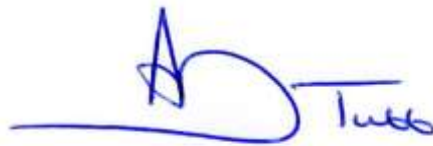

Council

You are hereby summoned to attend the Council Meeting of Cirencester Town Council,
to be held at the C-Hub, 2nd Floor, Bingham House, Dyer Street, Cirencester
on 12th September 2023 at 6.30pm



Andrew Tubb, Chief Executive Officer
6th September 2023

Pledge:

"Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Cirencester."

Summary of Agenda

Items 1-10 & 16-17 Procedural and Standing Items
Item 11 Schedule of Payments
Item 12 Annual Town Survey 2023 (pages 15 - 21)
Item 13 Work Programme 2023-24 (pages 22 - 23)
Item 14 Health and Safety Action Plan (pages 24 - 31)
Item 15 Green Spaces Strategic Review (pages 32 - 41)

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



Agenda

- 1. Apologies (6.30pm)**
To receive and consider approval of the apologies presented.
- 2. Declarations of Interest (6.31pm)**
To receive declarations of interest and to note any dispensations which have been approved.
(Members are reminded to declare pecuniary or non-pecuniary interests relating to any item on the agenda in accordance with Cirencester Town Council's Code of Conduct.)
- 3. Council Minutes (6.32pm)**
To approve the Minutes of the Meeting held on Tuesday 13th June 2023, as an accurate record and to provide updates and information on any matters arising.
- 4. Public Participation (Standing Order 68 refers) (6.35pm)**
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.
- 5. District and County Council Participation (Standing Item) (6.45pm)**
To receive important updates and information from Cotswold District Council and Gloucestershire County Council. Questions relating to any District or County Council matter to be submitted in advance of the meeting to the CEO.
- 6. Youth Participation (Standing Item) (6.55pm)**
To receive an update on youth engagement and provide an opportunity for young people to participate.
- 7. Member Participation (Standing Orders 27 to 30 refer) (6.56pm)**
A member may ask the Chair any question concerning the business of the Council.
- 8. Notice of Motion (7.01pm)**
'Cirencester Town Council supports the 20's Plenty for Gloucestershire campaign and calls on Gloucestershire County Council to implement 20mph zones in Cirencester's residential areas. The Town Council will write to the County Council to ask for 20mph speed limits on streets throughout Gloucestershire where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.' Councillor Sarah Orr, for and on behalf of Community Services
For further information please visit: www.20splenty.org
- 9. Delegation of Urgent and Routine Matters (Standing Order 11 c) refers) (7.06pm)**
To provide a summary of any matter which has required urgent or routine attention under delegated authority.
- 10. Climate and Environment Action Plan (Standing Item) (7.07pm)**
To receive and note the updated action plan, as reviewed by the Climate and Environment Group at its meeting on Tuesday 25th July 2023.
- 11. Schedule of Payments (7.10pm)**
To approve the schedule of payments made between May and July 2023 in accordance with the budget estimates. Each individual payment has been authorised by two Councillors. A list of all individual payments is forwarded to Finance and Audit and made available on the Town Council website: Corporate £47,861, Office £16,091, Community £17,717, Land & Property £39,440, Priority Projects/Earmarked Reserves £244,375, Salaries/NI/Tax/Pension £205,809.
- 12. Annual Town Survey 2023 (7.12pm)**
To receive and note the Annual Town Survey responses and arrangements for responding to the public.
- 13. Work Programme 2023-24 (7.22pm)**
To receive and approve the work programmes for each of the groups and committees of the Council.
- 14. Health and Safety Action Plan (7.27pm)**
To receive and note an action plan relating to an health and safety audit of the Council's operations.

15. Green Spaces Strategic Review (7.32pm)

- 15.1 To consider and approve the strategic aspects of the amenity land and open spaces review being corporate led under a new Green Spaces Strategic Review initiative; establishing a green spaces strategic advisory group and core project team.
- 15.2 To make appointments in accordance with the recommendations of the report.

16. Announcements (7.58pm)

To receive and note any important announcements from Members relating to Council business.

17. Correspondence (7.59pm)

- a) Council Information Sheet; including details of any actions taken arising from previous meetings.
- b) Any other correspondence received in accordance with Standing Orders.

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. You can join us live via the Town Council's YouTube channel or you can watch the recording afterwards.
3. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
4. Future meetings:
Planning Committee 19th September 1pm – C-Hub Bingham House
Land and Property Committee 26th September 1pm – C-Hub Bingham House
Finance and Audit Committee 17th October 9.30am – C-Hub Bingham House
Planning Committee 17th October 4.30pm – C-Hub Bingham House
Climate and Environment Committee 31st October 1pm – C-Hub Bingham House
Community Services Committee 7th November 4.30pm – C-Hub Bingham House
Land and Property Committee 14th November 1pm – C-Hub Bingham House
Planning Committee 14th November 4.30pm – C-Hub Bingham House
Council 14th November 6.30pm – C-Hub Bingham House
5. Follow us on Facebook, Twitter and Instagram.



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CIRENCESTER TOWN COUNCIL

MINUTES of the Council Meeting held on **13th June 2023** at 6.30 p.m. at the C-Hub, 2nd Floor, Bingham House, 1 Dyer Street, Cirencester, Glos., GL7 2PP.

PRESENT: Councillor Sabrina Dixon – Chair of Council
Councillor Sarah Orr – Vice Chair of Council
Councillors: Nick Bridges
Naomi Bloomer
Christine Gore
Jan Gronow
Mark Harris
Bob Irving
Andy Jopp
Andrea Pellegram
Nigel Robbins
Pete Smith
Andrew Tubb – Chief Executive Officer
Johan Newman – Deputy Chief Executive Officer

No Members of the public were present.

24.24 Apologies

Councillors Patrick Coleman, Jenny Hincks, Roly Hughes and Gary Selwyn apologised for personal reasons, which were noted and approved.

25.24 Declarations of Interest

None received.

26.24 Council Minutes

RESOLVED that the Minutes of the Annual Meeting of Council held on Tuesday, 16th May 2023 be approved as an accurate record, subject to amendment to Minute No. 05.24 – Appointment of Lead Members, to read from May 2023 to May 2024, ~~and~~ Minute No. 19.24 – Record of Attendance 2022-23 being updated **and an amendment to Minute 7.34 that Councillor Andrea Pellegram was also appointed to represent the Council on the Town Centre Masterplan Programme Board.**

Voting Record:	For – 12	Against – 0	Abstentions – 0	Absent - 4
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27.24 Public Participation (Standing Order 68 refers)

None.

28.24 District and County Council Participation (Standing Item)

Councillor Mark Harris, as a District Councillor, reported that there was a new Cabinet and the Council will be continuing to build on the work done since 2019 and continuing to deliver the plans for genuinely affordable homes and tackling the climate emergency growth. The Council has also pledged to support refugee families wherever possible, whether that is through national resettlement schemes or as part of the normal refugee programme. Reference was also made to electric charging points and the need for more in the community.

29.24 Youth Participation (Standing Item)

A youth report from Daniel Godwin (T Level Placement – Student Intern) was received, which included an update on his work programme, communication and engagement and local, national and international issues, which was noted. Daniel’s report was commended by Members.

30.24 Member Participation (Standing Orders 27 to 30 refer)

Councillor Jopp referred to the schedule of meetings and questioned whether they were accessible to all. It was confirmed that if the meetings were not convenient to the majority of members of the particular group/committee, the meeting can be re-scheduled. It was noted that the schedule takes into account a number of factors, but the same would be reviewed by the Corporate Governance and Personnel Committee later in the year for the 2024 schedule.

31.24 Delegation of Urgent and Routine Matters (Standing Order11c) refers)

None.

32.24 Climate and Environment Action Plan

It was noted that the action plan is scheduled to be reviewed and updated at the next meeting of the Climate and Environment Group on Tuesday, 20th June.

33.24 Schedule of Payments

RESOLVED that the Schedule of Payments made during the period during April 2023, in accordance with the budget estimates, including contractual increments and other honoraria in consultation with the Personnel Group. Each individual payment has been authorised by two Councillors. A list of all individual payments is forwarded to Finance and Audit and made available on the Town Council website: Corporate £48,262, Office £6,683, Community £17,617, Land & Property £15,810, Priority Projects/Earmarked Reserves £5,895, Salaries/NI/Tax/Pension £65,126.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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34.24 Appointments

i) Lead Member for Finance and Audit
Two nominations were received, namely:

Councillor Jenny Hincks
(Proposed by Councillor S Orr and Seconded by Councillor N Bloomer)

Councillor Mark Harris
(Proposed by Councillor A Jopp and Seconded by Councillor G Selwyn)

After being put to the vote, by way of a ballot, **Councillor Mark Harris was appointed Lead Member for Finance and Audit until the Annual Meeting in May 2024.**

Voting Record:	Councillor Jenny Hincks – 4	Councillor Mark Harris – 8	Absent - 4
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ii) Climate and Environment Group/Committee
RESOLVED that Councillor Andrea Pellegram be appointed to serve on the Climate and Environment Group/Committee until the Annual Meeting in May 2024.

Voting Record:	For – 12	Against – 0	Abstentions – 0	Absent - 4
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35.24 Year End Income and Expenditure Update and Variance Report 2022-23

Members received and noted the Year End Income and Expenditure Update and Variance Report for 2022-23.

36.24 Internal Audit 2022-23

i) Consideration was given to a matter arising from the year end internal audit report, namely, *'The Council's balances are low. We note the Council has strong governance and budget monitoring arrangements, but balances are significantly lower than would be expected. We understand officers advised members that the general balance need to grow to some £300,000 based on current spending. We endorse that view.'*
This was noted and would be considered in future budget and financial management decisions.

ii) **The Annual Internal Audit Report for 2022-23 was noted and approved.**

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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37.24 System of Internal Control Audit 2022-23

The audit was noted and the only matter requiring action from the member-led systems of internal control audit, is the breakdown of salary, overtime, expenses and remuneration for all staff in 2022-23, which would be provided to a future meeting of the Finance and Audit Group.

38.24 Annual Governance Statement 2022-23

The Annual Governance Statement for 2022-23 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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39.24 Asset Register 2022-23

The updated asset register in accordance with the Council's asset and depreciation policy was received and noted.

40.24 Year End Accounts 2022-23

The Year End Accounts for 2022-23 was received and approved, subject to the addition of Councillor N Bridges to the Councillors list.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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41.24 Accounting Statements 2022-23

The Accounting Statements for 2022-23 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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42.24 Earmarked Reserves 2023-24

The Earmarked Reserves for 2023-24 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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43.24 Financial Regulations 2023-24

The Financial Regulations for 2023-24 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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44.24 Investment Policy 2023-24

The Investment Policy for 2023-24 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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45.24 Risk Management Plan 2023-24

The updated Risk Management Plan for 2023-24 was received and approved.

Voting Record:	For – 11	Against – 0	Abstentions – 1	Absent - 4
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46.24 Announcements

None.

47.24 Correspondence

- a) Council Information Sheet - Members noted the Meetings update and the Weekly Information Sheet that was circulated electronically;
- b) Correspondence – None.

48.24 Exempt Information

Public Bodies (Admission to Meetings) Act 1960 section 1 extended by the Local Government Act 1972 section 100.

RESOLVED that in view of the confidential nature of the business about to be transacted, it was in the opinion of this Council and advisable in the public interest, that the public and press be excluded and withdraw from the meeting.

Voting Record:	For – 12	Against – 0	Abstentions – 0	Absent - 4
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49.24 Debt Write-Off

Members received and noted a report of current debts over and under £1,000.

Resolved that a debt of £300 to a debtor that is no longer trading be written off and officers continue to seek to recover the material debts in excess of £1,000.

Voting Record:	For – 12	Against – 0	Abstentions – 0	Absent - 4
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The meeting closed at 7.38 p.m.

Councillor Sabrina Dixon
Chair of the Council



Climate and Environment Action Plan 2023-24



In 2019, Cirencester Town Council declared a Climate Emergency; this is because the Council acknowledged that the Intergovernmental Panel on Climate Change (IPCC) released a special report in October 2018 on the subject of 'Global Warming of 1.5°C'.

The report stated that:

- human activity has already caused 1°C of warming to the earth;
- to limit warming to 1.5°C, it will be necessary to halve global carbon emissions by 2030 and to achieve near-zero net emissions by 2050;
- the consequences of 2°C warming is significantly worse than 1.5°C warming across all areas considered in the report.

Extreme weather events happening now can be attributed with confidence to warming at this scale, and the impacts of climate breakdown are already causing serious damage around the world. The UK faces damaging local impacts related to extreme heat, water shortages, sea level rise, and global impacts such as food price shocks and greatly increased migratory pressures.

The Climate Change Advisory Group has already made good progress in starting to audit and benchmark the Council's carbon footprint, the leasing of vehicles and equipment, banking arrangements and investments and switching energy tariffs.

We have also significantly minimised the number of in person meetings and have introduced flexible arrangements for working from home, reducing the need to travel. Our Council and Committee meetings are now streamed live via YouTube, reducing the need for members of the public to physically travel to our meetings.

We are also printing less and using less plastic; thinking more about how we can re-use and recycle. Our open spaces are also important for bio-diversity as well as contributing positively to the climate, this means less manicuring and more appropriate management with partners such as the Gloucestershire Wildlife Trust.



The purpose of this action plan is to record and reference each of the group's priorities in a SMART way as per the template below:

Ref	Specific	Measurable	Achievable	Relevant	Timeframe	Financial	Notes (Lead responsibility)
<i>colour coded tracking ref</i> <i>red = delayed start</i> <i>amber = in progress</i> <i>green = complete</i> <i>no colour = update is before start date and no work has commenced on priority</i>	<i>brief description of strategic priority</i>	<i>bullet point outputs</i>	<i>coded reference identifying how achievable the output is</i> <i>1 = directly deliverable by CTC</i> <i>2 = directly deliverable by third party</i> <i>3 = jointly deliverable/joint responsibility of CTC and third party(ies)</i> <i>4 = outside of CTC direct control – impact and influence to be monitored by CTC</i>	<i>priority origin i.e. public consultation, neighbourhood planning, community plan, planning concept statement</i>	<i>where a priority is a task and finish project, to identify the earliest date by which the project is to be completed; where a project is not task and finish it will be denoted as ongoing</i>	<i>coded reference:</i> <i>1 = funding identified and available in approved CTC budget/medium term financial plan</i> <i>2 = funding needed by CTC to deliver project, to be identified in the budget or raised through precept/external grant or partner funding</i> <i>3 = delivery is dependent on third party funding</i> <i>4 = funding not required</i>	<i>notes for monitoring progress and any arising issues</i> <i>(lead officer and lead committee/group to be identified for providing updates and overseeing delivery)</i>

Ref	Specific Description of Strategic Priority	Measurable Outputs	Achievable	Timeframe a. start date b. estimated completion	Financial	Lead Points of Contact	Information and Updates
1	To create local multi modal hubs which support environmental improvements and integrate with light rail and public transport hub proposals	To ensure that through the Neighbourhood Plan consideration is given to: (a) the introduction of a multi modal hub (b) options for frequent point to point transport services c.f.: https://como.org.uk/shared-mobility/mobility-hubs/what/ and the role of Cotswold Friends	3	a. August 2022 b. subject to town centre master planning, neighbourhood plan and local public transport studies.	2	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group Lead Member for Land and Property	included in CDC led transport study and the town centre master planning work; also, referenced in emerging Neighbourhood Plan policy as part of 20-minute neighbourhood initiative Note: CEO on an officer working group 'Cirencester Masterplanning and Transport Integration' led by CDC and including officers from GCC. Provision of a multi modal hub forms part of the town centre master planning which is work in progress; CDC public consultation expected late 2023/early 2024. Multi modal hubs are designed to offer a variety of transport modes and provide connectivity to public transport networks. Update: Incorporated into the Neighbourhood Plan.
2	To audit and benchmark the carbon footprint of Cirencester Town Council	Review and assess response to the 2019-20 carbon footprint Arrange re-assessment through Carbon Footprint Ltd Benchmark against other local councils	1	a. August 2022 b. ongoing	1	Chief Executive Officer Chair of the Climate Change Advisory Group	Officers have attended carbon literacy course. A Carbon Footprint Appraisal has been undertaken by Carbon Footprint Ltd in respect of 2021-22 and considered by the Advisory Group. Update: The Carbon Footprint Appraisal for 2022-23 is currently underway and once completed officers will benchmark results, where possible, with other local councils.
3	To encourage the co-operation of local organisations in endeavours to become more ecologically sustainable in their practices and/or work on initiatives to reduce and/or mitigate against the effects of climate change with a focus on biodiversity net gain and nature recovery,	To lead by example through what we do internally and support CDC on the clean and green projects – we do what we can in a sustainable a way as possible Support for wild flower planting of roundabouts and verges; joint initiative with CDC and GCC Explore options for a flood and environmental conference at the RAU and external funding to support local projects	3	a. September 2022 b. May 2023	1	Chief Executive Officer Land and Property Manager Chair of the Climate Change Advisory Group	Wild flower planting pilot of GCC roundabouts and verges being undertaken. Update: CTC is leading on a working sub-group, with representatives from the Friends of the Gumstool Brook, to plan a one-day Climate and Environment Symposium at the Royal Agricultural University in Spring 2024. The Symposium has secured funding from the Winstone Trust.

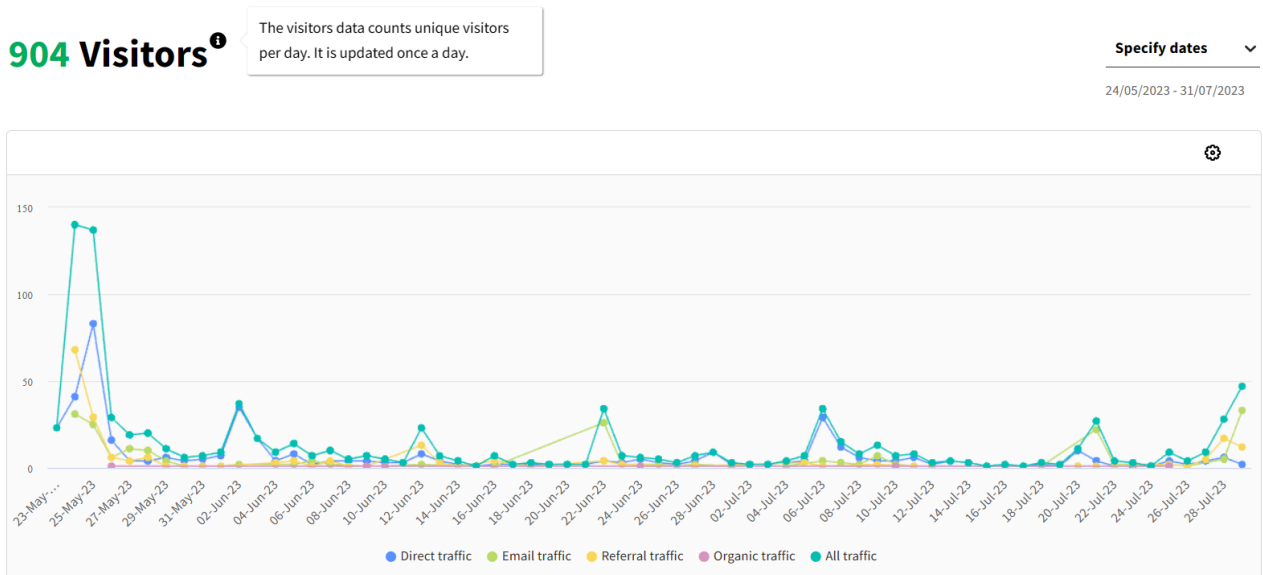
Ref	Specific Description of Strategic Priority	Measurable Outputs	Achievable	Timeframe a. start date b. estimated completion	Financial	Lead Points of Contact	Information and Updates
4	To encourage behavioural change and modal shift, reducing reliance and sole and individual use of CO2 emission vehicles	To raise awareness and host a community workshop to consider ways of achieving modal shift and behavioural change and explore options for community pilots; link with establishing multi modal mobile hubs – see community engagement ref 8 and also ref 1 (multi modal mobile hub)	1	a. August 2022 b. March 2023 b. Sept 2023 (at the earliest)	4	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group Lead Member for Land and Property	<p>This links directly to strategic work being undertaken by GCC and CDC, which is supported by CTC. It also forms part of the 20-minute neighbourhood concept being considered as part of the preparation of the Neighbourhood Plan</p> <p>Cf. community services electric/hybrid car promotion - access to electric vehicles, promoting awareness of walking cycling public transport, electric vehicles/car sharing for businesses and local charities; Robin scheme</p> <p>Note: Exploring options for installing EV charging points at various sites. Active Travel Map being updated in consultation with and funded by CDC and local cycling group. Project Officer following up a pilot initiative, subject to funding and external grants, through L&P for solar and EV charging.</p> <p>Update: The revised Active Travel Map has been published and is available, free of charge, from the LIC.</p>
5	Commit to becoming a carbon-neutral organisation by 2030, to include scope 1, 2 and 3 emissions	To be assessed and scoped for consideration by the Climate Change Advisory Group	1	a. November 2022 b. January 2030	2	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group	<p>Note: Continue with annual assessment to monitor progress on reducing carbon footprint – target waste, fuel and electricity usage in 2023-24. Assess working practices in 2024-25, target setting Option 2 £2,700 to be commissioned. Assess use of amenity land and open spaces.</p> <p>Update: Staff and Member event in November to explore practical ways in which we can reduce our carbon footprint. CEO to prep net zero report and scoping, with interim targets, in October for 31/10 meeting.</p>
6	Retain 100% renewable energy use across the council's land and buildings, rented or owned by the Council	Check scope and type of renewable energy tariff, including response to climate emergency by energy suppliers	1	a. December 2022 b. ongoing	4	Chief Executive Officer Chair of Council Lead Member for Land and Property Land and Property Manager	<p>Note: Current tariffs and energy suppliers have been reviewed with 100% renewable energy tariffs being secured on CTC and BLT property through Total Energies Gas and Power. CTC energy usage included in rent and service charge for Bingham House. Smart Meters installed at Bingham House and across CTC sites.</p> <p>Update: Kingshill, Abbey Grounds Depot and St Michael's Park contracts have come up for renewal and are moving to 100% renewable energy.</p>

Ref	Specific Description of Strategic Priority	Measurable Outputs	Achievable	Timeframe a. start date b. estimated completion	Financial	Lead Points of Contact	Information and Updates
7	Support, in principle, Cirencester to reduce direct and indirect CO2 emissions and become resilient to changes caused by the changing climate.	In particular, encouraging the: use of sustainable transport, reduction of energy uses in homes, including home insulation initiatives, reduction/efficient use of energy in businesses and other buildings, co-operation of organisations seeking to develop low carbon and community-led affordable housing in Cirencester, use and development of renewable energy sources, including exploring generating local energy (e.g. hydroelectric stations), addressing fuel poverty issues and exploring potential for local energy infrastructure, production, sale and consumption of locally-sourced food, including community allotments and minimisation of air travel.	4	a. January 2023 b. May 2023	3	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group	Note: Link to community competition as part of Carbon Literacy initiative; provide information for the public on insulation schemes and how to better insulate our homes. Raise awareness of companies such as ZeroAvia based at Kemble producing the world's first practical zero emission aviation. Update: Climate Competition being prepared for launch end of 2023/early 2024. Details to be finalised at the October meeting.
8	Community Engagement	To lead on community engagement and awareness campaign including schools, business and local community To arrange workshops and talks hosted by Gloucestershire Wildlife Trust and Phoenix Gardeners building on the Wild Campus concept of what we can all do in our own areas of green space, however limited the space is (including modal shift and behavioural change see ref 4) Create a local hub for climate and environmental advice Support Cotswold District Council's clean and green public initiatives and facilitate events such as big clean-up/recycling/re-purposing	1	a. September 2022 b. May 2023 b. January 2024	4	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group	Note: Work continues on establishing a courtyard space at Bingham House, promoting bio-diverse, environmentally friendly, well-being spaces in urban areas, and launching a workshop and talks by GWT/RAU/Phoenix Gardeners @ Bingham House. Library Service interested in a joint initiative for climate themed storytelling. There has been a display in the foyer cases at Bingham House on climate change and a permanent information board in the LIC, alongside a leaflet and dedicated climate web page. LIC is a litter pick hub on behalf of CDC's clean and green team where the community can borrow litter pick equipment. Judy Mills and Natalie Taylor to liaise on community engagement and scope for facilitating clean and green initiatives; incorporating into wider review of open spaces and amenity land. Climate/environment was a key focus at Annual Meeting of the Town.

Ref	Specific Description of Strategic Priority	Measurable Outputs	Achievable	Timeframe a. start date b. estimated completion	Financial	Lead Points of Contact	Information and Updates
9	Stakeholder Engagement and Partnership Working	<p>Encourage constructive links with Cotswold District Council (CDC) and Gloucestershire County Council (GCC), along with bordering Parish Councils on best practice and joint initiatives; including Youth Climate Group https://cscic.org/gycg/, run by Creative Sustainability in Stroud</p> <p>https://www.cotswold.gov.uk/environment/climate-action/</p> <p>https://www.gloucestershire.gov.uk/planning-and-environment/climate-change/greener-gloucestershire-climate-dashboard/</p> <p>Information about the response of town and parish councils can be found via:</p> <p>https://www.nalc.gov.uk/our-work/climate-change</p>	1	<p>a. September 2022</p> <p>b. October 2023</p>	2	Chief Executive Officer Chair of Council Chair of the Climate Change Advisory Group	Update: Stakeholders and Partners to be contacted with the view to setting up a meeting/workshop before October (Lead Officer: Natalie Taylor).
10	Achievements and Progress 2022-23	To measure the impact of achievements and produce a progress report	1	<p>a. January 2023</p> <p>b. March 2023</p> <p>b. May 2023</p>	4	Chief Executive Officer	Update: CEO prepared report and summary for Annual Meeting of the Town.
11	Training and Development	Carbon Literacy Certification	1	<p>a. May 2023</p> <p>b. March 2024</p>	2	Lead Officer	<p>Note: All staff and Councillors to be offered opportunity to attend climate emergency related training and events. Subject to funding, all staff and Councillors to be offered opportunity to become carbon literate certificated between 2023 and 2026.</p> <p>Officers have attended a net-zero training and networking event at the Growth Hub which has provided valuable resources.</p> <p>Update: Subject to funding, the aim should be 2025/26 for all staff and councillors to become carbon literate certified.</p>

Annual Town Survey 2023 – Feedback Summary

The Annual Town Survey 2023 had 200 respondents. The survey went live on 24th May 2023 and closed on 31st July 2023. When the survey closed 137 respondents had confirmed their status, 29 were pending and 34 anonymous. Overall, we had 904 visits to the Commonplace platform whilst the survey was live, including 116 via Facebook, 31 through LinkedIn, 31 Twitter, 15 via our website and 98 through an online news post.



Of the 200 respondents 89 were from Cirencester; some respondents skipped questions.

The others were from Ashley, Ashton Keynes, Avening, Bagendon, Bibury, Coates, Compton Abdale, Cricklade, Daglingworth, Driffield, Hatherop, Kemble, Minchinhampton, Mole Valley, Nailsworth, North Cerney, Poulton, Preston, Siddington, Somerford Keynes, South Cerney, Tetbury, Winstone and Winson.

Of the 89 respondents from Cirencester the Ward breakdown is as follows:

Abbey 15, Beeches 14, Chesterton 10, Four Acres 5, New Mills 9, Stratton 11, St Michaels 14, Watermoor 11.

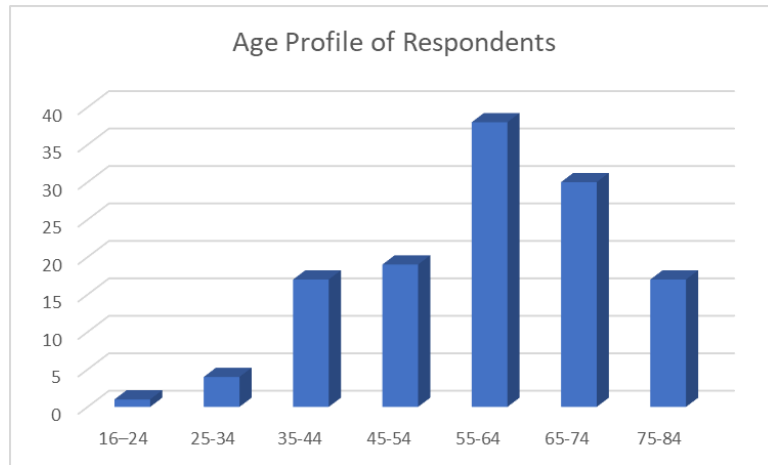
Connection:

50 of the respondents lived in Cirencester, 7 stated that they lived in Cirencester as well as having a business, 21 live and work in Cirencester, 11 visited and shopped in Cirencester and 2 work in Cirencester.

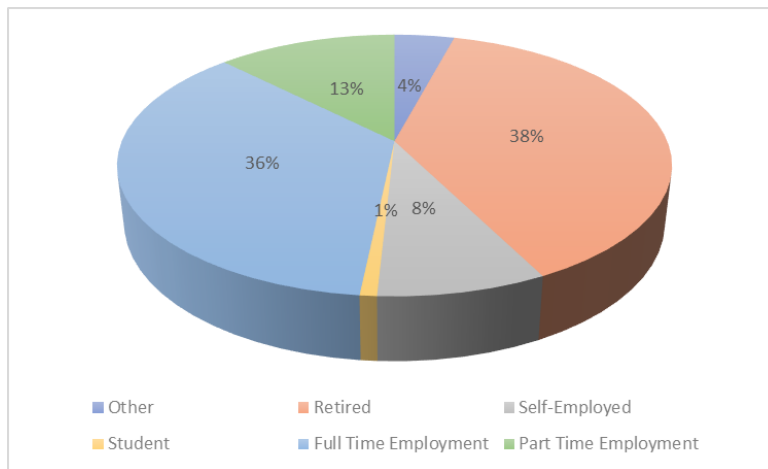
Gender:

56 respondents identified as being Male, 62 as being Female and 1 as other.

Age Profile:

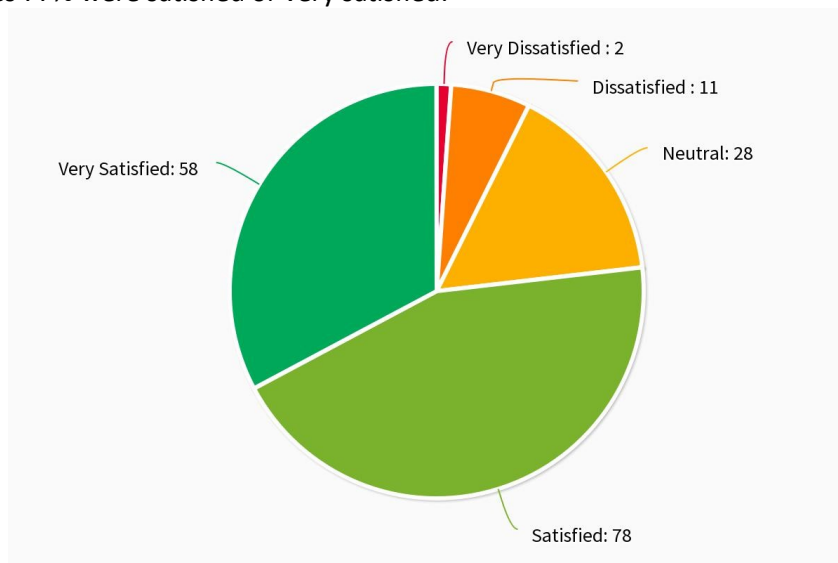


Education and Employment Profile:

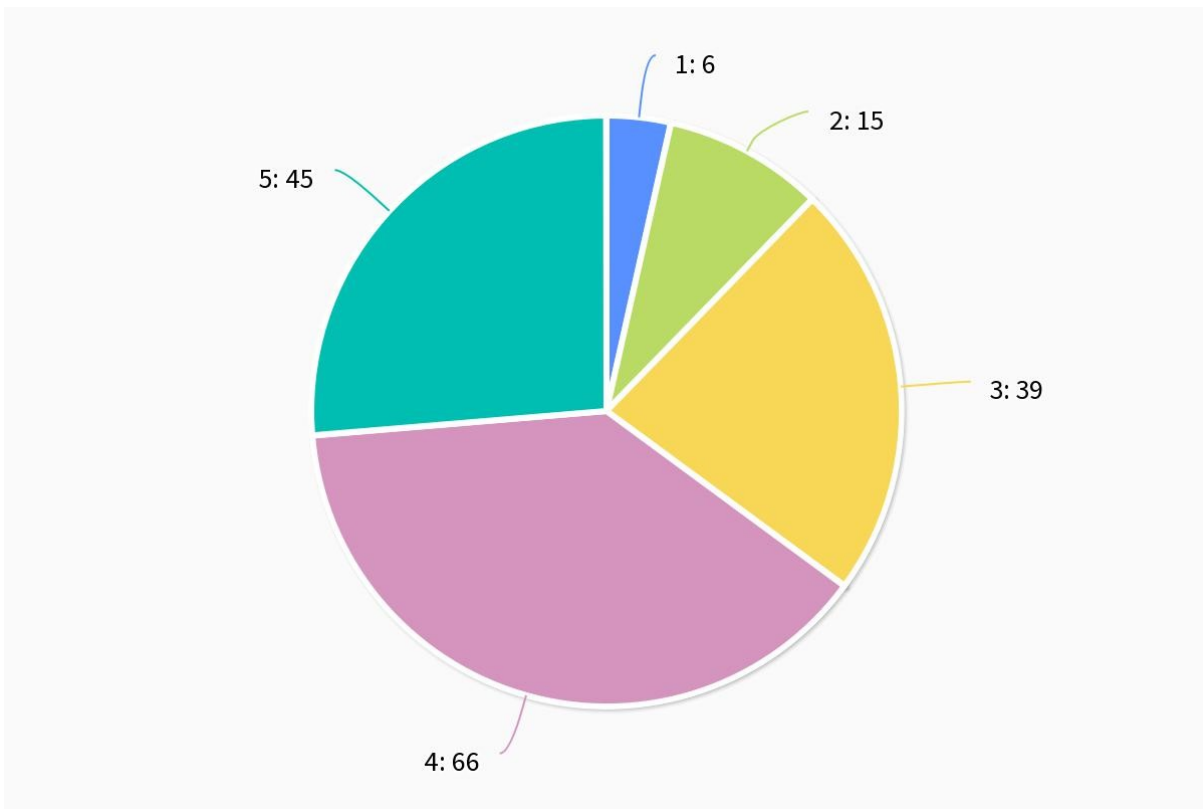


Survey Questions and Responses

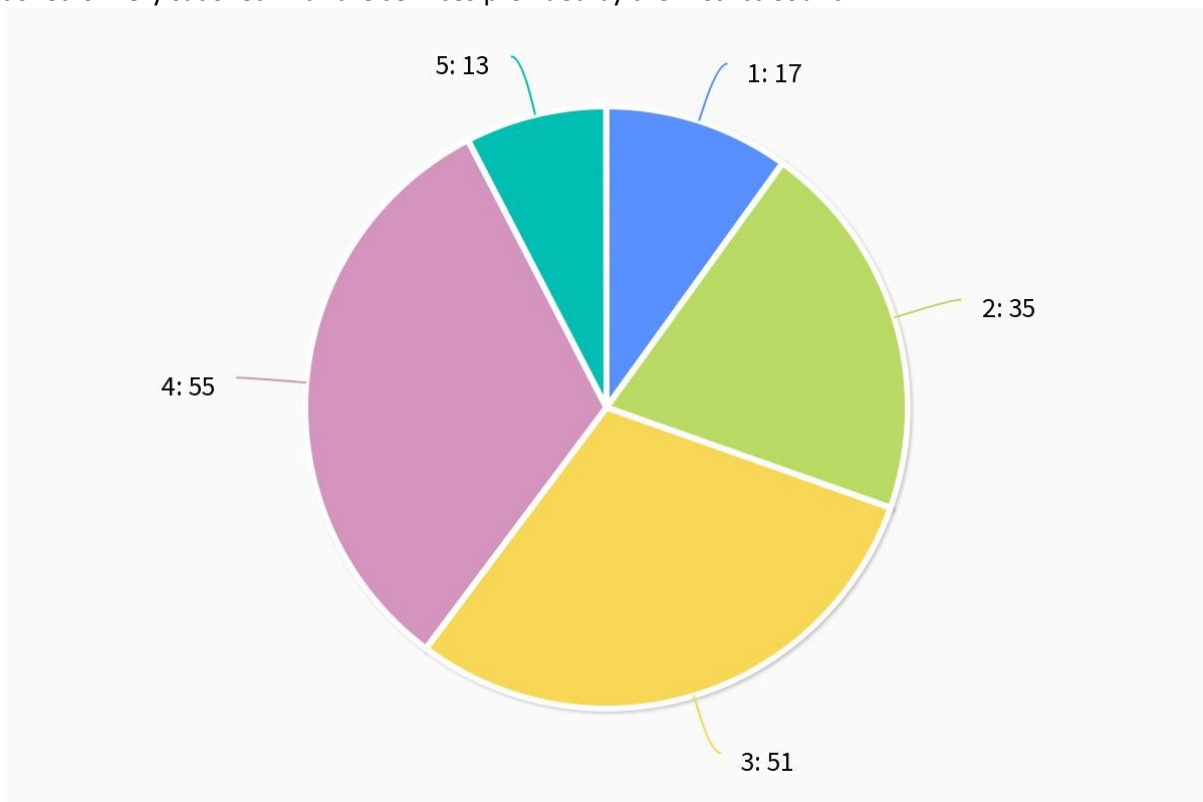
The first question we asked was how satisfied the respondents were with Cirencester as a place to live, work or study in; of the 177 responses 77% were satisfied or very satisfied:



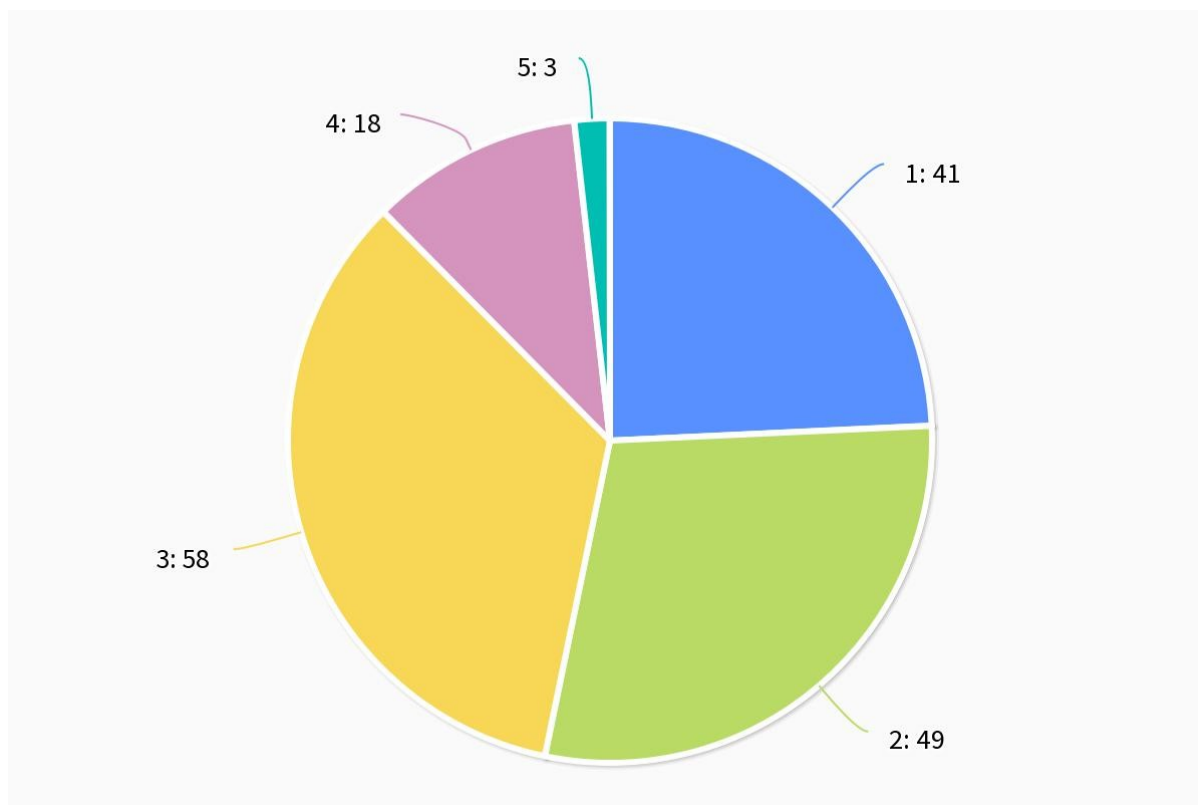
We also wanted to know how satisfied respondents were to the services provided by Cirencester Town Council for example markets & events, local information centre, parks, and open spaces; 1 being very dissatisfied and 5 being very satisfied. Of the 171 people who responded, 65% were satisfied or very satisfied with the services provided by the Town Council:



We also asked respondents how satisfied they were with the services provided by Cotswold District Council for example planning, waste and recycling, parking, environment, and housing of the 171 people who responded, 40% were satisfied or very satisfied with the services provided by the District Council:



We asked the same question, in respect of Gloucestershire County Council and services they provide such as public transport, roads, libraries, health, and social care; of the 169 people who responded, 12% were satisfied or very satisfied with the service provided by the County Council:



In 2022 we issued a few statements and asked the public if they agreed or not. The feedback received was that the public wanted more information and evidence to be able to respond accurately and in an informed way. In 2023, we provided a wide range of information and evidence, and this is the response we received:

Cirencester Town Council....	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
provides value for money	16	64	76	31	13
engages and keeps residents informed	13	83	59	34	11
is open and transparent and a trusted organisation	15	49	90	27	15
responds to concerns of the local community	12	61	78	35	14

Compared to the responses received in 2022, the percentage of respondents who agreed has increased, as outlined in the table below:

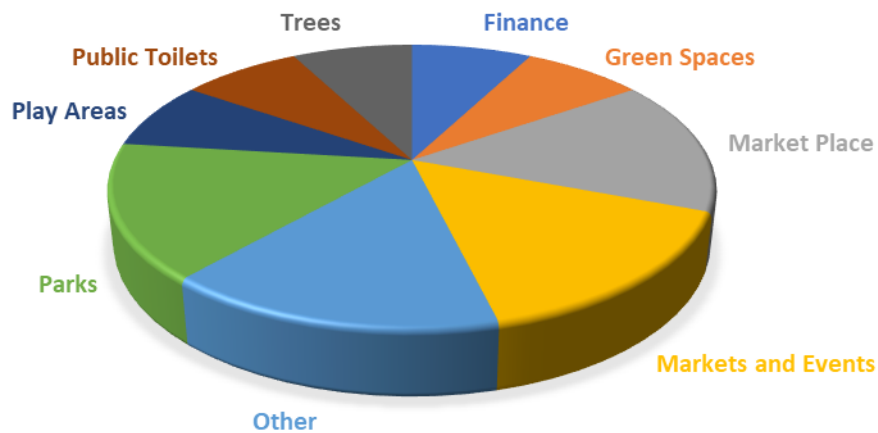
Cirencester Town Council....	Strongly Agree and Agree	Strongly Agree and Agree	Strongly Disagree and Disagree	Strongly Disagree and Disagree
	2022	2023	2022	2023
provides value for money	22%	40%	27%	22%
engages and keeps residents informed	32%	48%	25%	22%
is open, transparent & trusted organisation	31%	33%	26%	21%
responds to concerns of local community	21%	36%	26%	24%

Comment Analysis

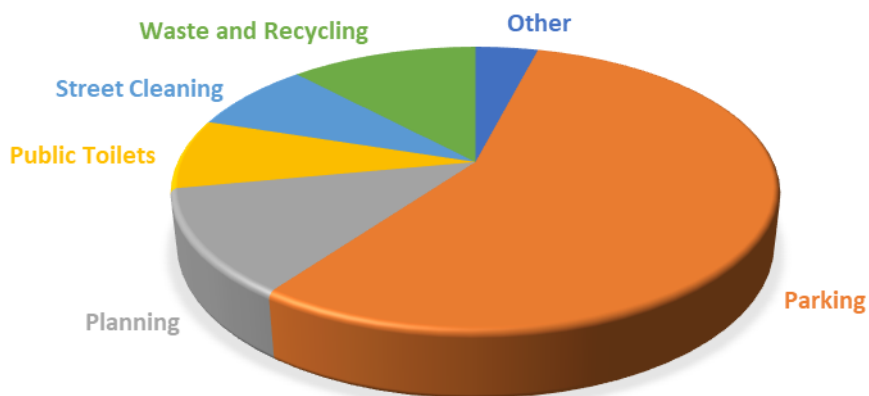
Some members of the public are critical of engagement and consultation; this could be for many reasons. Cirencester Town Council is seeking to build a level of trust with the public which demonstrates that our consultations are meaningful and relevant. Through the Commonplace platform we will follow up with a feedback summary and a 'you said - we did' tile or 'you said - we'll do'; demonstrating an active response to the feedback we receive.

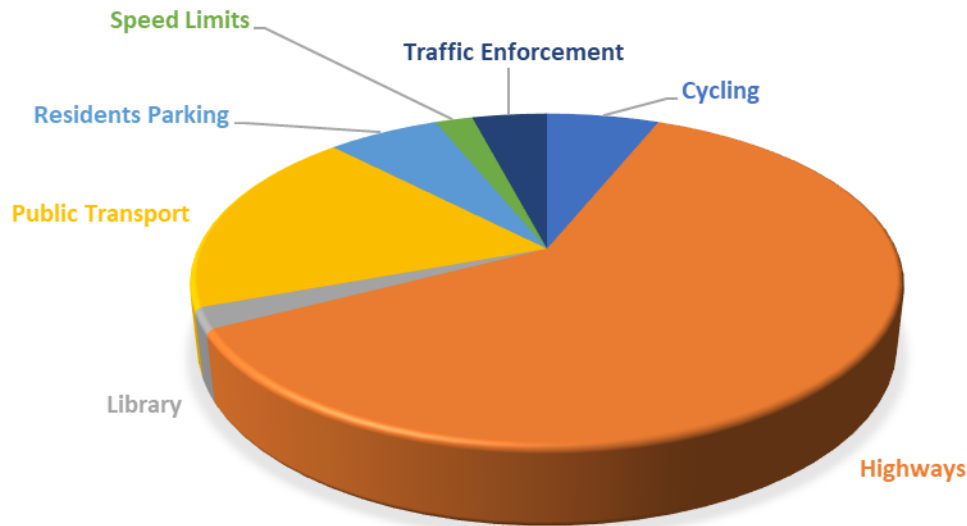
In the 2023 Annual Town survey we received over 100 comments; 14 of which related to the Town Council, 25 Cotswold District Council and 49 the County Council. 22 were general comments and 2 related to the impact of college students parking in nearby residential areas.

CIRENCESTER TOWN COUNCIL - COMMENTS SUMMARY



COTSWOLD DISTRICT COUNCIL - COMMENTS SUMMARY





GLOUCESTERSHIRE COUNTY COUNCIL - COMMENTS SUMMARY

General issues and comments:

Cinema

Cirencester is fast becoming a zombie town.

Housing

Lack of affordable housing and rental accommodation.

Let down by incompetent local government.

Light rail link

More pedestrian-only space in centre.

More Useful Shops and increased pedestrianisation

Much more needs to be done to improve look and appeal of Cirencester for residents and visitors.

Need another large supermarket like Asda or Sainsbury's.

Not enough for young people.

There is no climate emergency and diversity is not a strength.

Too passive, there is no plan for the future.

Use contractors who carry out work properly and are held to account financially when they don't.

Vacant Shops

Lack of Shop Variety

Youth

Taxi Rank



Work Programme 2023-24

Corporate Governance and Personnel (as approved 4th July 2023)

In accordance with Standing Orders, the work programme was agreed as follows:

- to advise Council on administrative, policy, strategy and governance matters and to ensure the effectiveness of the Council's policies and procedures, including matters relating to devolution and local government reviews
- draft the response on any consultation document which relates to the remit of the Group or which does not fall within the remit of any other Committee/Group, for consideration by Council
- to consider, on behalf of the Council, any matter of concern/complaint as raised through the formal complaint procedure
- to oversee and advise Council on human resource management, conditions of employment, staff and member training and development, staff pensions
- to assist the Chief Executive Officer and advise Council on any human resource matter (including vacancies which arise, annual increments and honoraria) relating to the Senior Management Team, posts with a salary in excess of £40k pro-rata and any strategic post, irrespective of salary, directly approved or appointed by Council
- to consider any matter of concern/complaint relating to the Member/Officer protocol and Code of Conduct in respect of any non-Councillor group/committee appointments
- to ensure that the Employee Handbook is up-to-date and fit for purpose
- to oversee the implementation of a competency-based framework and performance appraisal system

Finance and Audit Work Programme (as approved 6th June 2023)

- to carry out a review of the systems of internal control in March 2024
- to carry out a risk management review for recommendation to Council in June 2024
- to consider and approve the awarding of grants for 2023-24
- to consider the draft budget proposals and medium-term financial plan for recommendation to Council in November 2023
- to ensure that the financial regulations and RFO work programme are up-to-date and fit for purpose
- to carry out a financial impact assessment, including issues relating to the level of general reserves

Planning (in accordance with the role and remit, no additional issues have been identified for consideration as part of a work programme)

- overseeing and advising on the preparation of a Neighbourhood Plan
- overseeing and having input to the preparation of a Town Centre Masterplan

Climate and Environment Work Programme (as approved 20th June 2023)

- to deliver outputs outlined within the Climate and Environment Action Plan

Community Services (as approved 5th September 2023)

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

Land and Property (as approved 11th July 2023)

- completing the day to day operational aspects of the Amenity Land and Open Spaces Review, including the Memorials Policy, security, usage, improvements, lighting, tree inspections and maintenance, play areas, allotments and signage
- short-term improvements to the Obelisk Community Rooms, making them fit for purpose for current use
- exploring income streams and funding opportunities
- to consider future uses of the Norman Arch and Cottage, in support of the strategic review
- to utilise tree planting opportunities on CTC land

Health and Safety (date of first meeting in 2023-24 is Tuesday, October 3rd)

- to undertake a health and safety inspection of the Local Information Centre
- to undertake a health and safety inspection of the Abbey Grounds Depot
- to review the 2022-23 health and safety inspection of St Michael's Park
- to oversee the annual independent health and safety audit
- to carry out the annual member-led internal health and safety audit





EXECUTIVE SUMMARY

The Covid-19 pandemic which spread to the UK in February 2020, has affected all organisations, including Cirencester Town Council. The Council has adopted blended working for staff who can work from both home and the office however, this does not apply to the Grounds Team that works across the council's parks and green spaces.

The Grounds Team has seen many changes in staff over the past twelve months but fresh perspectives from new employees and a proactive approach have produced a positive environment. Systems have been reviewed and improved with an emphasis on planning activities, hiring tools when needed and purchasing Personal Protective Equipment (PPE) when required. With the investment in health and safety training in 2022 the Council can evidence its commitment to a safe working environment.

The Grounds Team plan to digitise risk assessments, which will help to ensure that staff read and act upon guidance for safe working.

Going forward, the Council should concentrate on a programme of building checks for their estate, which will create a proactive programme of maintenance as well as obtaining outstanding health and safety documentation for the depot including asbestos survey, fixed wire testing and fire assessments.

The following table illustrates the action points to be completed by the organisation which include two sites (rather than just one property).

Health and Safety remedial actions and their risk levels				
Date	Location	Low Risk and ongoing requirements	Medium Risk	High Risk
2020	Bingham House	12	26	20
2021	The Depot	17	25	3
2023	Bingham House and the Depot	27	32	2

These points and additional hazards observed are discussed in detail in the main findings section of this document and suggested changes are highlighted in the action table at the end of this report to enable Cirencester Town Council to meet its legal obligations under the following regulations:

- The Health and Safety at Work Act ("HSAW")
- Management of Health and Safety Regulations 1999 ("MHSWR")
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Noise at Work Regulations 2005
- The Health and Safety (First Aid) Regulations 1981
- The Pressure Systems Safety Regulations 2000
- Control of Vibration at Work Regulations 2005
- The Employers Liability (Compulsory Insurance) Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992 ("PPE")
- Work at Height Regulations 2005
- Control of Asbestos Regulations 2012 ("CAR")



ACTIONS

The table below provides an action plan for the organisation which is prioritised using a traffic light system.

PRIORITY	MEANING
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short-term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low or ongoing	Low priority to be actioned within 6 months-1 year or ongoing actions such as training Items of non-urgent priority or for future consideration or ongoing actions

HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
Health and Safety Documentation				
1. Complete the programme of the SafetyCulture App and test		April 2023	Cirencester Town Council (CTC)	Complete 21 April 2023
2. Ensure risk assessments are completed at beginning of a shift and tools, maintenance, PPE and chemicals organised for the working day		Feb 2023	CTC	Qtrly checks info added to all staff audit app
Management, supervision and staff consultation				
1. Review the record-keeping process and ensure the new central file for all Health and Safety documentation is used by staff.		April 2023	CTC	Being checked August 2023
Rules and Procedures				
1. Restart building checks and add checklists to SafetyCulture App		March 2023	CTC	Being checked August 2023
2. Ensure that all Councillors and Senior Managers read IND417 – Leading for Health and Safety		Ongoing	CTC	Being checked August 2023
3. Senior staff to make themselves familiar with new documentation		Ongoing	CYC	Being checked August 2023
Statutory Documentation				



HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
1. Update the HSE Law poster with current contact details for Competent Person.		Feb 2023	CTC	Being checked August 2023
2. Update employers' liability insurance		Feb 2023	CTC	Being checked August 2023
Training				
1. Review training requirements and match training to role/individuals.		May 2023	CTC	Being checked August 2023
2. Record training		Ongoing	CTC	Being checked August 2023
3. Consider IOSH training for Senior Managers		May 2023	CTC	SMT by Jan 2024
4. Add INDG417 Leading Health and Safety at work to all new councillor's induction training		Ongoing	CTC	Basic training by May 2024
Premises				
Access				
1. Bingham House - Remove broken furniture from the basement		May 2023	CTC	Complete May 2023
Asbestos				
1. All Buildings - Complete commissioning of asbestos surveys		April 2023	CTC	Being checked August 2023
2. All Buildings - Create an asbestos action plan		April 2023	CTC	Being checked August 2023
3. All Buildings - Check asbestos on a regular basis		April 2023	CTC	Being checked August 2023
COSHH				
1. Bingham House – Ensure COSHH datasheets and assessments are in place and supplied to contractors		March 2023	CTC	Being checked August 2023
2. The Depot – Audit chemical products and ensure datasheets and assessments are in place. Train staff if required and purchase PPE if needed		March 2023	CTC	Being checked August 2023
3. The Depot – Remove old paint and pesticide containers compliantly		April 2023	CTC	Being checked August 2023
Dust				
1. Ensure that dust is recorded as a COSHH assessment and included in any task-based assessment		March 2023	CTC	Being checked August 2023



HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
2. Ensure that the correct PPE is worn when completing any task that staff are exposed to dust particles		Ongoing	CTC	Being checked August 2023
3. Ensure staff read HSE information on dust		March 2023	CTC	Being checked August 2023
Electricity				
1. The Depot – Find fixed wire testing certification or commission new testing for the building.		May 2023	CTC	Being checked August 2023
Fire precautions				
1. All Buildings – Ensure that building checks are completed to check emergency lighting, fire extinguishers and alarm activation and record findings		Ongoing	CTC	Being checked August 2023
2. Bingham House – Remove furniture stored close to boilers and electrical boards		May 2023		Complete May 2023
3. Hirers – Make terms of hire explicit to confirm that hirers must create and manage fire procedures		Ongoing	CTC	Being checked August 2023
4. The Depot – Complete a fire risk assessment		April 2023	CTC	October 2021 - to be reviewed
5. The Depot – Review the position of the fuel container		April 2023	CTC	Being checked August 2023
6. The Depot - Restart fire alarm testing		Feb 2023	CTC	Being checked August 2023
7. The Depot – Ensure assembly information is displayed above every breakpoint		Feb 2023	CTC	Being checked August 2023
Grounds Team activities				
1. Fix the catch on the roller shutter door		Feb 2023	CTC	Complete circa Feb 2023
Hand and power tools				
1. The Depot - Ensure all hand tools are audited and risk assessed		April 2023	CTC	Being checked August 2023
Machinery				
1. The Depot - Machinery should be reviewed to ensure risk		April 2023	CTC	Being checked August 2023



HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
assessments are in place and servicing completed.				
2. The Depot - Ensure checks of machinery are documented regularly either on paper or via the SafetyCulture App when implemented		Ongoing	CTC	Being checked August 2023
Noise and vibration				
1. The Depot - Ensure all relevant staff read INDG175 Hand-arm vibration booklet and add this to induction training		March 2023	CTC	Being checked August 2023
2. The Depot – List equipment and investigate using an HSE vibration checker to understand if equipment can pose a risk. Then review activities to reduce the hazard.		April 2023	CTC	Being checked August 2023
3. The Depot – Monitor for any issues regarding noise or vibration and regular 1:1's		Ongoing	CTC	Being checked August 2023
Plants				
1. The Depot – Ascertain if the hazardous plant register is complete and risk assessments/method statements for shrubs created		March 2023	CTC	Being checked August 2023
2. The Depot - Ensure staff are trained in the management of hazardous plants		March 2023	CTC	Being checked August 2023
Pressure systems				
1. The Depot - Identify all items that may fall under Pressure Systems Safety Regulations and ensure that risk assessments are in place		April 2023	CTC	Being checked August 2023
2. The Depot - Ensure assessments are completed for new purchases		Ongoing	CTC	Being checked August 2023
3. The Depot - Ensure training is completed for new equipment		Ongoing	CTC	Being checked August 2023
4. The Depot - Ensure servicing information and training are recorded and kept centrally in the H&S file		Ongoing	CTC	Being checked August 2023
Slips, trips and falls				



HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
1. Bingham House - Ensure the floor is fixed and coverings consider those who may access this area		June 2023	BLT	N/A
Servicing and maintenance - type of servicing and maintenance to be queried				
1. Ensure all maintenance is recorded in the H&S file		Ongoing	CTC	Being checked August 2023
Sharps				
1. The Depot – Ensure sharps and wastewater are included in induction training		Ongoing	CTC	Being checked August 2023
2. The Depot – Promote vaccinations for hepatitis, tetanus and polio when possible		Ongoing	CTC	to be followed up as a Personnel matter
Vehicles				
1. Add driving-for-work training to the induction process		Ongoing	CTC	Being checked August 2023
Waste				
1. The Depot - Remove waste		March 2023	CTC	Being checked August 2023
People				
First aid and accident recording				
1. The Depot - Display signage to indicate who the first aider is and the location of the first aid kit		March 2023	CTC	Being checked August 2023
2. The Depot – Ensure first aid kits remain clean		Ongoing	CTC	Being checked August 2023
3. Hiring property – All hirers must ensure that they provide their own first aiders		Ongoing	CTC/BLT	Being checked August 2023
Manual handling				
1. Ensure new staff also have demonstrations on how to manage loads		Ongoing	CTC	Being checked August 2023
2. Record all training		Ongoing	CTC	Being checked August 2023
Mental health issues				
1. Review mental health provision		Ongoing	CTC	access to support and info for all staff through BrightHR www.brighthr.com
PPE				
1. Create an inventory of current PPE issued to staff and ask them to confirm these items are in place		March 2023	CTC	Being checked August 2023



HEALTH AND SAFETY ACTION PLAN FOR CIRENCESTER TOWN COUNCIL 2023				
Actions required				
Hazard	Red, Green, Amber	Deadline	By whom?	Date completed and Notes
Process				
2. Any new PPE should be signed for and the form retained on the staff file.		Ongoing	CTC	Being checked August 2023
Vulnerable staff				
1. Ensure risk assessments are completed for under-18 or pregnant staff		Ongoing	CTC	Complete
Working at heights				
1. Assess all ladders using an assessment tool to ensure they are fit for purpose		March 2023	CTC	Being checked August 2023
2. Ensure that all ladders are inspected on an annual basis		Ongoing	CTC	Being checked August 2023

Note: The CEO, as lead officer for health and safety, has had various in-person meetings with key staff and has clarified all areas of health and safety to be checked and reported on. A progress report will be prepared for our independent health and safety consultant at the end of September ahead of the member-led internal health and safety audit in October and the annual independent health and safety audit in January 2024.



Council
12th September 2023

REPORT SUMMARY

AGENDA ITEM NO:	15
REPORT TITLE:	Green Spaces Strategic Review
REPORT AUTHOR:	Andrew Tubb, CEO
LEAD MEMBER:	Cllr Nick Bridges, Land and Property Cllr Sabrina Dixon, Climate and Environment Cllr Mark Harris, Finance and Audit
PURPOSE OF REPORT:	To consider the strategic aspects of the amenity land and open spaces review being corporate led under a new Green Spaces Strategic Review initiative; establishing a green spaces strategic advisory group and core project team which will report directly to Council.
LEGAL:	There are no legal implications directly arising from this report.
FINANCIAL:	This report and recommendations align with the work currently being undertaken by the Finance and Audit Group in respect of funding major projects and preparing a capital investment programme.
PERSONNEL:	There are no personnel implications directly arising from the report.
ENVIRONMENTAL:	Whilst there are no environmental implications directly arising from this report, biodiversity and ecology form an important part of the strategic visioning of our green spaces.
CLIMATE CHANGE:	Whilst there are no climate change implications directly arising from this report, the Council's declaration of a climate emergency is an important consideration in respect of the way in which we manage, maintain and use our open spaces in the future.
EQUALITY AND DIVERSITY:	Whilst there are no equality or diversity implications directly arising from this report, access and usage of our open spaces has to be mindful of equality, in making provision for a diverse range of needs and being inclusive and welcoming to all.
RECOMMENDATION:	That the strategic aspects of the amenity land and open spaces review be corporate led under a new Green Spaces Strategic Review initiative and the setting up of a green spaces strategic advisory group, terms of reference, as outlined in the Appendix, and core project team, which will report directly to Council, be approved.

1. BACKGROUND

- 1.1 In 2022, the Council embarked on a major review of its amenity land and open spaces.
- 1.2 During the early phase of the review a number of related issues were identified for more detailed work to be carried out, including:
 - lighting
 - tree works
 - play areas
 - future use of green spaces
 - memorial policy review
 - signage
- 1.3 As the review progressed it became apparent that there are two work streams; one is 'operational' and the other 'strategic'. Operational being the day to day management, maintenance, usage and revenue improvements and strategic being major improvements linked to the vision for the future management, maintenance and usage, including the Amphitheatre Complex (incorporating the Obelisk Community Rooms and Four Acres) and Abbey Grounds (incorporating the Norman Arch and Cottage).
- 1.4 The operational aspects of the review clearly fit within the role and remit of the Land and Property Committee and the decision making delegated by Council to that committee. This being under the management of the Lead Officer, Mark Oliver and overseen by the Lead Member and Chair of the Committee, Cllr Nick Bridges, including lighting, tree works, play areas, amenity land, memorial policy and signage.
- 1.5 This report is not recommending any changes to the operational management or decision making within the land and property team; nor to the operational aspects of the amenity land and open space review.
- 1.6 The strategic and visioning aspects of that review link to the long-term future of the Council's green spaces, which includes various scheduled ancient monument sites, as well as important property assets.
- 1.7 Two strategic documents are relevant to this work, the Our Future Cirencester Community Plan [published 2009 and reviewed in 2015] and Green Spaces Strategy 2011 – 2021 [published September 2011]. In addition, the Town Council's 2015 – 2025 Amphitheatre Masterplan, published in July 2014, is an exemplar for strategic visioning.
- 1.8 It is also important to note that there is significant overlap with Climate and Environment and Finance and Audit, including policy positions on being a carbon neutral/net zero organisation and the biodiversity and ecological nature of our open spaces, as well as the need to prepare a capital investment programme and decision making on the funding of major projects. For example, the refurbishment and repurposing of the Norman Arch Cottage and the refurbishment/repurposing/rebuilding of the Obelisk Community Rooms.
- 1.9 The oversight of the preparation of the Neighbourhood Plan in ensuring that emerging policies support the aspirations and strategic visioning of the Council, as the qualifying body, is also important.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to consider the strategic aspects of the amenity land and open spaces review being corporate led under a new Green Spaces Strategic Review initiative.
- 2.2 It is proposed that this initiative be led by a core project team reporting directly to Council, in liaison with a Council appointed green spaces strategic advisory group.
- 2.3 This proposal recognises the strategic nature of the review, and the important links with the remit of the Climate and Environment Committee, Finance and Audit Committee, and Land and Property Committee.
- 2.4 In order to focus on, and undertake, deep dive assessments of the various key elements of this initiative, the advisory group would have delegated authority of council to establish thematic workstreams i.e. major funding.
- 2.5 This initiative forms an important part of the visioning for the future of Cirencester Town Council's green spaces and builds on the work of the 2009 OFC Community Plan and incorporates a review of the 2011 – 2021 Green Spaces Strategy; considering analysis of future threats, opportunities, and priorities on a long-term basis, with the ultimate goal of creating an overarching framework for developing and managing the green spaces, including a viability assessment and delivery plan for future projects.

3. ROLE AND REMIT OF THE CORE PROJECT TEAM

- 3.1 The purpose of establishing a core project team, is to draw together skills, knowledge and expertise that can work at a pace in reviewing the Council's priority green spaces; with stakeholder connections and a proven track record in developing strategies which are deliverable.
- 3.2 The core project team will administrate and co-ordinate the work of, and liaise with, the Green Spaces Strategic Advisory Group and lead on supporting delivery of agreed outputs arising from the thematic workstreams. In addition, the core project team would lead on public engagement, consultation and communication.
- 3.3 It is proposed that delegated authority be given to the CEO to lead the core project team with Natalie Taylor Land and Property Project Officer being seconded part-time to the core project team.
- 3.4 In light of respective professional backgrounds at a senior level with Cotswold District Council, their knowledge, expertise and important connections, and having previously established a good working relationship with officers at CTC, the CEO recommends to Council that Councillor Andrea Pellegram and Councillor Christine Gore be appointed to the core project team.
- 3.5 The Lead Members for Climate and Environment, Finance and Audit, and Land and Property being appointed by Council to the Green Spaces Strategic Advisory Group.
- 3.6 The core project team would report directly to Council through the CEO and would make recommendations to Council on behalf of the strategic advisory group and thematic workstreams.
- 3.7 It is recommended that the core project team be effective for the duration of the strategic review and that member appointments be effective for that duration and/or up to May 2025, when the appointments would be reviewed.

4. ROLE AND REMIT OF THE STRATEGIC ADVISORY GROUP

- 4.1 The strategic advisory group would help shape and scope the detailed work of the thematic workstreams and would comprise representation as follows:

Core Project Team

Lead Member for Land and Property

Lead Member for Climate and Environment

Lead Member for Finance and Audit

X3 Member Vacancies to be appointed by Council

Note: Should more than three elected members express an interest in joining the Advisory Group, delegated authority of Council is given to the CEO, in consultation with the core project team to allocate appointments to the Group and thematic workstreams or as a reserve appointee should a vacancy arise. This is an inclusive process and if any member wishes to be involved then this can be facilitated.

- 4.2 Membership of the advisory group would be effective for the duration of the strategic review, up to May 2025 when the appointments would be reviewed.
- 4.3 It is recommended that Council delegates authority to the Advisory Group to:
- co-opt non-voting stakeholder and community advisory appointments
 - establish thematic workstreams and agree their terms of reference
 - to make appointments to the thematic groups
- 4.4 The Advisory Group would consider reports from the core project team and recommendations from the thematic workstreams for recommendation and decision making by Council.
- 4.5 The primary focus of the Group will include the Abbey Grounds, Amphitheatre and Funding; delegated authority is sought from Council to include all land holdings in the review, whether or not they are directly owned, managed or maintained by the Town Council, similar to the scope of the Green Spaces Strategy.

5. ROLE AND REMIT OF THE THEMATIC WORKSTREAMS

The primary role and remit of the thematic workstreams would be to undertake deep-dive detailed analysis and assessment of specific aspects of the strategic review e.g. sources of major funding, community needs, future use of the Norman Arch Cottage, refurbishment or rebuild of the Obelisk Community Rooms, developing the Amphitheatre Complex as a visitor centre incorporating events and activities.

6. CAPITAL INVESTMENT PROGRAMME AND SOURCES OF MAJOR FUNDING

- 6.1 It is vital that the Council strengthens its financial position and is ready to bid for funding as and when funding streams become available with increased knowledge of existing grant availability such as the Community Ownership Fund:

www.gov.uk/government/publications/community-ownership-fund-round-3-application-form-assessment-criteria-guidance and www.wolfson.org.uk/funding/funding-for-places/funding-for-historic-buildings-landscapes/

- 6.2 In Council, on 13 June 2023, it was made clear that the general reserve needed to be increased and that there was currently no budget provision within the estimates nor medium term financial plan for new capital projects.

- 6.3 Through Council it was agreed that work will be undertaken on preparing a capital investment programme, identifying sources of funding for major projects and building our general reserves.
- 6.4 As a first step and in consultation with the CEO and Lead Member for Finance and Audit, Cllr Pellegram has undertaken preparatory work in assessing the Government's Community Ownership Fund (COF) and has provided the following comments:

'It is clear that none of the CTC projects will be eligible for the current round of bidding and that more work will be required in order to bring any projects to the point where funding may be sought. It is also clear that the proposed outcome of the fund is to enhance community facilities and I therefore consider that capital improvements to the Norman Arch Cottage would not be successful in a bid [but could be eligible for community use].'

'COF will run 4 bidding windows per year, so CTC will have an opportunity to apply approximately every 3 months until March 2025. It may be possible to prepare the necessary evidence in the intervening time, but this will require significant work and commitment from the Council and officers. If CTC manages to put together a case for a project by the end of 2024, it may be possible to submit an EOI (expression of interest) for COF.'

'As a volunteer I have been working on [preparatory and planning related work] the upgrading of the Obelisk Community Rooms (OCR) in a voluntary capacity and I have made some progress on this to date [in consultation with CEO and Deputy CEO]. However, I have not yet started to address funding and the COF is a good proxy of how funders will view the project and, based on my experience, what I see as the criteria for the COF will be similar to what other funders are likely to require.'

CEO Note: This aforementioned work will be incorporated into the work of the core project team, under the auspices of the strategic advisory group.

'OCR would be eligible for COF because organisations who already own their asset are eligible to apply for funding to renovate their asset, provided the asset would otherwise be at risk of closure or loss to the community without these renovations. I am therefore reviewing the OCR using the criteria from the COF as a proxy of the work that the Town Council will need to do in order to successfully bid for capital project funding from COF or another similar fund.'

'A business plan setting out the full costs and benefits, plus financial management arrangements are a "given" and is not even scored. Town Councils are eligible for the funding. The business plan would need to demonstrate that the OCR could run "as a business", i.e. be able to be run sustainably in the long term without risk of loss or closure.'

'Information and evidence required for a business plan and funding bids will often include:

- Project and Asset information
- Community use
- Community engagement
- Local support
- Community benefits
- Environmental sustainability
- Funding required
- Feasibility

- Risk
- Project costs
- Skills and resources
- Community representation
- Inclusiveness and integration
- Subsidy control and state aid

In addition, the Council would need:

- Building surveys
- Ground surveys
- Ecological and Tree Survey
- Planning support
- Initial drawings (architectural drawings suitable for planning application)
- Planning application and fees
- Full set of architectural drawings
- Quantity surveyor's report on project costs with suitable contingency'

6.5 The above information provided by Cllr Pellegram, provides a useful outline of the scope of evidence which will be required for any funding bid and indicative of the range of information which would be required for any planning application. Therefore, the feasibility funding alone could be substantial notwithstanding the scheduled ancient monument consents and support of a wide range of stakeholders.

6.6 This not only requires dedicated staff resource but is why it is fundamentally important that the strategic review of green spaces be corporate led, reporting directly to Council.

7. RECOMMENDATION

That the strategic aspects of the amenity land and open spaces review be corporate led under a new Green Spaces Strategic Review initiative and the setting up of a green spaces strategic advisory group, terms of reference, as outlined in the Appendix, and core project team, which will report directly to Council, be approved.

APPENDIX - TERMS OF REFERENCE – STRATEGIC ADVISORY GROUP

Vision:

The Town Council aims to provide sustainable, high-quality open spaces that meet the diverse needs and aspirations of communities through safe, attractive, and inclusive parks, gardens, playgrounds, and green amenity areas while preserving and strengthening natural habitats and biodiversity.

Objectives:

The Green Spaces Strategic Advisory Group has been established by Council to:

- review the 2011 – 2021 Green Spaces Strategy, alongside and with reference to the 2015 OFC Community Plan review;
- produce a detailed and complete set of management guidance and strategy for Council owned green spaces;
- review and update the 2015 – 2025 Amphitheatre Masterplan and prepare an action plan, incorporating feasibility study and priority projects;
- prepare a Masterplan for the Abbey Grounds and prepare an action plan, incorporating feasibility study and priority projects;
- review the current state of green spaces across Cirencester and identify any environmental and social concerns that could be addressed through sustainable management practices. This includes measures to enhance biodiversity, mitigate against the impacts of climate change, and promote community engagement and participation in green spaces;
- consider opportunities for generating income as part of future uses of the Council's green spaces;
- increase the resilience of the natural and built environment to the impacts of climate change;
- create a communications strategy to inform and engage the public in the management and stewardship of CTC's open spaces; establishing partners and key stakeholders.

Purpose:

The purpose of the Green Spaces Strategic Advisory Group is to deliver an evidence-based set of guidance and strategic visioning documents for Cirencester Town Council's green spaces; elected members on the Group will have active involvement at various stages of the strategic development, including reviewing consultations, management plans, and/or other strategic documents, preparing a sound evidence base, signposting issues outside of the Group's direct remit and responding to enquiries, appointments or any funding/application.

Role and Remit:

The role and remit of the Strategic Advisory Group is to:

- develop a timetable and action plan for preparing a revised Green Spaces Strategy;
- develop aims, objectives and framework for a new Green Spaces Strategy;
- prioritise sites and tasks and oversee the appointment and work of specialist consultants or advisers;
- initiate, co-ordinate and arrange community consultation and engagement;
- gather additional evidence about individual sites and evidence to test proposed options and strategies;
- use the evidence collected, including that from consultations and engagement, to prioritise and develop a strategic plan;
- oversee the drafting and finalising of the strategy;
- co-opt additional non-voting members onto the Advisory Group for specified functions and/or task and finish periods of time;
- respond to consultations and applications which are relevant to guidance being prepared in relation to the strategy;
- liaise with the Climate and Environment Committee, Finance and Audit Committee and Land and Property Committee and Neighbourhood Plan Steering Group;
- establish thematic workstreams, make appointments and agree terms of reference.

Membership:

The membership of the Group, as appointed by Council is as follows:

- Core Project Team (officers being ex-officio without voting rights)
- Lead Member for Land and Property
- Lead Member for Climate and Environment
- Lead Member for Finance and Audit
- X3 CTC Elected Members

The Group may co-opt, non-voting advisory members.

In the event of an elected member vacancy arising on the Group, the vacancy will be filled at the next available meeting of the Council or by a reserve appointee; vacancies arising within the core project team, may be filled under delegated authority to the CEO.

In the event of a Lead Member not being able to attend a meeting of the Group, the Vice Chair of that Committee may attend in their absence. No other substitutions are permitted.

Attendance at meetings is for appointees and invitees only.

Decision Making:

Decisions made by the Group are to be confirmed by a clear show of hands, by way of a majority; in the event of equal votes then the Chair shall have a casting vote. If the casting vote is not taken, then the matter being considered will be deferred to the next meeting.

The Group has no authority to make decisions on behalf of the Council nor can individual elected members of the Group instruct officers to undertake specific tasks. The role of the Group is to make recommendations to Council within its remit, through the core project team.

Quorum:

The quorum for formal meetings of the Group is 3 appointees with voting rights.

Chair:

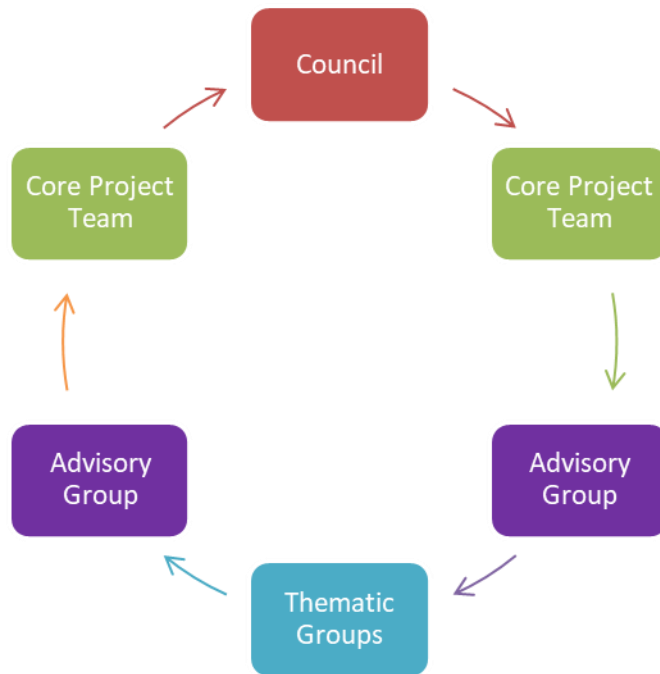
The appointment of the Chair shall be made, at the first meeting by the Group and is eligible to all appointees with voting rights.

The primary role of the Chair is to oversee meetings of the Group, ensuring that the Group conducts its business within the terms of reference.

The Chair is the lead point of contact for the Group and commits to fostering, in a positive and mutually beneficial way, the working relationship with any consultants, advisors and with all members and non-members appointed to the Group.

The Chair will work alongside the core project team through regular briefings to ensure that actions and decisions of the Group are followed up and reported to Council in a timely manner.

Cycle of Meetings:



- Core Project Team to meet no later than 15th September 2023
- Advisory Group to meet no later than 22nd September 2023
- Thematic Workstreams to meet no later than 13th October 2023

Thereafter, the cycle of meetings shall be as follows:

- Core Project Team November; Advisory Group November; Thematic Workstreams Dec/Jan
- Core Project Team February 2024; Advisory Group February; Thematic Workstreams March
- Core Project Team May; Advisory Group May; Thematic Workstreams June 2024, etc...

Changes to the Terms of Reference:

The Group may recommend changes to the Terms of Reference, through the core project team for approval by Council.

Dissolution of the Group:

The role and remit of the Group, and continuation of its work will be reviewed by Council no sooner than May 2025.

September 2023