



## Notice of a meeting of Cabinet

**Tuesday, 16 June 2015  
6.00 pm  
Pittville Room - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Steve Jordan, John Rawson, Rowena Hay, Peter Jeffries, Andrew McKinlay, Jon Walklett and Chris Coleman

### Agenda

		<b>SECTION 1 : PROCEDURAL MATTERS</b>	
<b>1.</b>		<b>APOLOGIES</b>	
<b>2.</b>		<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>		<b>MINUTES OF THE LAST MEETING</b> Minutes of the meeting held on 14 April 2015	(Pages 3 - 16)
<b>4.</b>		<b>PUBLIC AND MEMBER QUESTIONS AND PETITIONS</b> These must be received no later than 12 noon on the fourth working day before the date of the meeting	
		<b>SECTION 2 :THE COUNCIL</b> <i>There are no matters referred to the Cabinet by the Council on this occasion</i>	
		<b>SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE</b> <i>There are no matters referred to the Cabinet by the Overview and Scrutiny Committee on this occasion</i>	
		<b>SECTION 4 : OTHER COMMITTEES</b> <i>There are no matters referred to the Cabinet by other Committees on this occasion</i>	
		<b>SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS</b>	
<b>5.</b>		<b>PERMISSION TO CONSULT: REVIEW OF STREET SCENE POLICY (STREET TRADING &amp; OBJECTS ON THE HIGHWAY)</b> Report of the Cabinet Member Development and Safety	(Pages 17 - 46)

6.		<b>AFFORDABLE HOUSING PARTNERSHIP AND PREFERRED PROVIDERS</b> Report of the Cabinet Member Housing	(Pages 47 - 64)
7.		<b>WAR MEMORIAL RESTORATION-CONSERVATOR'S REPORT</b> Report of the Cabinet Member Finance	(Pages 65 - 126)
8.		<b>ACCOMMODATION STRATEGY</b> Report of the Cabinet Member Finance to follow	
		<b>SECTION 6 : BRIEFING SESSION</b> • Leader and Cabinet Members	
9.		<b>BRIEFING FROM CABINET MEMBERS</b>	
		<b>SECTION 7 : DECISIONS OF CABINET MEMBERS</b> Member decisions taken since the last Cabinet meeting	
		<b>SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
		<b>SECTION 9 : BRIEFING NOTES</b> Stray dogs Late Night Levy	

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## Cabinet

**Tuesday, 14th April, 2015**  
**5.00 - 6.00 pm**

Attendees	
<b>Councillors:</b>	Steve Jordan (Leader of the Council), John Rawson (Cabinet Member Finance), Peter Jeffries (Cabinet Member Housing), Andrew McKinlay (Cabinet Member Development and Safety), Jon Walklett (Cabinet Member Corporate Services) and Chris Coleman (Cabinet Member Clean and Green Environment)
<b>Also in attendance:</b>	Councillor Tim Harman, Councillor Helena McCloskey, Councillor Chris Nelson and Councillor Pat Thornton

## Minutes

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

None

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 17 March were signed and approved as a correct record.

**4. PUBLIC AND MEMBER QUESTIONS AND PETITIONS**

<b>1.</b>	<b>Question from Mary Nelson to the Cabinet Member Development and Safety, Councillor McKinlay</b>
	By allocating £2 million of the £8 million North Place sale proceeds, are you acknowledging at the same time as making this decision that the only way Boots Corner can become a new Public Square and thus merit that much money being spent on it, is by the implementation of the new bus lane across the front of Boots shop, and that this requires the removal of the pedestrian crossing?
	<b>Response from Cabinet Member Development and Safety</b>
	<p>The monies allocated are for the public realm in the wider Boots Corner area and so would extend to Pittville Street in the East and Imperial Circus. Should GCC decide to implement the Cheltenham Transport Plan it was clearly with the caveat that Boots Corner would be on an experimental basis. Until such an experiment has concluded and GCC made their final decision as highways authority it is impossible to speculate upon what other measures will be taken. At this moment and during any experiment it is my understanding that the Pelican crossing will remain.</p> <p>In a supplementary question Mary Nelson referred to the Cabinet Member's statement that the experiment at Boots Corner retained the pedestrian crossing. She asked if he could confirm that it would not trial</p>

	<p>the new bus lane at all, only the closure of the inner ring road past Boots. She questioned therefore whether the trial would address any of the safety implications of the new bus lane which required the removal of the crossing?</p> <p>In response the Cabinet member confirmed that buses would not be trialled at Boots Corner at this stage but other elements of the scheme would be trialled.</p>
<b>2.</b>	<b>Question from Mary Nelson to the Cabinet Member Development and Safety. Councillor McKinlay</b>
	<p>By proceeding to allocate money for the creation of a new public square at Boots Corner (within the context of a 'Key' decision) do you consider that all the implications of such a potentially dangerous 'Shared Space', which is what it must become, have been properly investigated and considered by both CBC and GCC, especially the impact on those in the Equality groups, which includes the elderly and young, as well as those with impairments?</p>
	<b>Response from Cabinet Member Development and Safety</b>
	<p>As mentioned in the previous question any changes to the highway will ultimately rest with GCC, hence why we are supportive of GCC colleagues and the proposal for an experiment at Boots Corner. CBC has a forum for meeting a range of equality groups who have recently been consulted and supported the proposals associated with the public realm at Brewery II. Boots Corner will naturally follow similar consultation processes should the experiment determine that a public realm space can be created.</p> <p>In a supplementary question Mary Nelson referred to the Chief Executive's tweet that the Council was not proposing Shared Space at Boots Corner. She quoted from the Department for Transport Guidance Notes on Shared Space and said that in the light of this it seemed that the existing road layout at Boots Corner must therefore be retained in its current conventional form. She asked whether the public had therefore been misled and said that the new "public square" could amount to no more than the refurbishment of the existing small triangular shaped pedestrian area connecting from Starbucks to Boots shop, which is just 22 feet wide at its narrowest point; or questioned whether the Council was continuing to disguise its real intentions.</p> <p>In response the Cabinet Member stated he did not have any knowledge of the Twitter feed. He did say that the style of solution bus lane was similar to that which was in place at the other side of the junction into the Lower High Street, i.e. in front of Tesco.</p>
<b>3.</b>	<b>Question from Ken Pollock to the Leader of the Council, Councillor Jordan</b>
	<p>If this undisclosed building cannot be occupied straight away by CBC, what is the overriding need to take the building off the owners' hands (and in such sudden haste) <u>eight years</u> before the 'main lessee' disappears?</p>



	<b>Response from the Leader of the Council</b>
	<p>The Council has explored many options over the years but has failed to find a solution which provides an alternative home which reduces costs.</p> <p>The building identified suits the Council needs and financially it makes sense to acquire as an investment property until we are ready to move into it at the point the Municipal Offices is ready to be redeveloped.</p> <p>As you will see from the reports, the Council does not have another viable option. It is unlikely to have another opportunity to acquire the right building which suits our needs and which makes financial sense. In eight years, the owner will undoubtedly take the building to the open market and we may not be in with a chance against institutional investments.</p> <p>In a supplementary question Ken Pollock asked the Leader if he believed that councillors (the decision-takers) have had adequate time and information to assess and scrutinise the above issues.</p> <p>In response the Leader stated that if the Council waited any longer there were no guarantees that this opportunity would still exist. He confirmed that all Members had received all the necessary information to take this decision.</p>
<b>4.</b>	<b>Question from Ken Pollock to Cabinet Member Finance, Councillor Rawson</b>
	<p>In Appendix 2, you claim it to be a "prudent view" to assume a "ground rental from a redeveloped site of £175k per annum". What are the <u>capital</u> costs of effecting that 'redevelopment', and what are the timescales?</p>
	<b>Response from the Cabinet Member Finance</b>
	<p>The capital costs have yet to be determined. It is anticipated that a redevelopment of the Municipal Offices will have a significant capital cost but that it will be funded from external sources. The £175k is the estimate of income from ground rent which will come to the Council, since we will retain the ground lease very much on the lines of Regent Arcade where we bring in excess of £475k annually for rent. In addition, we anticipate retaining around £200k of any growth in business rates generated from the site once redeveloped. The timescale would be flexible in order to make sure we get a scheme that we are happy with, but three years would be a reasonable estimate of the time needed to get a new development under way.</p> <p>In a supplementary question Mr Pollock asked what was the type and scale of development being assumed in order to generate the "anticipated" £200K of business rates from the Municipal Offices and in particular: how big a rearward extension.</p> <p>In response the Cabinet Member Finance stated that the proposal did not assume change would take place in Royal Place therefore some minor development could be possible at the back of the building. He would ensure that there was a considerable improvement to the current situation. He stated that a range of alternative uses had been considered for the Municipal Offices, both commercial and residential and included retail, leisure, and hospitality although discussions were at a very early</p>

	<p>stage. He reported that a number of reports on how the redevelopment should be approached would be forthcoming. The Cabinet Member Finance gave the example of the Regent Arcade as a template of what the council was trying to achieve in terms of a joint venture. The aim would be to retain the freehold to ensure future investment income whilst relieving the council of the considerable cost of maintaining the building as it was estimated that £6.5 m of expenditure would be required over the next 20 years.</p>
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**5. CABINET RESPONSE TO THE SCRUTINY TASK GROUP MEMBERS ICT**

The Cabinet Member Corporate Services introduced the report which had reviewed further issues following the Overview and Scrutiny's report to Cabinet on 10th February. He explained that the issues reviewed were as follows :

- 1) on-going training for existing and future members - developed to ensure all members are made sufficiently aware of opportunities to enhance their use of ICT equipment
- 2) equalities - an equality impact assessment had been carried out to identify options to provide adapted iPads or larger print/Braille to suit needs
- 3) taking advantage of new developments in technology- by constantly reviewing updates, provision of suitable and appropriate applications, and access to common set of facilities.

He highlighted that the report detailed that any change in communications technology came at a cost and that ongoing funding was necessary to meet both current and future demand.

The Cabinet Member reiterated that the prime purpose of this policy was to set out clearly what was being provided for Members in terms of ICT and the expectation placed on them with regard to the loan of a Council iPad and the move to paperless meetings which in turn would generate sufficient savings by reducing the need for printed hard copies of Cabinet/Council and other committee agendas and reports.

Finally the Cabinet Member took the opportunity to thank O&S and the dedicated Scrutiny Task Group for their work in overviewing the original substance of this policy.

**RESOLVED THAT**

- 1. the Members' ICT Policy as set out in Appendix 2 be endorsed and publicised to all Members, thereby demonstrating Cabinet's support for the move to paperless meetings**
- 2. the recommendations in respect of Members signing up to the policy before accepting a council iPad (including the retrospective**

requirements) should be implemented by Democratic Services Manager

3. the recommendation regarding encouraging Members to participate in training and development designed to enhance their use of ICT equipment and applications provided be taken forward by the Cabinet Member Corporate Services in liaison with ICT and Democratic Services
4. the recommendation regarding Members' ICT provision being kept under review in order to take advantage of new developments in technology be taken forward by the Cabinet Member Corporate Services in liaison with ICT and Democratic Services. In addition this should include ensuring that all Members have access to a common set of facilities and applications on their Council iPad by offering updates to Members when new facilities are available.

**6. 2020 VISION MEMORANDUM OF UNDERSTANDING**

The Leader introduced the report which sought Cabinet's approval of the 2020 Vision Memorandum of Understanding (MOU). Whilst the MOU was not legally binding it did outline a clear and accountable framework for working together to deliver the 2020 Vision Programme. The Leader reported that the MOU had been approved at the 2020 Vision Member Governance Board on 6 March 2015 and would be considered by each of the partner Council's Cabinets over the coming weeks. He reminded Members that the budget for the 2020 project had been approved by Council in February and that the 2020 Vision project had been awarded £3.8m of Transition Challenge Funding and therefore provided the means of taking the process forward.

**RESOLVED THAT**

**The 2020 Vision Memorandum of Understanding be approved.**

**7. REVISED LICENSING ACT 2003 LICENSING POLICY**

The Cabinet Member Development and Safety introduced the report by explaining that Section 5 of the Licensing Act 2003 required the Council to review, determine and publish its Licensing Act 2003 Policy Statement every three years. He reported that whilst it was not technically necessary to review the adopted policy statement until 2016, it was deemed appropriate to undertake an early review to reflect various changes in law, good practice and changes in the local licensing landscape.

The Cabinet Member reminded members that the 2003 Act was the primary legislation that dealt with the licensing requirements relating to :

- a) The sale by retail of alcohol
- b) The supply of alcohol by or on behalf of a club to, or to the order of a member of the club
- c) The provision of regulated entertainment
- d) The provision of late night refreshment

He explained that the licensable activities listed were authorised through the issue of :

- a) a premises licence; or
- b) a club premises certificate; or
- c) a temporary event notice

He reminded Members that the licensing objectives were as follows :

- a) the prevention of crime and disorder
- b) public safety
- c) the prevention of public nuisance
- d) protection of children from harm

He explained that new initiatives were included within night safe, reducing alcohol related harm and the sexual entertainment policy. The Cabinet Member said that most significant was the introduction of core hours of licensable activity as outlined in Table 1 of the report. He explained that if licensing was applied for outside of these core hours then this would have to be applied for separately and concerns and merits would be taken forward on an individual basis.

Members welcomed the proactive policy which represented a considerable step forward.

The Leader highlighted that this policy was being approved for consultation.

### **RESOLVED THAT**

- 1. the amendments to the existing policy be noted and**
- 2. the draft amended policy be approved for consultation.**

## **8. COMMUNITY INFRASTRUCTURE LEVY CONSULTATION**

The Leader introduced the report which outlined progress which had been made in preparing for the introduction of a Community Infrastructure Levy (CIL) for Cheltenham.

He explained that the development of a CIL supported delivery of the Joint Core Strategy. The evidence provided in the appendices to the CIL report would support the forthcoming JCS Examination in public. The Leader reported that from April the use of Section 106 funding was being restricted. A list of projects had been produced as required by CIL Regulation 123 which suggested at this stage how CIL monies could be used to cater for the anticipated level of growth in the area. This list set out what infrastructure projects or types of infrastructure the Council may decide will be funded wholly or partly by CIL. He highlighted that it was possible to use CIL and S106 in combination but CIL could not be used for affordable housing. He informed that Peter Brett Associates had been commissioned to assess the scope to introduce a CIL within each of the JCS Councils. He emphasized that this was a preliminary consultation which may be adjusted following the JCS examination in public. There were likely to be additional costs in 2015/16 whilst the process moved through the consultation

and examination phases. To cover these costs a recommendation was made to seek approval for a £25k contribution per partner council. The Leader believed that this was a useful addition to funding opportunities.

Members supported the recommendations and believed that the CIL represented an important part of the planning machinery going forward and was a vital contribution from developers to infrastructure in the town.

Members supported the common countywide approach. It was hoped that there would be extensive engagement in the consultation.

### **RESOLVED THAT**

- 1. the Community Infrastructure Levy - Preliminary Draft Charging Schedule be endorsed for public consultation.**
- 2. the Head of Planning in consultation with the Leader of the Council be authorised to prepare the final consultation documents as required, based on the information in Appendix 2.**
- 3. the Head of Planning be authorised to agree the date of consultation on the Preliminary Draft Charging Schedule with Gloucester and Tewkesbury Councils.**
- 4. a report is prepared following the consultation on the Preliminary Draft Charging Schedule and reported to a subsequent meeting of Cabinet.**
- 5. Each Joint Core Strategy partner agrees to contribute £25,000 per authority to underwrite the set up costs of developing a CIL.**

### **9. GLOUCESTERSHIRE LOCAL TRANSPORT PLAN**

The Leader of the Council introduced the report which proposed comments for formal submission to Gloucestershire County Council's Local Transport Consultation document.

He informed Members that this had incorporated feedback received from the recent Member Seminar and from the current Scrutiny Task Group (STG) on Walking and Cycling. He explained that the STG had not yet concluded its work but it was hoped that the outcome of its work would be incorporated into what the County do as this was important for the future of Cheltenham.

The Leader explained that as Cheltenham worked closely with Gloucester City and Tewkesbury on JCS planning matters it was hoped that the Central Severn Vale area could now incorporate Tewkesbury. Concern had also been expressed about the County Council's proposal to reduce its contribution to the Park and Ride at Arle Court.

**RESOLVED THAT**

**To agree Cheltenham Borough Council's representations to Gloucestershire's Local Transport Plan (2015 – 2031) Consultation Document (appendix 2)**

**10. CHELTENHAM PLAN-PREFERRED OPTIONS AND ISSUES**

The Leader introduced the report and explained that CBC had chosen to meet its statutory obligation to prepare a development plan by means of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy and the Cheltenham Plan.

He explained that the first part of the Cheltenham Plan to be developed would deal primarily with policy relating to the development and protection of land for residential and employment use; the potential to use the designation "local green space" for some green areas in Cheltenham; and would introduce evidence to assist in the development of the Borough's economic strategy. He said that the local green space designation was a new feature and the Leader explained how officers had been working with Gloucestershire Rural Community Councils who had suggested 29 sites which could be suitable in the Borough. The Leader reported that Athey consulting had been commissioned to undertake an economic study which would deliver a corporate economic development strategy and economic evidence for the economic policies within it. It aimed to find specialities in the local area, the example given was cybersecurity in the context of GCHQ. The second part of the Plan would deal with specific and detailed policies in parallel with Phase 1. He explained that this was a non-statutory consultation and was scheduled to take place in June with a 6 week consultation period.

Members welcomed the consultation and hoped that there would be significant contributions. The linkage with the Asset Management Plan in terms of the role it played in economic regeneration and development was highlighted.

**RESOLVED**

- 1. That the Cheltenham Plan Part 1, Issues and Options document set out in Appendix 2, be approved for public consultation**
- 2. That authority be delegated to the Head of Planning to make any minor amendments to the document prior to consultation.**

**11. CABINET RESPONSE TO THE CROSS-BOUNDARY CONSULTATION ON TEWKESBURY BOROUGH PLAN**

The Leader introduced the report which outlined Cheltenham's response to Tewkesbury's draft local plan which had been recently published. He explained that the importance of local green space was high in Cheltenham with Cheltenham having undertaken a local green space review which had been

submitted to the inspector dealing with the examination in public of the JCS. CBC was therefore keen that Tewkesbury maintained its local green spaces, particularly in areas joining Cheltenham.

## **RESOLVED**

**That the representations on the Tewkesbury draft policies and site options document contained in the letter at appendix 2 be agreed**

### **12. ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY**

The Cabinet Member Finance introduced the report and explained that the Council's current Asset Management Plan expired in 2015. He reported that advice had been received from CIPFA to review the approach to Asset Management which would help shape future thinking including the role of members in making decisions and reviewing the performance of the property portfolio. Therefore a more dynamic and purposeful document had been drawn up focused around a small number of clear, forward looking policy objectives.

The Cabinet Member explained that the Asset Management Plan was crucial in making a number of important linkages with the corporate strategy, the medium term financial strategy and with the Cheltenham economic development strategy. The key objective of the asset management policy was to use assets to generate income and cut costs.

The Cabinet Member made reference to the Athey consultant's report which recently reported on the economic strategy. It highlighted the positive contribution the Cheltenham Development Task Force had made to promoting economic development but more work was required to bring forward more sites for commercial development. This was a key issue for the Council's asset management.

The Cabinet Member highlighted the new draft terms of reference for the Asset Management Working Group, approved by the group at its last meeting and which would give them a more strategic role in asset management.

The Planned Maintenance Budget of £846 k which represented a substantial investment in the council's assets was also highlighted by the Cabinet Member. He reported that at the same time a new 10 year planned maintenance programme was being worked up to provide a longer term view about the need for further investment.

New capital projects were detailed in Appendix 4 of the report. These had been assessed and scored by a panel of officers against the corporate objectives, deliverability, likely costs and return on investment and feedback from the public consultation. The Cabinet Member emphasised that this had not been an easy process and at this stage some of the proposals required more work. High priority would however be given to projects which could attract additional external funding, such as the town hall redevelopment scheme. This scheme had been most highly rated by the public in the public consultation. He reported that some time ago consultants had been asked to look at how the Town Hall could be improved and updated and a plan had been drawn up to increase capacity of the main hall, improve the flow of people around the building and create new dedicated spaces for events and create new hospitality and catering

facilities. He proposed to earmark £2.4 million for this project (£2.2 million from the £8 million capital pot and a further £200 000 still to be found from future capital receipts). He reported that £400k should be made available immediately so that the project could be worked up in enough detail to go forward to potential funders such as the Heritage Lottery Fund and charitable trusts. It was estimated that the total scheme was likely to cost about £10 million, with £7.6 million being supplemented from other funders. The Cabinet Member Finance believed that this project would provide a lasting legacy to the town and its people.

The Cabinet Member Finance talked in general terms about the accommodation strategy which would be discussed later in the meeting. He emphasised that this was not just a freestanding project but an essential part of the Medium Term Financial Strategy to cut costs through organisational change. In his view it was a practical example of how assets and capital could be used to generate additional income for the Council and opened up the most exciting regeneration opportunity for many years by turning the current offices to new uses and helping to revitalise the town centre. He reminded the meeting that the Council had repeatedly restated its commitment, across party lines, to relocating our offices. For all those reasons it was proposed that £2.5 million from capital be set aside to assist the acquisition of a new building.

In terms of other projects to which it was proposed that funds be allocated or held in reserve, he highlighted the investment in the cemetery and crematorium project which was a necessity both in terms of recent problems with the cremators but also the opportunity to provide a more customer friendly service. Reference was also made to Boots corner improvements to which the Council was committed although the current proposals needed to be rethought if the County Council modified the Cheltenham Transport Plan. Finally, the Cabinet Member referred to the proposal for £300k to be allocated to a new and improved children's play area in Pittville Park.

The Cabinet Member Finance believed that the vision and implementation of the capital programme would make a lasting difference to the quality of life in the town.

The Leader added that this was an exciting package of potential investment in the town and he looked forward to the debate at the Council meeting.

### **RESOLVED THAT**

- 1. the Asset Management Policy (forming part of the Asset Management Plan) at Appendix 2 be approved.**
- 2. the revised Terms of Reference for the Asset Management Working Group at Appendix 3 be approved.**

**Council be recommended to :**

- 3. Approve the Planned Maintenance Programme for 2015/16 at Appendix 5.**
- 4. Approve the provisional allocation of the receipt of North Place /**



**Portland Street car parks to support key property investment aspirations at Appendix 4.**

**13. ACCOMMODATION STRATEGY**

The Cabinet Member Finance introduced the report on the Accommodation Strategy which had been circulated with the agenda.

The report explained that the council had had a long-term aspiration to relocate to modern, more flexible office accommodation which would meet both existing and future needs, improve the customer experience and provide better value for money to the taxpayers of Cheltenham. This had been restated at the Council meeting of 31 March 2014 and the report and the supporting business case now outlined the case for relocation and considered how each option met the Council's desired outcomes. An amended cost benefit analysis for option 2 including inflation had been circulated in Members' places at the start of the meeting together with corresponding amendments to the summary. This had been done at the request of members. He highlighted that this information did not relate to the figures for the proposed acquisition nor the recommendations in the report.

In his introduction the Cabinet Member highlighted that the Municipal Offices were unsuitable for modern office accommodation but he was passionate to secure the building's long-term survival. The accommodation strategy was also a critical part of the ongoing process to achieve budget savings without the need to cut critical services. He acknowledged that it was a huge decision but it was the opportunity of a lifetime for the town. The council had a successful history of purchasing property for investment and the Regent Arcade was a good example where the council had secured a long term income through this joint-venture. A recent review from Cipfa had also urged the council to invest in property to secure future income. In acquiring the property, the council would be purchasing grade A office accommodation in the centre of the town which was fully accessible, provided modern office accommodation, underground car parking and would attract prospective tenants. CBH had indicated they were keen to relocate with the council. The council had been conservative in the rental estimates but the rental income stream in the next 8 years would cover 71% of the purchase price and stamp duty. Acquiring the building would also give the council flexibility for the future in terms of accommodating its future workforce. In conclusion he thanked officers, in particular the Director Resources, the Head of Property and Asset Management, the Managing Director of Cheltenham Development Task Force and the Head of Finance for all their hard work. He also thanked Members who had engaged and influenced the way that the information had been presented.

Finally the Leader paid tribute to the huge amount of work which had been undertaken in looking at all the options for future accommodation. He thanked officers and in particular the Cabinet Member Finance for his valuable contributions. He believed this was the right time and the right decision.

**RESOLVED THAT**

1. It be acknowledged that remaining in the Municipal Offices is not a viable option for the future.
2. The freehold interest in the property described in Appendix 3 be acquired, at a price not exceeding the budgets set out in Appendix 3, and subject thereto the Head of Property and Asset Management be authorised to negotiate terms for the acquisition and the Borough Solicitor prepares such documents as she considers necessary or appropriate to conclude the acquisition.
3. Officers be authorised to investigate options for the future of the Municipal Offices, including the process for securing a partner to enter into a joint venture for the redevelopment of the Municipal Offices as per section 5 of the report.

**Council be recommended to :**

4. Allocate the budgets for financing the acquisition and refurbishment as detailed in Appendix 2 and 3.

**14. BRIEFING FROM CABINET MEMBERS**

The Leader announced that the Community Pride Fund would be launched on 20 April with bids to be submitted by 22 June. £50k would be available, with smaller events eligible for £4k. The scheme was similar to previous years. A cross party panel would assess the bids which would be considered at the July meeting of Cabinet.

**15. CABINET MEMBER DECISIONS MADE SINCE THE LAST MEETING OF CABINET**

The Cabinet Member Housing informed the meeting that he had taken a decision to approve a one year Grant to the value of £7 500 to County Community Projects for the provision of homelessness prevention services.

The Leader informed the meeting that he had taken two decisions relating to Ubico. The first concerned the Special Resolution to adopt revised Articles of Association, an Ordinary Resolution to approve a revised Shareholder Agreement and an Ordinary Resolution to approve the Terms of Appointment for Non-Executive Directors. The second concerned the requirement of a new executive director post in Ubico. Both decisions related to the expansion of Ubico.

**Chairman**

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## Cheltenham Borough Council Cabinet – 16 June 2015 Revised Street Trading Policy

<b>Accountable member</b>	<b>Councillor Andy McKinlay, Cabinet Member Development and Safety</b>
<b>Accountable officer</b>	<b>Mike Redman, Director of Environmental &amp; Regulatory Services</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<p>The council's current street trading policy was approved by Council on 22 February 2013 and came into effect on 1 April 2013.</p> <p>A review of the policy has been undertaken by officers and Cabinet is asked to consider the proposed policy amendments and approve these for consultation.</p>
<b>Recommendations</b>	<p><b>Cabinet is recommended to:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the amendments to the current policy; and</b></li> <li><b>2. Approve the draft amended policy attached at Appendix 2 for consultation.</b></li> </ol>

<b>Financial implications</b>	<p>There are no direct finance implications arising from this report.</p> <p><b>Contact officer: Sarah Didcot, <a href="mailto:sarah.didcot@cheltenham.gov.uk">sarah.didcot@cheltenham.gov.uk</a>, 01242 264125</b></p>
<b>Legal implications</b>	<p>There is no legal requirement for a Street Trading Policy. Policies can provide a sound platform for proper decision making in accordance with the relevant legislation. They can also assist in ensuring the consistency and transparency of decision making. However, policies must ensure that each case is judged on its own merits and any restrictions are properly justified.</p> <p><b>Contact officer: Vikki Fennell, <a href="mailto:vikki.fennell@teWKesbury.gov.uk">vikki.fennell@teWKesbury.gov.uk</a>, 01684 272015</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>No human resource or learning and organisational development implications as a result of this report.</p> <p><b>Contact officer: Richard Hall, <a href="mailto:richard.hall@cheltenham.gov.uk">richard.hall@cheltenham.gov.uk</a>, 01242 77 4972</b></p>
<b>Key risks</b>	<b>As Identified in Appendix 1</b>

<b>Corporate and community plan Implications</b>	<p>Cheltenham has a clean and well-maintained environment.</p> <p>Cheltenham's natural and built environment is enhanced and protected.</p> <p>Carbon emissions are reduced and Cheltenham is able to adapt to the impacts of climate change.</p> <p>Cheltenham has a strong and sustainable economy.</p>
<b>Environmental and climate change implications</b>	<p>Not applicable</p>
<b>Property/Asset Implications</b>	<p>None</p> <p><b>Contact officer: <a href="mailto:David.Roberts@cheltenham.gov.uk">David.Roberts@cheltenham.gov.uk</a></b></p>

## **1. Background**

- 1.1** The council's current street trading policy was approved by Council on 22 February 2013 and came into effect on 1 April 2013.
- 1.2** The current policy sets out a commitment to keep the policy under review and proposes revisions where they are deemed necessary, but in any event to review the policy at least every three years.
- 1.3** In accordance with the above, a review of the current policy was undertaken and Cabinet is asked to consider the policy revisions and approve the draft amended policy for consultation.

## **2. Statutory Framework**

- 2.1** The council has adopted schedule 4 of Local Government (Miscellaneous Provisions) Act 1982 ("the Act") to apply in the borough. Schedule 4 of the Act enables the council to control street trading in the borough.
- 2.2** As part of the adoption, the council has designated all streets in the borough as consent streets meaning that no street trading can take place anywhere in the borough without the council's consent.
- 2.3** There is no statutory responsibility on the council to adopt a policy but it is considered good practice because it clearly sets out the council's approach to local street trading regulation and provides guidance to licence holders, prospective licence holders and Members.

## **3. Policy Review**

- 3.1** The current policy approach is to deal with every application on its merits without being overly prescriptive.
- 3.2** A review of the current policy was undertaken by officers - from licensing, built environment and the development task force – and it is proposed that the broad policy approach be changed to one that is much more prescriptive in nature, primarily to:
  - a) prevent the obstruction of the streets by street trading activities;
  - b) sustain established shopkeepers in the town;
  - c) maintain the quality of the townscape and add value to the town;
  - d) encourage inward investment;
  - e) promote quality markets; and
  - f) promote more consistent decision making.
- 3.4** Members will note that the new policy seeks to define appropriate locations for street trading mainly in the town centre. These locations are associated with a range of permitted goods that can be sold or offered for sale. The locations and permitted goods will be kept under regular review – in consultation with Urban Design, Conservation and Development Task Force - to ensure that street trading activity does not conflict with the retail offer and investment but also to ensure it does not detract from the investment and improvement to the town centre.

## **4. New Policy Proposal**

**4.1** The proposed new policy identifies a number of locations deemed suitable for different types of street trading in the town. These locations have been identified as suitable and appropriate for the reasons mentioned above but particularly to:

- a) prevent the obstruction of the streets by street trading activities;
- b) sustain established shopkeepers in the town;
- c) maintain the quality of the townscape and add value to the town.

**4.2** A copy of the proposed new policy is attached at **Appendix 2**.

## **5. Alternative options considered**

**5.1** Cabinet can resolve not to approve the amended policy for consultation if it chooses not to change the current policy approach.

## **6. Consultation and feedback**

**6.1** If Cabinet approves the amended policy for consultation, a 12 week consultation will be undertaken with:

- a) Existing consent holders
- b) The Licensing Committee
- c) Parish Councils
- d) Director of Environmental & Regulatory Services
- e) Cheltenham Development Taskforce
- f) Gloucestershire Highways
- g) Head of Planning
- h) Head of Public Protection
- i) Urban Design Manager
- j) Conservation & Heritage Manager
- k) Cheltenham Chamber of Commerce
- l) Chief Officer of Police
- m) Cheltenham Borough Council - Environmental Health
- n) The residents of Cheltenham

**6.2** Cabinet will receive a further report following the consultation to consider consultation feedback received and any consequential policy amendments.

<b>Report author</b>	<b>Contact officer: Louis Krog, <a href="mailto:louis.krog@cheltenham.gov.uk">louis.krog@cheltenham.gov.uk</a>, 01242 26 4217</b>
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<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Draft Amended Policy</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. Schedule 4, Local Government (Miscellaneous Provisions) Act 1982</li> <li>2. Policy on Measures to Control Street Scene Activities in Cheltenham (approved by Full Council on 22/02/2013)</li> </ol>

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the draft policy is not adopted, the Council risks not being able to effectively discharge its licensing function to regulate street trading.	Licensing & Business Support Team Leader		2	4	8	Accept	Approve consultation		Licensing & Business Support Team Leader	
<b>Explanatory notes</b> <b>Impact</b> – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical) <b>Likelihood</b> – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability) <b>Control</b> - Either: Reduce / Accept / Transfer to 3rd party / Close											



**CHEL TENHAM**  
BOROUGH COUNCIL

## Street Trading Licensing Policy



**All enquiries should be directed to:**

Licensing Section  
Municipal Offices  
Promenade  
CHELTENHAM  
GL50 9SA

Tel: 01242 775200  
E-mail: [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)  
Website: [www.cheltenham.gov.uk/licensing](http://www.cheltenham.gov.uk/licensing)

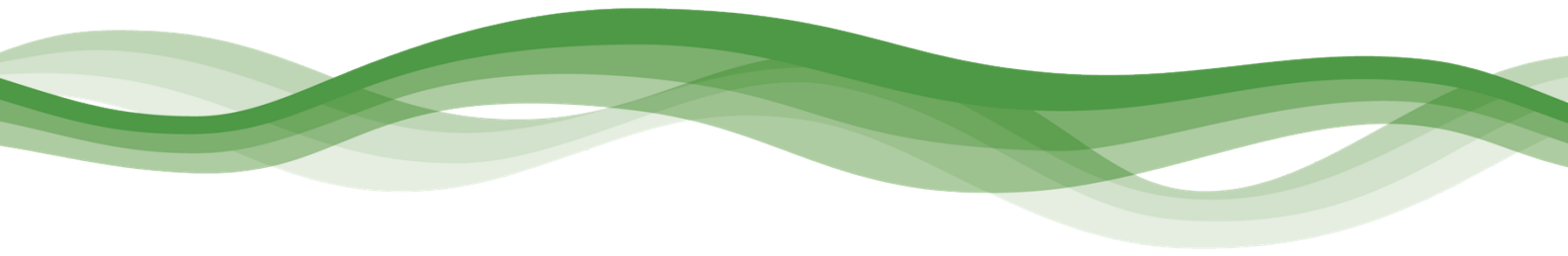
This Policy was approved on ...

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**Review of the Policy**  
**Legislation & Designation of Streets**  
**Delegation of Functions**  
**The Licensing and Determination Process**  
**Renewals**  
**Transfers**  
**Markets**  
**Special Events**  
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**Annex 2 - Standard Conditions**



## 1. Purpose of the Policy

This policy sets out Cheltenham Borough Council's ("the council") framework and approach for the management of street trading in the borough.

Through the street trading scheme the council aims to regulate:

1. the location of street traders;
2. the number of street traders; and
3. the types of goods to be sold or offered for sale.

The scheme also aims to:

1. prevent the obstruction of the streets by street trading activities;
2. sustain established shopkeepers in the town;
3. maintain the quality of the townscape and add value to the town;
4. encourage inward investment; and
5. promote quality markets.

In doing so, the council recognises the importance of licensed businesses to the local economy and the character of the area whilst trying to ensure that the activities do not cause nuisance or annoyance to the people in the area.

This policy will guide the council when it considers applications for street trading consents ("consent"). It will inform applicants of the criteria against which applications will be considered.

## 2. Review of the Policy

It is the intention that this policy will be reviewed every 3 years or more frequently should it be deemed necessary.

Notwithstanding the policy review cycle, the council will proactively review street trading in the consent streets to identify any new street trading opportunities.


## 3. Legislation & Designation of Streets

The council has resolved that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 ("Act") should apply in the borough. Under Schedule 4 of the Act the council can regulate street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'.

The council has designated the entire borough as consent streets. A consent street is a street in which street trading can only take place if the consent of the local authority has first been obtained.

It is a criminal offence to engage in street trading in a consent street without consent.

There are currently no licence streets or prohibited streets within the borough.



## 4. The Licensing and Determination Process

This part of the policy sets out how the council will deal with applications for consent in the borough.

Applications can be made for:

1. a “Fixed Pitch” (see “Permitted Locations” below);
2. a “Roaming Consent” (Borough wide consent when a schedule of stops/streets is included with the application i.e. ice cream vans etc.)
3. A “Market” (see “Markets” below)

### 4.1 Permitted Locations

Consents are limited to the sites identified in **Annex 1**.

Sites can remain with the same person for a number of years. In the event of the consent being revoked, surrendered or if it lapses without being renewed, the council will invite new applications for the vacant site on its website. This might be at any time of the year.

If more than one application is received for any new or vacant pitch, the applications will be referred to the council’s licensing committee to consider the applications. The applications will be assessed against the council’s “criteria for assessment” (see **x**).

### 4.2 Assessment Criteria

In considering applications for the grant or renewal of a consent the following factors will be considered:

- **Needs of the Area** - The retail offer of each individual pitch. The goods complement and do not conflict with the goods sold by other retailers (including other street traders) within vicinity. This criterion permits the council to undertake a qualitative assessment of the goods to be sold by each competing applicant against those on sale in the adjacent area. The council does however recognise that the surrounding retail offer is subject to change therefore it will apply this criterion to applications for new or renewal applications.
- **Public Nuisance** – Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public or properties in the vicinity from noise, misbehaviour, emissions, smells etc.
- **Public Safety** – Whether the street trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.
- **Appearance of the Stall or Vehicle** – Trading units must enhance the visual appearance of the street rather than detract from it and be constructed in a suitable scale, style and of appropriate materials. It should also be designed to be fully accessible for all customers and advertising material must be



limited to the name of the stall, the type of product sold and a simple price list and be professionally designed and printed. The council will generally not permit trading units over 3 meters tall to avoid obstruction of sight.

- **Environmental Credentials** - The impact of the proposed operation on the local environment including street surfaces, tree pits & materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste created by customers.

## 5. Renewals

Consents are issued for a period of up to one year.

Consent holders should re-submit their application if they wish to continue to trade at least one month before the expiry of their current consent. As a matter of convenience, the council will send renewal reminders to consent holders. However, the council is clear that it remains the consent holder's responsibility to ensure that their consent is renewed in time.

If, without reasonable excuse, a renewal application is not made before the expiry of the current consent it will expire and the pitch will become available. A new application must be submitted in accordance with the procedure set out above ("[Application for Consent – Permitted Locations](#)").

The council may consult further to determine if the street trader is a cause for concern or has been the subject of complaints.

Where a renewal application has been made and:

1. there have been no significant complaints or enforcement issues;
2. all fees have been paid on time; and
3. there has been no significant change to the retail environment in the vicinity of the trading location

the consent will normally be renewed.

## 6. Transfers

An issued consent cannot be transferred or sold to another person. The sub-letting of a pitch is prohibited.

## 7. Markets

There are a number of regular markets in the borough that are privately operated. The council recognises the value of markets in that they positively enhance the enjoyment of the town as a tourist and leisure destination and add value for local residents.

The council is therefore supportive of high quality markets in the borough and would be inclined to be supportive of market applications of this type. The council has deemed the following locations appropriate for regular markets:



- Pedestrianised Promenade outside the front of Cavendish House.
- Entire length of the Long Gardens facing the outer Promenade.

## 8. Special Events

The council recognises that there may be times when consent may be sought otherwise than in accordance with the policy for special one-off events.

These may include, for example, one-off charitable or promotional events.

Applications of this type will be determined on a case-to-case basis taking into account the assessment criteria set out above.

## 9. Conditions

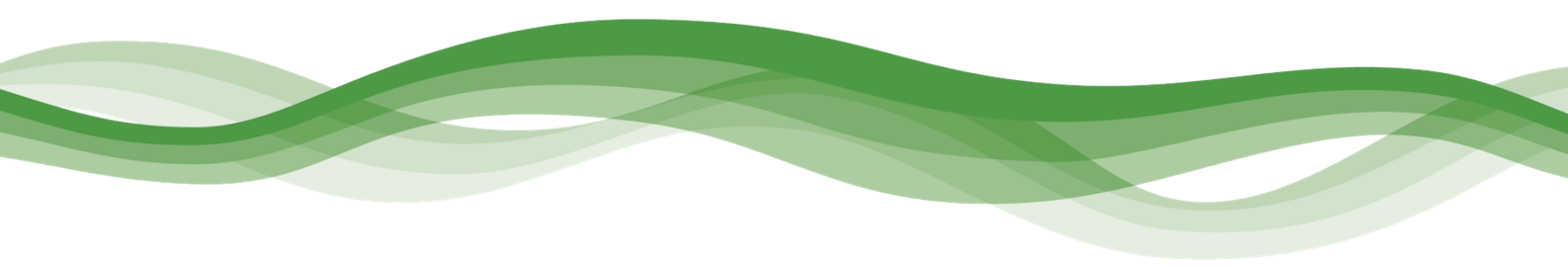
Consents are issued subject to the council's standard conditions. See **Annex 2** for the council's standard conditions.

In addition, the council can impose additional conditions where it is deemed appropriate.

## 10. Enforcement

The council has a responsibility to regulate street trading in the borough and is therefore committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies.

All enforcement action will be undertaken in accordance with the council's adopted enforcement policy.





**Annex 1 (Should be read in conjunction with the attached maps)**

Location	Permitted Trading
High Street 1 (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Flowers/plants</li> <li>• Arts &amp; crafts</li> </ul>
High Street 2 (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Hot food/drink</li> <li>• Ice-cream</li> </ul>
High Street 3 (up to 3 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Confectionary/cakes</li> <li>• Busking (when also selling merchandise)</li> <li>• Signup services</li> </ul>
High Street 4 (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Signup Services</li> <li>• Busking (when also selling merchandise)</li> </ul>
High Street 5* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Flowers/plants</li> <li>• Arts &amp; crafts</li> <li>• Ice-cream</li> <li>• Fruit &amp; Veg</li> </ul>
Promenade 1* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Ice-cream</li> <li>• Signup services</li> <li>• Busking (when also selling merchandise)</li> <li>• Arts &amp; crafts</li> <li>• Flowers/plants</li> <li>• Fruit &amp; veg</li> </ul>
Promenade 2* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Ice-cream</li> <li>• Signup services</li> <li>• Busking (when also selling merchandise)</li> <li>• Arts &amp; crafts</li> <li>• Flowers/plants</li> <li>• Fruit &amp; veg</li> </ul>
Promenade 3* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Flowers</li> <li>• Arts &amp; crafts</li> </ul>
Promenade 4* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Ice-cream</li> <li>• Busking (when also selling merchandise)</li> <li>• Confectionary/cakes</li> <li>• Signup Services</li> </ul>
Promenade 5* (up to 6 m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Ice-cream</li> <li>• Busking (when also selling merchandise)</li> <li>• Hot drinks</li> <li>• Signup Services</li> </ul>
<p>* Where the goods sold do not conflict with similar in the vicinity and in the case of Promenade 1 – 5 where no markets are operating in these locations.</p>	

## **Annex 2 – Standard Conditions**


### **1. Definitions**

- 1.1 Consent means this Street Trading Consent issued pursuant to Schedule 4 Local Government (Miscellaneous Provisions) Act 1982.
- 1.2 Consent Holder means the person named in this Consent and for the purpose of enforcing these conditions includes any other person engaged by them to assist in trading (including any Nominated Assistant(s) named in this Consent).
- 1.3 Council means Cheltenham Borough Council.
- 1.4 Site means the site identified in this Consent.
- 1.5 Unit means the unit described in this Consent.

### **2. Obligations on the Consent holder**

- 2.1 Not to use the Site for any purpose other than that of the operation of the Unit.
- 2.2 Not to trade or operate the Unit in such a way as to cause obstruction of the street or danger or annoyance to persons using the street.
- 2.3 Not to use any amplifiers or music or partake in or authorise any other activity so as to cause a nuisance to the general public or occupiers of premises in the neighbourhood of the Site.
- 2.4 To ensure that the Unit is securely erected, is of such material and design, and so constructed and maintained that it is not liable to cause injury to any person present on the Site or otherwise.
- 2.5 To pay to the Council the cost of making good any damage which may be caused to the Site in consequence of the Consent Holder's operations thereon.
- 2.6 To keep the Site in a clean and tidy condition and to pay to the Council the cost of carrying out any works including cleansing of the highway that is required due to the Consent Holder's use of the Site.
- 2.7 The Consent Holder will be responsible for cleansing of the Site and ensuring that all refuse arising as a result of the activities of the Consent Holder shall be placed in suitable covered containers provided by the Consent Holder, unless otherwise provided by the Council, and shall be kept exclusively for that purpose. Such refuse containers shall be kept as clean as is reasonably possible and disposed of in an approved manner on a daily basis.



- 2.8 To observe all statutory and other provisions and regulations for the time being in force which relate to the Consent Holder's use of the Site.
  - 2.9 So far as is reasonable to ensure that patrons or customers of the Consent Holder conduct themselves in an orderly manner.
  - 2.10 To ensure that the use and storage of liquefied petroleum gas complies with any relevant codes of practice.
  - 2.11 The Consent Holder shall ensure that liquefied petroleum gas is not used without the express permission of the Council and any equipment using this gas shall have only flexible and approved armoured hoses complying with the relevant British Standard Specification or equivalent.
  - 2.12 The Consent Holder shall ensure that goods may not be of an inflammable, corrosive or otherwise dangerous nature.
  - 2.13 The Consent Holder shall ensure that no mobile generators shall be used without the express permission of the Council. Where permission is granted generators shall be so positioned that they do not present a danger to the public do not present a fire or similar hazard to the stall, goods displayed thereon or adjoining premises and do not cause any noise or fume nuisance.
  - 2.14 The Consent Holder shall ensure that a competent person installs all generators and documentation must be provided to show that the generators have been maintained in accordance with the manufacturer's instructions.
  - 2.15 The Consent Holder shall ensure that no combustible materials are to be stored in the vicinity of a generator and suitable first aid fire fighting appliance(s) must be immediately available.
  - 2.16 The Consent Holder shall ensure that any equipment, such as a generator, is in a safe working condition and suitably cordoned off to ensure that the general public do not have access to the equipment.
  - 2.17 All electric power supplied must be protected by residual current devices. Any appliance is to be separated from the supply outlet by a fuse of suitable rating.
  - 2.18 All electrical cables or flexes, which are suspended over the public footway or carriageway shall be adequately supported.
  - 2.19 All electrical cables or flexes, which run along the ground and are in a position where the public could come into contact with them, they must be fitted with rubber cable protecting mats.
  - 2.20 To ensure that the dimensions and appearance of the Unit at all times accord with the details agreed by the Council upon the issue of this Consent.
  - 2.21 To maintain the Unit in a clean and tidy condition.
  - 2.22 To indemnify the Council from all claims, damages and costs in respect of all accidents, damage and injuries arising during or in consequence of the use of
- 

the Site to any person or property caused by the Consent Holder's operations or caused by any act, neglect or default of the Consent Holder, his servants or agents (whether with or without the knowledge of the Consent Holder) to take out and on request produce to the Council a policy of public and product liability insurance covering no less than £5,000,000.

- 2.23 At all times while trading to display in a conspicuous position on the Unit the street trading permit issued by the Council.
- 2.24 To forthwith inform the Council in writing of the details of any change in the operation or staffing of the Unit (including changes in details of Nominated Assistants) or the sale or transfer of the Consent Holder's business to another party.
- 2.25 The Consent Holder(s) shall notify the Council's Licensing Section within 72 hours of any convictions or proceedings arising out of the use or enjoyment of the Consent.
- 2.26 The Council may revoke or suspend this Consent at any time in the event of:
- The breach by the Consent Holder, their servants or agents (included Nominated Assistants) of any of the conditions herein or any supplemental/additional conditions imposed by the Council; or
  - Work being carried out in, under or over the highway on which the Unit is located; or
  - A change in Council Policy which necessitates termination of this Consent; or
  - Circumstances outside the Council's control which necessitate termination of this Consent forthwith.
- 2.27 The trader shall not place on the street or in a public place any furniture or equipment other than as permitted by the Consent and he must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises.
- .



**SPECIAL CONDITIONS FOR MOBILE ICE CREAM TRADERS**

Trading prohibited in the following streets or parts of streets:

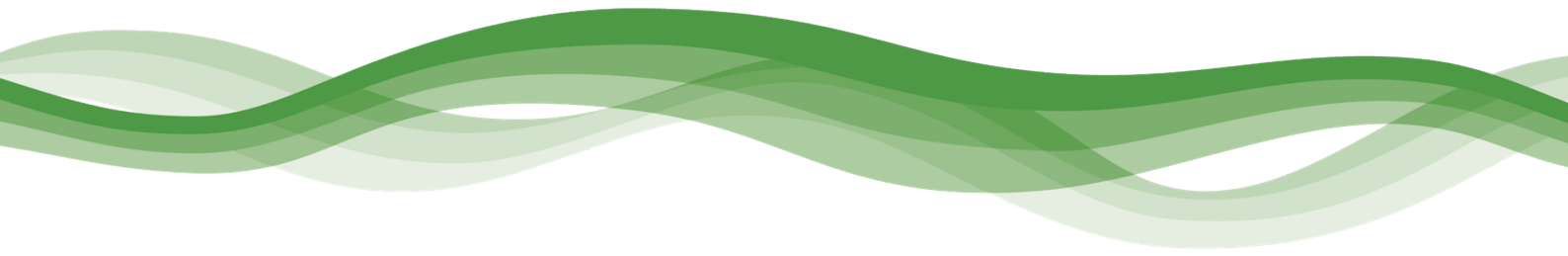
- a) High Street (from Sandford Park entrance to Townsend Street)
- b) Promenade (from High Street to Montpellier Walk)
- c) Clarence Street
- d) North Street
- e) Pittville Street
- f) Regent Street
- g) Rodney Road
- h) Winchcombe Street (from High Street to Warwick Place)
- i) Imperial Square
- j) Montpellier Walk
- k) Montpellier Street
- l) Warden Hill Road (within 100 metres of frontage to Bournside School), both sides of the road in any direction, except in the lay-by opposite to number 89, during the period half an hour before school opening to 1 hour after closing during school terms).
- m) Loweswater Road (from the junction with Alma Road to the junction with Langdale Road during the above period and times).
- n) Evesham Road and roads adjacent to Pittville Park.

2. Trading prohibited within 75 metres of the gates of all schools, except Bournside School (see Special Condition 1) on both sides of the road in any direction during the period half an hour before school opening to one hour after closing during school terms.

3. The consent holder shall not, without the prior permission of the Council, trade in any particular location for more than 30 minutes at any one time and shall not return to that particular location, or any position in the immediate vicinity thereof (which expression shall be as interpreted by the Council), within 2 hours of leaving it.

4. The consent holder shall comply with all traffic regulations, rules, orders and directions which apply to the public highways on which he trades.

5. The consent holder is required to comply with the Code of Practice on Noise from Ice Cream Van Chimes, etc. 1982 or any modification or re-enactment thereof.




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rev.	date	description	by
 <b>CHEL TENHAM</b> BOROUGH COUNCIL Environment and Regulatory Services Municipal Offices Promenade, Cheltenham, Gloucestershire Tel: 01242 264328 Fax: 01242 264328			
PROJECT Street Trading Licenses			
TITLE Sheet 4 Promenade			
CLIENT CBC Licensing			
scale		status	
date		drawing number	
CBC_E&RS_T_28_P_04		revision	







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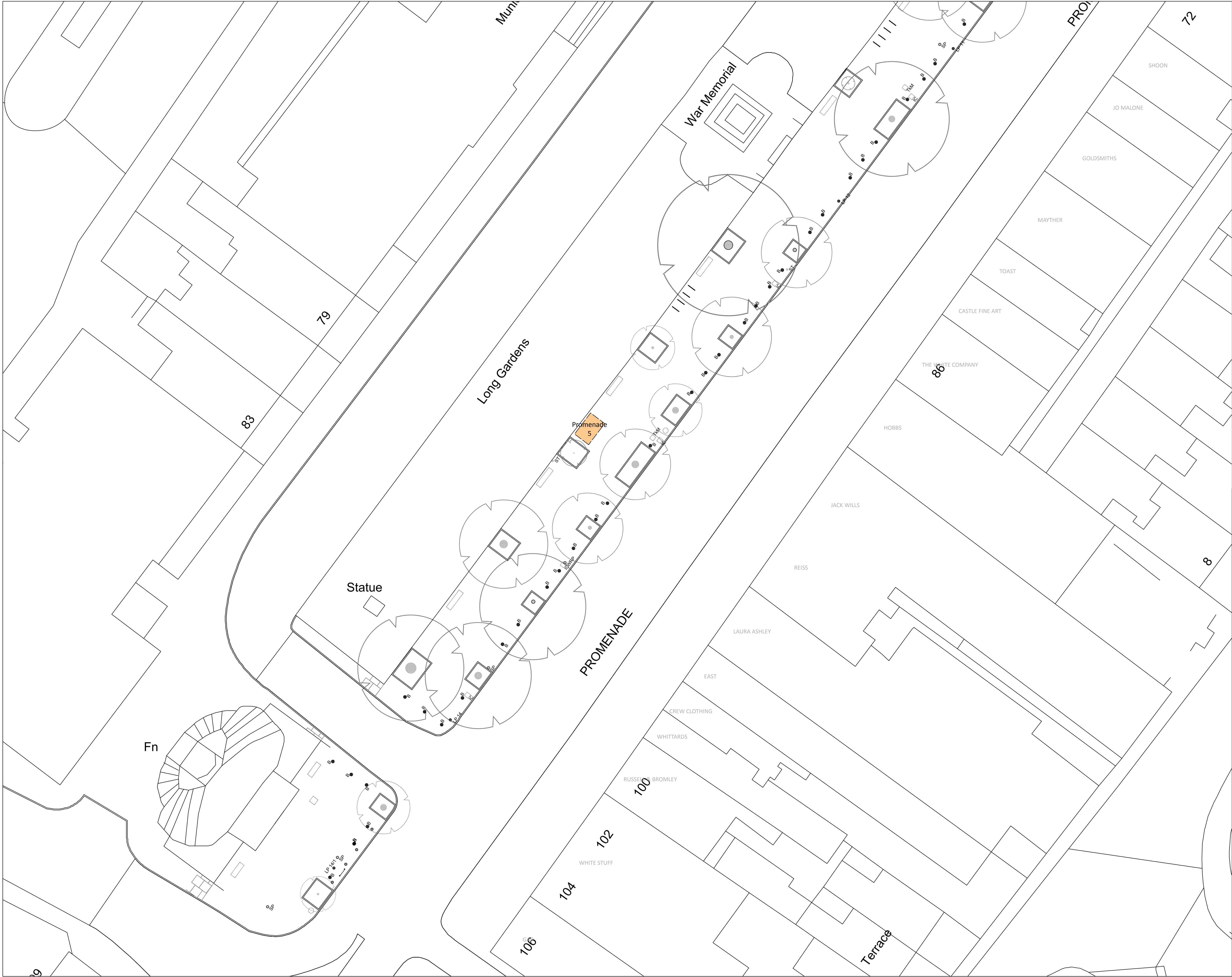
Environment and Regulatory Services  
Municipal Offices  
Promenade, Cheltenham, Gloucestershire  
Tel: 01242 264328 Fax: 01242 264328

PROJECT	Street Trading Policy
TITLE	Sheet 5 Promenade
CLIENT	CBC Licensing

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drawing number	revision	
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Environment and Regulatory Services

Municipal Offices

Promenade, Cheltenham, Gloucestershire

Tel: 01242 264328 Fax: 01242 264328

PROJECT

Street Trading Policy

TITLE

Sheet 6 Promenade

CLIENT

CBC Licensing

scale	status

drawing number	revision
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Tel: 01242 264328 Fax: 01242 264328

PROJECT  
Street Trading Policy  
TITLE  
Sheet 2 High Street  
CLIENT  
CBC Licensing

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drawing number		revision
CBC_E&RS_T_28_P_02		







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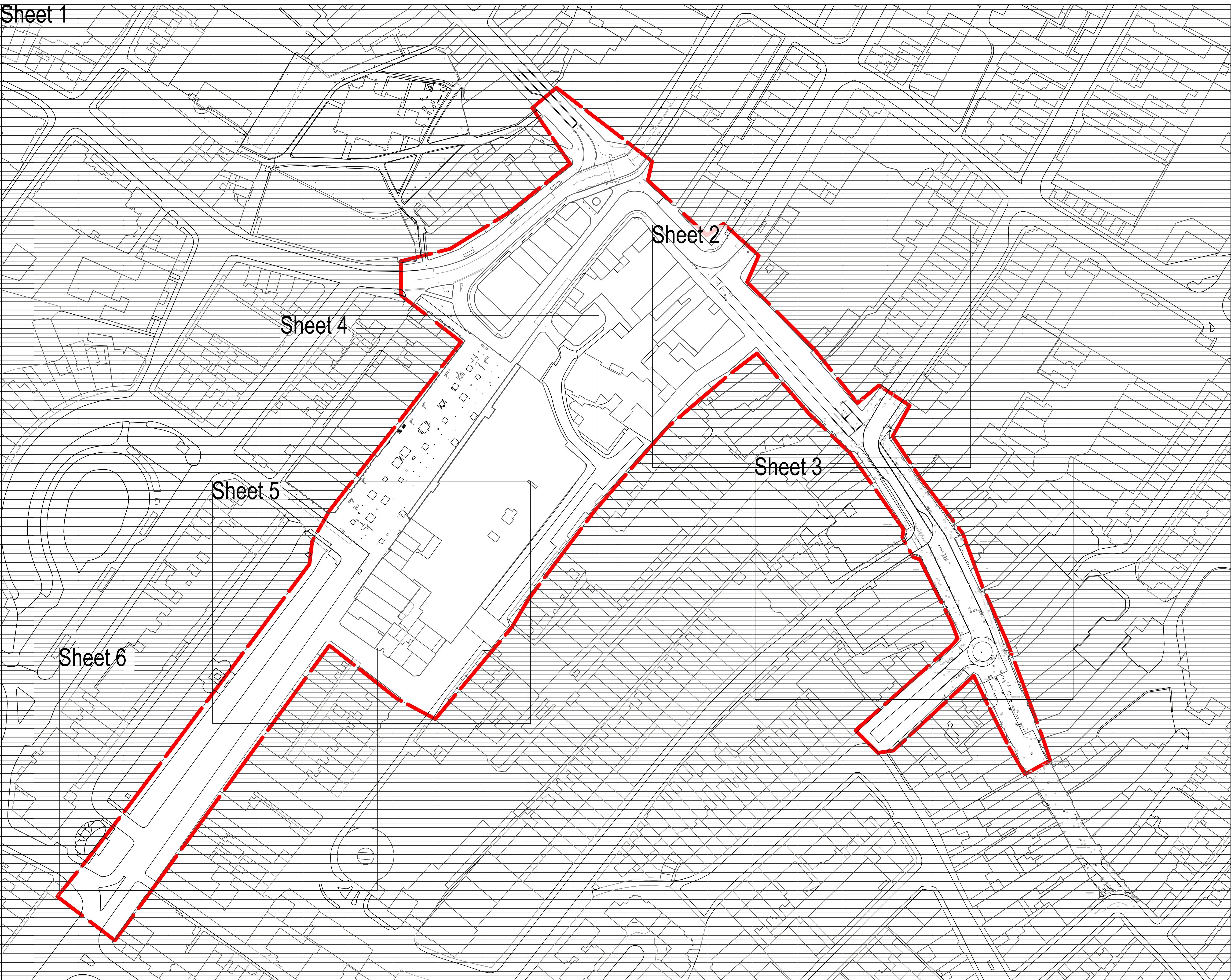
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PROJECT Street Trading Policy	
TITLE Sheet 3 High Street	
CLIENT CBC Licensing	
scale	status
date	
drawing number CBC_E&RS_T_28_P_03	revision





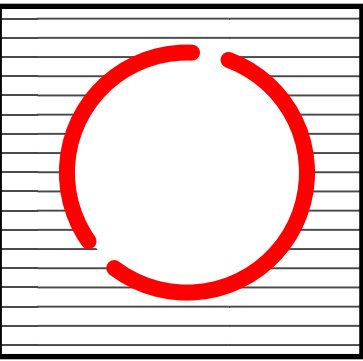


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zone of street trading policy control

refer to individual sheets to see supported street trading pitches

rev.	date	description	by



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Promenade, Cheltenham, Gloucestershire  
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PROJECT	Street Trading Policy
TITLE	Sheet Key Plan
CLIENT	CBC Licensing

scale	status
date	
drawing number	revision
CBC_E&RS_T_28_P_01	





## Cheltenham Borough Council Cabinet – 16 June 2015 Affordable Housing Partnership and Preferred Providers

<b>Accountable member</b>	<b>Cabinet Member Housing, Councillor Peter Jeffries</b>
<b>Accountable officer</b>	<b>Martin Stacy, Lead Commissioner – Housing Services</b>
<b>Ward(s) affected</b>	<b>Swindon Village, Leckhampton, Warden Hill</b>
<b>Key</b>	<b>Yes</b>
<b>Executive summary</b>	<p>The Joint Core Strategy (JCS) as submitted for examination, details the requirement to plan for approximately 30,500 new homes across the JCS areas of Gloucester, Cheltenham and Tewkesbury over the plan period to 2031. This plan includes provision to support the otherwise unmet housing needs of Cheltenham and Gloucester. Specifically, the plan includes a number of Strategic Allocations (as detailed in Parts 3 and 6 of the Joint Core Strategy) which will contribute towards meeting the housing needs (including the affordable housing needs) of the urban authorities.</p> <p>It is proposed that an Affordable Housing Partnership made up of the three Local Housing Authorities across the JCS area is formed to oversee the delivery, allocation and management of affordable housing delivered on the Strategic Allocations. (Please see Appendix 2 of this report for the draft Terms of Reference). The formation of such a partnership is supported by the Joint Core Strategy at paragraph 4.13.11 (pg.93 of the submission version).</p> <p>The aim of the Affordable Housing Partnership will be for the three Authorities to work collaboratively to oversee the delivery of new affordable homes and to agree cross-boundary lettings arrangements. Once agreed these new lettings arrangements will then be brought back to Cabinet for approval. The Affordable Housing Partnership's outcomes will be as follows:</p> <ol style="list-style-type: none"> <li>1. To maximise the delivery of new affordable housing and to ensure the unmet affordable housing needs of Cheltenham and Gloucester are supported by the Strategic Allocations.</li> <li>2. To create a framework that enables new communities to become and remain cohesive and sustainable.</li> </ol> <p>In order to support these outcomes, it is envisaged that Registered Providers with an interest in delivering and/or managing new affordable housing within the JCS area's Strategic Allocations will have to demonstrate to the Affordable Housing Partnership's satisfaction that they meet minimum acceptable standards in delivering services such as housing management</p>

and community involvement.

It is proposed that these Registered Providers will be assessed in accordance with the evaluation criteria outlined in Appendix 3.

Developers will be urged to work with our Preferred Providers on the delivery of new affordable housing across the Strategic Allocations through our s.106 negotiations.

The decision whether to continue to have a Preferred Provider list will be reviewed every 5 years by Cabinet (or sooner if requested by the Affordable Housing Partnership). If the decision is to continue with the list, the Affordable Housing Partnership will carry out a further exercise to appoint Preferred Providers.

**Recommendations**

- 1. To approve the Authority establishing an Affordable Housing Partnership with Gloucester City Council and Tewkesbury Borough Council to oversee the delivery of affordable homes across the Strategic Allocation Sites within the Joint Core Strategy area over the JCS Plan Period.**
- 2. To approve the Authority establishing a list of preferred providers of affordable housing for a period of up to 5 years across the Strategic Allocation Sites within the Joint Core Strategy Area jointly with Gloucester City Council and Tewkesbury Borough Council**
- 3. Delegate authority to the Lead Commissioner, Housing Services to evaluate and select Preferred Providers for the delivery and/or management of new affordable housing on the Strategic Allocation Sites, noting that the selection will be carried out jointly with Gloucester City and Tewkesbury Borough Councils and that the Councils will enter into a memorandum of understanding with the preferred providers**

<p><b>Financial implications</b></p>	<p>Up to £3,500 has been made available from the Authority's Homelessness Prevention Fund grant income to contribute towards financing the provision of an external consultant to assist in:</p> <ol style="list-style-type: none"> <li>1. Evaluating consultation feedback from developers and Registered Providers on our proposed approach to selecting Preferred Providers, and</li> <li>2. Assessing the submissions made by Registered Providers applying to become the Local Authorities' Preferred Providers.</li> </ol> <p>The costs of the consultancy work will be met jointly by the three Local Authorities, with Gloucester City Council and Tewkesbury Borough Council also each contributing a maximum of £3,500.</p> <p>Registered Providers that are successful in becoming Preferred Providers will also each be required to pay a £500/year membership fee to help contribute towards the costs in setting up these Preferred Provider arrangements along with ongoing running costs. Total costs incurred will be reviewed annually and reported to Preferred Providers via the Affordable Housing Partnership.</p> <p>The Department of Communities and Local Government has also awarded Gloucestershire County Council £15,000 Capacity Funding to assist in the delivery of affordable housing across the Strategic Allocations, with potential further amounts to be awarded, subject to approval. It has been agreed with the County Council that this funding will be used by the three Local Authorities to support the delivery of the Affordable Housing Partnership's outcomes.</p> <p><b>Contact officer: Sarah Didcote,</b>  <b>sarah.didcote@cheltenham.gov.uk, 01242 264125</b></p>
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<b>Legal implications</b>	<p>The establishment of a list of preferred housing providers is not a procurement which is covered by the Public Contracts Regulations 2015 but the councils will carry out a selection process following their respective contract procedure rules.</p> <p>The councils will enter into an agreement with the chosen registered providers which will set out the objectives and roles of the registered providers. As the registered providers are not providing a service to the council, a formal legally binding agreement will not be prepared; instead there will be a memorandum of understanding between districts and Registered Providers.</p> <p>A Partnership Agreement between the three local authorities will be entered into which governs how the partnership will work. The term of the agreement will be until 31<sup>st</sup> December 2031. It will not be a partnership in law and it will not be a legal entity in its own right.</p> <p>The council cannot insist that developers work with preferred providers to deliver their affordable housing obligations; developers are able to put forward alternative providers to the council.</p> <p><b>Contact officer: Donna Ruck, donna.ruck@teWKesbury.gov.uk, 01684 272696</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>None as a direct result of this report</p> <p><b>Contact officer: Richard Hall, Richard.hall@chEltenham.gov.uk, 01242 774972</b></p>
<b>Key risks</b>	<p><b>As set out in the risk register</b></p>
<b>Corporate and community plan Implications</b>	<p>This decision will support our corporate objective of people living in strong, safe and healthy communities</p>
<b>Environmental and climate change implications</b>	<p>None as a direct result of this report.</p>
<b>Property/Asset Implications</b>	<p>As Cheltenham Borough Homes are contracted to deliver and manage Cheltenham Borough Council homes on the Council's behalf, the Council will be unable to acquire and manage new affordable homes on the Strategic Allocations if Cheltenham Borough Homes does not become a Preferred Provider.</p> <p><b>Contact officer: David Roberts@chEltenham.gov.uk</b></p>

## **1. Background**

- 1.1** The Joint Core Strategy as submitted for examination (the JCS) details the requirement to plan for approximately 30,500 new homes across the JCS area over the plan period to 2031. This plan includes provision to support the otherwise unmet housing needs of Cheltenham and Gloucester. Specifically, the plan includes a number of Strategic Allocations (as detailed in Parts 3 and 6 of the JCS and at Appendix 2 of this report) which will contribute towards meeting the housing needs of the urban authorities.
- 1.2** In order that a balanced housing market is achieved across the JCS area it follows that any future housing provision will also include an element of affordable housing and the JCS sets out a common Affordable Housing Policy (SD13), which seeks 40% affordable housing on sites of 10 or more residential units.
- 1.3** Given that some of Cheltenham and Gloucester's future affordable housing requirements will be provided on Strategic Allocations falling within Tewkesbury boundaries, it is necessary that a Cheltenham, Tewkesbury and Gloucester Affordable Housing Partnership is established to oversee the delivery, allocation and management of affordable housing on the proposed Strategic Allocations.
- 1.4** The formation of this Affordable Housing Partnership is supported by the JCS at paragraph 4.13.11 (pg.93 of the submission version).

## **2. The Affordable Housing Partnership (the Partnership)**

- 2.1** The aim of the Partnership is to bring about a collaborative approach to overseeing the delivery of new affordable homes within the Strategic Allocations and to establish, monitor and review cross-boundary lettings arrangements. Once agreed these new lettings arrangements will then be brought to Cabinet for approval. .
- 2.2** The Partnership's main outcomes are twofold:
- To maximise the delivery of new affordable housing and to ensure the unmet affordable housing needs of Cheltenham and Gloucester are supported by the Strategic Allocations.
  - To create a framework that enables new communities to become and remain cohesive and sustainable.
- 2.3** Registered Providers (RPs) can play a key role in creating communities that are cohesive and sustainable, and it will be expected that RPs will take a strengths-based approach to their work focussing in particular on the following outcomes:
- supporting tenants into education, training and employment,
  - promoting financial and digital inclusion
  - reducing fuel poverty
  - reducing social isolation
  - promoting community engagement
  - tackling anti-social behaviour
  - tackling poor waste management by tenants
- 2.4** The Partnership will seek to ensure that RPs wishing to deliver and/or manage new affordable housing on the Strategic Allocations can support these outcomes. A key mechanism by which these outcomes can be achieved will be through the proposed Preferred Provider arrangements.

## **3. Preferred Provider Arrangements**

- 3.1** RPs with an interest in providing and/or managing new affordable housing within the Strategic

Allocations will be invited to bid for Preferred Provider status, and will be selected according to the evaluation criteria detailed in Appendix 2 of this report. This includes but is not limited to evaluating:

- Their capacity to deliver new affordable housing across relevant sites
- The strength of their housing management capabilities
- Their ability to engage and involve local communities so that they can become and remain cohesive and sustainable

**3.2** RPs selected as Preferred Providers for the Strategic Allocations will be invited to work with the Affordable Housing Partnership and together with the Local Housing Authorities they will work towards achieving the Partnership's outcomes, as detailed within Sections 2.2 and 2.3 above.

**3.3** Preferred Providers may then (if they wish) chose to enter into consortium arrangements with other Preferred Providers. RPs intending on entering into a consortium arrangement will be given the opportunity to clarify their intentions as part of the Preferred Provider Evaluation Process. It is therefore plausible that preferred providers working with the Partnership will be made up of one or more consortia, as well as one or more other RPs working independently and in direct competition other preferred providers.

**3.4** Developers will be asked to select a number of Preferred Providers from the approved list. This competitive element will ensure that developers will still receive a competitive price for the affordable homes, and this in turn will increase the likelihood of developers agreeing to work with our Preferred Providers.

## **4. Reasons for recommendations**

**4.1** The rationale for selecting a number of Preferred Providers to deliver and manage the homes and communities within the Strategic Allocations is to 'raise the bar' and prevent a 'free for all' from Registered Providers of any standard competing for the delivery of affordable housing in these areas. Capacity to deliver new affordable housing competitively is important – but equally important is the ability of RPs to invest in developing and sustaining strong and resilient communities both during and after development is complete.

**4.3** RPs selected as having Preferred Provider status will have demonstrated to the Local Authorities' satisfaction that they can deliver and manage affordable homes and their communities to an acceptable standard. This will in turn provide the Authorities with confidence that the Partnership's outcomes can be met.

## **5. Alternative options considered**

### **5.1 Leave it to the open market to decide**

**5.1.1** An alternative option is to allow RPs, regardless of their track record in housing management and community involvement to make bids to developers on the Strategic Allocations independently of each other or within consortia of their own making. By allowing this the Local Authority would have no influence in determining which RPs are successful in their bids to developers. This is undesirable as it may result in RPs being selected by developers who are stronger on the delivery of new affordable housing, but are potentially weaker in terms of their housing management and community involvement capabilities.

**5.1.2** There is also a potential lost opportunity for strategic alignment and joint working between RPs who are successful with their bids to developers and their local housing authorities

### **5.2 Select one RP/Consortium for the whole JCS area**

**5.2.1** This approach may have some advantages in that by having a smaller number of RPs to work



with it will be easier for the Partnership to agree on some or all of its priorities. This would however also bring greater risks in that developers are less likely to work with the RP/consortium if there is no other competition within the Partnership.

## 6. Consultation and feedback

- 6.1** The formation of the Affordable Housing Partnership and the proposed selection of Preferred Providers are supported by the JCS Cross Boundary Programme Board, which is made up of Chief Executive Officers from the three Local Authorities.
- 6.2** Consultation has been undertaken with developers and their agents who have an interest in the strategic allocations. The one agent that provided formal feedback was unsupportive of a preferred provider approach for a number of reasons, some of which related to the robustness of the Strategic Housing Market Assessment - which will be dealt with separately through the Joint Core Strategy Public Examination, whilst other concerns were around their belief that by restricting competition this would by definition affect scheme viability. Advice from the Partnership's consultant, who was recruited to consider consultation feedback, is that this developer's view about scheme viability being automatically affected is without justification. Nevertheless, it is important for the Partnership to find ways of working constructively with all relevant developers, so we will look to modify our approach regarding the recruitment of preferred providers in light of these comments, for example by advertising more widely for expressions of interest.
- 6.3** The Partnership has also received informal feedback from other developers who have been more open to our proposed approach. They have seen the benefits that a preferred provider approach can bring to the long term sustainability of an area and that this can support the saleability of their market housing in later phases.
- 6.4** Consultation has also been undertaken with Registered Providers currently owning or managing stock within in the JCS area. All those who fed back are broadly supportive of our approach, although some have made comments about the draft Evaluation Questionnaire which we will therefore review prior to us inviting expressions of interest.

## 7. Performance management –monitoring and review

- 7.1** The Partnership will meet on a regular basis (initially monthly) to oversee the implementation of its outcomes. The Partnership will undertake an annual review of progress against its outcomes and priorities.
- 7.2** The Preferred Provider arrangements will be reviewed at least every 5 years or as agreed by the Partnership (and subject to Cabinet approval).

<b>Report author</b>	<b>Contact officer: Martin Stacy, Lead Commissioner – Housing Services</b>  <b>Email: martin.stacy@cheltenham.gov.uk,</b>  <b>Tel: 01242 775214</b>
<b>Appendices</b>	1. Risk Assessment  2. Affordable Housing Partnership Terms of Reference  3. Preferred Partner Evaluation Criteria  4. The Joint Core Strategy Strategic Allocations
<b>Background information</b>	



The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the Local Authority evaluates and selects Preferred Providers, then one or more Registered Providers with a strong strategic interest in delivering new affordable housing on the Strategic Allocations may not be selected	Martin Stacy	24.4.15	3	3	9	Reduce	<p>All RPs who own or manage housing stock within the JCS area have been consulted on the formation of the affordable housing partnership and its approach to selecting its preferred providers. Through this consultation process RPs have helped to inform the approach being proposed (see section 6 of the report)</p> <p>An external consultant has been appointed by the three Local Authorities to advise and assist in the selection of Preferred Providers and to ensure that these decisions can be defended robustly.</p> <p>The pass mark for selection has been set as 'satisfactory' overall. High performing RPs should therefore be accepted, provided their submissions are</p>	31.8.15	Martin Stacy	

	<p>If the Local Authority selects Preferred Providers, then developers may decide not to engage with them and instead award contracts to other Registered Providers</p>	Martin Stacy	24.4.15	3	4	12	Reduce	<p>undertaken diligently.</p> <p>All developers and their agents with an interest in the Strategic Allocations have been consulted on our approach to selecting preferred providers. Our proposed approach takes into account the priorities of the developers and seeks to find a common ground that ensures a competitive arrangement is maintained, whilst also ensuring that the key strategic outcomes of the Authority are supported.</p> <p>Developers will be encouraged to work with the preferred providers as part of the s106 affordable housing negotiations</p>	Ongoing	Martin Stacy	
	<p>If Registered Providers do not bid to become Preferred Providers then the Local Authority's ability to achieve its strategic outcomes will be compromised</p>	Martin Stacy	24.4.15	3	1	3	Accept	<p>The Council's approach to selecting Preferred Providers has been soft market tested with Registered Providers, and they are broadly supportive of our approach</p>	31.8.15		

## **Gloucester, Cheltenham and Tewkesbury Affordable Housing Partnership Terms of Reference**

### **The Partnership Aims**

- To work in collaborative partnership to deliver affordable housing across the districts
- To work with partners, stakeholders and local communities to ensure that the affordable housing delivered reflect the needs of the districts, that provide choice of affordable housing options and helps to create inclusive, mixed communities.
- To agree cross-boundary lettings arrangements for new affordable homes.
- To act as a consultative body for the future development of local Housing Strategies and Local Plans and Supplementary Planning Documents with regards to affordable housing.
- To act as a sounding board for the sharing of good practice in respect of housing management and development practices.

### **Outcomes**

- To maximise the delivery of new affordable housing for each local authority.
- To create a framework that enables new communities to become and remain cohesive and sustainable.

### **Membership**

During the early stages of developing the Partnership we will be comprised of representatives from the Gloucester, Cheltenham and Tewkesbury Local Housing Authorities. During this time we will actively engage with members of the JCS area's Registered Provider Forum and the Homes and Communities Agency for consultative purposes.

Once the Preferred Affordable Housing Partners are in place the Partnership will then be comprised of representatives from the following organisations:

- Cheltenham Borough Council
- Tewkesbury Borough Council
- Gloucester City Council

The Partnership will , invite other stakeholders to attend partnership meetings as required, including Preferred Affordable Housing Providers and the Homes and Communities Agency.

### **Partnership Development Activities**

During the development of the Partnership there are initially 2 key activities which we will focus on:

1. To develop and establish Preferred Housing Providers for the delivery of affordable housing across the districts.
2. To agree cross-boundary lettings arrangements for the provision of affordable housing.

### **Our Priorities**

Once the Preferred Housing Providers are agreed, the Partnership will work to achieve the following objectives:

1. To identify and maximise funding opportunities to aid the delivery of new affordable housing where appropriate.
2. To deliver new affordable housing according to assessed needs to include agreement of tenure split, dwelling types and size.
3. To ensure as far as possible the standardisation of affordable housing clauses within Section 106 Agreements.
4. To deliver new affordable housing in a timely and coordinated manner across the build programme of each development.
5. To ensure new affordable housing is allocated, reviewed and monitored in accordance with agreed cross-boundary lettings arrangements.
6. To ensure a framework is in place which enables future community needs, including the housing needs of specific groups, to be identified and addressed.
7. To ensure the arrangements of the Preferred Housing Providers is regularly monitored and reviewed.
8. To promote housing from an equalities perspective, seeking social inclusion and routes away from welfare dependency.

## **Operational Matters**

The Partnership will meet monthly (unless otherwise agreed) and frequency of these meetings will be reviewed once Preferred Housing Providers are in place.

The Partnership will agree a Chair and Secretariat from Membership on an annual basis.

It is expected that appropriately authorised officers will attend meetings of the Partnership. Decisions which cannot be made by the representative present at the meeting must be made clear at the time and the Partnership will agree a timescale for when the decision will be made.

Decisions made by the Local Housing Authorities will be by consensus. Where this cannot be achieved the matter will be referred to senior management of each organisation who will confer to reach an agreement on the course of action to be taken.

The Partnership does not constitute a legal body in its own right and all decisions made must be fully delegated from the represented organisation, voted for or deferred back accordingly. The members attend as representatives of their own organisation to agree a consensus, working on behalf of their own organisation to achieve the strategic outcomes and priorities identified for the Partnership.

## **Review**

Terms of Reference of the Partnership will be reviewed annually.

There will be a formal outcomes review every 12 months to show how the Partnership is meeting its objectives and amend them when required by consensus to continue to achieve the above aims.

The Preferred Housing Providers arrangements will be reviewed at least every 5 years, or as agreed by the Local Authority members of this Partnership (subject to relevant constitutional approvals by the respective district authorities).

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### **Preferred Provider Evaluation Criteria**

Preferred Providers will be evaluated on questions relating to the following areas:

1. General information
2. Regulatory Compliance
3. Partnerships
4. Quality Assurance
5. Development of new affordable housing
6. Asset management and existing housing stock
7. Neighbourhood management
8. Community services and tenant involvement
9. Performance information
10. Meeting the Affordable Housing Partnership's outcomes

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## Appendix 4

Extract from Part 3 of the Joint Core Strategy (p37) detailing the geographical location of strategic allocation sites

<b>Strategic Allocations</b>	<b>Gloucester City Council</b>	<b>Cheltenham Borough Council</b>	<b>Tewkesbury Borough Council</b>	<b>Total number of proposed dwellings</b>
A1 Innsworth	-	-	1,250	1,250
A2 North Churchdown	-	-	532	532
A3 South Churchdown	-	-	868	868
A4 North Brockworth	-	-	1,500	1,500
A5 North West Cheltenham	-	2,225	2,560	4,785
A6 South Cheltenham/ Leckhampton	-	764	360	1,124
A8 MOD site at Ashchurch	-	-	2,225	2,225
<b>Total Delivery</b>	<b>0</b>	<b>2,989</b>	<b>9,295</b>	<b>12,284</b>

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## Cheltenham Borough Council

Cabinet – 16<sup>th</sup> June 2015

### War Memorial Restoration – Conservator's Report

<b>Accountable member</b>	<b>Councillor John Rawson, Deputy Leader of the Council and Cabinet Member for Finance</b>
<b>Accountable officer</b>	<b>Pat Pratley, Deputy Chief Executive</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<p>As part of the War Memorial restoration project a conservator has been commissioned. The conservator's role has been, initially, to review the state of the Memorial, identify options for its restoration and recommend the most appropriate approach to take. A budget of £100k to go towards the cost of restoration work has previously been approved by Council.</p> <p>The conservator has delivered his report, with recommendations and estimated costs, to the project team (Appendix A)</p>
<b>Recommendations</b>	<p><b>Cabinet is requested to approve the following recommendations</b></p> <ol style="list-style-type: none"> <li><b>1. To undertake a tender process to procure a contractor to restore the War Memorial based on the recommendations made in the conservator's report.</b></li> <li><b>2. To inscribe additional names on the War Memorial using proposed eligibility criteria detailed in the conservator's report and as outlined in section 4.2.2 of this report.</b></li> <li><b>3. To endorse the basic maintenance works programme as outlined in the conservator's report.</b></li> </ol>
<b>Financial implications</b>	<p>A budget of £100,000 was allocated by Council in the 2013/14 Revenue Outturn report towards the memorial restoration. The estimate of costs is within the approved budget.</p> <p>The costs of the ongoing maintenance plan will be met from the Programme Maintenance Reserve once built into the 10 year maintenance programme.</p> <p><b>Contact officer: Nina Philippidis, Accountant</b>  <b>nina.philippidis@cheltenham.gov.uk, 01242 264121</b></p>

<b>Legal implications</b>	<p>Ensure the tender process complies with the Council's Contract Rules and enter into a contract with the successful tenderer. Ensure that the council has obtained listed building consent and planning permission as necessary.</p> <p><b>Contact officer: Sarah Halliwell, Senior Legal Assistant</b>  <b>Sarah.Halliwell@tewkesbury.gov.uk, 01684 272692</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>No direct HR implications arising from the content of this report</p> <p><b>Contact officer: Julie McCarthy HR Manager, GO Shared Services</b>  <b>julie.mccarthy@cheltenham.gov.uk, 01242 264355</b></p>
<b>Key risks</b>	<p>If the public are unaware of adverse impact of annual cleaning the Memorial the perception may be that the Council are being disrespectful to the memory of the fallen.</p> <p>If the recommended maintenance schedule is not adopted then longevity of War Memorial may be compromised</p> <p>If skilled craftsmen are not available to complete the work within timescales then 11/11/18 deadline for completion may be missed.</p>
<b>Corporate and community plan Implications</b>	<p>The restoration of the War Memorial has been identified as one of the priority outcomes within the Council's corporate strategy to ensure 'Cheltenham's environmental quality and heritage is protected, maintained and enhanced' (env5)</p>
<b>Environmental and climate change implications</b>	<p>The process for the restoration of the War Memorial is driven by conservation requirements to ensure the longevity of the Memorial, but it is noted that the recommended cleaning method is to use only superheated steam rather than chemicals, which is welcomed. Other small environmental gains may be made during the project, for example from purchasing steel flashing which has recycled content and considering the type of bulb used in the new lantern heads.</p> <p><b>Contact officer: Gill Morris, Climate Change and Sustainability Officer, Gill.Morris@cheltenham.gov.uk, 01242 264229</b></p>
<b>Property/Asset Implications</b>	<p>The proposed works are effectively the second phase of works to the memorial.</p> <p>The conservator's recommended maintenance plan will be a condition of any external funding that maybe secured and will be incorporated into the 10 year maintenance programme.</p> <p><b>Contact officer: David Roberts, Head of Property Services, David.Roberts@cheltenham.gov.uk, 01242 264151</b></p>

## 1.0 Background

- 1.1 The War Memorial, which is a curtilage listed structure, has been and continues to be a significant feature within the townscape of Cheltenham, not only for public remembrance and civic occasions but also as a focal point for members of the community to pay personal tributes.
- 1.2 The War Memorial was unveiled on 21<sup>st</sup> October 1921, and commemorates 1284 Cheltonians who lost their lives during World War 1. Over the intervening years the stone carving has become increasingly worn and is now in need of some attention.
- 1.3 In July 2014 CBC commenced some refurbishment work on the site surrounding the Memorial. This included:
  - Remedial repairs and cleaning of the balustrade stonework
  - Improvements to surface-water drainage
  - Replacement of hard-standings (paving) within the curtilage of the balustrades
  - New lighting schemeWork was completed in September 2014.
- 1.4 The Council now wishes to continue with the restoration of the Memorial, the objective being to:
  - Restore the 1284 names currently carved on to the cenotaph
  - Restore the stone carvings on the cenotaph
  - Restore four existing bases to lanterns and reinstate four new, historically accurate, lanterns tops
  - Add the names of Cheltonians who died during the WW1 conflict and are not currently named on the cenotaph
  - Ensure that the nature of the restoration and future maintenance helps towards safeguarding the longevity of the War Memorial as a focus of remembrance and commemoration in the future.
- 1.5 The Council has allocated £100k from 2013/14 budget savings for the restoration, approved at the Council meeting of 21 July 2014.

## 2.0 Recent Activity

- 2.1 In March of this year CBC engaged accredited conservator's, Odgers Conservation Consultants (OCC), who have previously worked closely with the War Memorials Trust, particularly as authors of their guide entitled 'Advice On Maintenance Of War Memorials'. OCC have also undertaken restoration work on the Cenotaph at Whitehall.
- 2.2 OCC's role for CBC includes the development of the restoration project, management of the restoration contractor and production of a detailed maintenance schedule, should approval be given to move forward. They have initially been working with the Council to understand the War Memorial's history, structure and current condition and to develop options for restoration, This has involved investigations into archive material, physical survey and utilising experience of similar memorials. The outcome of this work has been to compile a report to present the

necessary information regarding the condition of the memorial, to explain the various options to be considered and recommended approach (Appendix A).

- 2.3 The report details how the Memorial came to be erected, describes the structure, the materials and the condition of each section and lettering. Greater detail on historic information and current state of the War Memorial can be found in sections 1-8 of the conservator's report (**Appendix 2**)

## 3.0 Options

- 3.1 OCC have described what can be achieved during the proposed restoration, as follows:

- Production of a detailed assessment and understanding of existing and future issues faced by the Memorial
- Establishment of the correct methodology to ensure the condition of the Memorial is as good as it can be, given that it is constructed of a natural material that will continue to weather
- Ensuring the highest quality of work is carried out.

- 3.2 They have, however, pointed out that there can be no guarantee that the current restoration activity alone will safeguard the longevity of the Memorial, without future regular maintenance and repair. This point has been highlighted in the key risks of this report

- 3.3 The report considers a number of potential options with regard to restoration, in section 9. Based on the experience of OCC, a proposed scheme of work has been identified from these options and is outlined in the summary, section 11. The recommended scheme has been made in the context of listed building considerations and grant aid opportunities to ensure that neither is compromised.

## 4.0 Conservator's Recommendations

- 4.1 From the options identified, the conservator has recommended the following approaches;

### 4.1.1 Structural Intervention

Cut out spalled stonework, remove underlying cramps and indent new stone

### 4.1.2 Mitigating Causes of Decay

Increase periods between cleaning  
Use only superheated steam for cleaning  
Insertion of rigid steel flashing above the inscription panels.

**Note:** The conservator recommends that an example flashing is produced and seen, in situ, prior to decision on its inclusion in the restoration work, being approved.

### 4.1.3 Restoration of Lanterns

Design and provide patterns for new lantern heads, based on archive evidence  
Manufacture and install 4 lantern heads



#### 4.1.4 Stonework Conservation

Various treatments to repair damage to stone cracks, joints and carvings

Clean stonework

Apply shelter coating to reduce further weathering

#### 4.1.5 Maintenance

Undertake recommended maintenance programme appropriate to the restoration approach, the detail of which will be agreed with the conservator during restoration. The basic maintenance schedule proposed in the report, is as follows:

Maintenance Activity	Regularity
Cleaning with DOFF or Thermatech superheated steam cleaner	Two to three years
Re---application of shelter coat	Five to six years
Assessment and repair of stonework including pointing, mortars	Five to six years
Continued treatment of lettering	Five to six years

Maintenance should be let as a term contract to a suitably experienced contractor with a proven track record.

**Cabinet is therefore requested to endorse the basic maintenance works programme as outlined in the conservator's report (Recommendation 3).**

#### 4.1.6 Restoration of Lettering

A variety of approaches are proposed, depending on the current state of each letter, these include:

Removal of the re-painting

Removal of resin

Re-cutting/sharpening letters

Re-filling letters with mortar

**Note:** The conservator recommends that small scale trials to be carried out on specified test area to identify precise techniques, provide more accurate pricing information and set realistic expectation for the Council. These test areas could be viewed by councillors prior to undertaking full restoration activity.

#### 4.2 **New Inscriptions**

4.2.1 Considerable work has been carried out by Gloucestershire Family Archives and a local historian into establishing whether the names on the memorial are an accurate record of those Cheltonians who lost their lives in World War 1 and it is believed that a number of names are missing. The original eligibility criteria, detailed within the Council minutes of 1919 and as designated by CWGC at the time, was as follows:

- Men fallen whilst engaged in active service during WW1 or who lost their life from injuries sustained in active service up until 31<sup>st</sup> August 1921

- Born or resided within the Borough of Cheltenham.

## 4.2.2 As explained in the OCC report (section 6 – New Inscriptions)

After consultation with the War Memorials Trust, War Graves Commission and project stakeholders, the project team wish to expand the criteria to include women and those who were born or resided within the current town boundary, unless their names are featured on memorials elsewhere. Advice received from the War Memorials Trust indicated that the following evidence must be in place:

- A copy of a military record
- A copy of an official birth, death or marriage certificate
- Confirmation that the individual is not commemorated on another local war memorial.

4.2.3 There are currently 8 additional names which will require inscribing on the memorial. On 19 May the Council launched a public appeal in an attempt to identify any other Cheltonians who are eligible to have an inscription added.

4.2.4 If Cabinet is minded to support the recommendation proposing additional names be added to the War Memorial, OCC has recommended the inscriptions be added on the lower part of the west elevation, where there have been an additional 31 names added previously.

4.2.5 **Cabinet is therefore recommended to approve the inscription of additional names on the War Memorial using proposed eligibility criteria detailed within the conservator's report and as outlined in section 4.2.2 of this report (Recommendation 2).**

## 5.0 Estimated Cost of Recommended Proposal

5.1 OCC has provided an estimated cost of works which is within the budget allocation made by Council. The details of these costs are attached in **exempt Appendix 3**.

5.2 Should the recommendations of the report be approved by Cabinet, the next steps will be as follows:

Conservator to prepare scope of works and schedule of services

Conservator to prepare project execution plan in discussion with CBC

Conservator to produce tender documents to be used by CBC to independently procure consultants and others as detailed in report.

5.3 **Cabinet is therefore recommended to approve a tender process to procure a contractor to restore the War Memorial based on the recommendations made in the conservator's report (Recommendation 1).**

## 6.0 Alternative Options Considered

6.1 If the Council were not to undertake the restoration works then the stonework and lettering would continue to deteriorate due to weathering to the point that the letter would become illegible. As a minimum the Council needs to reconsider the current maintenance regime and schedule in light of the conservator's findings.

6.2 The report contains a comprehensive list of options for restoration from which the

conservator has determined the most appropriate to meet the specific requirements of the war memorial and which will form the basis of the specification of works.

## 7.0 Consultation

- 7.1 Consultation has been undertaken with a number of key stakeholders in particular the War Graves Commission, War Memorials Trust, Heritage Lottery Fund and Gloucestershire Archives. A members' seminar was held on 19 May at which David Odgers presented his findings.
- 7.2 Members who attended the seminar were particularly impressed with the quality of the conservator's report and the care and consideration which had clearly been taken in the research and analysis performed.
- 7.3 The conservator, in his presentation, and as outlined in this report, recommended that some exemplars with regard to the lettering and the steel flashing as outlined in section 3 be undertaken prior to going out to tender. The purpose would be to establish the most appropriate methodology for these elements and to inform more precisely the specification.

## 8.0 Performance Management – Monitoring and Review

- 8.1 The contract for the restoration work will be awarded in accordance with CBC procurement guidelines and will be project managed by Odgers Conservation Consultants in accordance with their contract with CBC.
- 8.2 CBC Property Services will act as the client for the works.

<b>Report author</b>	<b>Contact officer: Jane Stovell, Project Manager</b> <b>jane.stovell@cheltenham.gov.uk, 01242 264367</b>
<b>Appendices</b>	<ul style="list-style-type: none"><li>1. Risk assessment</li><li>2. Conservator's report</li><li>3. Confidential conservator's estimated cost of recommended proposals (exempt)</li></ul>

## Risk Assessment

## Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1	If the conservator's recommendations are not understood by all members and not approved then it will not be possible to move forward with the procurement phase	Pat Pratley	30.5.15	4	1	4	Accept	1. Conservator report circulated all members and seminar held on 26.5.15. 2. Approval of the conservator recommendations by Cabinet.	16.6.15	Pat Pratley	
2	If a number of war memorial restoration projects are being undertaken across the country then the availability of skilled craftsmen may be compromised	Pat Pratley	30.5.15	4	3	12	Reduce	Undertake tender process as soon as practicable to secure appropriate timeslot for restoration works	11.9.15	Pat Pratley	
3	If the restoration approaches to inscriptions and mitigation works to lessen decay are not tested prior to procurement then the specification will be less clear, tender cost may increase due to uncertainty and the visual restoration expectations may not be as anticipated by members or the public	Pat Pratley	30.5.15	4	3	12	Reduce	Undertake test/exemplar works as explained in the report to demonstrate the visual impact of the restoration approaches	31.8.15	Pat Pratley	
4	If the recommended maintenance schedule is not adopted then longevity of the war memorial restoration work may be compromised	Garrie Dowling	30.5.15	4	3	12	Reduce	Property team will input into the specification working with the conservator to ensure that an appropriate maintenance approach is established.	30.11.15	Pat Pratley	

5	If members and the public are unaware of the impact of annual cleaning of the memorial then the perception may be that proper respect is not being paid to the memory of the fallen	Garrie Dowling	30.5.15	4	3	12	Reduce	Improve and enhance understanding of the approach being taken which has been based on the sound and experienced advice of one of the country's leading war memorial conservator's	Ongoing	Pat Pratley	
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#### Explanatory notes

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close

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## **RESTORATION OF CHELTENHAM WAR MEMORIAL**

### **Condition survey and conservation options appraisal**



**RESTORATION OF CHELTENHAM WAR MEMORIAL**  
**Condition survey and conservation options appraisal**  
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## 1. THE MEMORIAL – AN INTRODUCTION

The design and construction of the Cheltenham Town War memorial in 1921 was the culmination of a process that had been bedeviled by delay and indecision. The full story is summarized very effectively in '*A Condition Survey of Cheltenham Cenotaph War Memorial*' prepared for Cheltenham Borough Council in March 2011 by Centreline Architectural Sculpture.

This tells the story of the difficulties of choosing an appropriate site and of the thirty five designs that were submitted. Unfortunately, most of the archive material relating to these designs was destroyed in the fire that gutted the Municipal Buildings in 1960. Four designs were shortlisted and these varied from the flamboyant sculpture of H.H.Martyn (copies of the model are in the Cheltenham Art Gallery and in the Imperial War Museum) to the more austere granite monolith submitted by R.L.Boulton & Sons, a local masonry company.

At this stage, cost became the dominant issue. Appeals for funds had failed to reach the required level to be able to commission any of the designs so Boultons were asked to submit a revised scheme at a reduced cost. Thus the memorial that is seen today was constructed and unveiled on 1<sup>st</sup> October 1921.

The memorial is curtilage listed Grade II\* as part of the Municipal Buildings. Over the years, there have been a number of interventions and those who lost their lives in subsequent conflicts have been commemorated on inscriptions and plaques that are part of, or affixed to, the balustrade that surrounds the memorial.

The condition of this balustrade and the paving had deteriorated to such an extent that a major project of repair and conservation was carried out in 2014 as the first phase of an overall restoration of the memorial.

The second phase is the restoration of the memorial itself. This has the following objectives:

- Restoration of the 1284 names currently carved on to the memorial
- Restoration of the stone carvings of the memorial
- Restoration of four existing bases to lanterns and the reinstatement of four new historically accurate lantern tops
- Addition of names of Cheltonians who died during World War 1 and are not currently inscribed on the memorial
- Ensure that the nature of the restoration safeguards the longevity of the memorial as a focus of remembrance and commemoration into the next century.

This report has been compiled to present the necessary information regarding condition of the memorial and to explain the various options that need to be considered in order to achieve these objectives.



*Fig 1: The memorial from the west (1925)*



*Fig 2: The memorial from the south showing the clarity of letters (date unknown)*

## **2. ARCHIVE MATERIAL**

Although there is a certain amount of archive material available, the original papers relating to the original schemes and construction were lost in a fire at the Municipal Offices on Boxing Day 1960. The available on-line archive is shown in the tables below but there may be other materials available from other sources.



SOURCE	INFORMATION	DESCRIPTION	LOCATION
War Memorials Online	CHELTEMHAM MAIN MEMORIAL	About, condition, very basic information	<a href="https://www.war memorials online.org.uk/node/154826?search=search_map%3fsearch_value%3Dcheltenham%2520war%2520memorial">https://www.war memorials online.org.uk/node/154826?search=search_map%3fsearch_value%3Dcheltenham%2520war%2520memorial</a>
Website - War Memorials and Rolls of Honour of the Great War in the Cheltenham Area	Cheltenham War Memorial	list of all names on each elevation, dates, statistics,	<a href="http://www.remembering.org.uk/cheltenham-memorial.htm">http://www.remembering.org.uk/cheltenham-memorial.htm</a>
Book	Leaving All That Was Dear: Cheltenham and the Great War by Joseph Devereux, Graham Sacker	This book is intended as a Roll of Honour, of interest to those with an interest in Cheltenham and its environs, members of family and local history societies, genealogists, social and military historians, Great War and regimental researchers, librarians and archivists, and students in human resource studies.	<a href="http://www.amazon.co.uk/Leaving-All-That-Was-Deare/dp/0952938200">http://www.amazon.co.uk/Leaving-All-That-Was-Deare/dp/0952938200</a>
Book, availability in Cheltenham libraries	Leaving All That Was Dear: Cheltenham and the Great War by Joseph Devereux, Graham Sacker	as above	<a href="http://capitadiscovery.co.uk/gloslibraries/items/205858?resultsUri=http%3A%2F%2Fcapitadiscovery.co.uk%2Fgloslibraries%2Fitems%3Fquery%3DLeaving%2BAI%2BThat%2BWas%2BDeare%253A%2BCheltenham%2Band%2Bthe%2BGreat%2BWar%23availability">http://capitadiscovery.co.uk/gloslibraries/items/205858?resultsUri=http%3A%2F%2Fcapitadiscovery.co.uk%2Fgloslibraries%2Fitems%3Fquery%3DLeaving%2BAI%2BThat%2BWas%2BDeare%253A%2BCheltenham%2Band%2Bthe%2BGreat%2BWar%23availability</a>
BBC News website	Cheltenham's war memorial to be refurbished' July 2014		<a href="http://www.bbc.co.uk/news/uk-england-gloucestershire-28390841">http://www.bbc.co.uk/news/uk-england-gloucestershire-28390841</a>
Cheltenham Borough Council website	Cheltenham's War Memorial	info on restoration phases. Some useful links	<a href="http://www.cheltenham.gov.uk/info/200020/community_advice/1118/the_armed_forces/4">http://www.cheltenham.gov.uk/info/200020/community_advice/1118/the_armed_forces/4</a>
English Heritage Archives	TITLE	INFO	LINK
	The War Memorial, Cheltenham - Photograph, Black and white, 1921 - 1930	Low resolution scan £6.00. Suitable for reference, draft printing and web reproduction (subject to relevant permissions). Reference No. PC38022	<a href="http://www.englishheritagearchives.org.uk/Sin gleResult/Default.aspx?id=1736937&amp;t=Quick&amp;r=cheltenham+war+memorial&amp;io=False&amp;l=all">http://www.englishheritagearchives.org.uk/Sin gleResult/Default.aspx?id=1736937&amp;t=Quick&amp;r=cheltenham+war+memorial&amp;io=False&amp;l=all</a>
	The War Memorial, Cheltenham - Photograph, Black and white, 1921 - 1930	Low resolution scan £6.00. Suitable for reference, draft printing and web reproduction (subject to relevant permissions). Reference No. PC38023	<a href="http://www.englishheritagearchives.org.uk/Sin gleResult/Default.aspx?id=1736945&amp;t=Quick&amp;r=Cheltenham+war+memorial&amp;io=False&amp;l=all">http://www.englishheritagearchives.org.uk/Sin gleResult/Default.aspx?id=1736945&amp;t=Quick&amp;r=Cheltenham+war+memorial&amp;io=False&amp;l=all</a>
Gloucestershire Echo	ARTICLE TITLE	DESCRIPTION	LINK
	More than 100 names to be added to Cheltenham war memorial in Promenade' Feb 2015	More than 100 forgotten heroes' names could soon be added onto Cheltenham's war memorial in the Promenade.	<a href="http://www.gloucestershireecho.co.uk/100-names-added-Cheltenham-war-memorial-Promenade/story-25967093-detail/story.html">http://www.gloucestershireecho.co.uk/100-names-added-Cheltenham-war-memorial-Promenade/story-25967093-detail/story.html</a>
	State of Cheltenham war memorials 'disrespectful', chairman of Civic Voice says' July 2014	The condition of Cheltenham's most poorly-kept war memorials is "disrespectful" to the war veterans whose names they commemorate, according to a civic society	<a href="http://www.gloucestershireecho.co.uk/State-Cheltenham-war-memorials-disrespectful/story-21465568-detail/story.html">http://www.gloucestershireecho.co.uk/State-Cheltenham-war-memorials-disrespectful/story-21465568-detail/story.html</a>
	£450,000 plan to restore Cheltenham's war memorial to former glory' June 2014	To prevent the names of the fallen becoming illegible, Cheltenham Borough Council's finance chief, Councillor John Rawson (LD, St Peter's), will propose a £450,000	<a href="http://www.gloucestershireecho.co.uk/450-000-restore-Cheltenham-s-war-memorial-glory/story-21253802-detail/story.html">http://www.gloucestershireecho.co.uk/450-000-restore-Cheltenham-s-war-memorial-glory/story-21253802-detail/story.html</a>
	War veterans slam Cheltenham Borough Council for blocking off memorial on First World War centenary day' August 2014	War veterans were left 'flabbergasted' when they arrived at Cheltenham War Memorial to mark the start of the First World War only to find the monument boarded up.	<a href="http://www.gloucestershireecho.co.uk/War-veterans-slam-Cheltenham-Borough-Council/story-22121688-detail/story.html">http://www.gloucestershireecho.co.uk/War-veterans-slam-Cheltenham-Borough-Council/story-22121688-detail/story.html</a>
	Hoardings go up around Cheltenham's war memorial as restoration work begins' July 2014	Fences have been erected around the War Memorial in Cheltenham's for the start of restoration work.	<a href="http://www.gloucestershireecho.co.uk/Hoardings-Cheltenham-s-war-memorial-restoration/story-21741484-detail/story.html">http://www.gloucestershireecho.co.uk/Hoardings-Cheltenham-s-war-memorial-restoration/story-21741484-detail/story.html</a>
	Cheltenham's war memorial to be restored from Monday with LED lights and York stone' July 2014	The restoration marks the centenary of the First World War and the first stage will be completed by September 5, in time for Battle of Britain Day on 21 September and Remembrance Sunday.	<a href="http://www.gloucestershireecho.co.uk/Cheltenham-s-war-memorial-restored-Monday-LED/story-21661416-detail/story.html">http://www.gloucestershireecho.co.uk/Cheltenham-s-war-memorial-restored-Monday-LED/story-21661416-detail/story.html</a>
	Quango Unchained: We should not spend £450,000 on Cheltenham's war memorial. We must.' June 2014	Repairing the war memorial and remembering the sacrifices of the men and women who gave their lives for our freedom isn't something we "should" do. It is something we must.	<a href="http://www.gloucestershireecho.co.uk/Quango-Unchained-spend-450-000-Cheltenham-s-war/story-21254531-detail/story.html">http://www.gloucestershireecho.co.uk/Quango-Unchained-spend-450-000-Cheltenham-s-war/story-21254531-detail/story.html</a>
	Forensic solution used to tackle Cheltenham war memorial thefts' March 2013	WAR memorials in Cheltenham are being coated with an anti-theft solution to catch criminals who try to steal the metal plaques.	<a href="http://www.gloucestershireecho.co.uk/Forensic-solution-used-tackle-Cheltenham-war/story-18530638-detail/story.html">http://www.gloucestershireecho.co.uk/Forensic-solution-used-tackle-Cheltenham-war/story-18530638-detail/story.html</a>
	Brighter lights could shine on Cheltenham war memorial' December 2012	Brighter lights are set to shine on Cheltenham's war memorial as part of plans to give the landmark a makeover. Cheltenham Borough Council wants to place new, upward facing LED lights on the ground around the cenotaph to illuminate it and the surrounding memorial plaques in the Promenade	<a href="http://www.gloucestershireecho.co.uk/Brighter-lights-shine-Cheltenham-war-memorial/story-17556480-detail/story.html">http://www.gloucestershireecho.co.uk/Brighter-lights-shine-Cheltenham-war-memorial/story-17556480-detail/story.html</a>
	Intensive cleaning at Cheltenham war memorial' November 2012	SCAFFOLDING surrounds Cheltenham's war memorial as intensive cleaning takes place to prepare the monument for Remembrance Sunday.	<a href="http://www.gloucestershireecho.co.uk/intensive-cleaning-Cheltenham-war-memorial/story-17208463-detail/story.html">http://www.gloucestershireecho.co.uk/intensive-cleaning-Cheltenham-war-memorial/story-17208463-detail/story.html</a>

Perhaps the most relevant entry in the above table is the last reference to the 'intensive cleaning' that was scheduled to take place in November 2012. As with war memorials all over the country, the understandable desire to present a memorial in a clean state for Remembrance Day commemoration, means that a regular programme of cleaning is carried out in the autumn. Cheltenham war memorial has been no exception and it is known that recent cleaning has used 'jet washing'.

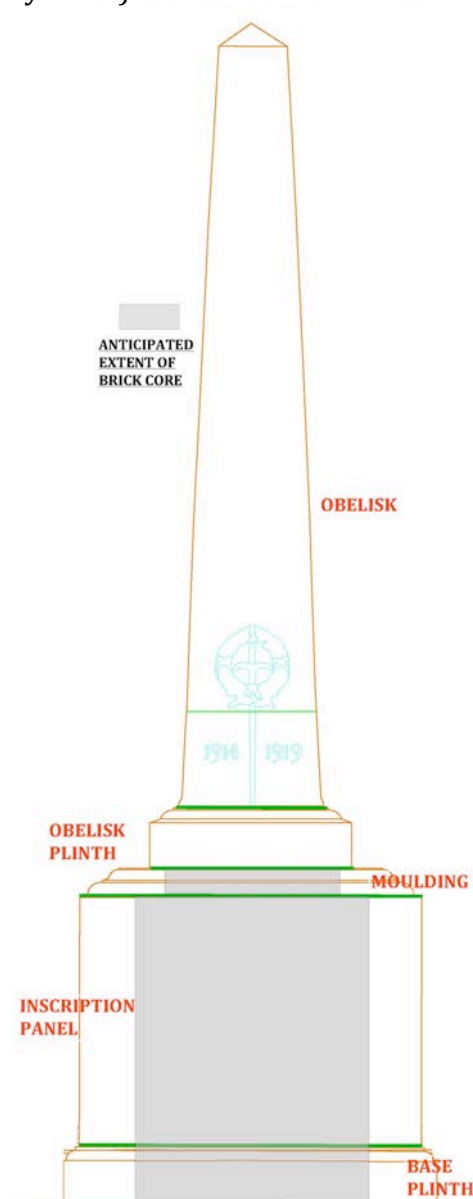


### 3. STRUCTURE

#### 3.1 Description of construction

As has been documented, the design of the Cheltenham War Memorial was simplified in order that its cost came within the budget constraints. The masonry company responsible for the design and construction (Boulton & Sons) revised their original scheme and came up with the simple obelisk (24' (7.3 m) high) set on a base (4' 6" (1.37m)) square in plan. The panels which formed the sides of this base were large enough to take the 1284 names inscribed.

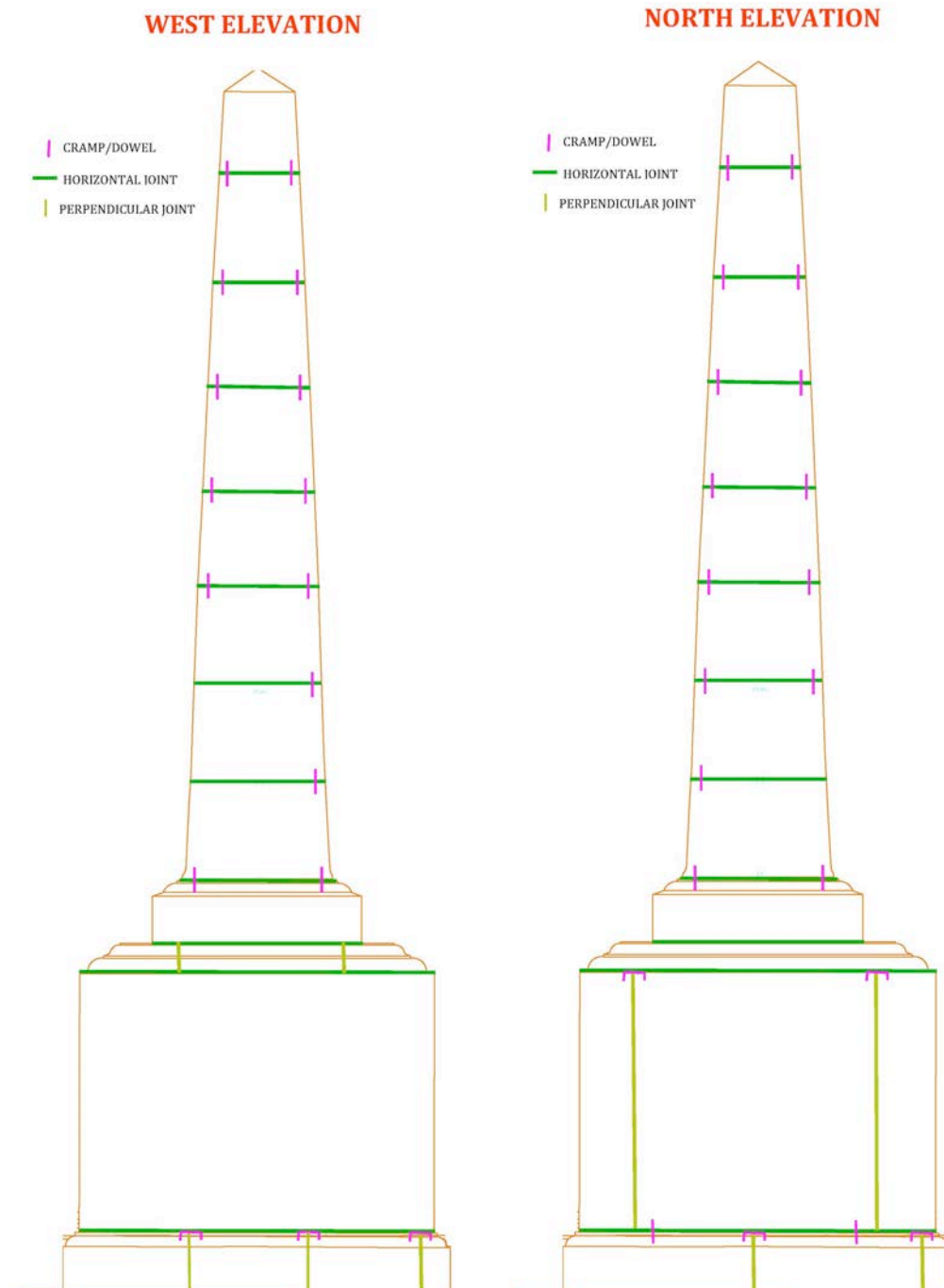
A schematic representation of the Memorial is shown in Fig 3. This shows how the base has a plinth, panels and panel moulding all built around a central core (which is almost certainly brick).



*Fig 3: schematic presentation of the memorial showing the various components used in the construction*

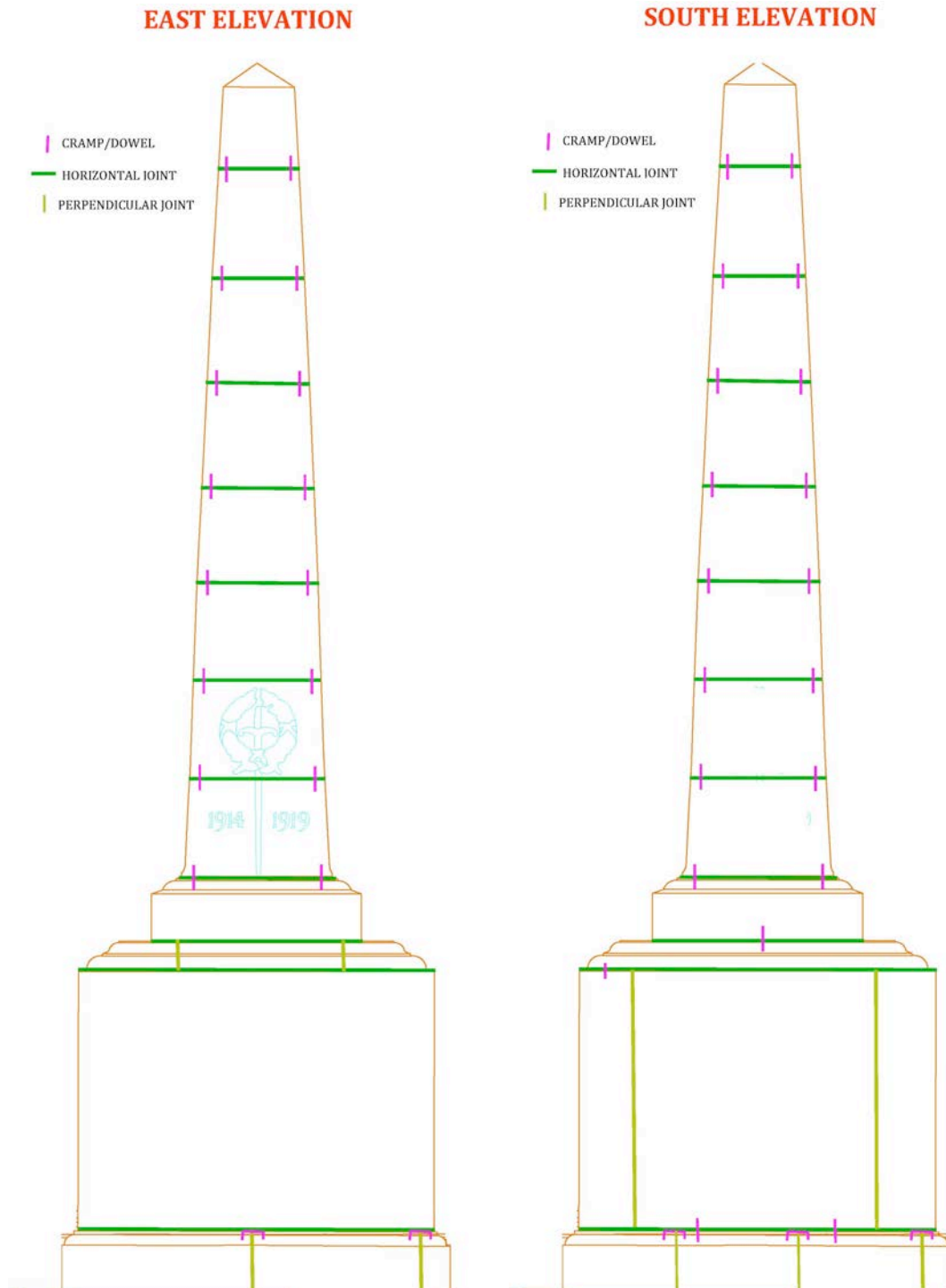


The base plinth is made up of ten stones each of which is secured to the adjacent one with a cramp. Figs 4 - 7 show the detailed construction of each elevation including the location of cramps as registered by a covermeter survey of the memorial.



*Figs 4 and 5: construction and cramps of west and north elevations*

The inscription panels on the west and east sides are made from a single stone with a depth of over 1' 3" (0.38 m); this dimension was established as the necessary width to receive a single column of inscriptions on the return (north and south) faces. Thus the smaller inscription panels on the north and south elevations contain four columns of names. These two smaller stones are secured to the base plinth using vertical dowels.



*Figs 6 and 7: construction and cramps of east and south elevations*

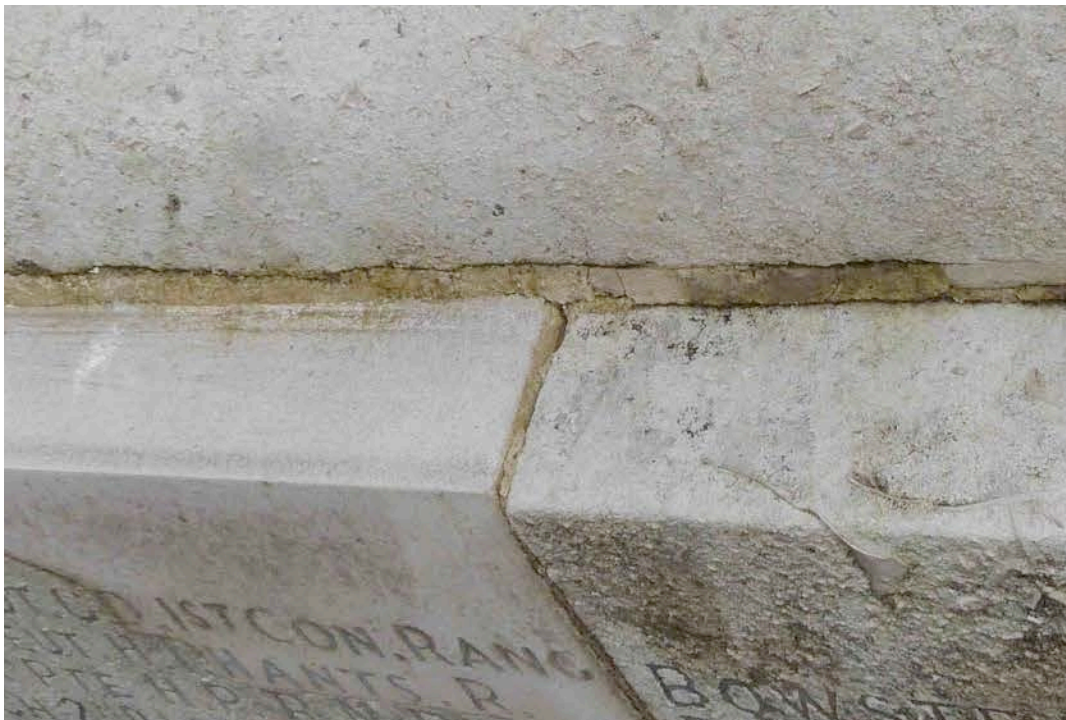
Above the inscription is a low moulded stone that makes the transition between the plinth and the obelisk. This moulding consists of a single stone on the north and south elevations with vertical joints on the east and west elevations. The monolithic obelisk plinth sits on top of the core and the moulding; this supports the eight courses of the obelisk, each course being a single stone. There appears to be a single dowel between the moulding course and the obelisk plinth (on the south side) and each course of the obelisk is secured to the one beneath with cramps at each corner. There seem to be a few exceptions (for example at the NW

corner) where no signal was received from the covermeter; this may be due to the cramp being at too great a depth to register on the surface mounted detector.

### 3.2 Structural condition

Overall the structure is in good condition. The Memorial continues to be upright and there are no signs of significant continuing structural issues. There is however some evidence of structurally related problems. These are:

- The west ends of both of the smaller inscription panels have moved slightly in relation to the plinth beneath. Measurement suggests a movement of 3 - 5mm outwards for each of the panels. This is despite (and perhaps because of) the dowels between these panels and the plinth. The result of this movement is shown in the small dislocation at the edge of the central inscription panels on the north and south sides (Fig 8).



*Fig 8: small dislocation between central panel on south side and adjacent stone*

- The central plinth stone on the west side has a vertical crack running immediately above the joint in the top step beneath (Fig 9). This suggests that there has been some minor settlement. The crack is not recent and does not appear to be developing.





*Fig 9: crack in moulded base plinth stone immediately above joint in step*

- On the north, east and south sides, there are slight spalls of stone adjacent to joints in the plinth (Figs 10 and 11). These are due to tensions that have built up due to corrosion and expansion of the cramps across the joints of the plinth.



*Fig 10 and 11: spalling of base plinth stone due to corrosion of cramps (south and north elevations)*

#### 4. STONEWORK

##### 4.1 Description and causes of decay

All of the visible stonework of the main memorial is constructed from a Portland Whitbed stone. The stone is described as '*an open textured oolitic limestone from the Portlandian formation (Jurassic). Formed from micrite (fine-grained calcium carbonate) ooids with a small quantity of micrite occurring as matrix. The shell fragments are elongated to rounded and are typically about 4mm across. The stone generally appears to be moderately compacted although the degree of compaction is variable. Most of the areas exhibit a fairly high intergranular porosity with interlinking of adjacent pores. In some areas ooids are fused or are surrounded by a sparse carbonate matrix*'.

Portland stone generally has a low saturation coefficient, a low microporosity and an open oolitic structure which performs well over long periods. Although each situation will be different, the stone will weather at between 1 and 4mm per 100 years but it could be greater depending on local levels of pollution, degree of exposure and cleaning or other interventions.

The stone on the memorial is generally of good quality with variable shell content. As shells do not tend to erode, they are a good indication of the degree of general erosion (Fig 12). On sections exposed to weathering (for example the horizontal (sky-facing) part of the moulding), the erosion is at least 3mm.



*Fig 12: detail of obelisk stone showing how shells (which do not erode) stand proud of adjacent eroded stonework*

Deterioration of the stone has occurred through a number of mechanisms including:

- Erosion through the action of rain (often acidic due to dissolved



- pollutants)
- Wetting/drying cycle causing expansion and contraction of clays within the stone (Fig 13)



*Fig 13: stonework on east side panel showing deterioration through clay swelling*

- Corrosion of cramps used in the construction of the memorial
- Original design of the memorial (Fig 14) which means that certain parts of the stonework remain saturated; this makes them susceptible to freeze/thaw cycles and microbiological growth within the stone.



*Fig 14: original design leading to saturation of inscription panel*

- Growth of microbiological material due to combination of damp stone, environmental conditions and nutrients from adjacent trees (Fig 15)



*Fig 15: detail of north side inscription panel showing algae growth and how it obscures inscription*

- Repeated cleaning of the memorial which has caused accelerated erosion and opened up the pores of the stone (Fig 16); this in turn encourages further microbiological growth (Fig 17).



*Fig 16: detail of stone (x50 magnification) showing how cleaning has opened up the surface pores of the stone*





*Fig 17: detail from north inscription panel showing how microbiological growth (green) has colonized deep within the pores of the stone*

## **4.2 Condition of stonework**

### **4.2.1 South elevation**

The condition of the plinth is generally good although there is some cracking of vertical pointing as well as the spalls in the stone adjacent to the joint (see 'Structure'). The inscription panel also has a repaired spall at the base (Fig 19). The stone of the inscription panel is generally sound but there is some algal staining and more general erosion at high level. The mortar joints are intact although there is some cracking and disruption in the vertical joint with the west elevation inscription panel. There are two indents in the return of the west elevation inscription panel and one in the corresponding stone on the east side.

The horizontal joint at the top of the inscription is cracked (Fig 20) and there is some mortar repair on the top (sky-facing) ledge. The moulding has a flat top surface where water tends to collect; as a result, it is generally eroded with localised cavities of up to 5mm depth; some of these are due to clay-rich pockets within the stone. The obelisk plinth also has erosion but not to such a great extent as water is able to run off easier.

The obelisk stones are generally sound with overall erosion of about 1 – 2mm; the evenness of the surface suggests that the surface may have been tooled off. This is supported by tool marks still visible on the third stone from the bottom (Fig 21) as well as a slight irregularity in the arris which does not have the precision that might be expected from the original masonry. The lowest stone has some slight surface deterioration and there is a very fine crack/shake in the stone just to the east of centre.



*Fig 18: general view of south elevation*



*Fig 19: detail of moulding showing cracked pointing*



*Fig 20: repair at base of inscription panel*



*Fig 21: vertical tool marks on obelisk stone*

#### **4.2.2 East elevation**

The plinth (which consist of three stones on this side) is generally sound with one of the stones being particularly shelly. The monolithic inscription panel has erosion and staining at high level and, at low level, there is some minor lamination of the surface. This appears to be due to a yellower clay-rich bed within the stone.



*Fig 22: overall view of east elevation*



The horizontal joint between the inscription panel and the moulding has previously been repointed but is now cracked (Fig 23). The moulding itself has two vertical joints; the mortar in both of these is cracked. The stone itself has general erosion but also a number of more localised cavities (Fig 24).

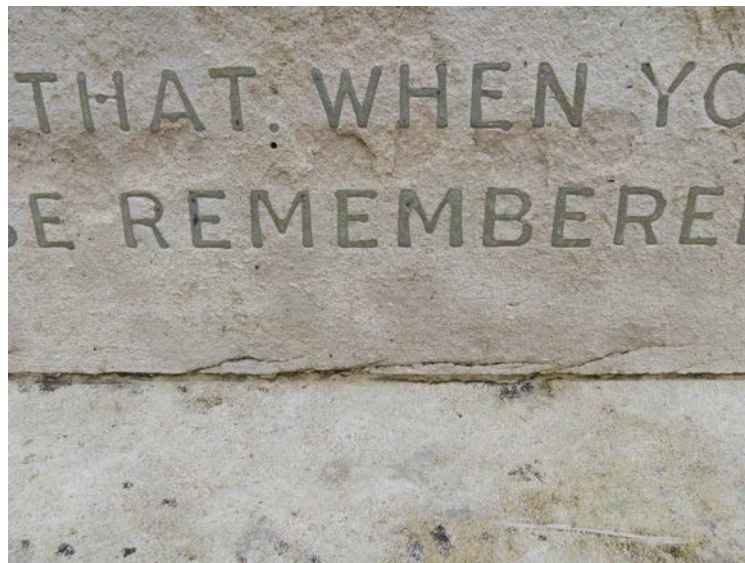


*Fig 23: cracked pointing at base of moulding*



*Fig 24: erosion of sky face of moulding*

The obelisk plinth stone, which contains an inscription, is quite eroded. The joint at the bottom of the stone is cracked and there are a number of minor cracks in the stone immediately above the joint (Fig 25). This seems likely to be due to thermal tensions arising from the very fine hard cement joint.



*Fig 25: cracks in stone adjacent to joint*

The obelisk stones are sound albeit eroded. There is again a discernible inaccuracy to the arris which suggest that the stones have been re-tooled but there is no evidence of this around the two lower stones, both of which have relief carvings. The wreath (Fig 26) and the sword (Fig 27) are sound except for the tip of the sword where there is slight lamination of the stone (Fig 28). The stone around the lower 'lip' is more generally eroded. The mortar in the joint between the lowest two stones of the obelisk is cracked.





*Fig 26: detail of wreath*



*Fig 27: detail of sword and date inscription*



*Fig 28: detail of deterioration at tip of sword*

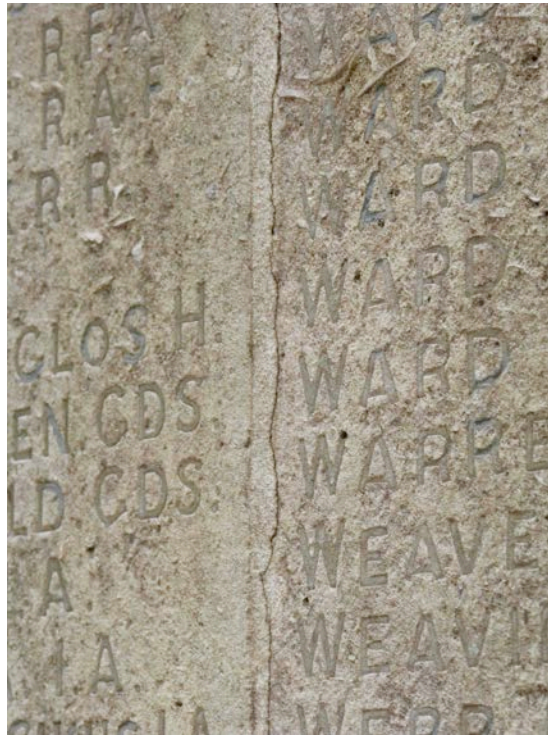
#### ***4.2.3 North elevation***

The plinth is generally sound but there are cracks in the pointing of both horizontal and vertical joints. There is a small spalled section of stone due to the corrosion of a cramp between stones of the plinth.



*Fig 29: overall view of east elevation*

The inscription panel is perhaps less eroded than on other sides. However, as this is north facing, it receives less sunlight and therefore remains wetter. This has allowed for more microbiological growth to become established. The eastern vertical joint is slightly cracked but the stones are flush. At the western vertical joint, there is a displacement of 2-3 mm between the two stones and the pointing in the joint is cracked (Fig 30).



*Fig 30: detail of vertical joint of inscription panel showing slight displacement and cracked pointing*

The mortar in the joint between the inscription panel and the moulding is cracked. The moulding stone has less erosion than on other sides but there are still some localised pockets of decay. The obelisk plinth has some erosion and microbiological deposits.

The north faces of the obelisk stones are generally sound but there is a noticeable increase in the amount of microbiological growth compared with other sides. There are a number of visible geological faults in the stone; the stone second from the bottom has a number of vertical natural fissures and the middle stone has a diagonal fault (Fig 31). The pointing between the stones appears sound.



*Fig 31: natural fault in obelisk stone*



#### 4.2.4 West elevation

The plinth stones are sound except for the vertical crack through the middle of the central stone immediately above the joint in the step (see 'Structure'). The pointing in both the vertical joints and the horizontal joint at the top of the plinth is cracked.



*Fig 32: overall view of west elevation*

The monolithic inscription panel has some staining at high level due to water run-off but the area beneath the protruding has differential staining. In general the protected areas are clean and without erosion but the exposed areas of the carving (lower half of shield and ribbon) are very worn and continue to decay (Fig 33). The lower section of the panel displays similar surface deterioration of clay-rich beds as was found on the corresponding stone on the east elevation.



*Fig 33: detail of carved shield*

The horizontal joint at the top of the inscription panel has been repointed but the mortar is now cracked. The moulding has general and localised erosion but is in sound condition overall. The vertical joints have previously been repointed but are now cracked (Fig 34) and there are some associated parallel cracks in the adjacent stone. The obelisk plinth is sound with some microbiological growth. The horizontal joint with the moulding is mostly intact but there are some cracks in the adjacent stone (Fig 35).



*Fig 34: detail of moulding showing cracked joints*



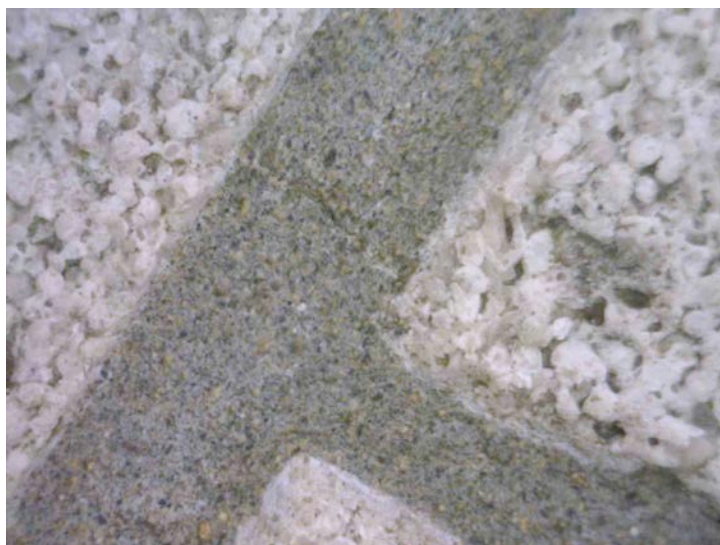
*Fig 35: detail of moulding and obelisk plinth showing cracks in stone*

The obelisk stones are sound; once again the arris has some variation which suggests re-tooling. The fine joints are mostly intact.

## 5. **LETTERING**

### 5.1 **Style of lettering**

The quantity and quality of the lettering on the memorial is a tribute to the masons who originally carried out the inscriptions. Each letter was cut with a 'V' shaped incision and then small holes drilled at the ends and at intersections of each stroke of a letter. This is a technique normally associated with lead lettering; soft lead would be tapped into the incision and the holes acted as a means of securing the lead. Finally the lead would be trimmed with a knife or chisel. Small holes have also been used for the dots between initials and for abbreviations.



*Fig 36: detail of mortar fill (x50 magnification) also showing faint white margin which is probably glue applied to lettering to aid adhesion*



It seems likely that lead lettering was the original intention but it is known that there was little money available during the design and construction so, instead of lead, the letters were filled with fine cement based mortar containing sand and some wood ash (Fig 36). This seems to have been applied over a thin coat of adhesive and then given a polished finish (Fig 37) to resemble lead. It may be that the mortar had a small amount of oil included in order to facilitate this polish.



*Fig 37: small section of original finish showing dark grey polished appearance*

## **5.2 Condition of lettering**

The current condition of the lettering is generally fair but many areas have suffered from a variety of effects that have combined together to make some areas of the inscriptions faint although still legible. Problems have arisen because of:

- Erosion and surface deterioration of the stone through weathering has left the mortar fill without support
- Erosion of the mortar through weathering
- Repeated cleaning of the lettering using high pressure water or other inappropriate methods has abraded both the stone and mortar

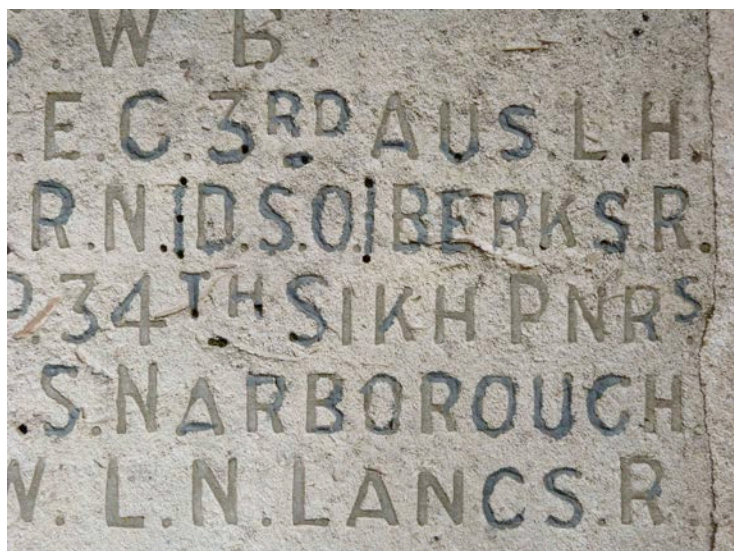
Over the years, there have been a number of attempts to improve the legibility of the lettering. This mostly has been carried out by using grey paint to fill areas of missing or fading mortar fill (Fig 40). However the erosion of the surface has meant that introducing a sharp precise line with paint has been impossible (Fig 41).



*Fig 38: detail of mortar fill missing from incision*



*Fig 39: detail showing erosion of both incision and mortar fill*



*Fig 40: typical example of repainting*





*Fig 41: detail of repainted lettering (x50 magnification) showing inaccuracy of line compared to precision of original (see Fig 36)*

A detailed analysis of the lettering has been carried out to try and quantify the extent of the following:

- Loss of infill (marked **orange** on drawings)
- Fading of incised detail (marked **blue** on drawings)
- Areas of repainting (marked **green** on drawings)

*Note: drawings have been intentionally manipulated to show up colours*

In addition, there are three sections on the south face that have been indented with new stone which has then been inscribed using a similar technique to that used originally. On the east face, there are also a number of names that have been re-filled using a hard grey resin. Unfortunately the letters do not match the originals in dimension or style so, as a consequence, they stand out from those around them.

### **5.2.1 South elevation**

This is exposed to the prevailing weather and therefore would be expected to suffer from increased erosion compared to the more protected east and north sides. It appears that the upper section of the stonework (where the lettering is generally obscured by algae and other microbiological growth) has quite extensive areas of re-painting and, towards the east side, there are more areas of faded incisions. The lower west quadrant is in better condition but the lower east quadrant has some localised areas where the infill is missing; this may be due to variations in the stone or excessive cleaning near the corner.





*Fig 42: upper west quadrant of south inscription panel*



*Fig 43: upper east quadrant of south inscription panel*



BARRETT 2ND LT W. M. J. R. WAR. R.  
 BARTON PTE. C. F. AUS. INF.  
 BASTIN 2ND LT E. C. R. WAR. R.  
 BASSETT SGT. A. E. CAN. F.  
 BATES BUC. H. J. 43RD CAN. HOPS  
 BATTEN PTE. E. C. L. S. AFRICANS  
 BAYLEY CPL. A. C. 16TH CAN. I.  
 BEACH W. C. H. M. S. INDEFATIGABLE  
 BEARD PTE. H. R. M. L. I.  
 BEARD PTE. C. A. DORSET R.  
 BEACHAM SGT. F. L. R. F. A.  
 BEAK L. CPL. D. E. HANTS. R.  
 BEAMES CPL. W. E. LEINSTER R.  
 BEASLEY PTE. J. TRAINING RES.  
 BELCHER PTE. A. S. 4TH CAN. R. M. R.  
 BELL LIEUT. E. W. D. O. WELL R.  
 BENDALL PTE. L. HEREFORD R.  
 BERRY L. CPL. W. A. R. E.  
 BEST CPL. A. F. CAN. E. F.  
 BIDDLE L. CPL. W. W. R. M. L. I.  
 BILLINGS PTE. S. W. 19TH R. FUS.  
 BIRT PTE. A. E. R. A. M. C.  
 BISHOP DVS. S. R. F. A.  
 BISHOP CPL. C. A. A. R. A. M. C.  
 BLACKPOOL REN. S. K. R. R.  
 BLACKMORE PTE. C. A. J. WELSH F.  
 BOULTON 2ND OFF. H. D. R. N.  
 BOURNE ST. SGT. R. S. R. E.  
 BOWCHER CAPT. W. H. 2ND MANCH. R.  
 BOWDEN SGP. E. L. NZ R. E.  
 BOWEN L. CPL. C. E. M. C. C.  
 BOWLE EVANS COM. S. R. N.  
 BOWLES L. CPL. W. J. 19TH HUS.  
 BULLOCK PTE. W. M. C. C.  
 BUNCE 2ND LIEUT. C. O. S. W. B.  
 BURCHER PTE. A. YORKS. LI.  
 BURFORD PTE. H. LANCS. FUS.  
 BURGOYNE WALLACE LT. D. B. 7TH RAJ. S. I. A.  
 BURTON LT. COL. A. R. 94TH RUS. INF. I. A.  
 BURROWS PTE. F. E. H. R. FUS.  
 BURROWS DVS. A. H. A. S. C. (M. T.)  
 BUSHILL RFN. F. H. 10TH K. R. R.  
 BUTLER PTE. F. W. 14TH R. WAR. R.  
 BUTLER PTE. F. V. 1/5 WELSH R.  
 BYARD PTE. A. J. R. A. M. C.  
 BYARD L. CPL. F. S. K. LIVERPL. S.  
 CALEY PTE. A. 1/8 LANCS. FUS.  
 CAMPBELL MAJOR. D. D. H. R. F. A.  
 CAMPBELL LT. IAN. P. CAM. H. B. R. G.  
 CANDY C. S. M. J. D. D. O. CORN. L. I.  
 CANDLER PTE. C. W. CAN. INF.  
 CANNOCK SGT. C. L. N. SOM. YEO.  
 CARDEW LT. J. ST. ERME. R. N.  
 CAREY PTE. A. C. CAN. INF.  
 CAREY PTE. C. W. 2ND COLD. M. CDS.  
 CARLES LIEUT. A. J. R. N.  
 CARNEY MAJOR. R. L. R. LANCS. R.  
 CARNEY MAJOR. J. N. STAFFS. R.  
 CARPENTER PTE. R. W. LANCS. F.  
 CARTER PTE. A. B. CREN. CDS.  
 CARTER PTE. E. 6TH BERKS. R.  
 CASCARINO PTE. L. R. W. KENT R.  
 CASSIDY PTE. H. E. LANCS. R.  
 CATER CNR. H. J. R. C. A.  
 CAUDLE PTE. W. H. A. S. C.  
 CAUDLE PTE. P. W. 38TH CAN. I.  
 CHALK CPL. C. R. A. S. C. (M. T.)  
 COOK 2ND LT. C. B. HANTS. R.  
 COOPER L. CPL. F. M. C. C.  
 COOPER PTE. C. S. 26TH R. FUS.  
 COOPER PTE. H. T. 10TH SHER. FOR.  
 COPESTAKE PTE. F. J. V. DEVON R.  
 CORBYN MID. V. H. M. S. CRESSY  
 COUSINS PTE. T. F. DEVON R.  
 COVENTON SGT. C. H. R. F. A.  
 COX SGP. A. R. E.  
 COX PTE. C. 1ST WORC. R.  
 COX L. CPL. C. H. DEVON R.  
 COX PTE. L. H. ESSEX R.  
 COX CAPT. J. RAMSEY 6TH WORC. R.  
 COXWELL ROGERS PTE. R. H. R. CLOS. H.  
 CRADDOCK LIEUT. H. C. R. A. F.  
 CREED SGT. T. 9TH LANCS. FUS.  
 CREED PTE. A. C. CREN. CDS.  
 CRESSWELL PTE. F. J. R. M. L. I.  
 CRESSWELL CAPT. H. E. E. KENT R.  
 CRISP PTE. T. M. C. C.  
 CRITCHLEY PTE. W. S. W. B.  
 CROOKE 2ND LT. H. N. R. E.  
 CROOK CPL. W. H. R. CLOS. H.  
 CROOK PTE. W. N. ZEALAND I.  
 CRUSE PTE. C. E. 2ND CAN. M. C. C.  
 CUMMINGS PTE. A. C. ST. ARTISTS R.  
 CUNNINGHAM CAPT. C. A. B. R. R.  
 CURTIS PTE. W. S. HANTS. R.  
 DAFFURN PTE. A. W. W. KENT R.  
 DARTNALL SGT. H. T. R. A. M. C.  
 DAVIES SGT. A. H. R. A. M. C.  
 DAVIS CPL. A. J. NORFOLK R.  
 DAVIS TPR. A. E. R. CLOS. HUS.  
 DAVIS PTE. T. M. C. C.

Fig 44: lower west quadrant of south inscription panel

EDEN L. CPL. W. P. H. R. C. R.  
 EDWARDS CAPT. C. O. R. M. C. I. R.  
 EDWARDS SGT. M. H. M. R. WAR. R.  
 EDWARDS PTE. A. C. WORC. R.  
 ELLIOTT MAJOR. R. W. S. I. A.  
 ELLIOTT RFN. C. K. R. R.  
 ELLIOTT 2ND LT. J. H. R. WAR. R.  
 ELLIOTT 2ND LT. P. L. D. O. CORN. L. I.  
 EMERSON RFM. A. L. K. R. R.  
 EVANS PTE. W. R. WAR. R.  
 EVANS DVS. C. R. A. S. C.  
 FALCONER-TAYLOR RFN. R. NZ R. B.  
 FARRAR CPL. H. A. Q. VIC. RIF.  
 FARR SGP. F. A. R. E.  
 FARWELL LIEUT. J. R. B. R. N.  
 FAULKNER SGT. J. M. C. C.  
 FAULKNER PTE. A. WELSH R.  
 FAULKNER PTE. R. R. FUS.  
 FEATHERSTONE 2ND LT. M. B. R. E.  
 FEBERY CPL. W. J. S. LANCS. R.  
 FERGUSON CAPT. J. C. M. BEDF. R.  
 FISHER PTE. C. C. 2/8 WORC. R.  
 FISHER PTE. E. V. R. LABOUR C.  
 FISHER CAPT. E. W. THE PUNJAB I. A.  
 FISHER LIEUT. C. CAN. INF.  
 FISHER PTE. W. E. 14 WILTS. R.  
 FLETCHER L. CPL. R. C. R. SUS. R.  
 FLETCHER PTE. R. E. R. A. S. C. M. T. HALE RFN. C. E. J. LOND. R.  
 FLETCHER A. B. S. H. S. S. LORCA. HALL SGT. H. 3RD DRAG. CDS.  
 FLOWER LIEUT. C. K. R. A. F.  
 FLYNN PTE. T. YORK & LANCS. R.  
 FORDES CAPT. H. I. A.  
 FORBES MAJOR. A. I. A.  
 FORBES-ROBERTSON CAPT. K. SEA. H.  
 FORDE 2ND LT. L. W. DORSET R.  
 GOSDHAL PTE. A. WORC. R.  
 GRAY L. CPL. A. H. R. MARINES  
 GRASSETT LIEUT. E. B. 28TH PUNJAB I.  
 GREEN A. E. H. M. S. OPAL.  
 GREEN CPL. A. R. R. CLOS. H.  
 GREEN A. B. A. E. H. MYZAREFAU.  
 GREEN PTE. C. 13. WELSH R.  
 GREEN PTE. W. J. LAB. BATT.  
 GREENSLADE L. CPL. H. WORC. R.  
 GREGORY L. CPL. H. R. WAR. R.  
 GREGORY PTE. J. WELSH CDS.  
 GRENOW PTE. S. SOM. L. I.  
 GRESSON 2ND LT. E. 3RD CHES. R.  
 GRIFFITH LTR. V. DE BURCH. R. FUS.  
 GRIFFITH MAJOR. J. C. 32ND LAN.  
 GRIFFITHS CNR. H. W. R. C. A.  
 GRIFFIN PTE. E. F. 8TH DEVON. R.  
 GRIMES L. SEA. F. C. H. M. S. VIKTOR.  
 GROCAN ADM. W. J. H. M. S. SAPPHIRE.  
 GROCAN LIEUT. C. F. R. E.  
 GROCAN LIEUT. J. C. K. O. S. B.  
 GROWSE MAJOR. R. H. R. A. S. C.  
 GUEST PTE. E. R. INNISK. F.  
 HADDON-SMITH CAPT. R. W. SUR. R.  
 HAILING PTE. H. F. LAB. C.  
 HALLSTONE CAPT. R. WELSH F.  
 HAINES L. CPL. F. G. R. E.  
 HALE RFN. C. E. J. LOND. R.  
 HALL SGT. H. 3RD DRAG. CDS.  
 HALL SGP. C. T. R. E.  
 HALL SGT. H. COLD. CDS.  
 HALL CPL. F. C. 14TH HUS.  
 HALL PTE. A. J. YORK R.  
 HALL PTE. C. 2ND DURHAM L. I.  
 HALL PTE. C. A.  
 HOLE 2ND LT. M. K. R. R.  
 HOLLOWAY SGT. H. LINC. R.  
 HOLMAN CAPT. A. V. HEREFORD R.  
 HOLMES LIEUT. F. L. S. STAFFS. R.  
 HOLMES 2ND LT. C. R. F. A.  
 HOLTHAM L. SEA. F. C. R. N.  
 HOLTHAM PTE. J. 1/8 MANCH. R.  
 HOLTHAM PTE. W. T. B. LANCS. F.  
 HOOPER A. B. TH. H. M. S. GOGG. H. OPE.  
 HOOPER PTE. B. 3RD S. W. B.  
 HOOPER PTE. R. BERKS. R.  
 HOOPER PTE. A. J. R. A. F.  
 HOPKINS L. CPL. A. N. STAFFS. R.  
 HOPKINS L. CPL. C. WORC. R.  
 HORNBY CAPT. H. L. R. INNISK. F.  
 HORNBY LIEUT. J. H. R. E.  
 HOSKING PTE. C. C. R. A. F.  
 HOUGHTON PTE. A. H. 9TH WELSH R.  
 HOWELLS 2ND LT. C. J. R. A. F.  
 HOWES PTE. A. H. 1ST DEVON. R.  
 HOWLETT SGP. A. E. R. E.  
 HUDSON SGT. A. R. A. M. C.  
 HUDSON 2ND LT. F. H. 1ST WORC. R.  
 HUNT PTE. A. F. V. R. INNISK. F.  
 HUNT PTE. C. C. 6TH WORC. R.  
 HUNT PTE. W. A. C. CREN. CDS.  
 HUNTER CAPT. N. D. R. R. E.  
 HURST SGT. C. 2ND WILTS. R.  
 HUTCHINGS COMM. J. R. N.  
 HYDE CNR. J. R. C. A.  
 HYDE PTE. C. R. BERKS. R.  
 IEVERS LT. COL. O. C. I. A.  
 IZARD CAPT. F. V. R. C. A.  
 JACKSON L. CPL. S. R. W. SUR. R.  
 JACKSON 2ND LT. S. S. WORC. R.

Fig 45: lower east quadrant of south inscription panel







GIMENT

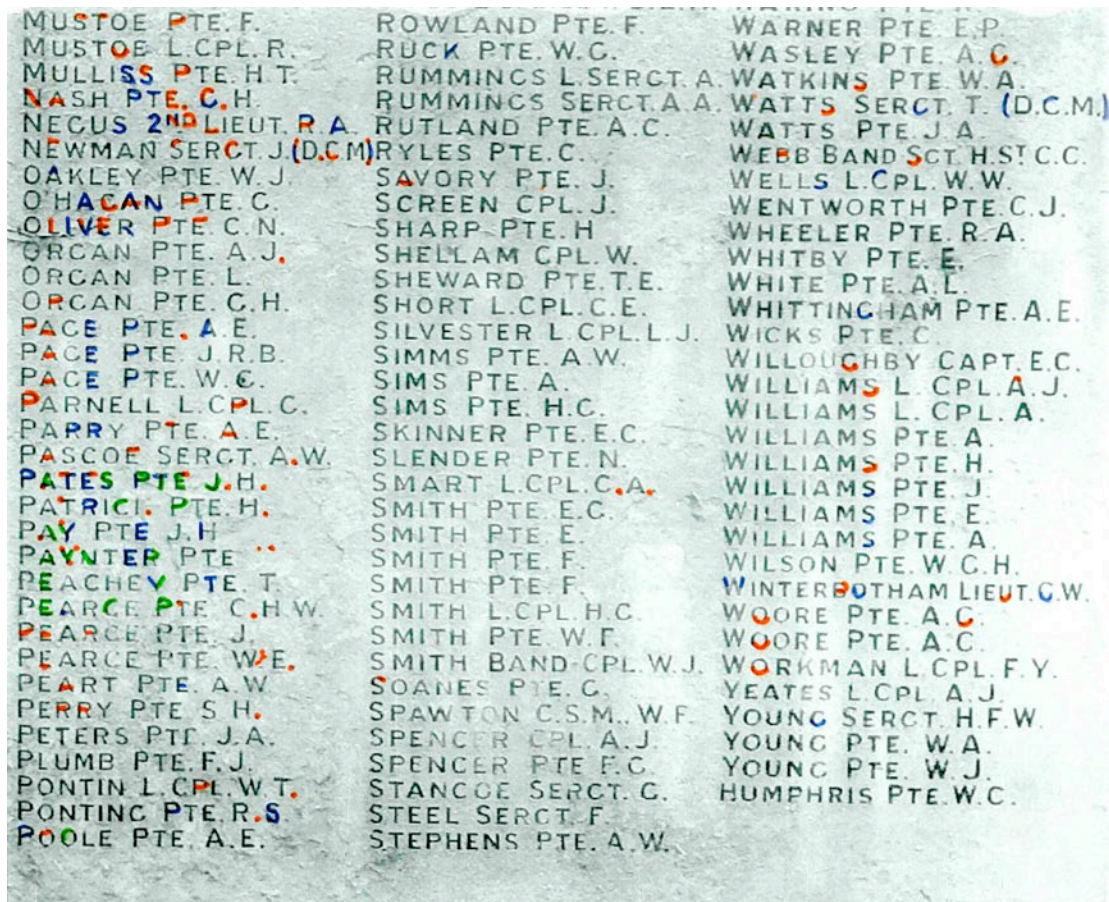
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LONG PTE F.	POWELL PTE C.W.C.	STEPHENS PTE W.C.
LOVELL LCPL A.M.	POWIS PTE F.	STEVENS CPL C.E.
LOVERIDGE PTE T.	PRICE CPL C.R.	STEVENS PTE J.
LYES PTE E.C.	PRICE PTE L.	STILEY PTE V.L.
MACE LCPL C.H.W.	PRICE PTE A.P.	STONEMAN PTE J.R.
MACE PTE F.J.	PRIVETT PTE A.	STROUD LCPL W.
MARON PTE S.A.	PULHAM PTE A.W.	SULLIVAN CPL D.W.
MAISEY PTE E.J.	PULHAM PTE F.E.	SUMMERS PTE H.C.
MARSHALL PTE H.A.	PURNELL PTE F.W.	SWANN PTE C.
MARTIN CPL J.D.	RALPH PTE H.W.	TAYLOR SERGT J.H.
MARTIN PTE W.N.	RANDALL PTE H.F.	TAYLOR PTE C.
MASLIN PTE A.C.	RANDALL PTE S.A.	TAYLOR C.O.M.S.F.W.
MASON PTE F.C.	RANSOM PTE V.J.	TAYLOR PTE O.J.
MATTHEWS PTE A.	RATCLIFFE PTE F.	THOMAS 2 <sup>ND</sup> LIEUT. H.C.
MATTHEWS PTE W.H.	RAVEN CPL H.E.	THORNTON 2 <sup>ND</sup> LIEUT. L.N.
MATTHEWS CPL H.	RAWLINGS 2 <sup>ND</sup> LIEUT. C.W.E.	TIDY PTE F.T.
MAYBRY 2 <sup>ND</sup> LIEUT. A.J.	REAY LCPL L.	TOWNLEY PTE H.
MC GORMICK PTE E.	REDMAN PTE W.T.	TRINDER LCPL L.F.
MCINTOSH PTE E.F.	REEVES PTE L.H.F.	TURBYFIELD CPL H.A.
MEAD PTE H.E.	RICKERBY CAPT. J.H.E.	TURNER PTE A.P.
MEREDITH PTE C.J.	RICKETTS DMR E.C.	TURNER PTE C.
MILLS PTE W.S.C.	RICKETTS CPL C.H.(M.M.)	UNDERHILL PTE S.J.
MILLS PTE C.	RIMELL CPL R.I.	URSELL PTE A.
MITCHELL CPL W.	RIVERS PTE W.	URSELL PTE C.J.T.
MITFORD SERGT H.J.	RIVERS PTE F.E.	URSELL PTE W.A.S.
MOON CPL A.H.J.V.	ROBERTS PTE A.T.V.	VICK 2 <sup>ND</sup> LIEUT. E.(D.C.M.)
MORGAN DRUM-MAJ. H.	ROBERTS PTE S.	VILLAR PTE R.H.
MORGAN SERGT W.H.	ROBINS SERGT E.E.	WAKEFIELD PTE J.E.
MORTEN PTE E.	ROBINSON PTE E.	WALTERS 2 <sup>ND</sup> LIEUT. E.C.
MOTT PTE W.J.	ROBINSON SERGT C.E.	WALLACE PTE H.
MURPHY PTE T.	RODDIS CPL F.W.	WARD LCPL C.H.
MURPHY PTE F.C.	RODDERS PTE C.C.	WARD PTE H.C.
MURRAY SERGT E.	ROSS 2 <sup>ND</sup> LIEUT. C.E.H.	WARING PTE W.
MUSTOE PTE F.	ROWLAND PTE F.	WARNER PTE E.P.

Fig 47: upper north quadrant of east inscription panel

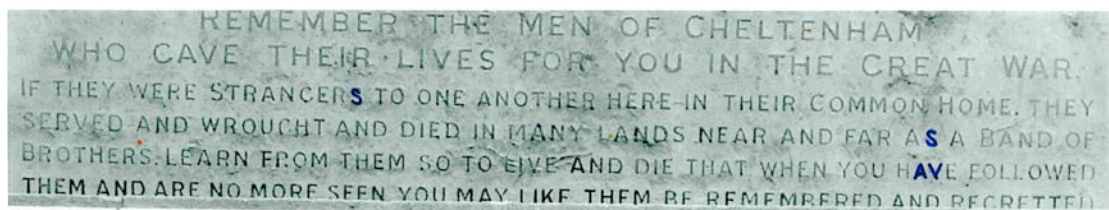
BLISS CPL W.J.	CRATCHLEY PTE W.A.	COATMAN PTE C.	JENKINS PTE E.C.
BOND LCPL E.C.	CREECH PTE A.E.	COSLING PTE P.A.C.	JENKINS PTE W.H.
BOND PTE J.H.	CREECH PTE R.A.J.	COSTLOW LCPL A.C.	JENKINS PTE J.J.
BOWEN PTE J.	CREED PTE W.	GOULDING PTE A.J.B.	JENKINS PTE H.W.
BOWSTEAD PTE J.E.	CRIBB LCPL P.E.	CRAY CPL E.	JENKINS PTE F.
BOYCE 2 <sup>ND</sup> LIEUT. C.W.	CROOKE CAPT E.H.	GREEN PTE F.R.	JENNINGS PTE W.A.
BRAZENER PTE A.C.H.	CUMMINS CPL P.	GREEN PTE F.E.	JONES LIEUT. C.L.
BRIDGEMAN SERGT F.E.	DALE PTE S.C.	GREENING CPL C.H.	JONES PTE E.
BRIEN LIEUT C.	DANBY PTE J.L.	GRIMSBY PTE C.	JONES PTE C.
BROOKES LCPL E.A.	DANCE PTE H.A.W.	GRINNELL PTE F.	JONES PTE C.A.
BROOKES PTE E.W.	DARTNALL PTE W.J.	GRINNELL PTE T.J.	JONES PTE J.
BROOKER PTE C.	DAVIS SERGT F.C.	GURNEY 2 <sup>ND</sup> LIEUT. K.C.	JONES LCPL W.E.
BROOKER PTE A.	DAVIS PTE E.A.	HACK PTE J.W.	JONES PTE W.C.
BROOKS PTE E.W.	DAVIS PTE E.	HALEY PTE J.	JORDAN LCPL T.C.
BROOM PTE A.	DAVIS PTE A.E.	HALE PTE F.C.	KEARSEY PTE F.
BROWN 2 <sup>ND</sup> LIEUT. D.	DELANEY PTE C.J.	HALL PTE H.	KEELING CPL E.J.
BROWN PTE S.	DICKS PTE E.	HANKS LCPL E.B.	KEEN PTE E.L.
BROWN PTE F.I.	DISTON PTE S.	HARDING PTE A.E.	KING PTE J.S.
BROWN PTE E.	DIX PTE A.E.C.	HARDINGE CPL A.	KINC PTE E.J.
BROWNING LIEUT E.C.	DODWELL LCPL H.R.	HAREWELL PTE W.	KING PTE L.
BULLINGHAM PTE C.C.	DODWELL DMR J.H.	HARGRAVE PTE H.C.	KINGSTON PTE C.R.
BURFORD PTE B.H.	DOWNES PTE W.N.	HARPER PTE H.C.W.	KITZ CPL H.W.
BURNELL CPL J.C.	DRAKE PTE W.H.	HARPER PNR C.H.	LACEY SERGT H.C.
BURNETT PTE A.J.	DREW PTE W.F.	HARRISON CPL A.	LAKE LIEUT. N.C.
BURNETT PTE W.C.	DRISCOLL SERGT F.M.	HARRISON PTE A.E.	LANE PTE A.J.
BURTON PTE J.A.	DRISCOLL PTE J.P.	HARRIS PTE L.B.	LANE PTE H.A.
BUTLER PTE G.H.	DRIVER PTE A.E.	HART CPL W.	LANE PTE F.
BUTLER PTE H.F.A.	DUTTON PTE C.	HASLAM PTE S.H.	LAYNE LIEUT. C.R.S.
CALDWELL PTE W.J.R.	EDWARDS PTE C.F.	HAWKER 2 <sup>ND</sup> LIEUT. F.J.	LEA PTE C.
CAMDEN PTE G.B.	ELLIOTT PTE R.	HAWKER LIEUT. A.V.	LEACH LCPL S.R.
CARTER PTE C.W.	EMMES PTE T.H.	HAWKINS PTE A.	LITTLE STP. SERGT. S.E.
CARTER PTE W.E.F.	ENOCH LCPL A.W.C.	HAWKINS PTE P.S.T.C.	LLOYD PTE T.D.
CASEY PTE F.	ESSERY PTE J.	HAWKINS PTE W.	LOOKEY PTE A.C.

Fig 48: lower south quadrant of east inscription panel





*Fig 49: lower north quadrant of east inscription panel*



*Fig 50: inscription on base of obelisk on east elevation*

### 5.2.3 North elevation

This is more protected from the weather and as a consequence is less eroded but is subject to increased microbiological growth. The current condition shows how the lettering on the upper part of the inscription panel can become obscured by algae. The resulting cleaning of the stonework has resulted in considerable erosion of the infill and loss of detail in this area. The lower half is generally in much better condition with almost all of the lettering still retaining full detail.



JACKSON LSGT J.E.W. P.A.M.C.  
 JACOBS PTE. A.H. 5TH HANTSR.  
 JAMES D.V.R. P.A. R.H.A.  
 JAMES P.N.R. F. R.H.A.  
 JAMES DES RIDER H. R.C.A.  
 JAMIESON MAJ. C.A. 9TH BHO.PAL.  
 JELLES PTE. J.W. R. BUKSR.  
 JENKINS PTE. A.E. R. WELSH F.  
 ENKINS L. CPL J.A. M.C.C.  
 JENKINS CPL E.F. SOM. LI.  
 JENNINGS TPR. W.J. R. CLOS. H.  
 JOHNSTONE PTE. C.R.A. S.C. (M.T.)  
 JOHNSTON MAJOR H.B. D.S.O.R.  
 JONES PTE. W. D.O. CORN. LI.  
 JONES PTE. F. 3RD WORC. R.  
 JONES P. OFF. W.L. R.N.  
 JONES CPL F. GREN. CDS.  
 JONES SGT T.S. R. WAR. R.  
 JONES PTE. E.M. L.N. LANC. R.  
 JONES L. CPL E.J. R.E.  
 JONES PTE. W.C. R. FUS.  
 JONES PTE. J.W. SOM. LI.  
 JONES LIEUT. W.S. 15TH NORTHDE.  
 JORDAN CPL W.H. AGRIC. C.  
 JOYNES SGP. J. R.E.  
 KAPN P. OFF. V.S. R.N. DIV.  
 KAY LIEUT. N.R.W. R.H.A.  
 KEEN PTE. W.H. 20TH HUS.  
 KENSINGTON PTE. D. BEDFOR.  
 KIDD PTE. S. M.C.C.  
 KILBEY PTE. W.T. GREN. CDS.  
 KING PTE. AP. 2ND OX & BUCKSLI.  
 KING PTE. T. R.W. KENT R.  
 KITSON R. H. TRIN. H. PILOT  
 KNIGHT C.S. M.E. WORC. R.  
 LANDALE MAJ. J.R. O.O. PAUPUT. LI.  
 LONSDALE PTE. R. S.W.B.  
 LOUSADA CPT. SC. YORKSLANER.  
 LOUSADA LIEUT. A. SUS. R.  
 LUSTY PTE. C.F.S. K. SHROB. LI.  
 LYON LIEUT. R.A. D.O. WELL. R.  
 MACGREGOR MAJ. J.A.M. S.A.F. R.  
 MACKAY CAPT. D.R.C. D.F. C. R.A.  
 MADDER SGP. S.H.B. R.E.  
 MAHER PTE. F.W. WORC. R.  
 MAHON PTE. W.H. J. 1ST S.W.B.  
 MAISEY 2ND LT. A.C. R.W. SUR. R.  
 MALLETT 2ND LT. A.M. G. J. P.A.F.  
 MANSBRIDGE PTE. S. N.Z.E.A. F.  
 MANSFIELD SGP. A. P.E.  
 MANSFIELD PTE. E. 5TH AUS. I.F.  
 MARCETTS CPL. A. R. WAR. R.  
 MARMENT PTE. C.S. AUS. I.F.  
 MARSDEN CAPT. E. I.A.  
 MARSHALL 2ND LT. AN. BEDFOR.  
 MARSHALL 2ND LT. A.M. G. R.N.A.S.  
 MARSHFIELD REN. E. K.R.R.  
 MARTIN PTE. W.S. 2ND YORKSLANER.  
 MARTIN PTE. F. AUS. I.F.  
 MASON CPL. E.C. 6TH WELSH R.  
 MASON PTE. H. J. WORC. R.  
 MASON STEWART S.C. YC. AVORE.  
 MASON CPL. J.C. K.R.R.  
 MATHER LIEUT. J.K. YORKSLANER.  
 MATHER 2ND LT. R. K. LIVERP. R.  
 MATHER PTE. E.  
 MATTHEWS L. CPL C. CAN. I.  
 MATTHEWS FLT. SGT. F. R.A.F.  
 MATTHEWS PTE. W. 9TH WARR. R.  
 MAY PTE. R.H. D.O. CORN. LI.  
 MAYFIELD PTE. C. R. BERKS. R.  
 MCKAY PTE. W.E. LOND. SCOT.  
 MUSTOE PTE. F.V. COLD. CDS.  
 MULHEARN SGP. W.E. CAN. E.  
 MUNDAY CPL. B. WORC. R.  
 MUSGROVE 2ND LT. G.S. E. SUR. R.  
 NASH PTE. E.T. GREN. CDS.  
 NESBITT M.S. CIV. PRIS. GERMANY.  
 NEWMAN CPL. H. J. 1ST COLD. C.  
 NEWMAN PTE. F. J. 2ND YORK. R.  
 NIBLETT PTE. C. D.O. CORN. LI.  
 NIND L. CPL F.A. DURHAM. LI.  
 NOAKE LT. COMM. B.S. R.N.  
 NORRIS PTE. E. S. STAFFS. R.  
 NOYES MAJOR R.E. YORK. R.  
 OAKLEY BROWN L.V. DRAC. CDS.  
 O'BRIEN SGT. D. B.S.A. POLICE.  
 O'CALLAGHAN LT. D. MCK. MD. DCEL.  
 OLDHAM MAJOR L.W.S. R.E.  
 OLIVER CNR. L. J. R.F.A.  
 OLIVER CPL. E. J. R.E.  
 OLIVER PTE. J. S. M.C.C.  
 ONION C.O.M.S. J.W. ARTIST. R.  
 OSBORNE MAJOR H.C.B. R.FUS.  
 OWENS BUCLER W. G. T.K. R.R.  
 PAGE FL. LT. H. J. R.N.A.F.  
 PAGE PTE. J. R. LABOUR C.  
 PAGE PTE. J.  
 PAGE PTE. W. 1ST S.W.B.  
 PAINTER LT. A.E. WORC. R.E.  
 PARDINGTON T. R.W. J. R.CLOS. H.  
 PARKER L. CPL H.T. R.A.M.C.  
 PARKER PTE. C.L. LABOUR C.  
 PARKYN PTE. L.C. CAN. I.  
 PAUL PTE. W.E. 10TH HUS.  
 PAYNE CSM. H.E. AUS. I.  
 PEARCE LT. N.A. TRAINING RES.  
 PEARCE SGT. H.W. CAN. I.

Fig 51: upper east quadrant of north inscription

RALPH PTE. H.E. LABOUR C.  
 RAM CAPT. G.E. N. STAFFS. R.  
 RANSON PTE. G.E. R.W. SUR. R.  
 RATHBONE L. C.P. N. HANTSR.  
 RAWLING PTE. E.L. LANC. F.  
 READ CAPT. A.M. (V.C.) HANTSR.  
 READ PTE. H. 31ST WESTMIN. R.  
 REED LIEUT. H.W. MON. R.  
 REEVES MAJOR S.R. R.A.  
 REGAN PTE. W. MON. R.  
 REID CAPT. J.C. WORC. R.  
 RENDOL PTE. A.C. 110TH CAN. I.  
 REYNOLD MAJOR D.V.C. R.F.A.  
 RICHARDS PTE. C. YORKSLANER.  
 RICHINGS CNR. T.C. R.F.A.  
 RIVERS PTE. E.W. OX & BUCKSLI.  
 ROBERTS MAJOR A. YORKSR.  
 ROFF PTE. W. J. SOM. LI.  
 ROGERS 2ND LT. S.C. DEVON. R.  
 ROLPH CAPT. C. LEICESTER. R.  
 ROLPH CAPT. C.W. WORC. R.  
 ROWE LT. A.R. NOTTS. DERBY. R.  
 RUCK PTE. R.E. R.A. S.C.  
 RUSSELL PTE. A.C. R.E.  
 RUSSELL PTE. J. AUS. I.F.  
 RUSSELL 2ND LT. J.C. R.F.A.  
 SANDERS 2ND LT. J.B. LANC. F.  
 SAUNDERS SGP. A. SGP. R.  
 SAVAGE PTE. F. 3RD WORC. R.  
 SAVILE CAPT. H. R.N.  
 SCAMELL REN. H.M. Q. WEST. R.  
 SCOTT LIEUT. J.S.B. R.N.  
 SEABORNE PTE. A.E. YORK. R.  
 SEATES A. CPL H. R.A.M.C.  
 SEWARD PTE. A. 12TH E. SUR. R.  
 SHARP PTE. F.G. TANK C.  
 STEPHENS PTE. S.T. 1ST RW. KENT. R.  
 STIBBS PTE. J.A. OX & BUCKSLI.  
 STOCK LIEUT. J.M.T. ELANC. R.  
 STOCK 2ND LT. J.L.W. DORSET. R.  
 STOREY CNR. F. R.C.A.  
 STOTHARD MAJ. S. R.V. KENT. R.  
 STRACHAN LT. CHINESE LAB. C.  
 STRACHAN 2ND LT. A.C. R.F.A.  
 STRANCE 1ST LT. M.F.C. R.A.F.  
 STROUD L. CPL S.C. K.R.R.  
 STUBBS SGP. C. R.E.  
 SUCHBAND SGT. H. R. CLOS. H.  
 SUMMERS PTE. A. GREN. CDS.  
 SUMNER PTE. P.G. COLD. CDS.  
 SWINLEY COL. E.R. J.A.  
 SWINHOE MAJOR E.A. I.A.  
 SWINLEY MAJ. G.D. M. SIKHS. I.A.  
 SYMONDS PTE. C.E. S.W.B.  
 TANDY SGT. H. LEINSTER. R.  
 TANNER PTE. A.  
 TANNER PTE. H.C. S.W.B.  
 TANNER CAPT. J.C. R.A.F.  
 TARONE SGP. F. R.E.  
 TARONE PTE. A. DORSET. R.  
 TAYLOR PTE. A.E. R.M.L.I.  
 TAYLOR PTE. A.E. M.C.C.  
 TAYLOR PTE. J. 2ND BEDFOR.  
 TAYLOR PTE. E. J. S.W.B.  
 TAYLOR PTE. E.H. R.W. KENT. R.  
 TAYLOR SGT. F. 8TH R.B.  
 TAYLOR PTE. W.H.F. STAFFS. R.  
 TAYLOR MAJ. H.M. IRISH. F.  
 TERRY PTE. C.W. O.T. C.  
 TERRY LT. COMM. F.C. R.N.  
 THOMAS PTE. H.D. 7TH WILTS. R.  
 THOMAS L. CPL P.G. 1ST WORC. R.  
 WACHORIE PTE. F. R.A.S.C. (V.)  
 WAITE 2ND LT. P.C. 1TH SU.  
 WALKLEY PTE. A. D.S.O.  
 WALTER MAJOR V. I.A. C.  
 WALTON PTE. J. WORC. R.  
 WALTON SGP. G. R.A.M.C.  
 WARD L. COL. B. E. MIDDLE. R.  
 WARD L. COL. T. 13TH WELSH.  
 WARD LIEUT. C.A. I.A.  
 WARD PTE. A. D.O. CORN. LI.  
 WARD PTE. F. S.W.B.  
 WARD PTE. H. O.N. R. E.  
 WARD PTE. C. H. WORC. R.  
 WARREN LIEUT. J.B. 1ST DORSET.  
 WEAVER REN. L.H. 121ST LOND.  
 WEAVIN L. CPL W.H. GREN. C.  
 WEBB PTE. W. R.M.L.I.  
 WEBB LIEUT. E.M. N. STAFFS. I.  
 WEBBER TPR. F.B. BERKS. YE.  
 WELCH AIB. A.B. R.N. DIV.  
 WELCH CAPT. V.E.Q. LOND. R.  
 WELLS PTE. S. G. 27TH WARR. R.  
 WHEELER PTE. F.H. SEAFORTH.  
 WHEELER TPR. T.G. R. CLOS. H.  
 WHEELER PTE. E. C. LOND. R.  
 WHITE PTE. T.H. HANTS. YEO.  
 WHITTINGHAM DMR. F.J. R.W. SUR.  
 WICKSEY PTE. E. CAN. I.  
 WICLEY CPL. C. J. R.A.M.C.  
 WILKINS PTE. J. 21ST W. YORK. R.  
 WILKS SGT. C. 1/3 HIGH. P.A.M.  
 WILLIS CAPT. D. R.A.M.C.  
 WILLIS C/S. M.W.D. CAN. CAV.  
 WILLOUGHBY CAP. J.C. 33RD COL.  
 WILLIAMS PTE. J.N. STAFFS.  
 WILLIAMS CNR. H. R.F.A.

Fig 52: upper west quadrant of north inscription





Fig 53: lower east quadrant of north inscription

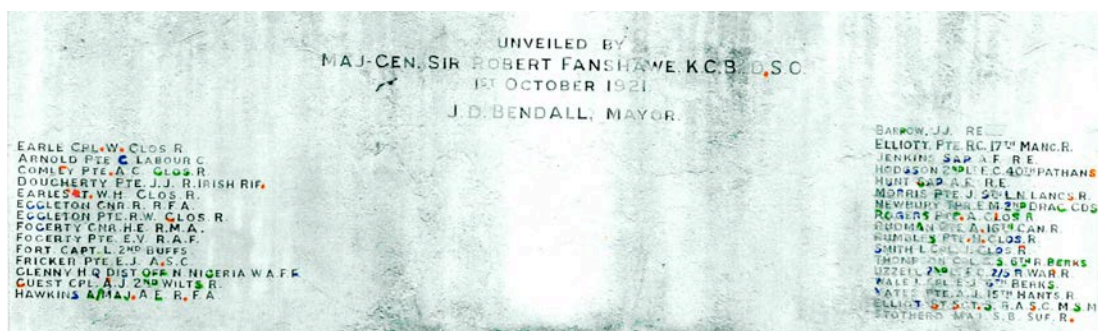


Fig 54: lower west quadrant of north inscription

### 5.2.4 West elevation

This elevation has much less lettering and some of the infill retains an original dark grey polished surface. The names on the lower south side have been affected by the surface spalling of the stone but the letters remain legible; the lower north side is in better condition. The larger central inscription is in good condition.





*Fig 55: inscription on west elevation*

## 6. NEW INSCRIPTIONS

The original memorial had names inscribed on three sides (north, east and south). Subsequently, after the unveiling, a further 31 names were added on the west elevation.

Considerable work has been carried out by Gloucestershire Family Archives and a local historian into establishing whether the names on the memorial are an accurate record of those Cheltonians who lost their lives in World War 1 and it is believed that a number of names are missing. The original eligibility criteria, detailed within the Council minutes of 1919 and as designated by CWGC at the time, was as follows:

- Men fallen whilst engaged in active service during WW1 or who lost their life from injuries sustained in active service up until 31<sup>st</sup> August 1921
- Born or resided within the Borough of Cheltenham

After consultation with the War Memorial Trust, War Graves Commission and project stakeholders, the project team propose to expand the criteria to include women and those who were born or resided within the current town boundary, unless their names are featured elsewhere. Advice received from the War Memorials Trust indicated that the following evidence must be in place:

- A copy of a military record
- A copy of an official birth, death or marriage certificate
- Confirmation that the individual is not commemorated on another local war memorial

Initially, it was thought that over 100 names needed to be added but further research using these criteria has reduced the number to less than twenty.

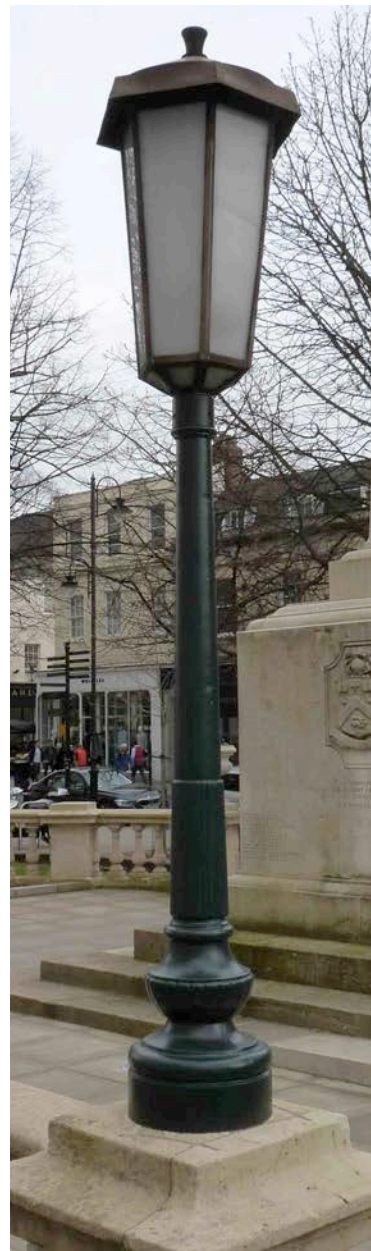
A number of additions have been made to the memorial over the years including commemoration of those that fell in the 2<sup>nd</sup> World War, Korean War, Oman, Aden and the Falklands. These memorials have all been inscribed on to the stone balustrade either directly through letter-cutting into stone or by applied bronze plaques fixed to stone panels.

## 7. RESTORATION OF LANTERNS

Four lanterns stand at each corner of the memorial and there are a further six along the Promenade. Originally these had a circular stem and, at the top, a glass orb set within a bronze frame (Fig 56). Although examination confirms that the existing stems are original, the tops of the lanterns have been replaced (Fig 57) with the new top secured to the original stem with a collar and hexagonal nut. This is thought to have taken place sometime in the 1950s as a glimpse of the lanterns in a video of the fire at the Municipal Offices on Boxing Day 1960 ([https://www.youtube.com/watch?v=oA7\\_C7mih3I](https://www.youtube.com/watch?v=oA7_C7mih3I)) shows the current lamps to be in place.



*Fig 56: detail of original lantern*



*Fig 57: detail of current lantern*

As part of the process of restoring the original lanterns, certain patterns are being examined by Barr & Grosvenor Ltd. Further information is awaited.

## 8. SUMMARY OF ISSUES

As with any historic structure, the causes of deterioration and decay are a complex mix of factors including design, nature of construction, type of stone, local environment and previous interventions. In the case of the Cheltenham war memorial, it is possible to identify a number of major issues that will need to be assessed in order to be able to devise an effective response in terms of anticipated repair and ongoing maintenance.

These issues can be summarized as follows:

- **Structural.** Although the overall structure is sound, there are a number of places where the corrosion of cramps used in the construction of the memorial have led to localised spalling of the stone, the opening of joints and minor displacement of inscription panels on the north and south sides.
- **Design.** The interaction of water with stone is key to understanding decay processes. In the case of the memorial, there is a fundamental design flaw that allows rainwater to run down from the obelisk and moulding and to saturate the upper parts of the inscription panels. This, along with the presence of nutrients from adjacent trees (that collect on horizontal surfaces) means that conditions are perfect for the colonisation of the pores of the stone by algae and other microbiological growth. In the normal course of events, this might not be a problem but, in this case, the growth of the algae obscures the inscriptions which are the most significant part of the memorial.
- **Previous interventions.** Many people would consider that reduced legibility of names on the memorial is inappropriate and some would claim it to be disrespectful. The objective to keep the inscription clean and legible is therefore understandable but, in cleaning the stonework (particularly if methods such as pressure washing are used), the surface pores are damaged and opened up. This open texture creates even more ideal conditions for colonisation by algae and this leads to further compromise of the legibility. There exists therefore a cycle of algae and cleaning and more algae. This causes damage to the stone but more particularly to the lettering itself.
- **Lettering.** It seems likely that the lettering was designed to take a lead fill but, for whatever reason, a mortar was used that originally closely resembled lead. As the mortar has become eroded or detached either through the effects of weathering or through repeated cleaning, so legibility has become compromised. However there are no names on the memorial that are currently illegible. Some interventions have been made to improve the situation; on the south elevation, three stone indents have been inserted and new letters cut. This generally has worked well although the depth of the indent as viewed from the side (Fig 58) sits unhappily with the bulk of the monolithic panel. The other major change to the lettering is the attempts to re-paint faded letters. This has been generally unsuccessful; it may have temporarily enhanced the legibility

but the crudeness of the edges stands in contrast to the precision of the original lettering.

## 9. OPTIONS FOR TREATMENT

This section has been drawn up to show the full range of options that would be available for the restoration of the memorial. One of the objectives laid down by Cheltenham Council was to “*ensure that the nature of the restoration safeguards the longevity of the memorial as a focus of remembrance and commemoration into the next century*”. This objective, albeit laudable, should not and cannot be taken to mean that the current restoration should be of sufficient extent that it will last until the end of the 21<sup>st</sup> century. What can be achieved during the current restoration are the following;

- A more detailed assessment and understanding of the existing and future issues face by the memorial
- Establishing correct methodology to ensure the condition of the memorial is as good as it could be given the fact that it is constructed of a natural material that will continue to weather
- Ensuring the highest quality of work is carried out

None of these will preclude the need for future and regular maintenance and repair (see section 10).

The following tables include a range of practical options with a brief summary of the advantages and disadvantages. Some interventions (for example the treatment of the stonework with waterproof coating) have been rejected on the grounds of either:

- being an inappropriate treatment that is likely to cause further damage in the long term
- treatment would compromise ability for further treatment in the future
- the difficulty of getting listed building consent
- unlikely to qualify for grant aid

In general the options have been organised so as to start with the option of least intervention. The ticked boxes relate to the recommendation of the author.

Budget costs do not include for access and preliminaries (e.g. welfare, protection, health and safety, site set up and clearance, etc).

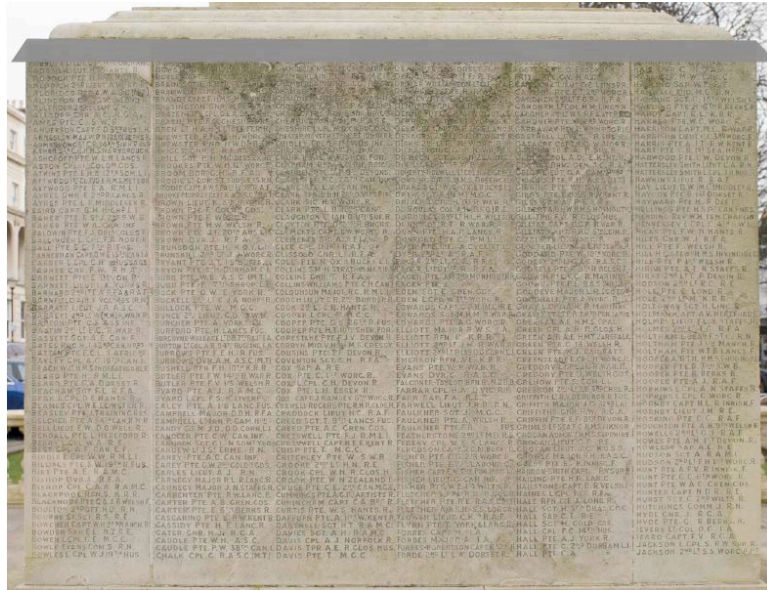
## 9.1 Structural intervention

OPTION	ADAVANTAGES	DISADVANTAGES	Recommended	Possible	Not recommended
a) Repair spalled stonework	<ul style="list-style-type: none"> <li>Minimum intervention</li> </ul>	<ul style="list-style-type: none"> <li>Corroding cramps remain in place</li> <li>Possible continued disruption</li> </ul>		✓	
b) Cut out spalled stonework, remove underlying cramps and indent new stone	<ul style="list-style-type: none"> <li>Removes potential for further spalling</li> </ul>	<ul style="list-style-type: none"> <li>More sections of indented stone</li> </ul>	✓		
c) Cut through cramps and remove dislocated inscription panels on north and south elevations. Replace any revealed cramps and set panels back flush with adjacent stone	<ul style="list-style-type: none"> <li>Removes potential for further spalling</li> <li>Removes dislocation</li> </ul>	<ul style="list-style-type: none"> <li>Potential for damage to lettering</li> <li>Considerable disruption</li> </ul>			✓

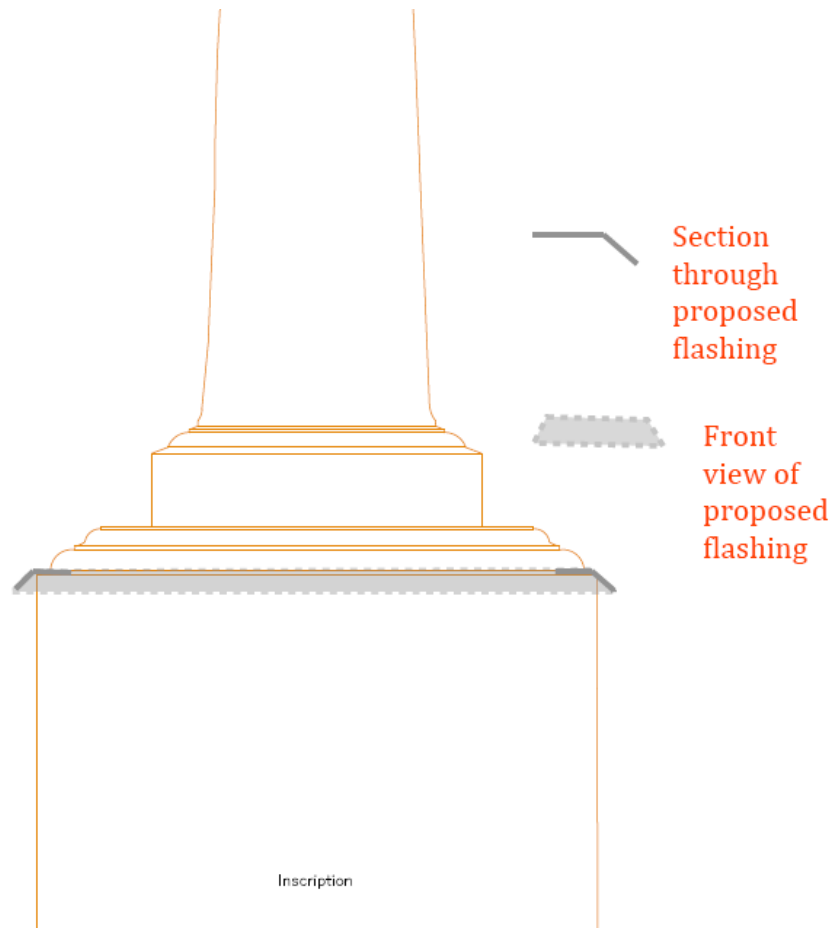
## 9.2 Mitigating causes of decay

OPTION	ADAVANTAGES	DISADVANTAGES	Recommended	Possible	Not recommended
a) Increasing periods between cleaning	<ul style="list-style-type: none"> <li>Reduces damage to stonework</li> </ul>	<ul style="list-style-type: none"> <li>Legibility of inscriptions would be reduced</li> </ul>	✓		
b) Using only superheated steam for cleaning for restoration	<ul style="list-style-type: none"> <li>Established as good practice</li> <li>Reduces damage to stonework</li> </ul>	<ul style="list-style-type: none"> <li>Clean stone will continue to be colonized by algae growth</li> </ul>	✓		
c) Inserting rigid stainless steel flashing above inscription panel (see Figs 58 and 59)	<ul style="list-style-type: none"> <li>Throws water clear of lettering and reduces algae growth</li> </ul>	<ul style="list-style-type: none"> <li>Changes appearance of memorial</li> <li>Potential for damage and theft</li> </ul>	✓		





*Fig 58: image of inscription panel with imposed impression of stainless steel flashing*



*Fig 59: schematic representation of proposed flashing to be made from rigid burnished stainless steel with rolled edges. The flashing would be set in the flat joint between the top of the inscription panel and the moulding.*



### 9.3 Restoration of lanterns

OPTION	ADAVANTAGES	DISADVANTAGES	Recommended	Possible	Not recommended
a) Refurbish existing	<ul style="list-style-type: none"> <li>Low cost</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely to be opportunities in the future to restore to original design</li> </ul>			✓
b) Design and provide pattern for new head of lantern based on the archive evidence	<ul style="list-style-type: none"> <li>Allows agreement on design</li> <li>Provides design for possible replacement of 6 No further lantern heads along the Promenade</li> </ul>	<ul style="list-style-type: none"> <li>High cost</li> </ul>	✓		
c) Manufacture and install 4 No lantern heads	<ul style="list-style-type: none"> <li>Restores original appearance</li> </ul>	<ul style="list-style-type: none"> <li>Potential for damage and theft</li> <li>High cost</li> </ul>	✓		

### 9.4 Restoration of Lettering

Before setting out the options for this work, it is worth looking at the current guidelines for the repair of lettering contained within '*The Conservation, Repair and Management of War Memorials*' published by War Memorials Trust and English Heritage in 2013:

**Whereas it might be comparatively easy to justify the replacement of illegible inscriptions, the arguments for replacement or enhancement of partially legible inscriptions are more complex. Each situation will have to be treated on merit and although general rules may not apply, there are a number of options available. These apply principally to stone inscriptions which are the ones that are most likely to suffer problems of deterioration and illegibility. In general, decisions on the way forward should be taken after the inscriptions have been cleaned using the appropriate techniques (see Section 13 – Cleaning).**

- ***Legibility affected by microbiological growth or other surface deposit.*** If the letters are in good condition beneath, gentle cleaning should increase the legibility sufficiently; this should always be the first stage and subsequent decisions only made after cleaning has been completed.
- ***Majority of letters are legible although slightly weathered.*** Even though a few individual letters may not be clear, the inscription may be legible overall. No work should be necessary although the names should be recorded for future reference.

- **Many of the letters are losing definition but the inscriptions are still legible.** Consideration should be given to slightly sharpening the letters but not to totally re-cut them since re-cutting can only take place once.
- **Stone is continuing to decay and causing the inscriptions to become illegible.** A first step should be to identify the causes of the decay and carry out any necessary repair to the stone. Lettering could then be re-cut as long as there is a record of the names.
- **Stone has decayed beyond repair and inscriptions are lost.** In this case, it will be necessary to replace the whole panel (including the inscriptions) as long as there is a good record of the names. In no circumstances should the new panel be fixed over the decayed panel. If the original stone is no longer available and the design would be compromised by including a different stone, then the original inscription panel may have to be left in place and the names recorded elsewhere in a local amenity (for example the church or town hall) or by making a new plaque that can be set in the vicinity (for example on an adjacent wall).

With the Cheltenham War Memorial, it is certainly the case that the names have been recorded. It is also true that the current condition is somewhere between 'majority of letters are legible although slightly weathered' and 'many of the letters are losing definition but the inscriptions are still legible'. Without attention and if the current cleaning regime were allowed to continue, then within 20 – 30 years, the situation might have got worse so that the inscriptions might then be becoming illegible.

At the moment, the situation is compromised by the fact that the re-painting is obscuring the condition of the underlying letters.

OPTION	ADAVANTAGES	DISADVANTAGES	Recommended	Possible	Not recommended
a) Remove re-painting from all letters (approx. 1000 letters)	<ul style="list-style-type: none"> <li>• Allows accurate assessment of condition of letters</li> <li>• Removes crudely applied repair</li> </ul>	<ul style="list-style-type: none"> <li>• Technique of removal would involve localised application of paint softener so very time consuming</li> </ul>	✓		
b) Remove resin lettering from four names on east elevation; recut-letters and fill with mortar (30 letters)	<ul style="list-style-type: none"> <li>• Removes inappropriate materials</li> <li>• Reduces contrast with other lettering</li> </ul>	<ul style="list-style-type: none"> <li>• Newly cut lettering may contrast with original lettering</li> </ul>	✓		

c) Re-cut/sharpen letters that have become faded; re-fill with mortar to match original (900 letters)	<ul style="list-style-type: none"> <li>Will enhance legibility</li> </ul>	<ul style="list-style-type: none"> <li>Procedure requires some smoothing of rough surface of stone so may be patchy contrast with adjacent stone</li> </ul>	✓		
d) Re-fill existing incisions with mortar where original mortar has come out (mostly dots and part letters – approx. 600 No)	<ul style="list-style-type: none"> <li>Will enhance legibility</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty of getting mortar to set when applied thinly to existing incisions</li> </ul>		✓	
e) (Alternative to (d) Re-cut/sharpen and deepen incisions where mortar has come out; re-fill with mortar (mostly dots and part letters. 600 No)	<ul style="list-style-type: none"> <li>Will enhance legibility</li> <li>Easier to get mortar to set</li> </ul>		✓		
f) Smooth out decayed surface of inscription panels and re-cut/sharpen all lettering and then re-fill with mortar and polish surface (say 20000 letters)	<ul style="list-style-type: none"> <li>Inscription would be good for many decades</li> </ul>	<ul style="list-style-type: none"> <li>Inscription still subject to further decay from weathering, algae, cleaning etc</li> </ul>			✓
g) As above but fill letters with lead	<ul style="list-style-type: none"> <li>Much more resilient to weathering</li> <li>Possibly in keeping with original</li> </ul>	<ul style="list-style-type: none"> <li>Possible vandalism and/or theft</li> <li>Expensive</li> </ul>			✓
h) Allow current inscription panels to continue to decay and provide alternative record on glass panels set around the balustrade	<ul style="list-style-type: none"> <li>Current memorial retains its appearance and significance</li> </ul>	<ul style="list-style-type: none"> <li>Overall significance of the memorial site is changed</li> </ul>			✓

It is strongly advised that small-scale trials of the options should be carried out on a small test area such as the top corner of the upper north segment of the east panel. This would have the following advantages:

- Identify precisely the techniques required
- Provide better pricing information
- Allow the client (Council Members) to inspect so they would have realistic expectations of what could be achieved

## 9.5 New inscriptions

The number of new names to be included on the memorial is still under review but there are likely to be less than 20 in total. Given this, it would seem appropriate that the names are included on the main memorial. There already

exists a precedent as 31 names were added after the unveiling on the lower part of the west elevation inscription panel. There is room beneath the main inscription (without crowding or compromising the main inscription) for two columns of ten names (see Fig 58)



Fig 58: proposed location for new names

## 9.6 Conservation and repair of stonework

The techniques for the repair and conservation of the stonework are well understood. There could be no justification for replacement of carvings.

OPTION	ADAVANTAGES	DISADVANTAGES	Recommended	Possible	Not recommended
a) Rake out all cracked joints and re-point	<ul style="list-style-type: none"> <li>Reduces water ingress into stonework</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	✓		
b) Flush out and fill cracks in stone (especially on moulding, obelisk plinth and main plinth)	<ul style="list-style-type: none"> <li>Prevents water ingress</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	✓		

c) Clean stonework using superheated steam	<ul style="list-style-type: none"> <li>Established as good practice</li> <li>Reduces damage to stonework</li> </ul>	<ul style="list-style-type: none"> <li>Clean stone will continue to be colonized by algae growth</li> </ul>	✓		
d) Carry out mortar fill to localised areas of erosion and decay	<ul style="list-style-type: none"> <li>Reduces ongoing decay of stonework</li> </ul>	<ul style="list-style-type: none"> <li>Mortar will require maintenance and periodic replacement</li> </ul>	✓		
e) Carry out consolidation and repair to carvings	<ul style="list-style-type: none"> <li>Will protect decayed areas</li> <li>Provides temporary strengthening of the surface</li> </ul>	<ul style="list-style-type: none"> <li>Will not prevent decay</li> <li>Does not recreate lost detail</li> <li>Needs periodic maintenance</li> </ul>	✓		
f) Apply shelter coat to all areas of carving and inscription panel (except on lettering)	<ul style="list-style-type: none"> <li>Fills surface pores of stone and reduces further weathering</li> </ul>	<ul style="list-style-type: none"> <li>Requires regular maintenance and replacement</li> </ul>	✓		

## 10. Maintenance

Whatever treatment is carried out on the war memorial, regular maintenance will always need to be carried out; this is not an option. The nature and extent of the maintenance will depend on the work carried out as part of this restoration as well as the degree of continued weathering. It is likely to involve some or all of the following:

MAINTENANCE ACTIVITY	REGULARITY
Cleaning with DOFF or Thermatech superheated steam cleaner	<ul style="list-style-type: none"> <li>Two to three years (see section 4.1)</li> </ul>
Re-application of shelter coat	<ul style="list-style-type: none"> <li>Five to six years</li> </ul>
Assessment and repair of stonework including pointing, mortars	<ul style="list-style-type: none"> <li>Five to six years</li> </ul>
Continued treatment of lettering	<ul style="list-style-type: none"> <li>Five to six years</li> </ul>

It is strongly recommended that the maintenance should be carried out by a suitably experienced contractor with a known track record. The contractor should be able to assess the requirements of the maintenance including the possibility that certain elevations require different degrees of maintenance. It is also recommended that maintenance should be let as a term contract.

A more detailed maintenance plan (including lighting and paving) should be produced as part of the restoration programme and submitted prior to handover.

## **11. Summary of recommended treatments**

The recommended options can be summarised as follows:

### **Stonework:**

- Cut out spalled stonework, remove underlying cramps and indent new stone
- Clean stonework using only superheated steam
- Inserting rigid stainless steel flashing above inscription panel
- Remove re-painting from all letters
- Remove resin lettering from four names on east elevation; recut-letters and fill with mortar
- Re-cut/sharpen letters that have become faded; re-fill with mortar to match original
- Re-cut/sharpen and deepen incisions where mortar has come out; re-fill with mortar
- Incise new names in west face of monument and fill with mortar to match existing
- Rake out all cracked joints and re-point
- Carry out mortar fill to localised areas of erosion and decay
- Carry out consolidation and repair to carvings
- Apply shelter coat to all areas of carving and inscription panel (except on lettering)

### **Lanterns:**

- Design and provide pattern for new head of lantern based on the archive evidence
- Manufacture and install 4 No lantern heads



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# Briefing Notes

## STRAY DOG SERVICE

This note contains information to keep Members informed of matters relating to the work of the Cabinet or a committee but where no decisions from Members are needed.

If Members have questions relating to matters shown, they are asked to contact the Officer indicated.

Our stray dog service was reviewed in early 2014 when Cheltenham Animal Shelter were providing us with a kennelling and re-homing service. We had previously held a contract with the Shelter but that contract had long expired. We continued to retain 4 kennels at the Shelter at a cost of £2000 per quarter but they were failing to provide us with the required kennelling as they were constantly full. We were therefore forced to find alternative accommodation for our strays and this often led to CBC picking up an extended period of kennelling fees occasionally up to 20 days instead of the statutory 8. An additional problem was the fact that the Shelter released strays to the owners before payment of kennelling fees were recouped. The owners of the strays therefore had to be invoiced and a high percentage refused to pay meaning that the service was running at a loss. The budget allocated for stray dogs was £23k and in the last financial year the service had exceeded budget by £3,400.

Gloucester City and Tewkesbury Borough were also experiencing difficulties so in July 2014 we collectively trialled a stray dog collection, kennelling and re-homing scheme with Worcestershire Regulatory Services. This worked really well with the number of stray dogs collected and the cost of the service reducing significantly. Based on the figures provided by WRS (below) it is estimated that the service will save £10,000 per annum with additional savings through staffing efficiencies. A decision was taken to Tender the service and WRS were successful in gaining that contract which started in February of this year. WRS now provide the whole function including the administration. No dogs are released to the owners unless payment in full has been made and we have not to date received any complaints. A review meeting was held on 21<sup>st</sup> May and WRS provided us with an up to date report on the service they have provided to date – see below.

### Performance Indicator compliance monitoring

#### **SDS.1 Capacity to take in stray dogs [95% compliance required].**

WRS use four contracted stray dog kennels for their Dog Warden Service but for the purposes of Gloucestershire dogs only use two unless there is an emergency situation. There have been no issues with capacity over the last 12 months.

**100% compliance**

#### **SDS.2 Percentage dogs returned to owner after fees have been paid [80% compliance required]**

The majority of dogs seized by WRS were reunited with owners after fees had been paid.

You will note the table below reports that there are numbers of dogs that were reunited with their owner without fees being paid. All these dogs were returned to their owner pre-seizure by WRS Officers or in the case of Gloucester City dogs, pre-arrival at the kennels. Most were returned to their owner by the finder themselves after calling WRS or by the Client local authority Officers.

**CBC 100% compliance**

**TBC 98% compliance**

**GCC 100% compliance**

#### **SDS.3 Percentage of stray dogs collected within 3 hours [90% compliance required]**

Figure 1. Time taken to collect dogs by WRS (February & March 2015)

Time frame	Cheltenham	Gloucester	Tewkesbury
Within target of 3 hours	19 (95%)	1 (100%)	9 (100%)
Outside target of 3 hours	1	Nil	Nil

CBC 95% compliance  
TBC 100% compliance  
GCC – not applicable

#### SDS.4 Percentage of Inspections compliant with appropriate standard or Licence conditions [95% compliance required]

All kennels were checked during the year for compliance with the appropriate standards and met the required standards. Whilst the kennels used for stray dogs are not considered to require a licence, they are inspected to the same standard.

#### SDS.5 Supply of accurate data required under contract [95% compliance required]

The following summary lists all dogs reported to WRS during the last year by Authority. This together with the detailed monthly reports provides sufficient information to demonstrate compliance.

100% compliance

### Statistics

Figure 2: Comparison figures with those given during tendering for dogs collected in 2012/13 by CAR

	Cheltenham Animal Rescue figures 2012/13	WRS 2014/15 figures (9 months)	WRS extrapolated 12 month figures based on average	Cheltenham Animal Rescue figures 2012/13	WRS 2014/15 figures (9 months)	WRS extrapolated 12 month figures based on average
District	Collected and taken to kennels	Collected and taken to kennels	Collected and taken to kennels	Rehomed	Rehomed	Rehomed
Cheltenham	229	40	53	71	36	48
Gloucester City	197	6 (2 months)	36	113	12 (2 months)	72
Tewkesbury	73	22	29	19	21	28



Figure 3: Dog Detail Summary

District	Fate	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
CBC	Reunited fees paid	1	3	8	3	7	5	3	6	4	40
	Reunited no fees paid										
	Reunited before seized	2	4	3	6	4			3	3	25
	Finder elected to keep									1	1
	Rehomed	5	2	4	4	5	2	5	5	4	36
	Euthanaised (welfare)										
	Euthanaised (behaviour)				1						1
	Euthanaised (breed)		1		1						2
GCC	Reunited fees paid								3	3	6
	Reunited no fees paid										
	Reunited before seized								1	1	2
	Finder elected to keep										
	Rehomed								7	5	12
	Euthanaised (welfare)										
	Euthanaised (behaviour)									1	1
	Euthanaised (breed)								1		1
TBC	Reunited fees paid	3	1	3	1	3	1	4	1	5	22
	Reunited no fees paid						1				1
	Reunited before seized		3	2	1	1	1	1	2	4	17
	Finder elected to keep										
	Rehomed	2	2		3	1	3	7	2	1	21
	Euthanaised (welfare)		1 (died)								1
	Euthanaised (behaviour)										
	Euthanaised (breed)				1		1	1			3

Month	Cheltenham BC		Gloucester City Council		Tewkesbury BC	
	Charges	Recharges	Charges	Recharges	Charges	Recharges
July 2014	£620.00	£95.00			£1,745.79	£639.00
August 2014	£1,100.58	£408.20			£1,029.78	£110.00

September 2014	£1,618.00	£1138.80			£395.00	£375.00
October 2014	£1,946.22	£495.00			£1,039.18	£105.00
November 2014	£1,840.00	£825.00			£475.00	£220.00
December 2014	£1,030.00	£655.00			£1,106.93	£155.00
January 2015	£1,311.39	£175.00			£2,115.52	£455.00
February 2015	£1,810.00	£750.00	£1,653.52	£446.44	£1,745.79	£100.00
March 2015	£1,365.11	£470.00	£1,646.07	£283.65	£1,029.78	£500.00
<b>Totals</b>	<b>£12,641.30</b>	<b>£5012.00</b>	<b>£3,299.59</b>	<b>£730.09</b>	<b>£10,682.77</b>	<b>£2659.00</b>

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# Briefing Notes

Committee name: Cabinet

Date: 12 May 2015

Responsible officer: Licensing & Business  
Support Team Leader

This note contains information to keep Members informed of matters relating to the work of the Cabinet or a committee but where no decisions from Members are needed.

If Members have questions relating to matters shown, they are asked to contact the Officer indicated.

## Late Night Levy Statement

Section 130 of the Police Reform and Social Responsibility Act 2011 requires the council to publish a statement at the end of each levy year of the net amount of levy payments for the year, showing in particular the aggregate amount of payments to the council and the aggregate amount of expenses taken by the council.

In addition to the statutory requirements above, the council has also committed to publish the actual revenue expenditure.

### Aggregate amount of payments

The levy was implemented on the 1<sup>st</sup> of April 2014. In accordance with statutory requirements, levy payments were collected for a period of 12 months ending on the 31<sup>st</sup> of March 2015. The total levy income for this period was **£76,889.10**.

### Aggregate amount of expenses

The total amount of expenses taken is **£1017.51**.

### Revenue Spent

In total **£73,525.90** from the levy fund has been spent. The projects receiving funding were:

- **Purple Flag** - To appoint a Night-Time Economy coordinator that will secure and maintain Purple Flag status for the town centre.
- **St Pauls Streetwatch** - St Paul's Streetwatch is a joint project between local residents, university students and the police, operating bi-weekly volunteer patrols to address issues of antisocial behaviour (nuisance, personal or environmental), and discourage and prevent crime. Funding has been provided for radios and lollypops.
- **Hub Bistro** - Feasibility study to investigate the possibility of developing an alcohol-free venue for Cheltenham Town Centre that would provide a quality late night alternative to the current alcohol-centred late night economy.
- **Hello Cheltenham** - The joining together of a number of agencies to purchase a multi-use, flexible community van for use by a variety of partners.

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- **Info Buzz** – The project aims to deliver a 'Safe Night Out' programme for 16-19yrs olds and their parents addressing emerging trends, and the management of the relationships young people have with; alcohol use/abuse, substances, consent, violence and crime.
  - **University Community Street patrol** - The project expands and develops an existing programme: the University of Gloucestershire / Students' Union operated "Superstars Xtra", which is a voluntary scheme providing support to patrons of the Night Time Economy one day a week.

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