conducted to benchmark current breast feeding and baby change availability, with the objective of creating a map to show child friendly places in the town. Following a successful meeting with UNICEF to discuss Child Friendly Cities & Communities schemes, Councillor Bloomer will be raising the UNICEF scheme with District and County Councillors.

Updates relating to other areas of the Community Services role and remit were received within the action plan, including town centre footfall counts and the draft plans relating to the Bathurst Friendship visit in May 2024.

CS07.23 2023 ANNUAL SURVEY

Members supported the review and response to feedback relating to the role and remit of Community Services received in the 2023 Annual Survey.

CS08.23 2023 CHRISTMAS IN CIRENCESTER SURVEY

Members received an interim report from the Christmas in Cirencester visitor, market trader and town centre business surveys. Compared to the number of attendees, feedback was comparatively low and no new items were highlighted. Responses will be taken into consideration for future events, along with advice and guidance the Event Safety Advisory Group.

CS09.23 2024 SUMMER EVENT

RESOLVED that the aims, objectives and themes for the 2024 summer event be adopted in the planning and delivery of the event. Members received the report highlighting the aims and objectives of the 2024 summer event and considered the themes and funding implications. It was agreed to build on the success of the 2023 Big Lunch event whilst incorporating a heritage and community theme

Voting Record:	For – 5	Against – 0	Abstentions – 0	Absent – 1
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CS10.23 CORRESPONDENCE

None.

CS11.23 ALL-MEMBER BRIEFING AND WIDER COMMUNICATION

The items to be included in the briefing note were agreed.



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CS12.23 DATE OF NEXT SCHEDULED MEETING

Tuesday 26th March 2024, Winstone Learning Centre, Corinium Museum, Park Street, Cirencester, GL7 2BX

Meeting closed at: 5:30pm

Councillor Sarah Orr
Chair

DRAFT



Community Services Committee

Lead Member:	CLr S. Orr, Chair
Committee Members:	CLr N. Bloomer, Vice Chair CLr N. Bridges CLr S. Dixon CLr J. Gronow CLr G. Selwyn CLr P. Smith
Lead Officer:	Becky Coles, Community Services Manager

2023-24 Role & Remit

Refer to Standing Orders 2023-24

Paragraph	Description
86.1	To oversee and deliver initiatives which relate to supporting the local community (including children and young people) and local business, including the allocation of ward-based community projects funding, as approved by Council.
86.2	To oversee the management and delivery of events and markets, including the Charter Market (including all aspects relating to charitable status) Mop Fair and Christmas in Cirencester.
86.3	To oversee the maintenance of town centre CCTV and liaise with the Police and relevant partners and stakeholders on issues relating to CCTV and community safety.
86.4	To ensure that the local needs of children and young people are identified and that through the Ozone initiative the Town Council takes a lead role in seeking to meet such needs, encouraging a multi-agency partnership approach.
86.5	To work collaboratively with twinning and friendship groups on civic twinning events and to build on the town's twinning and friendship links, subject to budget, including Itzehoe, Germany, Saint-Genis-Laval, France and Bathurst, Australia.
86.6	To oversee delivery of the Council's communications plan, and ensure the effective promotion and awareness of all that the Council does for and on behalf of the community; ensuring that the public is able to communicate effectively and engage with the Council towards shaping how social, economic and environmental needs are met. Inclusive of overseeing the preparations for the Annual Meeting of the Town.
86.7	To oversee and support partnership and volunteering initiatives with local community groups, ensuring effective community representation in each ward.
86.8	To oversee and approve, under delegated authority of Council, partnership arrangements and support to the Cirencester Community Development Trust and The Steadings Community Management Trust.
86.9	To lead on supporting the business briefing group and provide town centre business and community support, advising on and assisting, subject to funding and resources, initiatives which promote the local economy and tourism.
86.10	To oversee the management and day to day running of the Local Information Centre.
86.11	To consider and approve fees and charges relating to community services.
86.12	Delegated authority to approve expenditure, within budget, up to the value of £25k.
86.13	To oversee the delivery and project management of any tendered or procured service,

consultancy appointment, which has been approved by Council over the value of £25k within the remit of Community Services.

2023-24 Agreed Work Programme

Reference	Description
WP1	to continue to progress the recommendations made in the Community Youth Profile
WP2	to carry out a review of the town centre CCTV system in partnership with relevant stakeholders
WP3	to support the child friendly Cirencester initial audit and co-ordinate response
WP4	to build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024

2023-24 Community Services - Current Key Priorities Update

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
86.1 86.2 86.7	Christmas in Cirencester	<ul style="list-style-type: none"> Generate income deliver & enhance programme Deliver Christmas in Cirencester markets & events Include community Involvement Support local business and local economy 	By 31/12/23	Completed 3/12/24	Income sources: Market Fees Sponsorship Grant Funding	<ul style="list-style-type: none"> Planning for 2024 in progress <ul style="list-style-type: none"> Dates confirmed – Advent Markets 30th Nov & 1st Dec, Christmas Markets 6th & 7th December plus dates in December delivered by Cotswold Markets Ltd Applications to trade open – closing date 19th July 2024 Headline Sponsor in place Tree Sponsor in place Other sponsorship agreements being discussed Advent 2024 Kick-Off meeting scheduled 20th March
86.1 86.2 86.7 WP4	Joint H&W Event	<ul style="list-style-type: none"> To build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024 	By 30/08/24			<ul style="list-style-type: none"> Secured engagement with Cotswold District Council – Event scheduled for Thursday 15th August 2024. Event to be held on Market Place & in Abbey Grounds CDC Community Wellbeing Team responsible for organising the event, with CTC Community Services team assisting with contacts, stall hire etc. Funding application submitted by CTC to the Cotswold Connected Community & Food Programme to help deliver the event
86.1	Community Groups	<ul style="list-style-type: none"> Liaison with Community Groups Facilitate regular Community Group Network meetings Support Community Group 	Quarterly			<ul style="list-style-type: none"> Information sharing – monthly updates circulated in February & March. Details of funding opportunities through Community Projects Fund (e.g. for PLI costs) circulated Information about The Conservation Volunteers (TCV) and benefits to Community Groups Circulated Watermoor & St Michael's Community Group Easter Bunny Hunt shared to social media, posters, website & Facebook event listing. Posters & answer sheets

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

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		<ul style="list-style-type: none"> initiatives & promote them within the community Involvement of Community Groups with CTC events & initiatives 				<p>created & printed. Agreements for gazebo hire & table & chair hire completed.</p> <ul style="list-style-type: none"> Inner Wheel donation confirmed, press release circulated 01/03/24; bleed kit to be installed 13/03/24; Photos 14/03/24. Big Lunch event – community groups invited to be involved Working with Watermoor & St Michael’s Community Group to address Kingsmead & Fairfax subways to include deep clean, repaint, specialist paint covering, replacement mirrors. Funded by Safer Streets Funding. Permissions have been obtained from GCC. Work to be scheduled for spring 2024, potentially during CTC volunteer week with external volunteers. 																
86.1	Community Projects Fund & Ward Member Funding	<ul style="list-style-type: none"> To oversee ward-based community projects funding. 	31/03/24			<ul style="list-style-type: none"> 2x Applications to Community Projects Fund since last meeting – 2x pre-approved PLI costs for community groups Cirencester Wildlife Group & AQIVA. Applications at Annex Community Projects Fund year end outturn below: <p>2023-24 Community Projects Funding</p> <table border="1"> <tr> <td>Community Projects Fund Allocation</td> <td style="text-align: right;">£2,000.00</td> </tr> <tr> <td>CPF Approved</td> <td style="text-align: right;">£1,988.54</td> </tr> <tr> <td>CPF Allocation Remaining</td> <td style="text-align: right;">£11.46</td> </tr> <tr> <td>CPF Allocation Pending</td> <td style="text-align: right;">£ -</td> </tr> <tr> <td>CPF Allocation Remaining After Pending</td> <td style="text-align: right;">£ 11.46</td> </tr> <tr> <td>Ward Member Funding Allocation</td> <td style="text-align: right;">£1,600.00</td> </tr> <tr> <td>Ward Member Funding Approved</td> <td style="text-align: right;">£495.99</td> </tr> <tr> <td>Ward Member Funding Remaining</td> <td style="text-align: right;">£1,104.01</td> </tr> </table> <ul style="list-style-type: none"> 1x Application for Ward Member Funding - Cllr J Hincks 	Community Projects Fund Allocation	£2,000.00	CPF Approved	£1,988.54	CPF Allocation Remaining	£11.46	CPF Allocation Pending	£ -	CPF Allocation Remaining After Pending	£ 11.46	Ward Member Funding Allocation	£1,600.00	Ward Member Funding Approved	£495.99	Ward Member Funding Remaining	£1,104.01
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						<ul style="list-style-type: none"> 2023-24 summary Ward Member Funding: <table border="1"> <tr> <td>M Harris</td> <td>Abbey</td> <td>P Smith</td> <td>New Mills</td> </tr> <tr> <td>J Gronow</td> <td>Abbey</td> <td>S Orr</td> <td>New Mills</td> </tr> <tr> <td>N Robbins</td> <td>Beeches</td> <td>N Bridges</td> <td>St Michaels</td> </tr> <tr> <td>C Gore</td> <td>Beeches</td> <td>N Bloomer</td> <td>St Michaels</td> </tr> <tr> <td>R Hughes</td> <td>Chesterton</td> <td>G Selwyn</td> <td>Watermoor</td> </tr> <tr> <td>A Jopp</td> <td>Chesterton</td> <td>J Hincks</td> <td>Watermoor</td> </tr> <tr> <td>S Dixon</td> <td>Four Acres</td> <td>P Coleman</td> <td>Stratton</td> </tr> <tr> <td>A Pellegram</td> <td>Four Acres</td> <td>Bob Irving</td> <td>Stratton</td> </tr> </table>	M Harris	Abbey	P Smith	New Mills	J Gronow	Abbey	S Orr	New Mills	N Robbins	Beeches	N Bridges	St Michaels	C Gore	Beeches	N Bloomer	St Michaels	R Hughes	Chesterton	G Selwyn	Watermoor	A Jopp	Chesterton	J Hincks	Watermoor	S Dixon	Four Acres	P Coleman	Stratton	A Pellegram	Four Acres	Bob Irving	Stratton
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86.3	CCTV & Community Safety	<ul style="list-style-type: none"> Organise meeting with Insp. Ellson for Lead Members Re-instate power to cameras following Tesco closure Consider solutions for community safety in St Michael's Park 	By 30/09/23 By 31/07/23 By 31/10/23	Completed 13/09/23 Completed 26/07/23 Completed 18/09/23																																		

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Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update												
		<ul style="list-style-type: none"> Town Centre CCTV Review – with key stakeholders. Assess locations of cameras within the town centre, review type of camera & use CCTV Partnership 	By 31/03/24	Completed 29/02/24		<ul style="list-style-type: none"> Review of camera performance (x22 cameras) completed with CCTV contractor & CCTV operators: <table border="1" data-bbox="1211 395 2020 576"> <thead> <tr> <th>Issue</th> <th>No</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Out of service</td> <td>1</td> <td>To be replaced using Safer Streets Funding</td> </tr> <tr> <td>Consider relocating</td> <td>1</td> <td>Light pollution from 17Black lights</td> </tr> <tr> <td>Obstructed</td> <td>2</td> <td>1x CDC requested to trim trees 1x Establish responsibility for trees</td> </tr> </tbody> </table> No requests to change locations from police staff Castle St camera currently not working – access difficulties have restricted repair. Short term road closure management discussed with police & access issues addressed. Local pub has advised police Licensing Officer of their willingness to pay towards a service visit for the camera but no further contact to date. Camera to be replaced in any event – see below. Next CCTV Partnership meeting scheduled for 25th March 2024. The 'Partnership Agreement and Code of Practice for the Retention, Maintenance and Operation of Public Space Closed Circuit Television (CCTV)' has been reviewed and updated. Once all partners have signed the final version will be added to the CTC website. The Police CCTV Team is currently understaffed and running at approximately 60% capacity. In February 2024, all recruitment was frozen and the recruitment exercise of 4 staff (3.5 FTE), who were awaiting vetting, was stopped. There is no indication when/if the recruitment freeze will end. The Code of Practice confirms that the CCTV control room will be staffed in accordance with the Partnership Agreement by Gloucestershire Constabulary staff. Across the Partnership (Gloucester, Cheltenham, Cirencester & Stroud) a total of 172 cameras are monitored. 	Issue	No	Comment	Out of service	1	To be replaced using Safer Streets Funding	Consider relocating	1	Light pollution from 17Black lights	Obstructed	2	1x CDC requested to trim trees 1x Establish responsibility for trees
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						<ul style="list-style-type: none"> The Code of Practice outlines the CCTV Operator role in paragraph 6.3: 'The role of the CCTV Operator is to: <ul style="list-style-type: none"> proactively monitor and control the cameras; report any criminal or suspicious behaviour to the operational police; liaise with the local intelligence police officer to improve the knowledge of local known criminals/ subjects; be responsible for the appropriate recordings of images; communicate with the Radio Link scheme members when an incident is reported; keep appropriate records as required in accordance with the procedural manual; respond to requests for disclosure of information and complaints; and operate the public address system.' The COP also confirms that CCTV Operators have the primary control of all cameras whilst on duty. If no CCTV Operators are available then suitably trained police or police staff may assume control of cameras for both monitoring and reviewing purposes. When CCTV Operators are not on duty, the cameras continue to record 24/7/365, however they will remain in their rest positions. If Members are concerned of the impact of the current (under)staffing levels and the effective monitoring of Partners' cameras, consideration should be given to formally raising these concerns as well as considering whether minimum staffing levels should form part of the Partnership Agreement or a specific SLA.
		<ul style="list-style-type: none"> Other CCTV / Community Safety Updates 				<ul style="list-style-type: none"> Safer Streets funding from Community Safety Partnership amounting to £15,500 received and will be used to improve broken cameras at the skatepark and Castle Street. The Safer Streets funding will also be used for minor works to improve Kingsmead & Fairfax subways, including cleaning, re-painting in partnership with Watermoor & St Michaels Community Group, work scheduled for the spring.

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86.4 WP1	Children & Young People	<ul style="list-style-type: none"> Play Gloucestershire Sessions The Door lunchtime Sessions External Funding Partnership working 	By 31/03/24		Income Sources: Grant funding	<ul style="list-style-type: none"> Additional Play Gloucestershire sessions delivered at Chesterton only (SMP closed), between February and end of March. Successful grant application - Cllr J Harris, GCC Build Back Better (Youth) funding – £3,000 funding received. Used to deliver Lunchtime sessions Jan – Mar. Successful grant application – Cirencester Girls Club - £500 funding received. Used towards extending delivery of after school sessions Feb & Mar. Ongoing search for funding opportunities & applications External fund writer/Administrative Assistant position recruitment exercise – interviews to be held w/c 18/03/24 Joint lottery funding with World Jungle & other key stakeholders’ application still under consideration. Full time Community Youth Worker (The Door Project) recruited Feb 24 – BC due to meet after 19/03/24 Music Bus sessions started 8/02/24 and will continue every Thursday until 11/04/24 Next Kingshill and Deer Park Community Response Network Meeting scheduled 09/04/24 2024-25 costs and dates for After School Sessions & Lunchtime Sessions calculated. AGENDA ITEM 8 Attendance at Education Focused Networking Event - Thursday 14th March
86.5	Twinning & Friendships	<ul style="list-style-type: none"> Assist in the co-ordination and delivery of the Bathurst Friendship visit in May 2024. To work collaboratively with twinning and 	By 15/05/24			<p>Bathurst, Australia</p> <ul style="list-style-type: none"> Visit confirmed as between 8th and 15th May 2024 <ul style="list-style-type: none"> Venue for official welcome to be confirmed Guest list & invitations to be confirmed and sent in April Gifts received from Bathurst Regional Council Gifts to be selected to be given by CTC

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		friendship groups on civic twinning events				<ul style="list-style-type: none"> - Tree plating idea discussed & approved by L&P Manager • 2024-25 budget allocation includes some funding for the cycling event on May 11th <p>Saint-Genis-Laval, France</p> <ul style="list-style-type: none"> • Invitation to visit on 24th & 25th August – 1x representative from CTC to be identified <p>Itzehoe, Germany</p> <ul style="list-style-type: none"> • Indication from Cirencester Twinning Association that a visit from Itzehoe in September is being considered. Official welcome event, delivered by CTC to be considered. • Plans to be discussed with Cirencester Twinning Association
86.6	Annual Meeting of the Town	<ul style="list-style-type: none"> • Oversee preparations for the Annual Meeting of the Town. 	By 23/04/24			<ul style="list-style-type: none"> • Meeting scheduled, Winstone Learning Centre booked at Corinium Museum • Neighbourhood Police Team and representative from The Bathurst Estate invited to provide updates & Q&As • Agenda to be formalised and published.
86.8	Partnership Arrangements	<ul style="list-style-type: none"> • To oversee and approve, under delegated authority of Council, partnership arrangements and support to the Cirencester Community Development Trust and The Steadings Community 	By 31/03/24	CCDT - Completed 07/11/23		<ul style="list-style-type: none"> • No action required in respect of partnership arrangements with The Steadings Community Management Trust. • Approach for sponsorship for The Big Lunch made to The Steadings Community Management Trust - currently awaiting response

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		Management Trust.				
86.9 86.1	Local Economy	<ul style="list-style-type: none"> Footfall counts 	Quarterly			<ul style="list-style-type: none"> March footfall count scheduled for 15th – 27th March Very good response from members of the community to help with manual counts.
		<ul style="list-style-type: none"> Business Briefing 	Ongoing			<ul style="list-style-type: none"> Next meeting to be confirmed – will focus on membership, frequency of meetings and aims and objectives of the Group. Richard Gunner has expressed an interest in talking to the group representing the Cirencester Light Rail Project and will be added to the schedule.
		<ul style="list-style-type: none"> Networking / Engagement etc. 	Ongoing			<ul style="list-style-type: none"> NABMA (National Association of British Market Authorities) One Day Conference 'Markets at the Crossroads' 25th January, Macdonald Burlington Hotel, Birmingham Media – press release for installation of emergency bleed kit distributed 1/03/24, published in local media and on CTC socials. Cirencester Inner Wheel will also be producing an article. High Streets Task Force Roadshow (Bristol 07/03/24) – AGENDA ITEM 9 NMTF (National Market Traders Federation) 2024 Conference 22/04/24 Stratford-Upon-Avon
		<ul style="list-style-type: none"> Child Friendly Cirencester 	By 31/03/24			<ul style="list-style-type: none"> Cllr Naomi Bloomer to provide update Initial meetings have taken place - Cllr Naomi Bloomer attended Need to ensure plans and scope are within Community Services & Town Councils role & remit. County & District Councils may need to be approached to progress appropriately Evaluation of current provision in town centre shops not yet carried out

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

2024/25 Play Gloucestershire After School Play Sessions

After School Sessions	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20
Cost per session (and previous years)	£ 296.50	£ 282.50	£ 259.00	£ 236.00	£232.00	£220.36
Proposed No. Sessions (and previous years)	34	31	21	20	22	22
Anticipated Cost	£ 10,081.00	£ 8,757.50	£ 5,439.00	£ 4,720.00	£ 5,104.00	£ 4,847.92

Current arrangement:

Regular sessions held once a week on a Wednesday in Chesterton between Feb Half Term & Oct Half Term and St Michael's Park in summer months.
SMP closed between end Oct to beginning March

CHESTERTON & FOURACRES

Term Dates	Sessions	Cost
Term 5: Mon 8th April - Fri 24th May 2024	3	£ 890
Term 6: Mon 3rd June - Mon 22nd July 2024	3	£ 890
Term 1: Mon 2nd Sept – Fri 25th Oct, 2024	3	£ 890
Term 2: Mon 4th Nov – Fri 20th Dec 2024	6	£ 1,779
Term 3: Mon 6th Jan - Fri 14th Feb 2024	5	£ 1,483
Term 4: Mon 24th Feb - Fri 11th Apr 2024	2	£ 593
	22	£ 6,523

WATERMOOR & ST MICHAELS

Term Dates	Sessions	Cost
Term 5: Mon 8th April - Fri 24th May 2024	3	£ 890
Term 6: Mon 3rd June - Mon 22nd July 2024	3	£ 890
Term 1: Mon 2nd Sept – Fri 25th Oct, 2024	4	£ 1,186
Term 2: Mon 4th Nov – Fri 20th Dec 2024	0	£ -
Term 3: Mon 6th Jan - Fri 14th Feb 2024	0	£ -
Term 4: Mon 24th Feb - Fri 11th Apr 2024	2	£ 593
	12	£ 3,558

Term Dates	Proposed Session Dates – Wednesdays 4-6pm	
	Chesterton Ward	Watermoor Ward
	Thistle Patch	St Michael's Park
Term 5: Mon 8th April - Fri 24th May 2023	24 Apr, 8, 22 Apr	17 April, 1, 15 May
Term 6: Mon 3rd June – Tues 22nd July 2023	19 June, 3, 17 July	12, 26 June, 10 July
Term 1: Mon 2nd Sept – Fri 25th Oct, 2023	18 Sept, 2, 16 Oct	11, 25 Sept, 9, 23 Oct
Term 2: Mon 4th Nov – Fri 20th Dec 2023	13, 20, 27 Nov, 4, 11, 18 Dec	Park Closed
Term 3: Mon 6th Jan - Fri 14th Feb 2024	15, 22, 29 Jan, 5, 12 Feb	Park Closed
Term 4: Mon 24th Feb - Fri 31st Mar 2024	12, 26 Mar	5, 19 Mar
Number of Sessions	22	12



Community Services Committee

26th March 2024

AGENDA ITEM NO:	9
REPORT TITLE:	High Streets Task Force – Local Roadshow
REPORT AUTHORS:	Sarah Oakley and Valerie Smith
LEAD MEMBER:	Cllr Sarah Orr
PURPOSE OF REPORT:	To deliver the recommendations of officers following a High Street Task Force Roadshow regarding Place Making
LEGAL:	There are no legal implications directly arising from this report
FINANCIAL:	There will be some financial implications, further information is awaited and will be reviewed as appropriate.
PERSONNEL:	Personnel implications will be evaluated accordingly.
ENVIRONMENTAL:	There are no environmental implications directly arising from this report
CLIMATE CHANGE:	There are no climate change implications directly arising from this report
EQUALITY & DIVERSITY:	There are no equality & diversity implications directly arising from this report
RECOMMENDATION:	To consider and approve the recommendations in respect of future Place Making ideas

1. Background

1.1. Cirencester Community Services Team attended the Local High Streets Task Force¹ (HSTF) Roadshow in Bristol on 7th March 2024; the event included:

- Insights from the High Streets Task Force Executive and findings from 151 towns across England
- Local and regional regeneration stories highlighting successes and challenges. We heard from Bristol City Centre, The Wiltshire Town Program and Barnstable.
- Information regarding new strategies emerging for high street renewal
- Discussions around effective partnerships and how you can establish them in your area

2. Purpose of Report

2.1. This report outlines ideas and initiatives that other towns have undertaken and Officer recommendations for future projects to improve Place Making in Cirencester.

¹ The High Streets Task Force was commissioned by the government in 2019 as part of its Plan for the High Street and in response to recommendations of an expert panel on the high street chaired by the highly successful entrepreneur Sir John Timpson. The High Streets Task Force is an alliance of place making experts working to redefine the high street. It provides guidance, tools and skills to help communities, partnerships and local government transform their high streets.

3. **Further Information**

3.1. Key themes from the day

- The blockers and enablers to our Towns (Presentation slides 21- 22)
- In order to 'Place Make', Places must, reposition, reinvent, rebrand and restructure.
- High Streets are not dying they are evolving and we must evolve with them.
- Using town centres as community multi-use spaces and bringing health initiatives to the High Street, through Health Hubs and Live Well centers, would support the community in a central location.
- More activation is needed at the quiet times of the year and throughout the year. It is not acceptable to just focus on one or two popular events. Experience led Towns drive footfall to, and through areas.
- Community engagement is key to getting Place Making right
- Discovering a place's individual USP, and working out how you can promote it through activities and marketing is vital.
- High partnership involvement with a multitude of stakeholders who work collaboratively to improve place sentiment is top priority.
- Engaging youth leads will lead to longevity. By engaging the younger generation, you get fresh ideas and they will be around longer, leading to future sustainability.
- Community engagement leads to resilience this must be regularly undertaken not just at set times or when you require information.

3.2. Presentations from the day can be found via the link below;

<https://www.highstreettaskforce.org.uk/media/o1ih2g1w/hstf-presentation-bristol-roadshow.pdf>

4. **Recommendations**

4.1. Members are asked to consider the recommendations below to be taken forward as part of any proposed 2024-25 work program.

- Work with the High Streets Task Force and set up information sessions/workshops in Cirencester inviting a wide spectrum of key stakeholders (including councillors, developers, retailers, businesses, charities, churches, NHS, care providers, educators, youth groups and leaders etc) to work together purposefully and collaboratively in the interest of the Town. Identify the key projects that are important to everyone and work out how to activate a plan to deliver. These sessions should not just be 'talking shop' – they should be about developing clear actions, project plans and timelines.

It could be appropriate for this initiative to be delivered in partnership with the Business Forum Group

- Invite the HSTF to undertake a review of our town and the plans in place e.g. Neighbourhood Plan, Town Centre Master Plan
- Through these sessions, listen to the innovative ideas shared by the HSTF and look to change the mindsets of the Place Makers in our area so that barriers are removed and projects that are important to the town are delivered collaboratively. Use the HSTF's knowledge and resources to identify funding opportunities and supporting evidence for grant bids.
- Ensure that all year-round community engagement and feedback is generated by asking for information from visitors to the Local Information Centre (LIC). Create feedback postcards to be held at the Local Information centre so that the staff and volunteers can request feedback on a daily basis in writing and not just verbally. Have a few very simple

questions e.g. where do you live; what do you love most about your area; what could be better; what would you like to see in the future?

- Consider installing a computer system/pad where members of the public and visitors can digitally log their feedback without having to talk face to face with someone.



COMMUNITY SERVICES COMMITTEE

26th March 2024

REPORT SUMMARY

AGENDA ITEM NO:	10
REPORT TITLE	Local Information Centre – Saturday Opening
REPORT AUTHORS:	Johan Newman, Deputy CEO Judy Mills, Local Information Officer
LEAD MEMBER:	Councillor Sarah Orr
PURPOSE OF REPORT:	To consider a report relating to approval for the opening of the Local Information Centre on Saturdays from May to November 2024.
LEGAL:	Seasonal job contracts will be offered in line with CTC’s Recruitment and HR Policies.
FINANCIAL:	Information on the additional financial implications of staffing the LIC on Saturdays are included in the report. The costs are based on employing two members of staff on the Living Wage hourly rate.
PERSONNEL:	The staff would be employed on temporary seasonal contracts and managed by the Local Information Officer, with the Lead Officer, the Deputy CEO.
ENVIRONMENTAL:	There is no additional environmental impact.
CLIMATE CHANGE:	The LIC aims to operate with sustainable products and services wherever possible.
EQUALITY & DIVERSITY:	Staff will be recruited in line with the Council’s Equality and Diversity Policy.
RECOMMENDATION:	To approve the opening of the LIC on a Saturday from May to November 2024 to support local services, events and Bingham Gallery Exhibition, funded through Council wide operational budgets.

1. Background

- 1.1 Since opening in October 2012, the Local Information Centre (LIC) has provided a warm welcome to over 130,000 visitors. Visitor figures have steadily increased from just over 6,000 in 2013 to over 20,000 in 2023.
- 1.2 The LIC’s opening times are currently Monday to Friday from 9.00am to 4.30pm. For the last two years, the LIC has also opened every Saturday in August and September in conjunction with the Bingham Library Trust’s Bingham Gallery Summer Exhibition.

- 1.3 The LIC is staffed by one F/T 37-hour post (Local Information Officer) and one P/T 22-hour post (Local Information Advisor). The staff are also supported by volunteers who cover a morning or afternoon a week when available.
- 1.4 Enquiries are mainly face to face, but the team also answers incoming telephone calls and responds to emails to the info@cirencester.gov.uk mailbox. In addition to being a great source of information and ideas for visitors, the LIC also promotes local businesses and tourism by encouraging longer stays and greater spend.
- 1.5 Visitors can access information about the Council, report issues, make payments for services such as allotments and street banners, and find out about local projects. For those who find it difficult to access online services, the LIC team provides a valuable point of face to face contact for information and printed information.
- 1.6 An integral part of the LIC is a retail outlet selling goods selected for their strong local connection and sustainability credentials. The LIC also sells local crafts and take 15% commission tickets for local events on a 10% commission.
- 1.7 Feedback from users has repeatedly highlighted that the restricted opening hours limits access to the services the LIC provides, such as being a barrier to more organisations using the LIC for ticket sales.

2. Purpose of Report

- 2.1 To consider approval of the LIC opening on a Saturday between the hours of 10.00am and 3.00pm from May to November 2024 at a cost of circa £4000.
- 2.2 If approved and piloted in 2024, a detailed analysis of enquiries received, and income generated, will be used to plan the resource allocation for 2025 and beyond.
- 2.2 The costs have been calculated on employing two seasonal staff at the National Living Wage rate to operate the LIC and to support the Bingham Gallery Exhibition on Saturdays.
- 2.3 Options for external funding have been fully investigated, including funding from Cotswold District Council and Cotswold Tourism. A number of Visitor/Tourist Information Centres in the Cotswolds have had their funding removed and many have had to close as a direct result. This is a pattern that is being followed across the country. The LIC, which is solely funded by the Town Council, is held up as a model of future operation for information centres.
- 2.4 Opening on Saturdays is key to the LIC continuing to develop its services, and the Council fulfilling its offering to the local community and visitors to the town.
- 2.5 Saturday openings will enable the Council to use the LIC to promote its events and act as a point of contact for any issues that might arise.
- 2.6 As a result of the VIC at the Corinium Museum reducing its offering, the LIC has seen an increase in visitors looking for information about the town, and this is expected to continue to increase further. The availability of online information has not detracted from the importance of local first-hand insights and experiences.

3. Recommendation

- 3.1 To approve the opening of the LIC on a Saturday from May to November 2024 to support local services, events and Bingham Gallery Exhibition, funded through Council wide operational budgets.

104	Comm Services	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
		Allocation	£164,000		
4000		Salaries	£122,000		To include £2,000 for L&P & LIC overtime (events)
4005		Employer National Insurance	£18,000		
4010		Employer Pension and Ill Health Insurance	£22,000		
4211		Training	£2,000		
			£164,000		
131	Charter Market	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
1310		Charter Market Charitable Trust		£27,800	Ref: 2024-25 Market Income Plan
4287		Maintenance	£200		
4310		Business Rates	£300		
4312		Industry Member Fees	£500		
4342		M&E Management	£300		
4347		Subs and Licences	£450		
4370		Electricity	£300		
4375		Promotion and Publicity	£250		
			£2,300		
132	Other Markets	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
1315		Farmers		£6,000	Ref: 2024-25 Market Income Plan
1316		Specialist		£9,000	Ref: 2024-25 Market Income Plan
1317		Twilight		£3,000	Ref: 2024-25 Market Income Plan
1318		Food		£1,000	Ref: 2024-25 Market Income Plan
1319		Solo Traders		£9,400	Ref: 2024-25 Market Income Plan
1320		Other		£825	Ref: 2024-25 Market Income Plan
4287		Maintenance	£200		
4310		Business Rates	£300		
4342		M&E Management	£300		
4347		Subs and Licences	£1,100		
4370		Electricity	£300		

4372		Equipment Hire	£9,000		
4374		First Aid and H&S Cover	£400		
4375		Promotion and Publicity	£300		
4376		Entertainment	£3,450		
			£15,350		
133	Christmas in Ciren	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
1335		Christmas Sponsorship		£6,000	Headline sponsor secured
1350		Stall Income		£20,375	
4342		M&E Management	£17,200		
4347		Subs and Licences	£1,450		
4369		Christmas Lights and Tree	£31,000		Tree sponsor secured
4370		Electricity	£2,000		
4371		Traffic Management	£1,500		
4372		Equipment Hire	£8,200		
4373		Equipment Purchased	£0		
4374		First Aid and H&S Cover	£700		
4375		Promotion and Publicity	£500		
4376		Entertainment	£7,300		
			£38,850		
135	Mop Fair	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
1330		Mop Fair		£3,600	Increase in daily rate wef 01/04/24
4371		Traffic Management	£3,000		
4374		First Aid and H&S Cover	£2,000		
			£5,000		
136	Children Young People	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
		Allocation	£30,000		
4350		Children & Young People	£0		
4351		Ozone Hub-Lunchtime Sessions	£13,000		Name change
4352		After School Sessions	£11,000		

4354		Children and Youth Projects	£6,000		incl. £1,500 for Rotary Community Meal
			£30,000		
137	Comm Safety CCTV	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
		Allocation	£10,000		
4287		Maintenance	£4,800		
4347		Subs and Licences	£2,600		
4348		Community Safety	£1,600		
4373		Equipment Purchased	£1,000		
			£10,000		
138	Projects & Support	Cost Centre and Budget Code Information 2024-25	Expenditure	Income	Notes
		Allocation	£25,300		
4320		Community Projects and Support	£2,000		
4322		Ward Member Funding	£1,600		
4323		CTC Grant Funding	£21,700		Managed by Finance & Audit Group
4324		Business and Economy	£0		
4325		Twinning and Tourism	£7,500		incl. £1,000 Twinning visits, £1,500 Bathurst Cycling event, £4,000 summer street dressing + £1,000 LIC Sat opening
			£25,300		

Notes

1. Cost Centre 134 No longer in use