

Cheltenham Borough Council Cabinet

Meeting date: Tuesday, 23 July 2024

Meeting time: 6.00 pm

Meeting venue: Council Chamber - Municipal Offices

Membership:

Councillors Victoria Atherstone, Flo Clucas, Mike Collins, Iain Dobie, Rowena Hay, Martin Horwood, Peter Jeffries, Alisha Lewis and Izaak Tailford

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SECTION 1 : PROCEDURAL MATTERS

1 Apologies

2 Declarations of interest

3 Minutes of the last meeting (Pages 5 - 22)

4 Public and Member Questions and Petitions

Questions must be received no later than 12 noon on the seventh working day before the date of the meeting

SECTION 2 :THE COUNCIL

There are no matters referred to the Cabinet by the Council on this occasion

SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE

There are no matters referred to the Cabinet by the Overview and Scrutiny Committee on this occasion

SECTION 4 : OTHER COMMITTEES

There are no matters referred to the Cabinet by other Committees on this occasion

SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS

5 To note the findings and recommendations from the Playing Pitch Strategy (Pages 23 - 142)

Report of the Cabinet Member for Economic Development, Wellbeing and Culture

6 Household Support Fund Arrangements for 2024-25 (Pages 143 - 156)

Report of Cabinet Member for Safety and Communities

7 Review of waste and recycling receptacles (Pages 157 - 182)

Report of Cabinet Member for Waste, Recycling and Public Realm

8 Levelling Up Fund Award (Pages 183 - 266)

Report of Cabinet Member for Major Developments and Housing Delivery

9 Housing Strategy Action Plan Update (Pages 267 - 308)

Report of Cabinet Member for Housing and Customer Services

10 Cabinet appointments to outside bodies (Pages 309 - 318)

Report of the Leader

11 Corporate Strategy - update (Pages 319 - 358)

Report of the Leader

12 Detached Youth Work Grant (Pages 359 - 382)

Report of Cabinet Member for Safety and Communities

SECTION 6 : BRIEFING SESSION

- Leader and Cabinet Members

13 Briefing from Cabinet Members

SECTION 7 : DECISIONS OF CABINET MEMBERS

Member decisions taken since the last Cabinet meeting

SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION

SECTION 9 : LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS

14 Local Government Act 1972 - Exempt Business

The Cabinet is recommended to approve the following resolution:-

That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in Paragraphs 3 and 5, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 5: Information in respect of which a claim to legal, professional privilege could be maintained in legal proceedings. .

15 A Legal Matter (Pages 383 - 498)

Report of the Cabinet Member for Major Developments and Housing Delivery

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Cheltenham Borough Council

Cabinet

Minutes

Meeting date: 11 June 2024

Meeting time: 6.00 pm - 6.30 pm

In attendance:

Councillors:

Victoria Atherstone, Mike Collins, Iain Dobie, Rowena Hay, Martin Horwood, Peter Jeffries, Alisha Lewis and Izaac Tailford

Also in attendance:

Claire Hughes (Director of Governance and Customer Services and Monitoring Officer) and Gareth Edmundson (Chief Executive)

1 Apologies

Apologies were received from Councillor Clucas.

2 Minutes of the last meeting

The minutes of the meeting held on 28 May will be approved at the next meeting.

3 Declarations of interest

There were none.

4 Public and Member Questions and Petitions

There were no Member questions or petitions.

Three public questions had been received:

1. Question from Mr David Redgewell to Cabinet Member for Planning and Building Control, Councillor Mike Collins

Royal Well Bus and Coach Station is owned by Cheltenham Borough Council, with bus and coach station shelter maintenance by Gloucestershire County Council, the transport authority. A range of local and national bus services operate out of Royal Well.

What discussions are going on with Gloucestershire County Council as part of the Bus Services Improvement Plan to:

- have more bus and coach services use the Royal Well bus and coach station and reduce overcrowding bus stands in Cheltenham town centre;
- improve passenger experience in the bus and coach station - an economic gateway to Cheltenham Spa, the Cotswolds and south west England - by improvements to Royal Well toilets used by passengers at the bus and coach station and in bus and coach station café, including removing all out-of-date emergency phone number and radar key information for the Borough Council, improving waiting shelters and real-time information systems, and improving disabled access and terminal facilities on council-owned Royal Crescent private car park?

Cabinet Member response:

I would like to thank Mr Redgewell for his question. Decisions in respect of bus routing were significantly impacted by deregulation in the 1980's. This resulted in the loss of Cheltenham Borough Council control of routes, frequencies, bus shelter facilities and general quality of the network. Gloucestershire County Council is the Highways Authority and works with the bus providers to seek to bring forward improvements in public transport. A refresh of this engagement is currently ongoing through the review of the Bus Service Improvement Plan (BSIP), due to be submitted to Government this month. We support the vision and objectives of this plan (summarised below), but also acknowledge the challenges in delivery due to the limitations around control which does impact on joining up networks to meet the needs of local communities. With this in mind, we are in an open conversation with the county council on the opportunities and challenges in respect of town centre routing and accessibility, including the role Royal Well bus station plays.

Increase bus patronage by providing a high-quality bus network, accessible from the whole county, and fully integrated with other transport modes, that people choose to use for all journey types because it's convenient, attractive, easy to use, and value for money.

Faster and more reliable bus services	Improved information, marketing and innovation
An enhanced bus network	Better vehicles
More attractive fares and ticketing	Improved interchange and bus stop infrastructure

In respect of the information available at the Royal Well public toilets which are directly in the control of the borough Council, I thank Mr Redgewell for bringing this to our attention. The property services team were aware of the updates needed and any remedial actions have already been initiated.

2. Question from Mr David Redgewell to Cabinet Member for Safety and Communities, Councillor Victoria Atherstone and Cabinet Member for Major Developments and Housing Delivery Councillor Peter Jeffries

As a wheelchair user, the need to improve the public realm in the town centre and the rest of the town is very important, including the resurfacing of pavements and paving stones in the town centre. The broken public realm paved area creates a poor environment in Cheltenham town centre and the Borough Council area. We have a lot of fly tipping on pavements and Gardens, along with graffiti tagging on buildings and at the bus and coach shelter.

What action is the Borough taking with Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and Gloucestershire police, the British Transport police, and environment enforcement officers to deal with this environment crime within the Borough?

Cabinet Member response:

With regards to fly tipping on pavements and gardens and, graffiti tagging on buildings and at the bus and coach shelters, enviro-crime officers always seek to punish those responsible where there is accessible evidence to do so.

You will be aware from your previous question to Cabinet in December 2023 that this authority has adopted a new graffiti policy and increased the fines for graffiti offences from £150 up to £500.

Unfortunately catching people responsible for graffiti and tags is a difficult and complex task because they purposely operate under the cover of darkness and in areas not covered by adequate street lighting and surveillance. However, council officers are proactive in both pursuing all lines of enquiries and evidence that they can obtain.

This includes, for example, proactive operations with the police, scrutinising CCTV footage where this is available and gathering information on serial taggers to build up intelligence around their activities (including online).

Similarly with fly tipping, council officers proactively target fly tipping hotspots through regular patrols and deployment of CCTV. Fly tipping on pavements, also referred to as “side waste” – where businesses and residents do not present their waste in the correct way – is something council officers continuously enforce. For example, in recent weeks and months action has been taken on various streets in St. Pauls, the town centre, the Moors and Charlton Kings in response to complaints by residents and businesses.

It is important that people report enviro-crimes because it helps officers build an intelligence and an evidence base that helps with catching people who blight the town. Reports of enviro-crimes can be made on our website <https://www.cheltenham.gov.uk/report-it>, by email to envhealth@cheltenham.gov.uk or by calling 01242 264135.

Regarding the condition of the pavements, the maintenance and resurfacing of pavements and paving stones in the town centre is largely the responsibility of Gloucestershire County Council Highways. GCC Highways monitor the town centre as part of their regular highway safety inspections. Larger scale planned works can be found on their website which includes the Strand pedestrian area between Cambray Place and Bath Road.

Map (highway-iams.uk)

Cheltenham Borough Council is responsible for public furniture and planters in the town centre, and I am pleased to say we recently undertook replanting of containers on Cambray Place and The Strand with perennials and other plants beneficial to pollinating insects.

3. Question from Mr Steven Thomas for Cabinet Member for Climate Emergency, Councillor Iain Dobie

The Met Office have confirmed that geo-engineering is taking place in our skies (see link below):

https://www.youtube.com/watch?app=desktop&v=CX6pzzoACwc&si=oHxtCKaZPn9BGGDh&fbclid=IwZXh0bgNhZW0CMTEAAR3hgoF69CWRn2mtOUILtgdSE_M_-ESqdrWI5NZSkEMLdb4HrsTwp6NbzIk_aem_ATwFwAnW4CXJZMqcSVaQJ6VIZFUqbpRJ71TqaUeb19hJpOMLksCpoAM372KMNnYmuR8Kzw8XPLgLmYVcuoC-ptl6

Furthermore, the UK cloud seeding market is big business:

<https://markwideresearch.com/uk-cloud-seeding-market/>

Can you please advise why this is not being factored into your clean air policy which you are pursuing?

Cabinet Member response:

Many thanks for getting in touch. If the 'clean air policy' in question refers to Cheltenham Borough Council's Air Quality Action Plan, this addresses specific issues of high NOx & PM pollutants in accordance with specific statutory duties where exceedances are identified. Therefore, subjects such as "geo-engineering" and "UK cloud seeding" still at government-controlled research only levels, would not be featured in this plan and are not currently being considered by the council in any other policies.

Geo-engineering and UK Cloud Seeding are national government matters and not within the scope, powers, and resources of this local authority. The government published a position statement on "greenhouse gas removal technologies and solar radiation management" that may be of interest.

Supplementary question:

With proof that at least ten companies are engaged in cloud-seeding activities across the UK, spraying dangerous chemicals to manipulate the weather and cause excessive rainfall, as well as independent laboratory analysis samples showing high levels of aluminium, barium and strontium are being sprayed and causing pollution and ill-health, why is this not being taken into account in Cheltenham's Clean Air Policy, and why is the Cabinet Member for Climate Emergency not addressing it as the real cause of climate change?

Cabinet Member response:

Thank you for your question. I reiterate that these matters do not fall within the scope of CBC's clean air policy, which is concerned with NOx and PM pollutants. This is not a question for the council and needs to be directed elsewhere.

5 Food Safety Service Plan - update

The Cabinet Member for Safety and Communities introduced her report, and thanked all officers responsible for creating a detailed Food Safety Service Plan to ensure the wellbeing of residents and visitors with food fit for human consumption, while supporting the success of local businesses, 41% of which are restaurants or cafes.

She said all new businesses involved in food handling must register at least 28 days before they begin to operate. 158 new food business inspections were carried out between April 2023 and March 2024, 158 new food business inspections were carried out, and on 01 April 2024, CBC was responsible for regulating 1102 registered food businesses. A huge amount of work has gone into compiling the plan, which shows how buoyant these businesses are when it comes to food production, processing and distribution. The council has a statutory duty to monitor, verify and enforce the requirements of food law, and ensure that we have sufficient resources to do so with suitably trained, authorised officers.

She hoped Members would approve the plan.

The Leader commented that it is vital to have these policies in place, and critically important to the safety of Cheltenham residents. She thanked officers for all the work they do.

RESOLVED that:

- **the Food Safety Service Plan 2024-25 is approved**

6 Energy efficiency proposals for Leisure@Cheltenham

The Cabinet Member introduced the report, saying it is absolutely in line with our Net Zero Action Plan, and funded by the council-approved Green Investment Fund. The detailed business case has already been approved by the Green Investment Board, and both investments will reduce energy use and hence costs – notably the purchase of pool covers will generate a return on investment of 16.4%

He said that at a time of rapidly increasing energy costs – and noting that almost half of CBC's energy bill is spent on Leisure@ - this decision not only makes sense financially but also delivers significant carbon savings and hence is on track towards our declared Net Zero ambitions.

He trusted that the Cabinet would endorse the recommendations.

Having been part of the Green Investment Board which approved these proposals, the Cabinet Member for Finance and Assets was excited to see these proposals coming to fruition and was excited to see how much this not-massive amount of spending would save. She thanked the team and officers for their great work.

RESOLVED that:

- 1. a capital investment of £264,500 to replace the existing lighting system in the leisure centre with LED technology is approved;**
- 2. a capital investment of £83,750 from the Green Investment Fund to install pool covers across the building is approved;**
- 3. authority is delegated to the Director of Finance and Assets (Deputy s151 Officer) to procure and award the contract for the installation of the equipment and monitor the implementation.**

7 Housing and Tenancy Fraud Policy

In the absence of the Cabinet Member for Housing and Customer Services, the Leader introduced the report, saying that the policy needed to be updated following

the decision to bring CBH back in-house. The reasons and recommendations are clearly set out in the report.

There were no Member comments on this issue.

RESOLVED that:

- 1. the Housing and Tenancy Fraud Policy is adopted;**
- 2. authority is delegated to the Corporate Director and Monitoring Officer to approve future minor amendments to the Policy in consultation with the Head of Service Counter Fraud and Enforcement Unit and One Legal.**

8 To accept £306,065 capital grant funding from the English Sports Council

The Cabinet Member for Finance and Assets said she was excited to be bringing forward this fantastic funding for the Lido, a spectacular heritage site in the heart of the town, currently facing significant budgetary pressures largely due to the cost of energy. This retrofit funding will help keep the doors open and the building running, and will also set a precedent for other heritage buildings in town, working towards our net zero goal. She urged Members to support it.

The Leader commented on the importance of the Lido as both a heritage building and leisure facility, and said anything to support its continued use, success and sustainability was to be welcomed.

RESOLVED that:

In respect of an offer of £306,065 capital grant funding from the English Sports Council:

- 1. the Director of Finance and Assets is authorised to agree and sign a capital grant agreement with the English Sports Council whereby a capital grant payment of £306,065 will be paid to the Council.**
- 2. the Director of Finance and Assets is authorised to agree and sign a grant adherence agreement between the English Sports Council, Sandford Lido Limited (as the facility owner) and Cheltenham Borough Council (as applicant) to enable the whole capital grant to be passed to Sandford Lido Limited to enable them to install Photo Voltaic panels and Pool Covers.**
- 3. the Director of Finance and Assets is authorised to agree and sign a grant agreement between Sandford Lido Limited (as the facility owner) and Cheltenham Borough Council (as applicant) in order to pass a number of Sport England obligations onto the Lido.**

9 Housing Transition Governance Arrangements

The Leader introduced the report, on behalf of the Cabinet Member for Housing and Customer Services, and began by reminding Members of the pledge to place the voice of tenants and leaseholders at the heart of housing services, following the winding-up of CBH, both meeting the requirements of the regulator and giving them oversight of and influence over the services they receive. The paper sets out proposals for effective and robust governance arrangements, to take effect from 01 July, allowing residents to play an essential part in shaping CBC's housing service.

She said the structure seeks to ensure effective engagement with tenants, leaseholders and shared ownership owners, as well as providing Members with the required level of oversight. The detail is set out in the report, but in summary includes the establishment of a new Housing Cabinet Committee, comprising five elected Members (including the Cabinet Member for Housing and Customer Services), two tenant representatives, one leaseholder representative and one shared ownership representative. The Committee will monitor performance, delivery, and the impacts of investment, receive and consider complaints, have oversight of the risk register, and provide strong and effective connectivity between the council and the Tenant Panel.

To reflect the need of the council to hear tenants' voices, through tenant involvement and engagement, a Tenant Panel and a separate Leaseholder/Shared Ownership Panel will be established, to create space where tenants and leaseholders can act as scrutineers and critical friends, working with the council as it develops its plans, priorities and principles.

She said CBH currently operates a successful Tenant Scrutiny Panel (TSIP) which the council will build on and develop further to ensure strong links are forged between tenants and the Housing Cabinet Committee. She is pleased to note that the current TSIP members are keen to continue their work under the newly-named Tenant Panel, and the newly-created Leaseholder/Shared Ownership Panel will facilitate high-level engagement and enable the council to address some of the issues raised by leaseholders in the recent consultation.

She ended by saying that this is a major step forward in the transition journey which she hoped Members would support.

The Cabinet Member for Major Development and Housing said that good governance is needed to protect and improve services for our residents. Listening to tenants' views via TSIP is essential; he is very pleased we have reached this point and thanked all involved for the hours of work involved in getting us here.

The Cabinet Member for Safety and Communities said that the consultation undertaken when she was Cabinet Member for Housing had a great response rate, and hoped that all those who took the trouble to respond will be pleased to note that the council has listened and is introducing a new governance formant to give them a greater voice. She understands that the challenges are requirements of tenants are

quite different from those of leaseholders and shared ownership residents, and it is good that they all have a platform. This is a positive move and a great step forward.

RESOLVED that:

- 1. the governance arrangements, including tenant panel and leaseholder/shared ownership panel are approved;**
- 2. the Housing Cabinet Committee as set out in the terms of reference at Appendix 4 is established;**
- 3. arrangements for tenant representatives on the Housing Cabinet Committee as set out in Paragraph 5.4 of this report are agreed;**
- 4. the appointment of leaseholders and shared ownership owners to the Housing Cabinet Committee and Leaseholder/Shared Ownership Panel is delegated to Cabinet Member for Housing and Customer Services in consultation with the Leader;**
- 5. the appointments set out in Part 10 of the report are noted;**
- 6. Council is recommended to delegate the appointment of members to the Housing Cabinet Committee to Group Leaders**
- 7. Council is recommended to approve the consequential amendments to the constitution to reflect the new governance arrangements**

10 Property Compliance Policies

On behalf of the Cabinet Member for Housing and Customer Services, the Leader said with the transition of housing services on 01 July, the Cabinet is asked to approve the adoption of six property compliance policies relating to major areas of health and safety regulations, namely Asbestos, Electrical Safety, Fire Safety, Gas Safety, Lifts and Water Hygiene, plus Damp, Mould and Condensation. She said the policies form part of the council's wider organisation commitment to drive a health and safety culture amongst staff and contractors. A summary of each policy is set out, including detail of the council's responsibilities as landlord.

Members did not have any questions or comments.

RESOLVED that:

- 1. the following policies are approved:**
 - a) Housing Asbestos Policy**
 - b) Housing Electrical Safety, Alarms and Automated Equipment Policy**

- c) **Housing Fire Safety Policy**
- d) **Housing Gas Safety Policy**
- e) **Housing Water Safety Policy**
- f) **Housing Damp Mould and Condensation Policy**

2. **authority is delegated to the Director of Governance and Customer Services and the Deputy Chief Executive to make minor amendments to the policies to reflect changes in legislation and/organisational structure.**

11 Briefing from Cabinet Members

The Cabinet Member for Safety and Communities had two items to share:

- the Party in the Park will take place on Friday 02 August at Pittville Park, offering a day of exciting and fun activities for families, children and visitors;
- she recently enjoyed chairing her first No Child Left Behind board meeting, saying it was great to meet the committee members and see the fantastic work they do for children and young people. She looked forward to supporting the group's ambitions in the coming year.

The Leader congratulated Cheltenham Festivals on the success of the recent Science Festival, saying it was good to see groups of excited schoolchildren on their way to attend events. She said the interactive zone was amazing.

Other Cabinet Members had no briefings to share on this occasion.

12 Cabinet Member decisions since last meeting

There were none to report.

Cheltenham Borough Council

Cabinet

Minutes

Meeting date: 28 May 2024

Meeting time: 6.00 pm - 6.40 pm

In attendance:

Councillors:

Victoria Atherstone, Flo Clucas, Mike Collins, Iain Dobie, Rowena Hay, Martin Horwood, Peter Jeffries, Alisha Lewis and Izaak Tailford

Also in attendance:

Gareth Edmundson (Chief Executive)

1 Apologies

There were none.

2 Declarations of interest

The Cabinet Member for Economic Development, Wellbeing and Culture declared a non-pecuniary interest in Agenda item 6: he is a patron of Cheltenham Open Door, but has no management or pecuniary involvement so will remain in the Chamber for that item.

There were no further declarations of interest.

3 Minutes of the last meeting

The draft minutes of the meeting held on 02 April were approved by those who attended, and signed accordingly as a true record.

4 Public and Member Questions and Petitions

No public questions or petitions had been received. One Member question was submitted, as follows:

1. Question from Councillor David Willingham to Leader, Councillor Rowena Hay

In the Internal Audit progress report presented to Audit, Compliance and Governance Committee on 17 April 2024, there is an outstanding “open agreed action”. This action is as follows:

The Built Environment Local Enforcement Plan (Planning) has not been recently reviewed.

This item was raised in the 2020-2021 municipal year, and deadlines for its completion were missed on 31 July 2021, 30 April 2022, and 31 December 2023. The officer update from 17 November 2023 suggested that it would be added to the Forward Plan and dealt with after the May 2024 elections.

Could the Cabinet Member please confirm whether this item is now on the Forward Plan and confirm what the schedule is for its completion?

Response from Cabinet Member

In liaison with the former Cabinet Member for Customer and Regulatory Services, it was agreed that a full review of the Enforcement Plan be undertaken. This coincided with a permanent Head of Planning being appointed. We are currently in a position of having a draft enforcement plan, and now that elections have been completed, the next step is to draw together a member group to review the redrafted enforcement plan; once this has been completed, the plan to proceed to Cabinet. This is scheduled on the Forward Plan for the meeting on 09 July 2024.

There was no supplementary question.

5 Updated Climate Action Plan

The former Cabinet Member for Climate Emergency presented the report, saying it was a great privilege to have worked on it and made a meaningful contribution to the council’s current position regarding the climate emergency. She said she is frequently asked whether CBC will achieve its net zero target by 2030, and this fantastic report shows and explains the progress of the last few years and highlights all that the council is doing and can do to achieve its goals. It is an ambitious document and the new Cabinet Member for Climate Emergency will have the immense privilege of delivering it. She thanked the excellent officer team, in particular Debbie Baker, for their work.

The incoming Cabinet Member for Climate Emergency commended all the work involved in delivering the paper, saying it was an immensely important document, created under the guidance of an experienced figure of national standing, and setting out the draft roadmap to net zero in Cheltenham. He said the challenges are immense and the goals huge, but that all the targets are achievable if we think globally and act in Cheltenham.

The Cabinet Member for Safety and Communities thanked officers for a thorough report, setting out the journey to date, and in particular the sharing of advice and guidance through the climate impact assessment tool which is helping other councils to achieve their climate emergency goals.

She took the opportunity to mention that although e-scooters are a great and green mode of transport, in St Peter's and elsewhere they can be misused and some local residents are fearful of anti-social behaviour related to their use. She suggested that it would be helpful if the new Cabinet Member could pick up conversations with Gloucestershire County Council to find out what is happening with regard to enforcement and how this can be used to reduce ASB relating to e-scooters.

She also commented that the council had been successful over the past few years with the social housing decarbonisation fund, but the cost is astronomical and the challenge for local government is to ensure the funds come forward from central government to help achieve these goals and reduce energy costs for residents.

The Cabinet Member for Finance and Assets agreed that e-scooter enforcement is important but complicated, and it is important to be flexible enough to take advantage of opportunities without undermining them. She also considered that bringing CBH back in house would help the council move forward with investment and tackling poverty.

The Cabinet Member for Major Developments and Housing Delivery thanked officers and the former Cabinet Member for Climate Emergency for this extensive piece of work, and also the previous Cabinet Member for Climate Emergency, former Councillor Wilkinson, who started the process when in office. He welcomed the action plan, and was pleased to see the council showing leadership across the town.

RESOLVED THAT:

- **the updated Climate Emergency Action Plan is approved and published.**

6 Rent Support Grants to Voluntary Sector

The former Cabinet Member for Finance and Assets said it had been a privilege to hold the portfolio, and this report showed how the council directly supports its communities. Open Door has impact across the town - its door is always open - it had been a privilege to visit and meet with them. It gave him great pleasure that this report for a rent support grant was his last report in post.

The incoming Cabinet Member for Finance and Assets said this report is the pinnacle of her predecessor's work, and a good example of how under his leadership, CBC used its assets to flex its muscles and help organisations doing good work across the town. She said the portfolio is mostly about spreadsheets and balances but CBC's commercial strategy still excels in taking every opportunity to do good and make Cheltenham better. She thanked him for his work, leading a socially-motivated finance team.

The Leader said supporting community organisations, from scout groups and football clubs to Open Door, is a challenge and costs the authority a huge amount of money, but the value to the wider community is immeasurable and invaluable.

RESOLVED THAT:

- 1. a rent support grant of 72% of current market rent to Open Door for 39 Grosvenor Street is approved;**
- 2. authority is delegated to the Participation and Engagement Team Leader, in consultation with One Legal to agree the terms of a rent support grant agreement with the applicant.**

7 Briefing from Cabinet Members

The Leader thanked Members for accepting their new portfolios, all of which were invaluable to the administration, saying that learning a different portfolio and widening skills was invaluable to the administration, allowing everyone to be more collective and understanding, and to share knowledge from the past for use in the future.

The Cabinet Member for Economic Development, Culture and Wellbeing had nothing specific to report yet, but said he was staggered by the richness and diversity of Cheltenham's cultural, artistic and sporting organisations. He said we are all lucky to live in the town and he will do his best to enhance it further.

The Cabinet Member for Housing and Customer Services said what happens in Cheltenham is something that towns and cities all over Europe watch, knowing that they can do the same and use our experience to help them rebuild and reinvigorate their own communities. The fact that CBC does what it does while still balancing its books says much about the commitment and operational abilities of Members, and the care and concern of the Cabinet to fund initiatives to help the ordinary people in Cheltenham. She thanked all colleagues for enabling people to learn without incurring risks.

The Cabinet Member for Major Projects and Housing Regeneration said he was enjoying getting his feet under the table with this exciting portfolio, and particularly looking forward to continuing work on rent social value, with the forefront of our community in mind. He said Golden Valley is the biggest development in the southwest and will clearly have a huge impact on the town; the social value element

and how we can support areas across the town is key, and he looks forward to talking more about this in the future.

The Cabinet Member for Climate Emergency agreed that what Cheltenham is doing is at the leading edge of what is happening nationally, including recycling, which was part of his previous portfolio, with a wider range of kerbside recycling than elsewhere in the county. He said he is privileged to be taking on this portfolio, as climate change touches everything we do in the council, and although our climate change targets are far more ambitious than those of the national government, the people of Cheltenham are behind us, with a wealth of goodwill from the people, other parties and individual councillors. We are at the forefront of delivering on our goals, and will not be out-greened by anywhere else in the country.

The Cabinet Member for Waste, Recycling and Public Realm was delighted to be joining the Cabinet, saying he was getting to grips with his new role, had had meetings with officers, and the handover was going well. He added that there were a few exciting things to come, as well as some challenges.

The Cabinet Member for Safety and Communities thanked CBC and CBH officers, local businesses, schools and community groups who have supported the project to redistribute pre-loved school uniform. This has been hugely successful, thanks to the fantastic donations of every type of uniform from families across Cheltenham. The scheme continues until 31 May, with Dunelm on Tewkesbury Road as the donation point.

She also wanted to raise awareness of a £41k fund for organisations in the Cheltenham and Gloucester area with expertise and passion for detached youth work, providing opportunities to support young people over the age of 13 who are at risk due to vulnerabilities and anti-social behaviour. The process is open for applications until 18 June.

The Cabinet Member for Finance and Assets was excited and nervous to be taking on this portfolio, but with so much going on in Cheltenham, she was looking forward to working out how to best use the council's funds and assets to enhance the long-term sustainable future of Cheltenham.

The Cabinet Member for Planning and Building Control was also excited by the challenges ahead, and was happy to begin with the good news that the Arle Court transport hub is on target to be fully operational by August. This is, of course, and county-led project, but as other Members have said, Cheltenham must work with partners, and this fantastic initiative will help us achieve our climate ambitions, resulting in fewer car journeys to the town centre. In addition, people's concerns about the loss of trees has already been addressed with the re-planting of sustainable vegetation, resulting in biodiversity net gain. He added that Junction 10 remains a huge challenge, and looked forward to working with colleagues to resolve the issues.

The Leader thanked everyone for their enthusiasm in their new roles and for their contributions.

8 Cabinet Member decisions taken since the last meeting

The Leader invited Members to comment on decisions taken since the last meeting on 02 April 2024.

09 April 2024 - (Former) Cabinet Member for Housing, Councillor Victoria Atherstone

- i. [To award a small grant to Gloucestershire Action For Refugees and Asylum Seekers \(GARAS\)](#)
- ii. [To award grant funding for Gloucestershire Nightstop](#)
- iii. [To award a small grant to Cheltenham Welcomes Refugees as part of Cheltenham Borough Council's Commitment in Council Motion B, 23 June 2023](#)

Councillor Atherstone thanked GARAS, Cheltenham Welcome's Refugees, and Nightstop for the fantastic work they do in our communities, and was happy that CBC is able to support their work with these small grants:

10 April 2024 – (Former) Cabinet Member for Finance and Assets, Councillor Peter Jeffries

[To agree to the disposal of 45 Grosvenor Street from the HRA portfolio](#)

10 April 2024 – Leader, Councillor Rowena Hay

[Leader Resolution – Cheltenham Borough Homes](#)

Councillor Hay said that the dissolution of CBH will happen in due course, following this council resolution to wind it up.

12 April 2024 - (Former) Cabinet Member for Finance and Assets, Councillor Peter Jeffries

[Interior design work on Goldfoot House Sheltered Scheme](#)

Councillor Jeffries confirmed that this work is in line with the HRA capital programme, agreed at the February budget meeting.

25 April 2024 – (Former) Cabinet Member for Customer and Regulatory Services, Councillor Martin Horwood

[To change the official street name of Yarnolds Terrace to Yarnold Terrace](#)

Councillor Horwood was happy to confirm that a historical streetname anomaly had now been corrected, and thanked Councillor Willingham for his attention to detail in bringing this forward.

29 April 2024 - (Former) Cabinet Member for Finance and Assets, Councillor Peter Jeffries

[To enter into a contract with Rand Associates Consultancy Services](#)

Councillor Jeffries confirmed that this decision was for a condition survey across the council's housing stock.

09 May 2024 – (Former) Cabinet Member for Climate Emergency, Councillor Alisha Lewis

[To submit a funding bid to Phase 5 Public sector Low Carbon Skills Fund \(LCSF\)](#)

Councillor Lewis said this was an important consideration in the move towards net zero, working out how young people will transition. This decision supports that.

10 May 2024 - (Former) Cabinet Member for Waste, Recycling and Street Services, Councillor Iain Dobie

[To award a contract for Playground Improvements](#)

Councillor Dobie said it gave him great pleasure to approve this decision, which is part of an ongoing programme covering several locations across Cheltenham, and symbolic of the money the council invests in communities, young people and green places. He said there is more to come, and noted that everything the council does touches on the climate change agenda. He looked forward to further dialogue in his new role.

14 May 2024 - (Former) Cabinet Member for Finance and Assets, Councillor Peter Jeffries

[To appoint Adapt Architects to deliver professional retrofit design services](#)

Councillor Jeffries confirmed that this appointment was funded by the social housing decarbonisation fund.

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Cheltenham Borough Council

Cabinet - 23 July 2024

Physical activity and sport strategy for Cheltenham: Phase 2 – Playing Pitch Strategy

Accountable member:

Councillor Martin Horwood - Cabinet Member Economic Development, Wellbeing & Culture

Accountable officer:

Richard Gibson - Head of Communities, Wellbeing & Partnerships

Ward(s) affected:

All

Key Decision: No**Executive summary:**

In the council's corporate plan 2023-2027, we set out our commitment to:

“Work with partner organisations to develop a sports strategy for Cheltenham, to improve and further develop sport provision and help ensure more opportunities for external funding in order to improve health and wellbeing opportunities for local people”

In July 2023, Cabinet agreed a draft vision and outcomes for physical activity and sports which was the result of engagement with a wide range of stakeholders. Cabinet also committed to updating its playing pitch and built facilities strategies. These strategies are needed to provide a picture of our current infrastructure and how well it will meet the future needs in our communities, along with an investment plan for how we secure funding to improve provision.

This second phase of work was the subject of a procurement exercise utilising the Sports England procurement framework. Max Associates was appointed to carry out both the playing pitch and built sports facilities strategies, with the playing pitch element being sub-contracted to consultants FMG.

Work on the strategies commenced in July 2023 with work on the Built Facilities strategy being

reported to Cabinet in April 2024. The Playing Pitch strategy was prepared on a longer timeframe to enable the full assessment of both winter and summer sports provision. This has now been concluded and is hereby presented to Cabinet for approval.

Cabinet in April also endorsed the move to the third phase which will see an over-arching physical activity and sports strategy and accompanying action plan that will review investment into our sporting facilities with identified organisations and partners and which will address issues such as capacity-building for sports organisations in less affluent communities. This wider action plan will be presented to Cabinet later this year.

Recommendations: That Cabinet:

- 1. notes the findings and recommendations from the Playing Pitch Strategy as set out in section 4.6 and attached as appendix 2.**
- 2. shares the Playing Pitch Strategy with all the organisations and partners identified in the action plan for review.**
- 3. delegates authority to the Director for Community and Economic Development, in consultation with the Cabinet Member Economic Development, Wellbeing & Culture, to make any final amendments to the Playing Pitch Strategy.**
- 4. notes that an over-arching physical activity and sports strategy and accompanying action plan that will deliver the council's vision and outcomes for physical activity and sports as set out in section 3, will be brought to Cabinet later this year.**

1. Implications

1.1 Financial, Property and Asset implications

Whilst there are no direct financial implications from the playing pitch strategy recommendations, there may well be financial costs for the council associated with the implementation of the over-arching physical activity and sports strategy.

These costs, be they capital or revenue, will be fully understood and approval sought in line with the council's usual financial and budget processes.

Signed off by: gemma.bell@cheltenham.gov.uk.

1.2 Legal implications

There are direct legal implications arising from this report. The council has discretionary powers under various legislative provisions to provide sport and leisure facilities and also provide financial assistance to others to do so.

One Legal will be able to provide legal advice and assistance surrounding potential grant funding opportunities to the council or from the council or third parties. Such will have Subsidy

Control implications to consider.

Signed off by: One Legal, legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

The completed dashboard and summary report are attached as **appendix 3**. The strategy is generally positive in its contribution to environmental and social outcomes.

Physical Activity & Sports Strategy



In advance of the over-arching physical activity and sports strategy and accompanying action plan coming to Cabinet in the Autumn. Sustainability frameworks will be devised to offer support to local community and sports groups in sustainable transitions, to effectively target investment, and reduce negative environmental impacts.

Signed off by: maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

The Physical Activity and Sports Strategy will contribute to

Priority 4: Ensuring residents, communities and businesses benefit from Cheltenham’s future growth and prosperity

1.5 Equality, Diversity and Inclusion Implications

The completed community impact assessment is attached as **appendix 4**. The action from the impact assessment is to work with key partners and stakeholders to develop over-arching strategy and action plan that will address inactivity inequalities

1.6 Performance management – monitoring and review

Once the playing pitch strategy is signed off, work will commence on the over-arching action physical activity and sports strategy and action plan that will set out how the council and its partners can deliver against the strategy in order that we can demonstrate that it is making progress towards the achieving the vision.

The action plan, will set out what actions will be taken under each of the objectives and shared commitments. The actions will be identified for those to be taken in the next year, in the medium-term and in the longer-term.

The plan will also identify which person or organisation is responsible for the action and a timescale.

Progress against the action plan will be monitored via steering group meetings at which those that are accountable for actions will be asked to supply updates.

Consideration will also be given to placing the action plan on the forward plan for the council's overview and scrutiny committee to test the monitoring and performance in future years.

2. Background

2.1 In the council's corporate plan 2023-2027, we set out our commitment to work with partner organisations to develop a sports strategy for Cheltenham, to improve and further develop sport provision and help ensure more opportunities for external funding in order to improve health and wellbeing opportunities for local people.

2.2 The strategy will not only assist in the development of a wider sports and physical activity strategy but will also be a tool to help inform the council in addressing some of the following challenges:

- Determining the longer-term future of Council physical activity facilities, particularly Leisure at Cheltenham and Prince of Wales Stadium. Due to their age, both facilities require significant investment.
- Addressing health inequalities – health data identifies that some of our geographic communities face long-term health inequalities. Local partners have assessed data relating to a range of health conditions including obesity, depression and heart disease. The data paints a picture that low income communities have worse health outcomes than more affluent communities.
- Access to physical activities - we are aware that some of our low income communities do not have the same access to physical activity opportunities as more affluent communities.

2.3 The strategy will also assist to harnessing some significant opportunities:

- Our communities are ambitious and are coming forward with plans to deliver improved activity and sports facilities; both Cheltenham Saracens FC and Belmont School have developed multi-million pound sporting schemes. A new strategy can

help create the framework by which these communities can access external investment.

- Creating opportunities to be more physically active and to enjoy sports is going to be central to creating sustainable and healthy communities in our growth areas such as Elms Park and Golden Valley developments. The over-arching strategy will set out how we can use physical activity and sports to support the longer-term growth ambitions of Cheltenham, and inform the preparation of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan together with identifying future priorities for infrastructure, negotiation of Section 106 obligations and allocation of Community Infrastructure Levy.

3. Summary of the vision and outcomes for physical activity and sports

3.1 Cabinet in July 2023 agreed the following draft vision:

Cheltenham is a place where everyone has the opportunity to enjoy and benefit from physical activity and sports, creating active, healthy and happy communities

The three outcomes are as follows:

- **Cheltenham is a place where all our communities enjoy and benefit from physical activity;**
- **Our physical and community infrastructure is accessible and affordable but also high-quality and sustainable; and**
- **We will collaborate to create active and inclusive communities.**

3.2 The vision and outcomes for physical activity and sport created a framework for the second phase of the strategy – which is the assessment and future strategy for the physical infrastructure that underpins sports and physical activity in Cheltenham, split into a playing pitch strategy and built sporting facilities strategy.

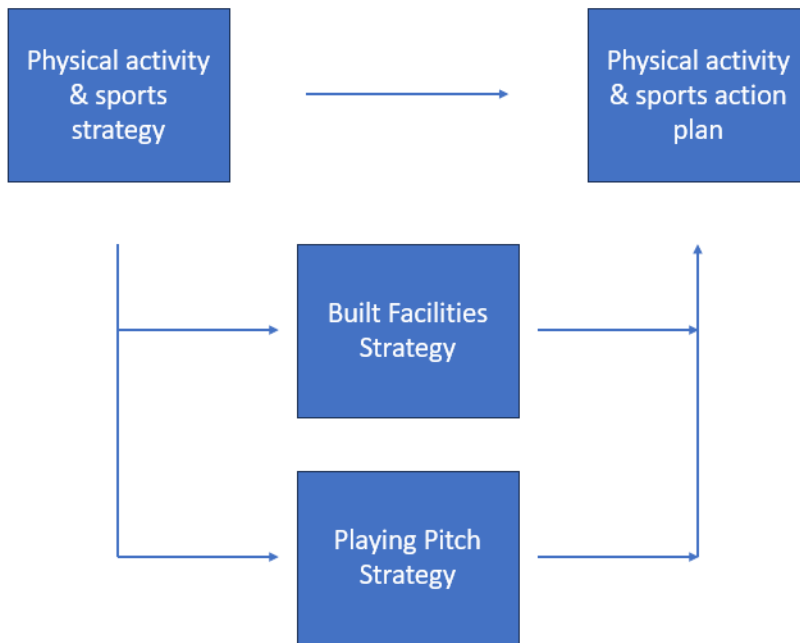
3.3 To achieve the vision agreed with partners, the strategies should deliver against the following objectives:

- Cheltenham has the physical sporting infrastructure (playing pitches and built facilities) needed to ensure everyone has the opportunity to enjoy sports and physical activity.
- Cheltenham has the community sporting infrastructure (clubs, teams, and groups) needed to ensure everyone has the opportunity to enjoy sports and physical activity.
- That this physical and community infrastructure is of appropriate quality, is in the right place to meet current and projected future demand, meets up-to-date standards of accessibility and is sustainable over the longer-term.
- We create active communities where everyone has the chance to be active and thrive.

3.4 The strategies provide a technical evidence base to shape potential future investments and priorities within the context of:

- An up-to-date picture of our population;
- An up-to-date picture of current provision;
- An up-to-date assessment of future needs in respects of sports and recreation facilities, clearly identifying any under/over provision up to 2041.

3.5 The council went out to procurement via Sport England’s Active Environments Framework and after a thorough analysis, Max Associates was appointed to carry out both the playing pitch and built sports facilities strategies. This included the sub-contracting of the playing pitch strategy to consultants FMG.



The relationship between the over-arching physical activity and sports strategy action plan and the supporting built facilities strategy and the playing pitch strategy

4. The Playing Pitch Strategy

4.1 The Playing Pitch Strategy (PPS) considers the following outdoor pitch sports:

- Football;
- Rugby Union;
- Rugby League;
- Lacrosse;
- Hockey;
- Cricket: and
- Other Sports (American Football).

4.2 The provision of Artificial Grass Pitches (AGPs) relevant to the sports above was also

assessed, as was any associated ancillary facilities.

4.3 The PPS has been developed in line with Sport England’s ‘Playing Pitch Strategy Guidance: An approach to developing and delivering a playing pitch strategy’, which was published in October 2013.

4.4 The guidance references a 10 step, 5 stage approach:

- Stage A: Prepare and tailor the approach (Step 1);
- Stage B: Gather information and views on the supply of and demand for provision (Steps 2 & 3);
- Stage C: Assess the supply and demand information and views (Steps 4, 5 & 6);
- Stage D: Develop the strategy (Steps 7 & 8);
- Stage E: Deliver the strategy and keep it robust and up to date (Steps 9 & 10).

4.5 The Playing Pitch Strategy covers stages A – D of the approach.

4.6 The table below sets out the key findings for each sport along with some provisional areas for consideration that still need to be robustly tested before inclusion within the final playing pitch strategy.

4.7 Please note the following definitions of secured and unsecured.

4.8 Community use of a site is deemed to be secured if use has been confirmed for three years. Unless known otherwise, Local Authority, Town Council and Parish Council sites are deemed to have secured community use. Clubs’ sites would be deemed secured, dependent on the type of agreement they have in place with the site owner

4.9 The term unsecured mainly relates to educational sites where the following should be in place to ensure certainty of secured community use (if not in place, then the site provides unsecured community use):

- A formal community use agreement;
- A leasing or management agreement requiring pitches to be available to the community/a community club;
- A formal policy for community use adopted by the owner and or educational establishment;
- Written confirmation from the owner and or educational establishment.

Sector	Overview	Summary of recommendations
Football	<ul style="list-style-type: none"> • There are currently 44 sites in Cheltenham Borough that provide grass football pitches, this equates to 95 pitches in total. There are 54 pitches that are available for community use across 21 sites. • 41% (39) of pitches assessed as good, 39% (37) of pitches were assessed as standard 	<ul style="list-style-type: none"> • Seek to protect all existing sites used for football. • Seek to secure sites that have been identified as unsecured for football. • Explore opportunities to work with clubs who are keen to take on the management and operation of Council pitch sites.

Sector	Overview	Summary of recommendations
	<p>and 20% (19) of pitches were assessed as poor.</p> <ul style="list-style-type: none"> • All poor quality pitches that are available for community use (12), are located on Council sites. • There are currently 167 male teams playing in Cheltenham Borough and 15 female teams. • If future demand forecast by clubs who took part in the consultation was realised, an additional 34 football teams would be created in the Borough. • The greatest amount of demand generated would be for youth boys' football, this would account for 44% of all new teams. 	<ul style="list-style-type: none"> • Seek to improve the quality of poor and standard quality grass pitches to a good standard. • Explore opportunities to work with clubs to improve the quality of ancillary facilities. • Seek to support any displaced demand to return to the Borough by ensuring that there is enough provision of the right quality to meet this demand. • Where there is demand, consider opportunities to bring unmarked pitches back in to use for football. • Work with Gloucestershire FA on a plan for how clubs are able to meet the relevant Stadium Accreditation to progress through the system. • Work with the Gloucestershire FA and the Football Foundation to update the Local Football Facilities Plan for Cheltenham once the PPS has been approved by Cabinet.
3G AGP's	<ul style="list-style-type: none"> • There is currently one full size 3G AGP in Cheltenham Borough that is located at All Saints Academy. There is also a full size World Rugby compliant 3G pitch located just outside the Borough at Cheltenham Tigers Rugby Club. • There is also a smaller sized 3G AGP at Civil Service Sports Ground which is also located just outside of the Borough. • 50 teams currently train on sand based pitches or 3G AGPs outside of the Borough due to a lack of provision. • Could also be demand from rugby league and lacrosse to access 3G AGPs in Cheltenham. • Shortfall of 4 full size 3G AGPs in Cheltenham. 	<ul style="list-style-type: none"> • Seek to protect the existing stock of 3G AGPs in the Borough and maintain their quality. • Encourage sites identified as potentially being able to provide 3G pitches to undertake any necessary feasibility work to understand if a 3G pitch is viable. These sites include Petersfield Park, the Prince of Wales Stadium; Pittville School and Bournside School. • Seek to ensure that any current or future 3G AGPs have a longer term maintenance plan place that enables them to be resurfaced when required. • Explore opportunities where any new 3G AGPs can be developed to meet demand from rugby union, rugby league, American football and lacrosse teams. • Seek to ensure than any future 3G AGP developments are delivered strategically to meet the identified shortfalls, this should be done in conjunction with the PPS steering group.
Rugby Union	<ul style="list-style-type: none"> • There are currently 43 rugby union pitches identified within Cheltenham Borough across 15 sites, 28 pitches are on education sites. • There are three community rugby union clubs located in the Borough and four just outside of it. • All grass rugby union pitches in the Borough have been assessed as being basic quality. • If demand forecast by community rugby union clubs was realised, there could be up to 24 new teams created. 	<ul style="list-style-type: none"> • Seek to protect existing community rugby union pitches. • Explore options to improve the security of tenure of rugby clubs. • Encourage the clubs, in partnership with the RFU to improve the quality of pitches via access to the Grass Pitch Maintenance fund and also seek investment into wider ancillary facilities including sports-lighting to support wider demand. • Consider other community rugby union club sites that may benefit from providing additional sports lighting on pitches to

Sector	Overview	Summary of recommendations
	<ul style="list-style-type: none"> There are two pitches with spare capacity to accommodate rugby union on a Sunday. 	<ul style="list-style-type: none"> meet midweek training demand. Consider opportunities to provide World Rugby compliant 3G AGPs to help alleviate overplay on community rugby union club sites.
Hockey	<ul style="list-style-type: none"> There are currently five hockey clubs based in Cheltenham Borough who between them have 25 teams. Out of 11 full-sized AGPs, there are 8 available for community use. There are 12 teams exported outside of the Borough as they are unable to access hockey AGPs for midweek training. This is partially due to them being used by football clubs. There is spare capacity of 8.5 hours per for midweek training on hockey AGPs in the Borough and 14.5 hours of spare capacity at weekends. This spare capacity identified is on sites where tenure is deemed unsecured and is therefore discounted. 	<ul style="list-style-type: none"> Explore how best to secure use at all sites currently used by hockey clubs in the Borough. Encourage all hockey AGPs providers to have a long term maintenance plan and sinking fund in place to resurface the pitch when required and that when pitches are resurfaced, they are done so to the appropriate standard to meet the requirement for hockey. Support sites that provide AGPs for hockey to replace their existing sports lights with LEDs. Explore how football demand currently catered for on sand-based AGPs can be transferred to 3G AGPs to create additional capacity for hockey clubs. Work with clubs, sites and England Hockey to explore how to create sufficient capacity to allow for the future growth of hockey in the Borough, including match play, training and recreational programmes.
Cricket	<ul style="list-style-type: none"> There are currently 12 sites in Cheltenham Borough that provide grass cricket pitches, this equates to 22 grass cricket pitches in total. Seventeen of these pitches are currently available for community use. There are currently two cricket clubs playing in Cheltenham Borough and three who are just outside the boundary. Between them these clubs have a total of 70 teams. There were 20 cricket pitches assessed as good in Cheltenham Borough, one as standard and one as poor. If future demand identified by clubs was realised, there would be seven additional cricket teams created. There are current and future shortfalls identified on cricket pitches in Cheltenham across all three of the peak periods, Saturday, Sunday and midweek. 	<ul style="list-style-type: none"> Seek to protect existing cricket pitches to meet demand. Explore how best to secure longer term use of sites where clubs do not have security of tenure. Seek to improve the pitch quality at Swindon Village Park. Explore opportunities to bring unmarked pitches back in to use to meet shortfalls identified. Explore how any proposed housing developments can meet demand for cricket in the Borough. Seek to support local cricket clubs improve their ancillary provision including car parking.. Seek to support the ECB to implement programmes such as Allstars, Dynamo’s and softball cricket for Cheltenham residents
Rugby League	<ul style="list-style-type: none"> Cheltenham Phoenix play and train outside the Borough at Cheltenham Tigers RFC. Cheltenham Phoenix reported that they are looking to grow two new girls' teams for the 2024 season at under 14’s and under 16’s. 	<ul style="list-style-type: none"> Seek to protect the existing senior rugby league pitch at Cheltenham Tigers RFC and secure use for Cheltenham Phoenix with an appropriate agreement. Identify opportunities where the Cheltenham Phoenix could play within Cheltenham Borough. Ensuring that any provision provides secure tenure. Consider how future 3G provision could meet the needs and requirements of Cheltenham Phoenix

Sector	Overview	Summary of recommendations
Lacrosse	<ul style="list-style-type: none"> There is one lacrosse club from Cheltenham Borough, which is Cheltenham Lacrosse club. They play at Civil Service Sports Ground. Cheltenham Lacrosse Club highlighted some issues accessing 3G pitch provision for training. 	<ul style="list-style-type: none"> Seek to protect the existing lacrosse pitch at Civil Service Sports Ground.. Consider how future 3G provision could meet training demand from Cheltenham Lacrosse Club.

5. Consultation and feedback

5.1 The playing pitch strategy has been prepared on the basis of extensive consultation with Sport England, the national governing bodies, local sporting clubs and associations, plus community organisations.

5.2 A summary of the findings from the Built Facilities and Playing Pitch strategies was also shared with the Council's Overview and Scrutiny Committee on 25 March 2024.

6. Key risks

6.1 The key risks are that without a robust and up to date strategy, the council will be unable to:

- Develop a long-term vision and investment plan for Leisure at Cheltenham and the Prince of Wales Stadium.
- Not have an appropriate evidence base to inform the preparation of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan and not being able to negotiate effectively on development sites across the borough and maximise investment in sports provision to meet the needs of local communities

Report author:

Richard Gibson, Head of communities, wellbeing & partnerships

Richard.gibson@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. Playing Pitch Strategy
- iii. Climate Change Impact Assessment
- iv. Equality Impact Assessment

Background information:

[Report to Cabinet 25 July 2023](#) - Physical activity and sport strategy for Cheltenham – Part 1 - [our draft vision and outcomes for physical activity and sport in Cheltenham](#)

Report to Cabinet 2 April 2024 - Physical activity and sport strategy for Cheltenham – [Part 2 Built Facilities strategy](#)

[Report to Overview and Scrutiny 25 March 2023](#) - Physical activity and sport strategy for Cheltenham – Phase 2 – built facilities and playing pitch assessments

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
385	If the council does not have a long term vision and investment plan in place for its sports and leisure venues then significant unplanned maintenance, repairs and investment may be required to keep the venues running and it may undermine the ability of the Trust (or any future provider) to run leisure services	Claire Hughes	4	4	16	Reduce	Source external consultancy support to deliver sports assessment and recommendations for investment Develop long term investment plan and specific options appraisal of leisure venues	Richard Gibson	Brief finalised by 1 September 2024
	If the council is not able to set out a robust assessment of current sporting and physical activity provision and a strategy for how to meet demand, there is a risk that provision will not be met appropriately via the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan.	Tracey Birkinshaw	3	2	6	Reduce	Undertake phase 2 work – playing pitch strategy and built facilities assessment. Once complete incorporate assessments with the review of the statutory development plan for Cheltenham via the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan	Richard Gibson	Closed by the approval of strategy by Cabinet 23/7/24



CHELTENHAM BOROUGH COUNCIL PLAYING PITCH STRATEGY AND ACTION PLAN



A DRAFT REPORT BY FMG CONSULTING LTD

JULY 2024

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Appendices

Appendix A – Funding Plan

Appendix B – Stage E Checklist

Appendix C – Glossary of Terms

Definitions

3G	Third Generation (artificial grass pitch)
AGP	Artificial Grass Pitch
CIL	Community Infrastructure Levy
CFA	County Football Association
EH	England Hockey
FA	Football Association
FC	Football Club
FF	Football Foundation
CC	Cricket Club
HC	Hockey Club
ECB	England and Wales Cricket Board
LTA	Lawn Tennis Association
MES	Match Equivalent Session
NGB	National Governing Body
ONS	Office of National Statistics
PPS	Playing Pitch Strategy
PQS	Performance Quality Standard
RFU	Rugby Football Union
S106	Section 106
TGR	Team Generation Rate

1. Introduction

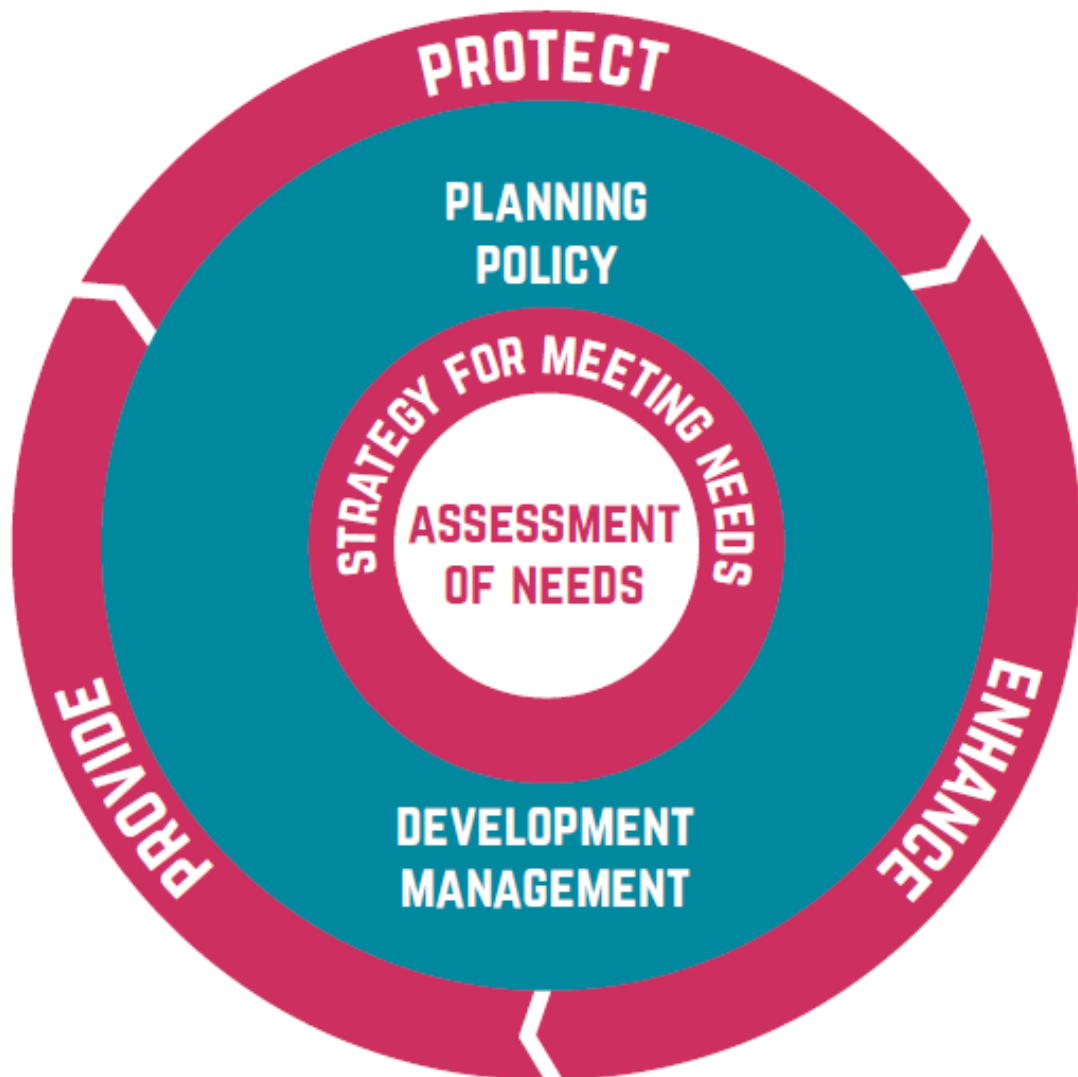
Introduction

- 1.1 The Playing Pitch Strategy (PPS) Action Plan for Cheltenham provides evidence on the supply and demand for sports pitches within the Borough, to ensure that suitable provision is made for both the existing population and any future demand up to 2041.
- 1.2 The strategy has been developed in accordance with Sport England's Playing Pitch Strategy guidance. It provides information on the supply and demand for outdoor playing pitches within the Borough, covering the public, private, educational, voluntary and commercial sectors.
- 1.3 The information contained within the PPS will provide an important element of the evidence base to protect as appropriate and enhance existing provision and ensure that future demand can be catered for. It will also help to inform planning decisions and developer contributions where appropriate and will inform the preparation of the [Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan \(SLP\)](#) that, amongst other aspects, will set out a development strategy; development requirements; policies and site allocations
- 1.4 The PPS Action Plan provides a clear set of recommendations that are prioritised for each sport, area and site. This Action Plan should be used by all stakeholders involved in its development when looking at the future provision of outdoor sports facilities. It should be used to identify where investment needs to be prioritised for each sport in order to meet any of the shortfalls that have been identified. This should also be the case when new provision is being proposed, linked to any housing growth. This will help to ensure that provision is always provided in the right locations to meet demand. This should always be done in conjunction with the relevant NGBs and Sport England.
- 1.5 Whilst the SLP covers the three authorities, the geographical scope of this PPS is Cheltenham Borough but includes the two current strategic allocations (West Cheltenham and North West Cheltenham) sites which straddle Cheltenham and Tewkesbury Borough Council's boundaries. These schemes are moving to determination by the relevant planning committees during 2024. There has been full engagement with Tewkesbury Borough Council in the preparation of this PPS.
- 1.6 This PPS reflects imported and exported demand to and from neighbouring authorities such as Tewkesbury and Gloucester, and the impact that any future provision provided on, or in close proximity to those boundaries will have.
- 1.7 The new PPS will provide the technical evidence base to inform delivery via current and future planning applications, future policy and funding bids set within the context of:
 - An up to date picture of Cheltenham's population;
 - An up to date picture of current provision;
 - An up to date assessment of future needs in respects of sports and recreation facilities, clearly identifying any under/over provision up to 2041; and
 - The role of Community Infrastructure Levy (CIL) and Section 106 obligations in meeting needs.

Aims

- 1.8 This PPS will follow the three overarching planning objectives identified by Sport England's Playing Pitch Strategy Guidance, which are:
1. **Protect** existing pitch provision;
 2. **Enhance** pitches and ancillary provision by improving the quality and management of facilities;
 3. **Provide** new pitches and ancillary provision where there is demand.
- 1.9 This is shown in Figure 1.1 below which is extracted from the Sport England Planning for Sport Guidance June 2019 ([Sport England - Planning for Sport Guidance](#))

Figure 1.1 - Sport England Planning Objectives



Vision

- 1.10 The vision for the PPS is to set out how the council and its partners can deliver the shared vision for physical activity and sports as agreed by the Council's Cabinet in July 2023.

Cheltenham is a place where everyone has the opportunity to enjoy and benefit from physical activity and sports, creating active, healthy and happy communities

Objectives

- 1.11 To achieve this vision, the strategy and updated assessment will deliver against the following objectives:
- Cheltenham has the physical sporting infrastructure needed to ensure everyone has the opportunity to enjoy sports and physical activity;
 - Cheltenham has the community sporting infrastructure (clubs, teams, and groups) needed to ensure everyone has the opportunity to enjoy sports and physical activity;
 - That this physical and community infrastructure is of appropriate quality, is in the right place to meet current and projected future demand, meets up-to-date standards of accessibility and is financially sustainable over the longer-term;
 - Create active and engaged communities where everyone has the chance to be active and thrive;

Agreed Scope

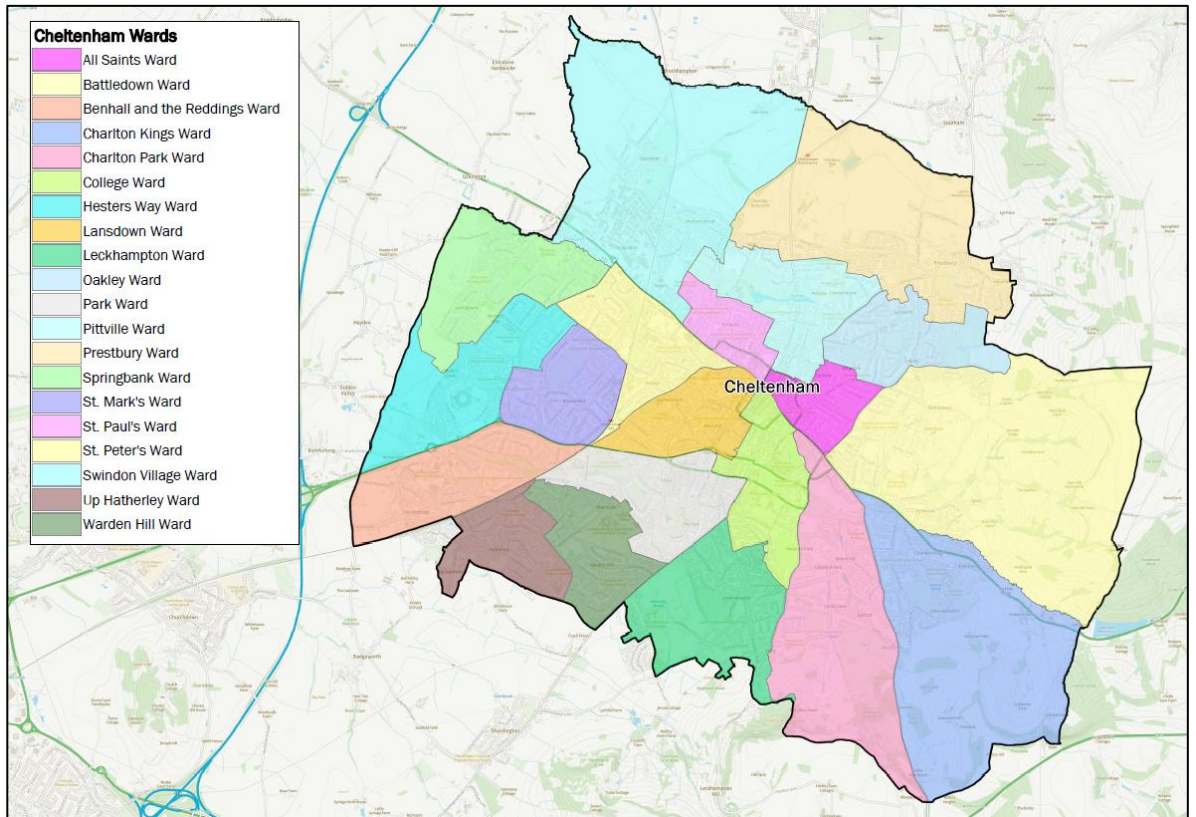
- 1.12 The following outdoor sports are captured as part of the strategy:
- Football;
 - Rugby Union;
 - Rugby League;
 - Lacrosse;
 - Hockey;
 - Cricket: and
 - Other Sports (American Football)
- 1.13 Artificial Grass Pitches (AGPs) relevant to the sports noted above are also captured, alongside any ancillary provision that accompanies any pitches included with the agreed scope
- 1.14 The PPS Action plan has been developed in conjunction with the PPS steering group, which includes representatives from each of the following organisations.
- Cheltenham Borough Council;
 - Sport England;

- Active Gloucestershire;
 - Gloucestershire FA;
 - The Football Foundation
 - The Rugby Football Union (RFU);
 - The England and Wales Cricket Board (ECB);
 - Gloucestershire Cricket Foundation; and
 - Rugby Football League.
- 1.15 The PPS has been developed in line with Sport England's 'Playing Pitch Strategy Guidance: An approach to developing and delivering a playing pitch strategy', which was published in October 2013.
- 1.16 The guidance references a 10 step, 5 stage approach:
- Stage A: Prepare and tailor the approach (Step 1);
 - Stage B: Gather information and views on the supply of and demand for provision (Steps 2 & 3);
 - Stage C: Assess the supply and demand information and views (Steps 4, 5 & 6);
 - Stage D: Develop the strategy (Steps 7 & 8);
 - Stage E: Deliver the strategy and keep it robust and up to date (Steps 9 & 10).
- 1.17 This PPS covers stage D of the approach

Study Area

1.18 This PPS covers the administrative boundary of Cheltenham Borough. This is shown in Figure 1.2 below.

Figure 1.2 – Map of the study area



2. Sport-Specific Issues and Scenarios

Introduction

- 2.1 This section of the Action Plan looks at the issues that were identified for each sport within the Assessment Report. Certain scenarios have also been applied to each sport to assess the impact that these will have on pitch provision within the Borough. These scenarios have been agreed with each NGB beforehand.
- 2.2 Table 2.1 shows current (2023) and future (2041) capacity of playing pitches in the Borough.

Table 2.1 - Current (2023) and future (2041) capacity of playing pitches in Cheltenham

Sport	Pitch Type	Current Capacity 2023	Future Capacity 2041
Football - Grass Pitches	Adult pitches	Spare capacity of 1 MES per week	Spare capacity of 0.5 MES per week
	Youth Football 11v11	Shortfalls of -1.5 MES per week	Shortfalls of -1.5 MES per week
	Youth Football 9v9	Spare capacity of 2 MES per week	Spare capacity of 2 MES per week
	Mini Soccer 7v7	Spare capacity of 8.5 MES per week	Spare capacity of 8.5 MES per week
	Mini Soccer 5v5	Pitches at capacity	Pitches at capacity
3G AGPs	Full size with sports lighting	Shortfall of 4 pitches	Shortfall of 4 pitches
Rugby Union	Senior	Shortfall of 13.7 MES	Shortfall of 13.7 MES
Hockey AGPs	Full size with sports lighting	Spare capacity for midweek training and weekend match play	Spare capacity for midweek training and weekend match play
Cricket	Senior grass wicket	Shortfalls of 141 MES per season	Shortfalls of 141 MES per season
Rugby League	Senior Rugby League	Spare capacity of 0.5 MES	Spare capacity of 0.5 MES
Lacrosse	Lacrosse	Demand is being met	Demand is being met
American Football	American Football	Demand is being met	Demand is being met

- 2.3 Football Association (FA) guidance states the following for pitch capacity in the form of match equivalent sessions per week. For example, a good quality adult pitch has capacity for 3 matches per week. This is expressed in Match Equivalent Sessions (MES)

Summary

- 2.4 There is some degree of spare capacity on the majority of grass football pitches, with the exception of youth 11v11 pitches, which are overplayed by 1.5 MES per week and mini soccer 5v5 pitches that are at capacity. Spare capacity on adult football pitches and youth 9v9 pitches is minimal, especially when future demand for adult pitches is considered. This will need to be monitored as part of the Stage E process as any minor changes in pitch supply, quality, or demand could have a negative impact on this spare capacity.
- 2.5 There are significant shortfalls of 3G AGPs in the Borough. This was highlighted as an issue by several clubs during the consultation. There could also be opportunities for 3G AGPs in the area to meet demand for other sports such as rugby union, rugby league, American football and lacrosse.
- 2.6 There are significant shortfalls on senior rugby union pitches in the Borough. These are primarily caused by pitches catering for significant midweek training demand. These could be alleviated by improving pitch quality through increased maintenance and the provision of additional pitches with sports lighting, this will enable midweek training demand to be spread across more pitches. The provision of World Rugby compliant 3G AGPs could also absorb some midweek training demand and help to alleviate overplay.
- 2.7 There are significant shortfalls on grass cricket pitches. Some of these shortfalls can be alleviated by improved pitch maintenance but there may need to be consideration for the provision of new pitches along with additional and better use of NTPs.
- 2.8 There is some spare capacity available for rugby league, although security of tenure is an issue. Spare capacity has been identified for Hockey AGPs. Security of tenure has been identified as an issue for hockey though. Demand for lacrosse and American football is being met outside of the Borough at present.
- 2.9 The following is a summary for each individual sport, which lists the key findings and issues that were identified in the preceding Assessment Report, followed by the scenario testing.
- 2.10 Please note the following definitions of secured and unsecured.
- 2.11 Community use of a site is deemed to be secured if use has been confirmed for three years. Unless known otherwise, Local Authority, Town Council and Parish Council sites are deemed to have secured community use. Clubs' sites would be deemed secured, dependent on the type of agreement they have in place with the site owner.
- 2.12 The term unsecured mainly relates to educational sites where the following should be in place to ensure certainty of secured community use (if not in place, then the site provides unsecured community use):
- A formal community use agreement;
 - A leasing or management agreement requiring pitches to be available to the community/a community club;
 - A formal policy for community use adopted by the owner and or educational establishment;
 - Written confirmation from the owner and or educational establishment.

Football Summary

- In total there are currently 33 football clubs in Cheltenham Borough who affiliate to Gloucestershire FA. Between them they have 182 teams.
- There are currently 46 sites in Cheltenham Borough that provide grass football pitches, this equates to 101 pitches in total. There are 57 pitches that are available for community use across 23 sites;
- There were 38% (39) of pitches assessed as good in total, 41% (41) of pitches were assessed as standard and 21% (21) of pitches were assessed as poor. All poor quality pitches that are available for community use (14), are located on Council sites;
- There are currently 167 male teams playing in Cheltenham Borough and 15 female teams. There are also 12 teams who import demand into the Borough and eight teams who export demand outside of the Borough. All exported demand is catered for in Tewkesbury and the Forest of Dean.
- If future demand forecast by clubs who took part in the consultation was realised, an additional 34 football teams would be created in the Borough, this would generate an additional 17 MES sessions of demand per week. The greatest amount of demand generated would be for mini soccer teams, this would account for 58% of all new teams and generated and 10 MES of demand;
- Team generation rates (TGR) only forecast growth in one adult men's football team at present. This will create 0.5 MES per week of additional demand on adult football pitches. There are no increases forecast at any other age groups based on TGRs;
- In total there is actual spare capacity of all pitch types amounting to 18.5 MES per week in Cheltenham Borough. The highest amount of actual spare capacity is on mini soccer 7v7 pitches (46%), followed by adult pitches (38%), then youth 9v9 pitches (12%) and finally Youth 11v11 pitches (4%). There is no actual spare capacity on mini soccer 5v5 pitches;
- Adult pitches have the greatest amount of overplay in the Borough, 7 MES in total per week. Youth 11v11 pitches currently have 2 MES of overplay on them in total and Youth 9v9 pitches have 0.5 MES of overplay on them. No mini soccer football pitches in the Borough are currently overplayed;
- There are current shortfalls on youth 11v11 pitches equating to 1.5 MES per week. These are unaffected when future demand is considered. Adult football pitches are currently at capacity but become overplayed by 0.5 MES when future demand is considered. There is currently spare capacity of 8 MES on mini soccer 7v7 pitches which is unaffected when future demand is considered. Youth football 9v9 football pitches have 2 MES of spare capacity on them, which remains unaffected when future demand is considered. Mini soccer 5v5 pitches are at capacity now and in the future.

Football Scenarios – Grass Pitch Supply

Impact of losing unsecured football pitch provision.

2.13 The assessment report identified five sites currently used by football clubs where security of community use is unsecured. These are:

- Balcarras Sports Centre;
- Bournside Sports Centre;
- Pittville School;
- St Marks Church of England Primary School;
- The Pavilion – Cheltenham; and
- The University of Gloucestershire (Park Campus)

2.14 Between them, these sites provide 16 grass football pitches that are used by 55 teams. The Pavilion – Cheltenham is used by FC Lakeside Youth's under 5's and under 6's. Their use has been converted in to match equivalent sessions. This scenario assesses the impact of these pitches no longer being available to use on the current supply and demand of pitches within the borough. The current status of these sites is shown in Table 2.2.

2.15 Where pitch quality is referred to, this has been colour coded as follows:

Good
Standard
Poor

2.16 Where pitch balance (MES) is referred to, this has been colour coded as follows:

Spare capacity
At capacity
Overplayed

Table 2.2 – Current unsecured sites used for football

Site Name	PPS Site ID	Management Type	Pitch Type	Number of Pitches	Overmarked Pitches	Pitch Type	Community use category	Pitch Quality	Carrying Capacity (MES per week)	Total Use (MES / week)	Balance (MES / week)	Spare Capacity at peak times (MES / week)
Balcarras Sports Centre	3	School/ College/ University (in house)	Adult Football	1	No	N/A	Available for community use and used	Good	3	2.5	0.5	0.5
			Mini Soccer 7v7	1	No	N/A		Good	6	1	5	1
Bournside Sports Centre	5	School/ College/ University (in house)	Adult Football	2	No	N/A	Available for community use and used	Good	6	6	0	None
			Youth Football 9v9	2	Yes	Marked within a Senior Rugby pitch		Good	8	5.5	2.5	0.5
			Mini Soccer 7v7	4	Yes	Marked within a Senior Rugby pitch		Good	24	7.5	16.5	2
			Mini Soccer 5v5	2	No	N/A		Good	12	4.5	7.5	1
Pittville School	41	School/ College/ University (in house)	Youth Football 11v11	2	Yes	2 x Mini Soccer 5v5	Available for community use and used	Good	8	8	0	None

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Site Name	PPS Site ID	Management Type	Pitch Type	Number of Pitches	Overmarked Pitches	Pitch Type	Community use category	Pitch Quality	Carrying Capacity (MES per week)	Total Use (MES / week)	Balance (MES / week)	Spare Capacity at peak times (MES / week)
St Marks Church Of England Junior School	52	School/ College/ University (in house)	Youth Football 9v9	1	No	N/A	Available for community use and used	Standard	2	2	0	None
			Mini Soccer 7v7	1	No	N/A		Standard	4	2	2	1
The Pavilion - Cheltenham	59	Community Organisation	Mini Soccer 5v5	2	No	N/A	Available for community use and used	Standard	8	2	6	2
The University of Gloucestershire (Park Campus)	61	School/ College/ University (in house)	Mini Soccer 5v5	1	No	N/A	Available for community use and used	Standard	4	2.5	1	No

- 2.17 Should these pitches no longer be available, there would be 29.5 MES per week of unmet demand within the Borough that would need to be catered for. Table 2.3 shows the impact of this demand being met on the existing grass pitch supply within the Borough by updating the supply and demand analysis of grass football pitches from the Assessment Report. As all of the sites in Table 2.3 are education sites, the total use of the pitches accounts for curricular and extra-curricular activities. These figures have been adjusted in Table 2.3, so that only use from grass roots football clubs is being accounted for.

Table 2.3 – Impact of losing unsecured sites for football

Pitch Type	Actual Spare Capacity (MES/week)	Overplay (MES/week)	Total (MES/week)	Future capacity if unsecured sites are lost
Adult	7	7	0	-4.5
Youth Football 11v11	0.5	2	-1.5	-7.5
Youth Football 9v9	2.5	0.5	2	-2.5
Mini Soccer 7v7	8.5	0	8.5	1
Mini Soccer 5v5	0	0	0	-6.5

- 2.18 Losing all unsecured football pitch provision in the Borough would result in there being shortfalls on all football pitches types, with the exception of mini soccer 7v7 pitches, which would have minimal spare capacity of 1 MES per week. **It is therefore imperative that the PPS steering group work together to secure use for football clubs on these sites through the provision of a suitable agreement to safeguard use of the pitches.**

Impact of securing unsecured sites for football

- 2.19 The sites identified in the previous scenario had any spare capacity discounted due to the fact the community use was identified as unsecured. Should the PPS steering group be able to work together to secure use on these sites for football, any spare capacity identified would now be counted. Table 2.4 shows the impact of any spare capacity on unsecured sites used for football being realised, by updating the supply and demand analysis of grass football pitches from the Assessment Report. This has added any discounted spare capacity identified on unsecured sites to the spare capacity already identified on each pitch type.

Table 2.4 – Impact of securing unsecured sites for football

Pitch Type	Actual Spare Capacity (MES/week)	Impact of Securing Unsecured Sites	Overplay (MES/week)	Total (MES/week)
Adult	7	0.5	7	0.5
Youth Football 11v11	0.5	0	2	-1.5
Youth Football 9v9	2.5	0.5	0.5	2.5

Pitch Type	Actual Spare Capacity (MES/week)	Impact of Securing Unsecured Sites	Overplay (MES/week)	Total (MES/week)
Mini Soccer 7v7	8.5	4	0	12.5
Mini Soccer 5v5	0	3	0	3

2.20 There would now be additional spare capacity on all pitch types with the exception of youth 11v11 pitches, which would still have shortfalls of 1.5 MES per week on them.

Improving poor and standard quality pitches to good

2.21 The Football Foundation have aspirations to improve 20,000 grass pitches to a good standard nationally, using their PitchPower app ([Football Foundation - PitchPower](#)). Where this app is used to assess pitch quality, there is an opportunity for clubs and organisations to apply for funding from the Football Foundation towards maintenance kit and equipment, along with maintenance contractors services, providing they meet the relevant criteria. During the pitch assessments, there were 24 pitches available for community use assessed as standard quality and 12 pitches available for community use assessed as poor quality. All poor quality pitches are located on Council sites. Table 2.5 assesses the impact of improving pitch quality on all of these sites to a good standard.

Table 2.5 - Impact of improving poor and standard quality pitches to good

Site Name	PPS Site ID	Pitch Type	Number of Pitches	Agreed pitch quality rating	Carrying Capacity (MES /week)	Total Use (MES / week)	Balance (MES / week)	Updated Pitch Quality	Updated Capacity	Updated Balance
Agg Gardner Recreation Ground	1	Adult Football	1	Standard	2	1	1	Good	3	2
Brizen Farm Playing Field	6	Youth Football 11v11	1	Poor	1	0.5	0.5	Good	4	3.5
Clyde Crescent Recreation Ground	19	Adult Football	1	Standard	2	2	0	Good	3	1
Elmfield Park	22	Adult Football	1	Standard	2	0.5	1.5	Good	3	2.5
Hatherley Park	26	Mini Soccer 7v7	2	Standard	8	0.5	7.5	Good	12	11.5
King George V Playing Field (Cheltenham)	31	Adult Football	5	3 Poor	7	5	5	Good	15	12
				2 Standard						
King George V Playing Field (Cheltenham)	31	Youth Football 9v9	2	Standard	4	1	3	Good	8	7

Site Name	PPS Site ID	Pitch Type	Number of Pitches	Agreed pitch quality rating	Carrying Capacity (MES /week)	Total Use (MES / week)	Balance (MES / week)	Updated Pitch Quality	Updated Capacity	Updated Balance
King George V Playing Field (Cheltenham)	31	Mini Soccer 7v7	2	Standard	8	2	6	Good	12	10
Naunton Park	35	Adult Football	2	Standard	4	6	-4	Good	6	0
Naunton Park	35	Youth Football 9v9	1	Standard	2	1	2	Good	4	3
Naunton Park	35	Mini Soccer 7v7	1	Standard	4	1	3	Good	6	5
Petersfield Park	40	Adult Football	1	Poor	1	2	-1	Good	3	1
Prestbury Playing Fields	42	Adult Football	1	Standard	2	2.5	-0.5	Good	3	0.5
Prestbury Playing Fields	42	Mini Soccer 7v7	2	Standard	8	4	4	Good	12	8
Priors Farm	44	Adult Football	2	Poor	2	2.5	-0.5	Good	6	3.5
Priors Farm	44	Youth Football 9v9	1	Poor	1	1.5	-0.5	Good	4	2.5
Springfield Park	49	Adult Football	1	Poor	1	0.5	0.5	Good	3	2.5
St Marks Church Of England Junior School	52	Youth Football 9v9	1	Standard	2	2	0	Good	4	2
St Marks Church of England Junior School	52	Mini Soccer 7v7	1	Standard	4	2	2	Good	6	4

Site Name	PPS Site ID	Pitch Type	Number of Pitches	Agreed pitch quality rating	Carrying Capacity (MES /week)	Total Use (MES / week)	Balance (MES / week)	Updated Pitch Quality	Updated Capacity	Updated Balance
Swindon Village	54	Adult Football	1	Poor	1	1.5	-0.5	Good	3	1.5
Swindon Village	54	Youth Football 11v11	2	Poor	2	4	-2	Good	8	4
Swindon Village	54	Mini Soccer 7v7	2	Poor	4	2.5	1.5	Good	12	9.5
The Beeches	55	Adult Football	2	Standard	4	2.5	1.5	Good	6	3.5
The Beeches	55	Youth Football 9v9	1	Standard	2	1.5	0.5	Good	4	2.5
Whaddon Recreation Ground	62	Adult Football	1	Standard	2	1.5	0.5	Good	3	1.5
The Pavilion - Cheltenham	59	Mini Soccer 5v5	2	Standard	8	2	6	Good	12	10
The University of Gloucestershire (Park Campus)	61	Mini Soccer 5v5	1	Standard	4	2.5	1	Good	6	6
Whaddon Recreation Ground	62	Mini Soccer 7v7	1	Standard	4	0	4	Good	6	6

- 2.22 Should all pitches available for community use, that are currently standard or poor quality, be improved to a good standard, overplay would reduce from 9 MES per week to 2.5 MES per week. The only overplayed pitch that would remain in the Borough is the adult pitch at Burrow's Field, which is already of good quality. This would reduce the shortfalls that were identified on youth 11v11 pitches. Table 2.6 shows the balance of football pitches in the Borough based on standard and poor quality football pitches being improved to a good.

Table 2.6 – Impact of reducing overplay by improving pitch quality

Pitch Type	Actual Spare Capacity (MES/week)	Overplay (MES/week)	Total (MES / week)	Future Demand (MES/week)	Future Total (MES/week)
Adult	7	2.5	4.5	0.5	4
Youth Football 11v11	0.5	0	0.5	0	0.5
Youth Football 9v9	2.5	0	2.5	0	2.5
Mini Soccer 7v7	8.5	0	8.5	0	8.5
Mini Soccer 5v5	2	0	2	0	2

Catering for demand identified by clubs

- 2.23 As part of the consultation, clubs were asked to identify where they saw their future growth. Based on clubs who responded, there was future growth of 34 teams identified by clubs in Cheltenham, which would equate to 17 MES per week of demand. This has been summarised in Table 2.7 below.

Table 2.7 – Summary of forecast team growth

Team Type	Number of Teams	MES / week
Adult	5	2.5
Youth 11v11	3	1.5
Youth 9v9	6	3
Mini Soccer 7v7	7	3.5
Mini Soccer 5v5	13	6.5
Total	34	17

2.24 Table 2.8 assesses the impact that this demand would have on the current balance of pitches within the Borough. Future demand has been calculated on the basis that each new team will generate 0.5 MES per week of demand. This is because teams in the Borough play on a home and away basis so two teams can share a home pitch.

Table 2.8 – Impact of forecast club demand on pitch balance

Pitch Type	Curren Balance (MES / week)	Future Demand Identified by Clubs (MES / week)	Future Total (MES / week)
Adult	0	2.5	-2.5
Youth Football 11v11	-1.5	1.5	-3
Youth Football 9v9	2	3	-1
Mini Soccer 7v7	8.5	3.5	5
Mini Soccer 5v5	0	6.5	-6.5

2.25 Table 2.8 shows that if forecast demand identified by football clubs in the Borough was realised, there would be shortfalls across all pitch types, with the exception of mini soccer 7v7 pitches, which would still have spare capacity of 5 MES per week. The biggest impact would be on mini soccer 5v5 pitches, which would go from being at capacity to having shortfalls of 6.5 MES per week.

Recommendations for football

- Seek to protect all existing sites used for football;
- Seek to secure sites that have been identified as unsecured for football;
- Explore opportunities to work with clubs who are keen to take on the management and operation of Council pitch sites to improve their quality, similar to the approach taken with Leckhampton Rovers FC at Burrow’s Field;
- Seek to improve the quality of poor and standard quality grass pitches to a good standard. It is recommended that this is done in conjunction with use of the PitchPower app and with support provide by the Grounds Management Association (GMA);
- Explore opportunities to work with clubs to improve the quality of ancillary facilities at any sites where provision is assessed as poor; and assess the need for providing ancillary provision on sites used by clubs without any;
- Seek to support any displaced demand to return to the Borough by ensuring that there is enough provision of the right quality to meet this demand;
- Where there is demand, consider opportunities to bring unmarked pitches back in to use for football;

- Work with Gloucestershire FA on a plan for how clubs within the National League System are able to meet the relevant Stadium Accreditation to progress through the system and also for those clubs just outside the National League System should they have aspirations to do so;
- Feedback from local league indicates that there is a significant shortfall of 9v9 pitches. The league also states that conversations are ongoing about inner marking pitches to support the lack of available pitches. This will increase the usage and thus, impact upon those pitches. This may mean that pitches will lose quality unless stringent maintenance is put in place;
- Work with the Gloucestershire FA and the Football Foundation to update the Local Football Facilities Plan for Cheltenham once the PPS has been signed off by PPS Steering Group and approved by Cabinet.

3G AGP Scenarios

Moving all mini soccer match play to 3G AGPs

- 2.26 The FA have an aspiration for mini soccer games to be played on 3G pitches. This is because of their capacity to provide multiple kick offs on any given match day, plus the quality of experience that they offer the participants. This scenario assesses how many 3G pitches would be required in the Borough to accommodate all mini soccer match play.
- 2.27 Peak demand for mini soccer matches is Saturday mornings. There are currently 34 mini soccer 7v7 teams and 17 mini soccer 5v5 teams who play at this time. This includes teams who are currently exported out of the Borough but not teams who are imported into the Borough.
- 2.28 Table 2.9 summaries the number of 3G AGPs required to cater for all mini soccer match play at peak times.

Table 2.9 – Number of 3G AGPs required for mini soccer match play

Format	Number of teams	Number of matches	3G Match Units Required	Total 3G Units Required	3G Pitches Required
Mini Soccer 7v7	34	17	8	136	2.13
Mini Soccer 5v5	17	8.5	4	34	0.53
Total					2.66

- 2.29 In total there would be 3 (rounded up from 2.66) 3G AGPs required to cater for mini soccer match play demand at peak times in Cheltenham.

Impact of forecast demand from clubs on 3G AGP demand

- 2.30 The Assessment Report calculated demand for 3G AGPs in the Borough based on the FA's ratio of 1:38. On the basis of there being 175 teams in the Borough, there was demand identified for 5 3G's rounded up from 4.6. With one full size 3G pitch currently provided at All Saints Academy, this leaves a shortfall of four pitches. Table 2.10 looks at impact on demand for 3G pitches, should the 34 teams forecast by clubs in the Borough be realised.

Table 2.10 – Impact of forecast club demand on 3G AGPs

Current Team Numbers	Current Requirement for 3G AGPs	Current Full size 3G AGPs	Current Shortfall of 3G AGPs	Future Team Numbers	Future Requirement for 3G AGPs
178	5 (rounded up from 4.6)	1	4	212	4.5

2.31 If this demand was realised, future requirements for 3G AGPs in the Borough would increase by 0.5 to 4.5 pitches.

Recommendations for 3G AGPs

- Seek to protect the existing stock of 3G AGPs in the Borough;
- Seek to maintain quality of existing 3G AGPs;
- Seek to ensure that any pitches currently on the 3G pitch register remain on there. Also ensure that the pitch at Cheltenham Tigers RFC remains World Rugby Compliant;
- Seek to ensure that any future 3G AGPs that are developed are constructed to the appropriate specification that enables them to be tested for inclusion on the 3G pitch register. Where appropriate, also consider when pitches can be made WR compliant and meet RFL Community Standard;
- Encourage sites identified as potentially being able to provide 3G pitches to undertake any necessary feasibility work to understand if a 3G pitch is viable. These sites include Bournside School, Petersfield Park, Pittville School and the Prince of Wales Stadium;
- Seek to ensure that any current or future 3G AGPs developed have a longer term maintenance plan place that enables them to be resurfaced when required;
- Explore opportunities where any new 3G AGPs can be developed to meet demand from rugby union, rugby league, American football and lacrosse teams;
- Seek to ensure than any future 3G AGP developments are delivered strategically to meet the identified shortfalls, this should be done in conjunction with the PPS steering group.

Rugby Union Summary

- There are currently three community rugby union clubs in Cheltenham Borough and four located just outside the Borough boundary. Between them, these seven clubs have a total of 60 teams;
- There are currently 42 rugby union pitches identified within Cheltenham Borough across 15 sites. Fifteen of the 42 pitches are located on sites used by community rugby clubs, the remaining 28 pitches are located on education sites. The four community rugby union clubs located just outside of Borough boundary have a combined total of nine grass rugby union pitches. There is also a World Rugby compliant 3G AGP located at Cheltenham Tigers RUFC at their Newlands site;
- There were no sites identified as previously providing rugby union pitches that are now disused;
- Community rugby union clubs have security of community use at the majority of sites. Security of tenure is an issue at two sites. At the Prince of Wales Stadium, Smiths RFC hire their pitches annually from the Cheltenham Trust. As the head lease for the site is between CBC and the Cheltenham Trust, and this only runs to 2029, it is not possible to provide security of tenure beyond this date. At Old Patesians where Old Patesians RFC hire the pitches annually from CBC, as the land is designated public open space and it is not possible to provide security of tenure, though a licence option is to be explored.
- All grass rugby union pitches in the Borough have been assessed as being basic quality;
- Of the seven sites used by community rugby union clubs, four were assessed as providing good quality ancillary provision and three as standard;
- If demand forecast by community rugby union clubs was realised, there could be up to 24 new teams created;
- Another way that future demand can be calculated is by looking at population forecasts and how these impact upon Team Generation Rates (TGRs). Using these rates however, predict that there won't be any new community rugby union teams created up to 2041 in Cheltenham Borough
- There are two sites used by community rugby union clubs that are identified as having actual spare capacity, these are King George V Playing Field (Cheltenham) and Prince of Wales Stadium. King George V Playing field has spare capacity of 0.3 MES and the Prince of Wales Stadium has spare capacity of 2.3 MES, which equates to 2.6 MES of spare capacity in total;
- There is overplay totalling 16.3 MES per week in Cheltenham Borough. All overplay is located on sites used by community rugby union clubs, with the exception on Pittville School. The only site located within the Borough that is used by a community rugby union club and overplayed is Old Patesians Sports and Social Club Ltd, which is overplayed by 3 MES per week. Midweek training is one of the biggest contributing factors to overplay on senior rugby union pitches, with six sites (12 pitches) overplayed when just looking at midweek training demand. This could be alleviated through the provision of sports lighting on more pitches:
- There are current shortfalls of 13.7 MES per week on senior rugby pitches in Cheltenham Borough, these don't increase when future demand based on TGRs is taken into account. If senior rugby union pitches within the Borough were assessed by themselves, the shortfalls would reduce to 0.8 MES per week.

Rugby Union Scenarios

Impact of losing sites where clubs don't have tenure

- 2.32 Whilst all sites used by community rugby union clubs provide security of community use, there were two sites identified where club don't have any long term agreement in place and hire facilities annually. These site are Old Patesians Sports and Social Club Ltd, where Old Patesians RFC have a 20 year lease in place for the car park and the pavilion but hire the pitches on an annual basis. The second site is the Prince of Wales Stadium which is hired by Smiths RFC on an annual basis too. Table 2.11 summaries use of both of these site by the two clubs as was identified in the Assessment Report.

Table 2.11 – Summary of sites without appropriate tenure

Site	PP S Site ID	Midweek/ Training Demand (MES/week)	Number of Pitches	Pitches with Sports Lights	Midweek Surplus / Deficit (MES / week)	Weekend Demand (MES / week)	Weekend Surplus / Deficit (MES)	Overall Site Capacity (MES)
Old Patesians Sports and Social Club Ltd	38	4.5	2	0	-4.5	3.9	1.5	-3
Prince of Wales Stadium	43	2	2	2	3.3	1	4.3	2.3

- 2.33 Should these clubs no longer have access to these sites, there would be a total of 6.5 MES of midweek training demand that would need to be catered for. All community rugby union sites were identified as being overplayed for midweek training demand, with the exception of the Prince of Wales Stadium. Overplay based on midweek training demand totals 21.7 MES in the Borough. There would also be 5.8 MES of weekend match play demand that would need to be catered for. The Prince of Wales Stadium also accounts for 2.3 MES of overall spare capacity on senior natural turf rugby union pitches, meaning there would now just be 0.3 MES of spare capacity in the Borough at King George V Playing Field (Cheltenham).
- 2.34 Table 2.12 below, updates the supply and demand for senior natural turf rugby union pitches in the Borough, with both Old Patesians Sports and Social Club Ltd and Prince of Wales Stadium being removed. This has reduced the spare capacity to 0.3 MES and assumed that the 11.4 MES of demand from midweek training and weekend match play at these two sites will be met on the remaining community rugby union club sites and further contribute to overplay.

Table 2.12 – Updated supply and demand of senior natural turf rugby union pitches

Actual Spare Capacity (MES)	Overplay (MES / week)	Current Total (MES / week)	Future Demand (MES / week)	Future Total (MES / week)
0.3	27.7	-27.4	0	-27.4

Improving maintenance on senior natural turf rugby union pitches to improve quality

- 2.35 All senior natural turf rugby union pitches on community club sites were assessed as being basic quality. Table 2.13 shows the capacity of senior natural turf rugby union pitches based on their quality.

Table 2.13 – Rugby union pitch capacity

Rating	MES / week
Good	3.3
Basic	2.6
Poor	2

- 2.36 The RFU have a pitch improvement programme that they deliver in conjunction with the Ground Management Association (GMA). This provides community rugby union clubs with an opportunity to have their pitches assessed by a GMA Regional Pitch Advisor using the PitchPower app. This provides a qualitative pitch rating, as shown in Table 2.13, along with recommendations on how clubs can improve the quality of their pitches through increased maintenance. Clubs then have an opportunity to apply for funding towards the purchase of maintenance equipment and external maintenance contractor services. All seven sites used by community rugby union clubs have recently benefitted from having a PitchPower assessment carried out at their sites. Table 2.14 assesses the impact of improving the pitch quality and capacity on all of these sites, from basic to a good standard and compares this to the current site capacity based on all pitches being basic quality.

Table 2.14 – Impact of increasing maintenance and pitch capacity

Club	PPS Site ID	Midweek/ Training Demand (Match Equivalent Sessions MES)	Floodlit Pitches	Current Pitch Quality	Midweek Surplus / Deficit (MES / week)	Full Size Pitches (Total No. on site including floodlit)	Weekend Demand (Match Equivalent Sessions MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (Match Equivalent Sessions)	Improved Pitch Quality	Midweek Surplus / Deficit (MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (MES / week)
Civil Service Sports Ground	17	4	0	Basic	-4.0	1	2.6	0.0	-4.0	Good	-4.0	0.7	-3.3
Cheltenham North RFC	63	5.5	1	Basic	-2.8	2	4.5	0.8	-4.7	Good	-2.2	2.2	-3.3
King George V Playing Field (Cheltenham)	31	3	0	Basic	-3.0	2	2.0	3.3	0.3	Good	-3.0	4.7	1.7
Cheltenham Tigers Rugby Club	12	5.25	1	Basic	-2.6	3	4.4	3.6	-1.6	Good	-1.9	5.6	0.4
Chosen Hill Former Pupils RFC	64	4.75	0	Basic	-4.8	2	3.9	1.5	-3.3	Good	-4.8	2.8	-2.0
Prince of Wales Stadium	43	2	2	Basic	3.3	2	1.0	4.3	2.3	Good	4.7	5.7	3.7
Old Patesians Sports and Social Club Ltd	38	4.5	0	Basic	-4.5	2	3.9	1.5	-3.0	Good	-4.5	2.8	-1.7
Total		29	4	-	-18.3	14	22.3	15.1	-13.9	-	-15.7	24.4	-4.6

2.37 Table 2.14 shows that if all senior natural turf rugby union pitches on sites used by community rugby union clubs were improved to a good standard, overplay from midweek training would reduce by 2.6 MES per week. Weekend spare capacity would increase by 9.3 MES. Shortfalls on the overall site capacity would also reduce by 9.3 MES per week. This would result in three sites having overall spare capacity rather than two, as is currently the case. There would however still be four sites with shortfalls overall. The main reason for this is the overplay caused by midweek training. Even when pitch quality is improved from basic to good, six out of the seven sites are overplayed for midweek training. A further solution to this issue is providing sports lighting on more pitches to support midweek training demand.

Providing sports lighting on more senior natural turf rugby union pitches

2.38 Table 2.15 assesses how many pitches would need to provide sport lighting on sites used by community rugby union clubs to reach a position where there are no shortfalls.

Table 2.15 – Impact of providing additional senior natural turf rugby union pitches with sports lights

Club	PPS Site ID	Midweek/ Training Demand (Match Equivalent Sessions MES / week)	Floodlit Pitches	Current Pitch Quality	Midweek Surplus / Deficit (MES / week)	Full Size Pitches (Total No. on site including floodlit)	Weekend Demand (Match Equivalent Sessions MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (MES / week)	Improved Pitch Quality	Midweek Surplus / Deficit (MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (MES / week)
Civil Service Sports Ground	17	4	1	Basic	-1.3	1	2.6	0.0	-4.0	Good	-0.7	0.7	-3.3
Cheltenham North RFC	63	5.5	2	Basic	-0.2	2	4.5	0.8	-4.7	Good	1.2	2.2	-3.3
King George V Playing Field (Cheltenham)	31	3	1	Basic	-0.3	2	2.0	3.3	0.3	Good	0.3	4.7	1.7
Cheltenham Tigers Rugby Club	12	5.25	2	Basic	0.1	3	4.4	3.6	-1.6	Good	1.4	5.6	0.4
Chosen Hill Former Pupils RFC	64	4.75	2	Basic	0.6	2	3.9	1.5	-3.3	Good	1.9	2.8	-2.0

Club	PPS Site ID	Midweek/ Training Demand (Match Equivalent Sessions MES / week)	Floodlit Pitches	Current Pitch Quality	Midweek Surplus / Deficit (MES / week)	Full Size Pitches (Total No. on site including floodlit)	Weekend Demand (Match Equivalent Sessions MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (MES / week)	Improved Pitch Quality	Midweek Surplus / Deficit (MES / week)	Weekend Surplus / Deficit (Match Equivalent Sessions MES / week)	Overall Site Capacity (MES / week)
Prince of Wales Stadium	43	2	2	Basic	3.3	2	1.0	4.3	2.3	Good	4.7	5.7	3.7
Old Patesians Sports and Social Club Ltd	38	4.5	2	Basic	0.8	2	3.9	1.5	-3.0	Good	2.2	2.8	-1.7
Total		29	12	-	3.0	14	22.3	15.1	-13.9	-	11.0	24.4	-4.6

2.39 Table 2.15 shows that there would need to be an additional 8 pitches with sports lights provided to get all sites to a position where there were no midweek or weekend shortfalls, with the exception of Civil Service Sports Club, where there would still be midweek shortfalls. As there is currently only one senior natural turf rugby union pitch on this site, the only way that this could be rectified would be to provide an additional pitch. There are still overall site shortfalls on four sites, these are:

- Civil Service Sports Ground;
- Cheltenham North RFC;
- Chosen Hill Former Pupils RFC; and
- Old Patesians Sports and Social Club.

2.40 This could be rectified by the provision of additional pitches on site or offsite along with the provision of WR compliant 3G AGPs.

2.41 It is noted though that there maybe a requirement for ecological surveys to be carried out where there might be potential negative impacts from sports lighting and local wildlife

Recommendations for rugby union

- Seek to protect existing community rugby union pitches;
- Explore a licence arrangement for Old Patesians RFC at Old Patesians Sports and Social Club Ltd and explore options with the Cheltenham Trust for how Smiths RFC at the Prince of Wales Stadium can be offered greater reassurances about the longevity of their hire within the confines of their existing arrangement.
- Encourage the RFU in partnership with other agencies to improve the quality of pitches via potential access to the Grass Pitch Maintenance fund for RFU member clubs;
- Encourage Cheltenham Civil Service RFC, Cheltenham Saracens RFC, Chosen Hill Former Pupils RFC and Old Patesians RFC to improve the quality of their ancillary facilities at their respective sites;
- Cheltenham North to be encouraged to develop a third senior pitch at their site;
- Chosen Hill Former Pupils RFC to consider installing sports lights on one pitch at their site, and support Cheltenham Tigers RFC to install sports lights on a second pitch at their site to support midweek training demand;
- Consider other community rugby union club sites that may benefit from providing additional sports lighting on pitches to meet midweek training demand;
- Support Old Patesians RFC to reorientate their pitches to enable them to provide two additional rugby union pitches to meet demand;
- Consider opportunities to provide WR compliant 3G AGPs to help alleviate overplay on community rugby union club sites.

Hockey Summary

- There are currently five hockey clubs based in Cheltenham Borough who between them have 25 teams playing within the Borough;
- Hockey is solely played on Artificial Grass Pitches (AGPs) for both training and match play. There are currently 11 AGPs in Cheltenham Borough that are considered to be full-size, across eight sites. Nine of these pitches are available for community use;
- There are different specifications of AGP that can facilitate different levels of play. England Hockey Policy Guidance on AGPs (Artificial Grass Pitch Surface Policy 2016) identifies four categories:
 - Category 1 – Water Based (suitable for international hockey fixtures and training as well as Domestic National Premier competition);
 - Category 2- Sand Dressed (acceptable for Domestic National Premier competition and all other formats of the game);
 - Category 3 – Sand Filled (suitable for adult and junior club training at league fixtures. Also suitable for school fixtures);
 - Category 4 – Long Pile 3G (only acceptable for introductory level hockey. Often used for football).
- One full size AGP meets Category 1 status as described above. This is the water based AGP Dean Close School. There is one full size AGPs that meet Category 2 status, this is at Bournside Sports Centre, and nine full size AGPs that meet Category 3 status;
- There are also two smaller sized AGPs located at The Catholic School of St Gregory the Great and The Richard Pate School. The pitch at Richard Pate School is the only one of these two pitches that is available for community use;
- Out of the 13 hockey pitches (both full size and smaller sized) there were nine AGPs assessed as being standard quality (69%), three as good quality (23%) and one as poor quality (8%). Of the nine full-size AGPs used by hockey clubs in the Borough, one was assessed as being good quality (CLC Sports Centre), the rest were assessed as standard quality;
- If planned growth from hockey clubs in the Borough is realised, there will be an additional three hockey teams created;

- Team generation rates show that there won't be any additional hockey teams created in the Borough up to 2041;
- There is spare capacity of 8.5 hours per for midweek training on hockey AGPs in the Borough and 14.5 hours of spare capacity at weekends. This spare capacity identified is on sites where tenure is deemed unsecured and is therefore discounted;
- There has also been midweek training demand identified from local football clubs on sand AGPs, due to the lack of 3G AGP provision within the Borough. Should sufficient 3G AGP provision be delivered to meet demand for football, this could help to create additional capacity for hockey clubs. This may support Lansdown Hockey Club bring their exported demand back into the Borough.

Hockey Scenarios

Removing unsecured AGPs from the supply

- 2.42 The Assessment Report identified that all six AGPs used by hockey clubs in the Borough for midweek training and weekend match play are located on school sites that provide unsecured use. None of the hockey clubs using these sites have long term formal agreements in place and hire the pitches on an annual basis. The only other full size AGP in the Borough is located at the High School Leckhampton. This is also unsecured and doesn't meet the requirements for weekend match play.
- 2.43 Table 2.15 summarises the amount of the midweek training demand and weekend match play across the five sites with full-sized pitches. Should access to these site be lost for hockey clubs, this demand would become unmet or would need to be met outside of the Borough.

Table 2.15 – Hockey club demand on full-sized unsecured sites

Site Name	PPS Site ID	Number of Pitches	AGP Dimensions (metres)	Sports Lighting	Peak Hours Available	Hockey Club Users	Hours of Midweek Peak Use	Hours of Weekend Peak Use
Balcarras Sports Centre	3	1	101 x 63	Yes	Midweek – 17.5 Weekend - 14	Cheltenham Hockey Club	2	4.5
						Cheltenham Junior Hockey Club	1.5	0
	5	1	104 x 70	Yes	Midweek – 20 Weekend - 14	Lansdown Hockey Club	4	4.5

Site Name	PPS Site ID	Number of Pitches	AGP Dimensions (metres)	Sports Lighting	Peak Hours Available	Hockey Club Users	Hours of Midweek Peak Use	Hours of Weekend Peak Use
Bournside Sports Centre						Shipton Oliffe Ladies Hockey Club	0	2
Cheltenham College	9	2	100 x 60	One pitch	Midweek – 15 Weekend - 2	Cheltenham Hockey Club	6.5	2
						Cheltenham Junior Hockey Club	1.5	0
CLC Sports Centre	18	2	97 x 60 100 x 60	Yes	Midweek – 10 Weekend - 14	Cheltenham Junior Hockey Club	0	3
						Gloucestershire Hockey Association	0	3
Dean Close School	20	2	100 x 60	One pitch	Midweek – 10 Weekend - 6	Lansdown Hockey Club	4.5	2.5
						Cheltenham Junior Hockey Club	2	1
Total Hours							22	22.5

2.44 Table 2.15 identifies that if use of these sites was lost for hockey clubs, there would be 22 hours of midweek training unmet demand and 22.5 hours of weekend match play unmet demand. A total of 44.5 hours during the two peak periods across the week.

AGP conversions

- 2.45 Given the information that's provided in Table 2.14, it isn't recommended that any AGPs currently used for hockey are resurfaced to a 3G surface, unless one of Sport England's policy exceptions can be demonstrated.
- 2.46 Since 2012 Hockey has seen a 65% increase of U16 players taking up Hockey within the club environment. This increase across all age groups is expected to continue, especially with the attention given to GB team at recent Olympics. Unlike some sports, hockey can only be played competitively on sand or water based Artificial Grass Pitches (AGPs). Water based AGPs are not common and only found at elite sites, whereas sand based/sand dressed AGPs can be found on secondary school sites, leisure centres and higher education establishments.
- 2.47 Its popularity on school sites was due to the surface being able to be used for a number of sports to be played and taught. However, a large majority of these facilities did not financially plan to replace the surface, or carpets as they are known. A carpet has roughly a 12-15 year life span dependant on use and maintenance.
- 2.48 Since the introduction of the 3G surfaces, and its popularity with football, schools in particular have seen this as a way of replacing their tired carpets with 3G pitches and generating money from the hire to football clubs/ commercial football providers. This is at the expense of hockey, and in some areas in England, hockey players are travelling over 40 minutes to get to a suitable AGP (in some cases this is doubling the travel time). Additionally because of the conversion to 3G surfaces some local authorities no longer have hockey teams playing within their areas and they have been displaced to different areas or had to disband all together.
- 2.49 The 3G surface is limited in the range of sports which can be played or taught on it and has a range of piles. Those proposing to change the carpets should take advice from the appropriate sports' NGB or refer to Sport England's guidance on artificial grass pitches ([Sport England - Outdoor Surface Guidance](#))
- 2.50 Due to the impact on hockey, it is appropriate to ensure that sufficient sand based AGPs are retained for the playing development of hockey within the local authority administrative area. To that end, a change of an Artificial Grass Pitch's surface or carpet will require a planning application, and as part of it the applicants will have to show that there is sufficient AGP provision available for hockey in the locality if the surface is changed. Otherwise planning permission will not be granted. Advice from Sport England and England Hockey should be sought prior to any planning application being submitted.
- 2.51 It should also be noted that if a surface is changed, it could require the existing floodlights to be changed and in some instances noise attenuation measures may need to be put in place.
- 2.52 During the consultation it was identified that several football clubs in the Borough were using sand AGPs for their midweek training, due to a lack of 3G pitch provision within the Borough. Should 3G pitch demand be met through delivery of the Action Plan, this could help create additional midweek capacity for hockey clubs to grow. It could also provide an opportunity for the 12 teams from Lansdown Hockey Club who are exported out of the Borough to return for midweek training. The consultation identified that there were 43 football teams using sand AGPs in the Borough for midweek training.

Recommendations for hockey

- Explore how best to secure use at all sites currently used by hockey clubs in the Borough;
- Encourage all hockey AGPs providers to have a long term maintenance plan and sinking fund in place to resurface the pitch when required;
- Encourage hockey AGPs providers, that when pitches are resurfaced, they are done so to the appropriate standard to meet the requirement for hockey;
- Encourage hockey AGPs providers that their pitches are maintained to the relevant standards so that their lifespan can be maximised;
- Support sites that provide AGPs for hockey to replace their existing sports lights with LEDs;
- Explore how football demand currently catered for on how AGPs, can be transferred to 3G AGPs when delivered to create additional capacity for hockey clubs;
- Work with clubs, sites and England hockey to explore how to create sufficient capacity to allow for the future growth of hockey in the Borough, including match play, training and recreational programmes;

Cricket Summary

- There are currently 12 sites that provide grass cricket pitches. This equates to 22 grass cricket pitches in total. Nine of these pitches are currently available for community use. The five pitches currently unavailable for community use are all located on school sites;
- There is one disused cricket pitch in the Borough and four sites that previously provided cricket pitches that are no longer marked out. One of these sites, the Burrow's has two cricket pitches and is being brought back in to use by Cheltenham CC for the 2024 season;
- There are currently five non-turf pitches (NTPs) in Cheltenham Borough provided across 5 sites. Four of these are available for community use;
- Security of community use isn't deemed an issue on club sites, with all clubs either owning the freehold or having a long term lease in place. Whilst Civil Service CC pay an annual hire agreement, they form part of the sports association who lease the site from the Council.
- There were 20 cricket pitches assessed as good quality in Cheltenham Borough, one as standard and one as poor;
- There were nine sites recorded as providing good quality ancillary provision, three as standard and one as poor. All sites used by cricket clubs provide good quality ancillary provision;
- There are currently two cricket clubs playing in Cheltenham Borough and three who are just outside the boundary. Between them these clubs have a total of 70 teams;
- There was no imported demand identified in the Borough. There are two teams who are currently displaced outside of the Borough, both of which are part of Charlton Kings CC;
- If future demand identified by clubs was realised, there would be 18 additional cricket teams created. This includes a team from Leckhampton Rovers FC, who are a new club established for the 2024 season;
- Team Generation Rates do not forecast any new cricket teams being generated in the Borough up to 2041;
- The England and Wales Cricket Board (ECB) guidance states that one good quality grass wicket can facilitate five matches per season.
- There are currently seven sites that contain overplayed pitches, this equates to 141 MES per season of overplay in total;
- There are current and future shortfalls identified on cricket pitches in Cheltenham across all three of the peak periods, Saturday, Sunday and Midweek.
- There are future proposals to develop new grass pitches with a pavilion with changing rooms at Elms Park.

Cricket Scenarios

Impact of losing access to unsecured sites used by cricket clubs

- 2.53 The Assessment report identified that two of Charlton Kings CC junior girls teams use the cricket pitch at Cheltenham College (Reeves Field), where security of community use is deemed unsecured. Table 2.16 shows the impact if access to this site was lost by updating the midweek balance for cricket pitches in the Borough. This assumes that both teams are accessing the pitch for six home fixture a season and that this demand would be transferred to other cricket pitch sites in the Borough.

Table 2.16 – Impact of losing unsecured pitches

Actual Spare Capacity (MES)	Overplay (MES / season)	Current Total (MES / season)	Future Demand (teams)	Future Total (MES / season)	Revised Current Total
10	141	-131	0	-131	-143

- 2.54 Should the pitch at Cheltenham College (Reeves Field) no longer be available, shortfalls on cricket pitches would increase by 12 MES per season from -131 MES to -141 MES.

Catering for demand identified by cricket clubs

- 2.55 During the consultation, cricket clubs identified future growth of 18 teams. Table 2.17 shows in which age groups this growth is forecast. Match equivalent sessions per season have been calculated by senior teams playing eight home games per season and junior teams playing six home games per season.

Table 2.17 – forecast team growth

Team Type	Team Numbers	MES Per Season
Senior Mens	4	40
Senior Womens	4	40
Junior Boys	4	24
Junior Girls	6	36

- 2.56 Table 2.18 below updates the balance of cricket pitches in the Borough for each of the peak periods based on the demand identified in Table 2.16. Demand generated from senior men's teams has been applied to Saturday cricket, demand from senior women's teams has been applied to Sunday cricket and demand generated from junior teams has been applied to midweek cricket.

Table 2.18 – Impact of forecast club demand on pitch balance

Peak Period	Actual Spare Capacity (MES / season)	Overplay (MES / season)	Current Total (MES / season)	Future Demand (MES / season)	Future Total (MES / season)
Saturday	0	141	-141	40	-181
Sunday	10	141	-131	40	-171
Midweek	10	141	-131	60	-191

- 2.57 Table 2.18 shows that forecast demand identified by clubs could not be catered for on the existing cricket pitch stock based on its quality. This would lead to increased shortfalls for each of the peak periods. There would need to be consideration given to improving the quality of the existing cricket pitch stock, bringing unmarked pitches back in to use, or providing additional pitch supply to cater for current and future shortfalls.

Improving quality on pitches used by cricket clubs

- 2.58 There was one grass cricket pitch used by a club assessed as being poor quality, This was the pitch at Swindon Village Park All other grass cricket pitches used by clubs were assessed as being good quality. Table 2.19 shows the impact of improving pitch quality at Swindon Village from poor to good.

Table 2.19 – Improving quality on pitches used by clubs

Site Name	PPS Site ID	Number of wickets	Quality Rating	Carrying Capacity	Total Use (MES / season)	Balance (MES / season)	Good Carry Capacity (MES / season)	Updated Balance (MES / season)
Swindon Village Park	54	6	Poor	0	8	-8	30	22

- 2.59 Improving pitch quality to a good standard would result in 22 MES of spare capacity at Swindon Village, rather than the pitch being overplayed by 8 MES.

Bringing unmarked cricket pitches back in to use

- 2.60 The Assessment Report identified that there are five unmarked cricket pitches in the Borough that could be brought back in to use. This includes two pitches at Burrow’s Field and the pitch at Naunton Park that will be operational again for the 2024 cricket season. The other two pitches are located at Priors Farm and The Folly.
- 2.61 Table 2.19 assesses the additional capacity that could be created if these pitches were provided again for cricket. Capacity generated has been calculated based each pitch being maintained to a standard quality and providing eight wickets. As one of the pitches at Burrow’s Field is only suitable to cater for junior cricket up to under 11’s based on its size, this has been discounted.

Table 2.19 – Potential capacity on unmarked cricket pitches

Site Name	Number of Wickets	Quality Rating	Capacity (MES per season)
Burrow’s Field	8	Standard	32
Naunton Park	8	Standard	32
Priors Farm	8	Standard	32
The Folly	8	Standard	32
Total			128

- 2.62 If all unmarked cricket pitches were brought back in to use, there could be 128 extra MES per season available in the Borough. It is worth noting that based on consultation carried out with Gloucestershire Cricket Foundation, the pitch at Naunton Park and Priors Farm would benefit from being moved closer to the ancillary facilities on site to make them more suitable for club use.
- 2.63 Table 2.20 updates the overall cricket pitch balance to look at the impact of these pitches being brought back in to use.

Table 2.20 – Impact of bringing unmarked cricket pitches back in to use

Actual Spare Capacity (MES / season)	Overplay (MES / season)	Current Total (MES / season)	Capacity on Unmarked Pitches	Updated Total
0	141	-141	128	-13

- 2.64 Table 2.20 shows that bringing these four pitches back in to use for cricket could reduce the existing shortfalls on cricket pitches significantly. Should any of these sites provide more wickets, or good quality pitches, shortfalls could be reduced further still.

Recommendations for cricket

- Seek to protect existing cricket pitches to meet demand;

Play

Rugby League Summary

- There are no rugby league pitches within the Borough. Given the close proximity of the rugby league pitch at Cheltenham Tigers RFC, it has been agreed that this will be included within the assessment for rugby league as it caters for Cheltenham Borough residents. The site provides one senior rugby league pitch;
- Cheltenham Phoenix have no security of tenure in place that secures their use of the site. They agree use of the pitch with Cheltenham Tigers Rugby Club on an annual basis;
- The senior rugby league pitch at Cheltenham Tigers Rugby Club was assessed as being good quality. Ancillary provision at this site was also assessed as being good quality;
- There is currently one rugby league club from Cheltenham Borough who have two teams. They reported that the 2023 season was the first time in ten years that they hadn't fielded a senior men's team. This was due to the fact that the league they were due to play only had two teams in it and this was not seen as viable for them;
- Cheltenham Phoenix reported that they are looking to grow two new girls teams for the 2024 season at under 14's and under 16's;
- There is no future demand identified for rugby league clubs in the Borough based on team generation rates;
- There is actual spare capacity of 0.5 MES identified at Cheltenham Tigers Rugby Club;
- No rugby league pitches were identified as being overplayed;

-

Rugby League Scenarios

- 2.65 During the consultation Cheltenham Phoenix confirmed that they have plans to grow two new girls teams for the 2024 season at under 14's and under 16's. It is planned that both these teams will play and train at Cheltenham Tigers RFC where the clubs other two teams currently play and train.
- 2.66 Table 2.21 updates the capacity analysis of the senior rugby league pitch at Cheltenham Tigers RFC to look at the impact of these two additional teams playing from the site.

Table 2.21 – Updated pitch capacity

Site Name	PPS Site ID	Management Type	Pitch Type	Quality Rating	Carrying Capacity	Total Use (MES / week)	Balance (MES / week)	Updated Use	Update Balance
Cheltenham Tigers Rugby Club	12	Sport Club	Senior Rugby League	Good	3	2	1	3	0

- 2.67 Rather than having spare capacity of 1 MES / week, the pitch would now be at capacity, meaning that there would be nothing further opportunities for the clubs to grow teams with use of this pitch for fixtures.

Impact of losing unsecured sites

- 2.68 Cheltenham Phoenix have no security of tenure in place at Cheltenham Tigers RFC, they hire the pitches on an annual basis. The club have never had a fixed home venue and have used several sites in the area over the years. Should use of this facility no longer be available to the club, there would be one senior womens team and one under 16's boys team of unmet demand, plus potentially two additional junior girls teams. The assessment report identified that there were no other senior rugby league pitches within the Brough that could fulfil this demand.

Recommendations for rugby league

- Seek to protect the existing senior rugby league pitch at Cheltenham Tigers RFC;
- Seek to secure use for Cheltenham Phoenix at Cheltenham Tigers RFC with an appropriate agreement;
- Identify opportunities where the Cheltenham Phoenix could play within Cheltenham Borough. Ensuring that any provision provides secure tenure;
- Consider how future 3G provision could meet the needs and requirements of Cheltenham Phoenix.

Other Sports

Recommendations for Lacrosse

- Seek to protect the existing lacrosse pitch at Civil Service Sports Ground;
- Consider how future 3G provision could meet training demand from Cheltenham Lacrosse Club.

Recommendations for American Football

- Seek to ensure that Cheltenham Neptune's can continue to access the 3G pitch at Cheltenham Tigers RFC for training and fixtures;
- Consider how future 3G provision could meet training and match play demand from Cheltenham Neptunes.

Housing Growth

2.69 There are strategic housing developments planned within the Borough that will result in an increase in the population and demand for outdoor sports facilities. To understand what this demand might look like, population growth, based on the number of houses delivered within any planned development has been entered into the Sport England Playing Calculator to assess what facilities will be required to meet this demand. In order to calculate the population generated by any new development, a ratio of 2.4 people per household has been used.

2.70 Any developments which are under construction or that have detailed planning permission, outline planning permission or permission in principle have been excluded from this scenario. This is because requirements for playing pitch should have been already dealt with during the planning process.

Elms Park

2.71 Elms Park is a strategic allocation that has been identified in the Joint Core Strategy that will look to provide 4,115 new homes between Cheltenham and Tewkesbury. A population of 9,600 has been used for the Playing Pitch Calculator.

2.72 Table 2.22 shows match demand is generated from this housing development, this is represented in match equivalent sessions (MES) per week, with the exception of cricket, which is MES per season.

Table 2.22 – Match play demand from new housing

Sport	Match Demand (MES)
Adult Football	1.09
Youth Football (Y11v11 & 9v9)	3.26
Mini Soccer (7v7 & 5v5)	2.20
Senior Rugby Union	1.89
Senior Rugby League	0.08
Senior Hockey	0.61
Junior & Mixed Hockey	0.41
Cricket Open Age & Junior	50.85

2.73 Table 2.22 shows that the greatest amount of match play demand generated per week will come from youth football teams. There is also a significant amount of match play demand per season generated for cricket.

2.74 Table 2.23 shows the amount of training demand that will be generated by the development. Demand is represented in MES.

Table 2.23 – Training demand from new housing

Sport	Training Demand (MES)
Football (Hours on a 3G artificial grass pitch)	14.83
Rugby Union (Match equivalent sessions on a floodlit natural grass pitch)	2.08
Rugby League (Match equivalent sessions on a floodlit natural grass pitch)	0.08
Hockey - Adult (Hours on a sand based artificial grass pitch)	1.83

Sport	Training Demand (MES)
Hockey - Junior & Mixed U10s (Hours on a sand based artificial grass pitch)	1.86
Cricket - N/a	0.00

- 2.75 The greatest amount training demand generated from this housing growth is for football teams training on 3G AGPs.
- 2.76 Table 2.24 shows the estimated number of pitches required to meet demand from this new population, along with the capital costs and lifecycle costs that are required. Capital Costs are taken from Sport England Facilities Costs Third Quarter 2023 ([Sport England Facility Cost Guidance](#)). Lifecycle Costs are based on a % of the total project cost per annum as set out in Sport England's Life Cycle Costs Natural Turf Pitches and Artificial Surfaces documents (2023 Q2).

Table 2.24 – Facility costs to meet demand

Pitch Type	Number of pitches required to meet the estimated demand	Capital Cost	Lifecycle Cost (per annum)
Adult Football	1.09	£122,549	£24,142
Youth Football (Y11v11& 9v9)	3.26	£299,551	£60,509
Mini Soccer (7v7 & 5v5)	2.20	£67,285	£13,323
Rugby Union	1.89	£318,848	£58,987
Rugby League	0.08	£12,049	£2,229
Cricket	1.09	£385,058	£70,851
Total	9.62	£1,205,340	£230,041
Sand AGP	0.40	£392,244	£10,198
3G AGP	0.39	£453,723	£13,345
Total	0.79	£845,967	£23,543

West Cheltenham

- 2.77 The West Cheltenham development will look to provide 2,500 new homes. On this basis, a population of 6,000 has been used for the Playing Pitch Calculator.

2.78 Table 2.25 shows match demand is generated from this housing development, this is represented in match equivalent sessions (MES) per week, with the exception of cricket, which is MES per season.

Table 2.25 – Match play demand from new housing

Sport	Match Demand (MES)
Adult Football	0.68
Youth Football (Y11v11 & 9v9)	2.04
Mini Soccer (7v7 & 5v5)	1.38
Senior Rugby Union	1.18
Senior Rugby League	0.05
Senior Hockey	0.38
Junior & Mixed Hockey	0.25
Cricket Open Age & Junior	31.80

2.79 Table 2.25 shows that the greatest amount of match play demand generated per week will come from youth football teams. There is also considerable demand per season for cricket.

2.80 Table 2.26 shows the amount of training demand that will be generated by the development. Demand is represented in MES.

Table 2.26 – Training demand from new housing

Sport	Training Demand (MES)
Football (Hours on a 3G artificial grass pitch)	9.27
Rugby Union (Match equivalent sessions on a floodlit natural grass pitch)	1.30
Rugby League (Match equivalent sessions on a floodlit natural grass pitch)	0.05
Hockey - Adult (Hours on a sand based artificial grass pitch)	1.15

Sport	Training Demand (MES)
Hockey - Junior & Mixed U10s (Hours on a sand based artificial grass pitch)	1.16
Cricket - N/a	0.00

- 2.81 The greatest amount of training demand generated is from this housing growth is for football teams training on 3G AGPs.
- 2.82 Table 2.27 shows the estimated number of pitches required to meet demand from this new population, along with the capital costs and lifecycle costs that are required. Capital Costs are taken from Sport England Facilities Costs Third Quarter 2023 ([Sport England Facility Cost Guidance](#)). Lifecycle Costs are based on a % of the total project cost per annum as set out in Sport England's Life Cycle Costs Natural Turf Pitches and Artificial Surfaces documents (2023 Q2).

Table 2.27 – Facility costs to meet demand

Pitch Type	Number of pitches required to meet the estimated demand	Capital Cost	Lifecycle Cost (per annum)
Adult Football	0.68	£76,646	£15,099
Youth Football (Y11v11& 9v9)	2.04	£187,341	£37,843
Mini Soccer (7v7 & 5v5)	1.38	£42,080	£8,332
Rugby Union	1.18	£199,416	£36,892
Rugby League	0.05	£7,536	£1,394
Cricket	0.68	£240,824	£44,312
Total	6.02	£753,843	£143,872
Sand AGP	0.25	£245,315	£6,378
3G AGP	0.24	£283,761	£8,346
Total	0.50	£529,076	£14,724

2.83 The figures set out above for both the Elms and West Cheltenham will be used to agree plans with the developers of the two sites for on-site provision and off-site contributions.

3. Strategic Recommendations

- 3.1 The strategic recommendations within this strategy are based on the aims set out by Sport England within their Playing Pitch Strategy Guidance (2013). These are Protect, Enhance and Provide. These recommendations have been informed by consultation and research that has been carried out throughout the process of developing this strategy.

Protect

Protect sites through planning policy

- 3.2 The National Planning Policy Framework (NPPF) sets out the governments planning policies for England and how these should be applied. Paragraph 102 states that access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities and can deliver wider benefits for nature and support efforts to address climate change. Planning policies should be based on robust and up-to-date assessments of the need for open space, sport and recreation facilities (including quantitative or qualitative deficits or surpluses) and opportunities for new provision. Information gained from the assessments should be used to determine what open space, sport and recreational provision is needed, which plans should then seek to accommodate.
- 3.3 Paragraph states 103 existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:
- (a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - (b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
 - (c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

Disused sites

- 3.4 A disused site is one that has previously provided pitches but no longer does.
- 3.5 Table 3.1 provides an overview of sites that have been identified as disused in Cheltenham.

Table 3.1 - Disused sites in Cheltenham

Site Name	PPS Site ID	Management Type	Pitches Previously Provided
Christ College (Howell Road Site) now occupied by All Saints Academy	15	School/ College/ University (in house)	2 x adult football pitches and 2 x youth 11v11 pitches and 1 x cricket pitch as part of the former Kingsmead / Christ College school. Pitch provision at All Saints Academy currently includes 1 x full size pitch, 2 x junior pitches and a full size 3G AGP.
Christ College Sports Ground (Arle Road)	16	School/ College/ University (in house)	1 x adult football pitch and 1 x youth 11v11 pitch.
Former Lynworth Primary (now occupied by Oakwood Primary School)	34	School/ College/ University (in house)	2 x youth 11v11 pitches.

3.6 In total there are three sites in Cheltenham that have been identified as providing disused pitches, this equates to eight pitches in total, seven of which are football pitches, the other is a cricket pitch.

3.7 There are also several sites that have been identified as providing unmarked pitches. These are sites that have previously provided pitches but no longer do. The Local Authority managed sites are still operational, and the pitches could be brought back in to use to meet demand if required. Non Local Authority managed sites would be at the discretion of the site owner. These sites are shown in Table 3.2.

Table 3.2 – Current unmarked pitches

Site Name	PPS Site ID	Management Type	Pitches Previously Provided
Cheltenham North RFC	63	Sport Club	1 x senior rugby league pitch
Civil Service Sports Ground	17	Sport Club	1 x senior rugby union pitch.
Priors Farm	44	Local Authority (in house)	1 x cricket pitch. Currently marked out with 2 x adult pitches a 1 x youth pitch
Sandford Park	46	Local Authority (in house)	1 x mini soccer 7v7 pitch. Grass area currently used for informal ball games
The Folly	57	School/ College/ University (in house)	3 x adult football pitches, 1 x mini soccer 7v7 pitch, 2 x senior rugby union pitches and 1 x cricket pitch.

3.8 There are five sites in total that are not currently providing pitches that they previously did, this equates to 11 pitches, the majority of which are football pitches, five in total. There are also two cricket pitches, three senior rugby union pitches and one senior rugby league pitch.

- 3.9 Sites previously identified as having un-marked pitches included two cricket pitches at Burrow's Field and the one cricket pitch at Naunton Park which have now been reinstated and will be operational for the 2024 cricket season.
- 3.10 Given the shortfalls that have been identified, disused sites and unmarked pitches shouldn't be deemed surplus to requirements, and opportunities to bring them back in to use should be explored further so that they can contribute to the supply of provision within the Borough to meet demand, unless one of Sport England's policy exceptions can be met, these are:
- Exception 1 - A robust and up-to-date assessment has demonstrated, to the satisfaction of Sport England, that there is an excess of playing field provision in the catchment, which will remain the case should the development be permitted, and the site has no special significance to the interests of sport;
 - Exception 2 - The proposed development is for ancillary facilities supporting the principal use of the site as a playing field, and does not affect the quantity or quality of playing pitches or otherwise adversely affect their use;
 - Exception 3 - The proposed development affects only land incapable of forming part of a playing pitch and does not reduce the size of any playing pitch. It does not result in the inability to use any playing pitch (including the maintenance of adequate safety margins and run-off areas), reduce the sporting capacity of the playing field to accommodate playing pitches or the capability to rotate or reposition playing pitches to maintain their quality or result in the loss of other sporting provision or ancillary facilities on the site. It does not prejudice the use of any part of a playing field and any of its playing pitches;
 - Exception 4 - The area of playing field to be lost as a result of the proposed development will be replaced, prior to the commencement of development, by a new area of playing field of equivalent or better quality, of equivalent or greater quantity, in a suitable location that is subject to equivalent or better accessibility and management arrangements;
 - Exception 5 - The proposed development is for an indoor or outdoor facility for sport, the provision of which would be of sufficient benefit to the development of sport as to outweigh the detriment caused by the loss, or prejudice the use, of the area of playing field.

Secure tenure on unsecured sites

- 3.11 Several sites are currently being used by clubs within the Borough where tenure is deemed unsecured. Where possible the Council and the relevant NGB should look to work with those clubs to seek to provide an agreement that helps to secure use of the site for that club. This should be through the provision of a formal lease or license agreement. This should also be the case should the Council look to provide long term lease or license agreements on any of its sites through a Community Asset Transfer (CAT). If this is progressed on any sites, it is recommended that a minimum of 25 years is provided to the club or organisation who are taking on management of the site. This is often seen by external funders as the minimum term required for them to invest in any capital developments. This will optimise any opportunities for sites to meet the recommendations set out in the Action Plan. When this process is carried out it is recommended that all parties refer to the Sport England Community Asset Transfer Toolkit ([Sport England - Community Asset Toolkit](#)).
- 3.12 Clubs who currently have agreements in place with sites should be supported to renew these when required to ensure that use of that site remains secured.
- 3.13 Where any new sites are developed, or facilities at an existing site are enhanced, efforts should be made to ensure that clubs are provided with the right level of tenure to use that site or facilities and ensure that provision is secured.

Enhance

Improve pitch quality

- 3.14 The Ground Management Association (GMA) now runs a pitch improvement programme that covers football, rugby union, rugby league and cricket. Through this programme clubs can seek advice on how to better manage and maintain their pitches. There is also funding available via the Football Foundation to support clubs in this programme purchase maintenance kit or buy in contractor maintenance services.
- 3.15 Where possible, clubs should be supported to access this programme and follow the recommendations that have been identified. This may relate to increasing the amount or frequency of maintenance that is carried out on pitches. In certain instances, improving pitch quality will help to alleviate overplay on sites. A number of sites where this could be achieved have been identified within the Action Plan.
- 3.16 Where any new natural turf pitches are developed, the GMA should also be consulted with to ensure that the pitches provided are to the required standard and that appropriate ongoing maintenance of pitches is also considered. This should also be the case when a club is considering taking on management of a site through a CAT. This will ensure that any club is fully aware of the requirements to maintain the pitches appropriately and also the costs that are associated with this.

Improve ancillary provision

- 3.17 A number of sites have been identified where ancillary provision either isn't available, is insufficient or of poor quality. The Action Plan also identifies a number of sites where new or improved ancillary provision is required to meet demand. Clubs or sites that have been identified as having poor quality or insufficient ancillary facilities should be supported to improve or develop ancillary provision where appropriate, to ensure that they can meet current and future demand.
- 3.18 Where new sites are developed, and ancillary provision is proposed, the relevant NGB and Sport England should be consulted, to ensure that it meets NGB guidance as well as the needs of local clubs and users.

Securing funding

- 3.19 Where possible, any funding secured should be directed to priorities identified within the action plan. Members of the PPS steering group should work collaboratively to identify funding opportunities and align them to the strategic priorities identified within the action plan.

Developer contributions

- 3.20 This strategy should inform planning policies relating to any new housing developments and requirement for playing pitches and facilities. The Council should endeavour to work with Sport England to secure developer contributions via Section 106 or Community Infrastructure Levy (CIL). Where new developments are provided Sport England's Facility Calculator may also be used to determine the level of provision required. ([Sport England Playing Pitch Calculator](#)). This has already been used within the scenario testing section of this strategy document.
- 3.21 To determine the nature and amount of provision required, it is imperative that the PPS is used, and that consultation is carried out with the relevant NGBs and Sport England as part of the planning process. This will ensure that facilities adequately meet demand and avoid provision becoming unsustainable and unused.

Sustainability

- 3.22 Where possible, identify opportunities where enhancements can make sites more sustainable and environmentally friendly, such as providing LED sports lights on AGPs, or solar panels provided on pavilions. There may also be opportunities where irrigation and water harvesting systems can be implemented to support this, whilst also improving pitch quality. These opportunities should be discussed with relevant PPS steering group members when facilities are being upgraded, or new facilities and sites are being developed to better understand how they can contribute to making facilities more sustainable.

Provide

Improve facilities to meet demand

- 3.23 The Action Plan identifies several sites where improvements can be made to facilities in order to meet current and future demand. It is important that the PPS steering group work together to help deliver these actions and ensure that current and future demand can be catered for.
- 3.24 The PPS steering group should also work together to update the PPS, identifying where actions have been delivered and the impact this has on supply and demand locally.

Reconfigure pitches

- 3.25 If disused or unmarked pitches are brought back in to use, there could be opportunities to remark these pitches in order to meet the shortfalls that have been identified in demand. This could also be the case for any sites that have been identified as having spare capacity.

Provide new provision

- 3.26 Whilst there will be opportunities identified to improve the quality of provision on existing sites, the Action Plan will also identify opportunities where new provision can be developed in order to meet shortfalls that have been identified, for example, developing new 3G AGPs. This will help to meet training and match play demand from clubs but can also help to alleviate overplay on certain sites, such as reducing the amount of midweek training that grass rugby union pitches cater for. There may also be opportunities where 3G AGPs can accommodate significant demand for mini soccer match play, and grass pitches can then be reconfigured to meet shortfalls identified on other pitch types.
- 3.27 Where new AGPs are considered, it is recommended that Sport England's [Selecting the Right Artificial Grass Surface](#) guidance is reviewed, ([Sport England - Selecting the Right Artificial Grass Surface](#)).
- 3.28 There are also opportunities where new housing developments within the Borough can meet current and future demand through the provision of sports facilities, in particular, developments such as the Elms and West Cheltenham. The PPS steering group should work collaboratively to ensure that these developments, and other others can support meeting current and future demand of pitch provision.
- 3.29 The PPS Assessment Report identified current demand for four 3G AGPs. The PPS will seek to ensure that these deficits are met. The following four sites have been identified as priorities to explore providing new 3G AGP provision:
- Petersfield Park;
 - Prince of Wales Stadium.

- Pittville School and
- Bournside School;

4. Action Plan

Introduction

- 4.1 This section of the report provides an action plan that looks at recommendations on a site-by-site basis. As Cheltenham Borough Council only manages a proportion of the sites listed in the Action Plan, it is the responsibility of the PPS Steering Group to work collaboratively to ensure that the recommendations identified can be delivered. Relevant PPS steering group members who have been assigned responsibility for supporting each recommendation have been noted in the responsibility column of the Action Plan.
- 4.2 No feasibility work has been undertaken on any of the recommendations listed in the Action Plan, therefore, some of recommendations may prove to be undeliverable.
- 4.3 The key priorities that the Action Plan will look to deliver are:
- Improve pitch quality on poor quality or overplayed pitches where possible;
 - Meet 3G AGP shortfalls by identifying sites that could potentially provide a 3G AGP;
 - Secure community use on sites that are used by clubs but unsecured;
 - Ensure that strategic development sites contribute to meeting shortfalls that have been highlighted for playing pitch provision in the Borough.
- 4.4 The action plan columns are set out as follows:
- Site name – the name of the site that is being referred to;
 - Sub analysis area – the sub analysis area within the Local Authority where the site is located;
 - PPS site ID – the unique ID number that has been allocated to the site for the PPS;
 - Management type – the current management arrangement;
 - Current status – the pitches / courts located at the site including their quality and current status, i.e. overplayed, at capacity or spare capacity;
 - Recommendation – what has been recommended to help meet the priorities identified within the PPS;
 - Responsibility – which partners will be responsible for delivering any outcomes and outputs at the sites;
 - Priority – if the recommendation is a **High**, **Medium** or **Low** priority. Priorities have been determined through consultation with the PPS steering group;
 - Timescale - whether the recommendation is a short term priority (1-2 years) medium term priority (3-5 years) or long term priority (6 years +);

- Aim – which of the aims does the site fall under. Protect, Enhance or Provide (a site could meet all three of these aims);
- Costs – have been identified as **Low** (up to £50,000), **Medium**, (£50,000 to £250,000) or **High** (£250,000 and above). This is based on Sport England’s Facility Cost Guidance ([Sport England Facility Cost Guidance](#)).

4.5 Where a full size 3G AGP is referenced as a recommendation in the Action Plan, this could be anything measuring from 91m x 55m to 100m x 64m (excluding run off’s), subject to site specifics. A pitch measuring 91 x 55m and above can be permitted for open age match play (subject to relevant local league requirements), with 100 x 64m being the recommended dimensions. Where recommended dimensions are not being met, any proposal should seek to demonstrate that reduced dimensions are justified, i.e. that there is no detrimental impact upon the intended programme of use and meeting local need.

4.6 The PPS has included several sites that fall just outside the Cheltenham Borough Council boundary. Due to their proximity to the Borough and them catering for demand from Cheltenham Brough residents, these sites have been included within the Action Plan but don’t fall within the remit of Cheltenham Borough Council. Whilst other members of the steering group may work together to deliver recommendations at these sites, they won’t be prioritised by Cheltenham Bough Council. Sites that fall outside of the Cheltenham Borough Council boundary have been marked with an * in the site name column of the Action Plan and listed below.

- Cheltenham North RFC;
- Cheltenham Tigers Rugby Club;
- Chosen Hill Former Pupils RFC;
- Civil Service Sports Ground;
- King George V Playing Field (Shurdington);
- Hatherley & Reddings Cricket Club North Park; and
- Hatherley & Reddings Cricket Club South Park.

Playing Pitch Strategy – site specific action Plan

Table 4.1 – Cheltenham Action Plan

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)	
Agg Gardner Recreation Ground	1	Football	Available for community use and used	Secured	One standard quality adult pitch with spare capacity of 1 MES. Poor quality ancillary provision on site.	Continue to maintain pitch quality for club use and improve quality of the ancillary provision.	Council, Gloucestershire FA, Football Foundation	Medium	Medium	Medium	Protect, Enhance	
All Saints Academy (Cheltenham)	2	AGP - 3G	Available for community use and used	Unsecured	One standard quality 106m x 70 3G AGP with sports lights. Currently on the 3G pitch register until 31/05/2024. Good quality ancillary provision on site.	School to maintain quality and ensure that the pitch remains on the 3G pitch register. Ensure that there is a sinking fund in place to resurface the pitch when required.	School	High	Short	Low	Protect Page 90	
		Rugby Union	Not available for community use		One standard quality senior rugby union pitch with spare capacity of 1 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low		Protect
		Football	Not available for community use		One good quality adult pitch with spare capacity of 1 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low		Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Balcarras Sports Centre	3	Football	Available for community use and used	Unsecured	One good quality adult pitch with spare capacity of 0.5 MES and one good quality mini soccer 7v7 pitch with spare capacity of one MES. All spare capacity discounted as unsecured. Standard quality ancillary provision.	School to maintain quality and secure use through an appropriate agreement.	School, Gloucestershire FA, Football Foundation	High	Short	Low	Protect
		AGP	Available for community use and used		One standard quality 101m x 63m sand filled AGP with sports lights. Standard quality ancillary provision	School to maintain quality and ensure that there is a sinking fund in place to resurface the pitch when required. Look to redistribute football demand to 3G AGPs when delivered to create more capacity for hockey. secure use for clubs through an appropriate agreement.	School, England Hockey, Gloucestershire FA, Football Foundation	High	Medium	Low	Protect
		Cricket	Available for community use but unused		One good quality NTP with spare capacity of 20 MES per season discounted as unsecured.	Secure use through an appropriate agreement and explore opportunities to meet club training demand.	School, Gloucestershire Cricket Foundation, ECB	Medium	Medium	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		Rugby Union	Available for community use but unused		Three basic quality senior rugby union pitches with spare capacity of 5 MES discounted as unsecured.	Maintain for school use.	School	Low	Long	Low	Protect
Belmont School	4	Football	Available for community use but unused	Secured	One standard quality youth 11v11 pitch at capacity. No ancillary provision on site.	Maintain for school use and support development of the school's vision for improved SEND sports facilities (planning permission approved)	School	High	Medium	Low	Protect
Bournside Sports Centre	5	Football	Available for community use and used	Unsecured	Two good quality adult pitches at capacity. Two good quality youth 9v9 pitches with spare capacity of 0.5 MES. Four good quality mini soccer 7v7 pitches with spare capacity of 2 MES. Two good quality mini soccer 5v5 pitches with spare capacity of 1 MES. All spare capacity discounted as unsecured. Standard quality ancillary provision.	School to maintain quality and secure use for clubs through an appropriate agreement. Explore opportunities to provide a full size 3G AGP with sports lights. Ensure that if a pitch is provided it is tested for inclusion on the 3G pitch register and has a sinking fund in place.	School, Gloucestershire FA, Football Foundation	High	Short	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		AGP	Available for community use and used	Unsecured	One standard quality 104m x 70m sand dressed AGP with sports lights.	School to maintain quality and ensure that there is a sinking fund in place to resurface the pitch when required. Look to redistribute football demand to 3G AGPs when delivered to create more capacity for hockey. secure use for clubs through an appropriate agreement.	School. England Hockey, Gloucestershire FA, Football Foundation	High	Medium	Low	Protect
		Cricket	Not available for community use	Unsecured	One good quality NTP with spare capacity of 20 MES per season discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
		Rugby Union	Available for community use and used	Unsecured	Four senior rugby union pitches with spare capacity of 10 MES discounted as unsecured.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Brizen Farm Playing Field	6	Football	Available for community use and used	Secured	One poor quality youth 11v11 pitch overmarked with a mini soccer 7v7 pitch, that has space capacity of 0.5 MES. No ancillary provision on site.	Seek to improve pitch quality and consider installing drainage to increase capacity and address shortfalls. Consider providing ancillary provision if there is demand.	Council, Gloucestershire FA, Football Foundation	High	Medium	High	Protect, Enhance, Provide
Burrow's Field	7	Football	Available for community use and used	Secured	One good quality adult pitch overmarked with two youth 9v9 pitches, overplayed by 2.5 MES. One good quality youth 11v11 pitch at capacity. Two good quality mini soccer 7v7 pitches with spare capacity of 2 MES. Good quality ancillary provision. Leckhampton Rovers FC have a lease that expire in 2043.	Maintain for club use. Explore opportunities to redistribute youth 9v9 demand to reduce overplay on the adult pitch.	Club, Gloucestershire FA, Football Foundation	High	Medium	Low	Protect
		Cricket	Available for community use and used	Secured	Two unmarked cricket pitches that are being brought back into use for the 2024 season. One will only be suitable for under 11's and below.	Ensure that the pitches are maintained to a good standard to meet demand.	Club, Gloucestershire Cricket Foundation, ECB	High	Short	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Charlton Kings Cricket Club	8	Cricket	Available for community use and used	Secured	One good quality cricket pitch at capacity. Good quality ancillary provision on site.	Maintain for club use. Explore providing an NTP to increase capacity.	Club, Gloucestershire Cricket Foundation, ECB	High	Medium	Low	Protect, Provide
Cheltenham College	9	AGP	Available for community use and used	Unsecured	Two standard quality 106m x 70m sand filled AGPs, one with sports lights and one without. Good quality ancillary provision on site.	College to maintain pitch with sports lighting for club use. Ensure that there is a sinking fund in place to resurface the pitch when required. Work to secure use for clubs through an appropriate agreement.	School, England Hockey	High	Short	Low	Protect
		Cricket	Not available for community use	Unsecured	Four good quality cricket pitches with spare capacity of 70 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
		Rugby Union	Available for community use and used	Unsecured	Eight good quality senior rugby union pitches with spare capacity of 18 MES discounted as unsecured.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Cheltenham College (Reeves Field)	9	Cricket	Available for community use and used	Unsecured	Two good quality cricket pitches with no spare capacity.	School to maintain quality and seek to secure use for Charlton Kings CC through an appropriate agreement.	School, Gloucestershire Cricket Foundation, ECB	High	Short	Low	Protect
Cheltenham College Prep School	10	Cricket	Not available for community use	Unsecured	Three good quality cricket pitches with spare capacity of 45 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
Cheltenham Cricket Club	11	Cricket	Available for community use and used	Secured	One good quality cricket pitch with 50 wickets at capacity. Good quality ancillary provision.	Maintain for club use. Explore opportunities to improve ancillary provision and increase onsite parking.	Club, Gloucestershire Cricket Foundation, ECB	High	Long	High	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Cheltenham North RFC*	63	Rugby Union	Available for community use and used	Secured	Two basic quality senior rugby union pitches overplayed by 4 MES. One pitch has sports lights. Good quality ancillary provision on site. Cheltenham North RFC own the freehold.	Club to improve pitch quality to reduce overplay and to explore how to develop a third pitch on leased land.	Club, RFU	High	Short	Low	Protect, Enhance, Provide
Cheltenham Tigers Rugby Club*	12	Rugby League	Available for community use and used	Secured	One good quality senior rugby league pitch overmarked on a senior rugby union pitch that has spare capacity of 0.5 MES. Good quality ancillary provision on site. Cheltenham Tigers RFC own the freehold.	Club to seek to maintain quality and secure use for Cheltenham Phoenix	Club, RFL	High	Short	Low	Protect
		Rugby Union	Available for community use and used	Secured	Three basic quality senior rugby union pitches overplayed by 0.65 MES. One pitch has sports lights.	Club to improve pitch quality to reduce overplay. Support the club to install sports lights on a second pitch to cater for training demand.	Club, RFU	High	Medium	Medium	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		AGP - 3G	Available for community use and used	Secured	One good quality 120m x 80m 3G AGP with sports lights. On the 3G pitch register until 31/05/2025 and WR compliant.	Club to maintain quality and ensure that the pitch remains on the 3G pitch register and WR compliant. Ensure that there is a sinking fund in place to resurface the pitch when required.	Club, RFU	High	Long	Low	Protect
Cheltenham Town FC (Energy Check Training Ground)	13	Football	Not available for community use	N/A	Two good quality adult pitches with spare capacity of 1 MES. Three good quality youth 11v11 pitches with spare capacity of 1 MES. One youth 9v9 pitch at capacity. Two mini soccer 7v7 pitches with spare capacity of 1 MES. All spare capacity discounted as not available for community use. Good quality ancillary provision on site.	Maintain for use by Cheltenham Town FC.	Club	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Cheltenham Town FC (Whaddon Road)	14	Football	Not available for community use	N/A	One good quality adult stadium pitch with sports lights used by Cheltenham Town FC who play in League Two.	Maintain for club use.	Club	Low	Long	Low	Protect
Chosen Hill Former Pupils RFC*	64	Rugby Union	Available for community use and used	Secured	Two basic quality senior rugby union pitches overplayed by 2.65 MES. Neither pitch has sports lights. Chosen Hill Former Pupils RFC have a lease until 2050. Standard quality ancillary provision on site.	Club to improve pitch quality to reduce overplay and explore how best to install sports lights on one of the pitches to cater for training demand and improve the quality of their ancillary provision.	Club, RFU	High	Medium	Medium	Protect, Enhance, Provide
Civil Service Sports Ground*	17	Cricket	Available for community use and used	Secured	One good quality grass pitch with nine wickets, overplayed by 5 MES. One standard quality NTP overplayed by 12 MES. Good quality ancillary provision	Maintain for club use. Identify opportunities where demand can be met offsite to reduce overplay.	Club, Gloucestershire Cricket Foundation, ECB	High	Medium	High	Protect
		Football	Available for community use and used	Secured	Two good quality adult football pitches with spare capacity of 1 MES.	Maintain for club use. Support the club to refurbish ancillary provision to support the growth of female football.	Club, Gloucestershire FA, Football Foundation	Medium	Medium	High	Protect, Enhance

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		Rugby Union	Available for community use and used	Secured	One basic quality senior rugby union pitch without sports lights, that is overplayed by 4 MES.	Club to improve quality to alleviate overplay. Provide sports lights support midweek training demand. Support the club to refurbish ancillary provision to support the growth of female rugby.	Club, RFU	High	Medium	High	Protect, Enhance, Provide
		Lacrosse	Available for community use and used	Secured	One good quality lacrosse pitch.	Maintain for club use.	Club	High	Long	Low	Protect
		AGP - 3G	Available for community use and used	Secured	One good quality 40m x 40m 3G AGP with sports lights.	Maintain for club use. Ensure that there is a sinking fund in place to resurface the pitch when required.	Club	Medium	Long	Medium	Protect
CLC Sports Centre	18	AGP	Available for community use and used	Unsecured	One good quality 97m x 60m sand filled AGP with sports lights and one standard quality 100m x 60m sand filled AGP with sports lights. Sports lights are restricted to 7pm and use restricted to under 19's. Good quality ancillary provision on site.	School to maintain quality. Ensure that the pitch has a sinking fund in place to resurface it when required.	School	Medium	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		Cricket	Not available for community use	Unsecured	One good quality cricket pitch with 7 wickets with 13 MES of spare capacity discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
Clyde Crescent Recreation Ground	19	Football	Available for community use and used	Secured	One standard quality adult pitch at capacity. Standard quality ancillary provision on site.	Seek to improve pitch quality to increase capacity.	Council, Gloucestershire FA, Football Foundation	Medium	Medium	Low	Protect
Dean Close School	20	Football	Not available for community use	Unsecured	One good quality adult pitch with spare capacity of 1 MES. One good quality youth 11v11 pitch with spare capacity of 1 MES. All spare capacity discounted as not available for community use. Good quality ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
		AGP	Available for community	Unsecured	One standard quality sand fille	School to maintain quality and secure	School, England Hockey	High	Short	Low	

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
			use and used		AGP with sports lights and one standard quality water based AGP without sports lights. Good quality ancillary provision on site.	use for Cheltenham Junior Hockey Club and Lansdown Hockey Club. Ensure that there is a sinking fund in place to resurface the pitches when required.					
		Cricket	Not available for community use	Unsecured	One good quality cricket pitch with 8 wickets at capacity. One good cricket pitch with 6 wickets with spare capacity of 10 MES per season discounted as not available for community use. Two good quality cricket pitches with 4 wickets at capacity. Good quality ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
		Rugby Union	Not available for community use	Unsecured	Six basic quality senior rugby union pitches with spare capacity of 12 MES discounted as not available for community use. No pitches have sports lights.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Dunalley Primary School	21	Football	Not available for community use	Unsecured	One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES discounted as not available for community use. No ancillary provision on site	Maintain for school use.	School	Low	Long	Low	Protect
Elmfield Park	22	Football	Available for community use and used	Secured	One standard quality adult pitch overmarked with a mini soccer 7v7 pitch that has spare capacity of 0.5 MES. No ancillary provision on site.	Maintain pitch quality and consider demand to provide ancillary provision.	Council	Medium	Medium	Low	Protect
Gardners Lane Primary School	23	Football	Not available for community use	Unsecured	One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES discounted as not available for community use. No ancillary provision on site	Maintain for school use.	School	Low	Long	Low	Protect
Glenfall Community Primary School	24	Football	Not available for community use	Unsecured	One poor quality youth 11v11 pitch overplayed by 1 MES. No ancillary provision on site.	School to improve pitch quality to reduce overplay.	School	Low	Short	Low	Protect, Enhance

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Greatfield Park Primary School	25	Football	Available for community use	Unsecured	One standard quality youth 11v11 pitch at capacity. No ancillary provision on site.	Explore opportunities for the pitch to help alleviate shortfalls identified and secure use.	School Gloucestershire FA Football Foundation	Low	Long	Low	Protect
Hatherley Park	26	Football	Available for community use and used	Secured	Two standard quality mini soccer 7v7 pitches with spare capacity of 1.5 MES. No ancillary provision on site.	Maintain pitch quality for club use.	Council	Medium	Long	Low	Protect
Hesters Way Primary School	27	Football	Not available for community use	Unsecured	One standard quality youth 11v11 pitch at capacity. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
Holy Apostles Church of England Primary School	29	Football	Not available for community use	Unsecured	One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES discounted as not available for community use. No ancillary provision on site	Maintain for school use.	School	Low	Long	Low	Protect
King George V Playing Field (Shurdington)*	30	Cricket	Available for community use and used	Secured	One good quality cricket pitches with 10 wickets and spare capacity of 10 MES. Good quality ancillary provision on site	Club to work to maintain pitch quality	Club	High	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
King George V Playing Field (Cheltenham)	31	Football	Available for community use and used	Secured	Three poor quality adult pitches and two standard quality adult pitches with spare capacity of 2.5 MES. Two standard quality youth 9v9 pitches with spare capacity of 1 MES. Two standard quality mini soccer 7v7 pitches with spare capacity of 1 MES. Good quality ancillary provision on site.	Seek to improve the quality of the three poor quality adult pitches and maintain quality of the remaining pitches.	Council	High	Short	Low	Protect, Enhance
		Rugby Union	Available for community use and used	Secured	Two basic quality senior rugby union pitches without sports lights that have spare capacity of 1 MES. Good quality ancillary provision on site. Leased to Cheltenham Saracens RFC until 2043.	Club to seek to improve pitch quality and consider demand to provide sports lights on one of the pitches. Support the club to upgrade ancillary provision to cater for female players.	Club, RFU	High	Medium	Medium	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Lakeside Primary School	32	Football	Not available for community use	Unsecured	Two standard quality youth 11v11 pitches with spare capacity of 2 MES discounted as not available for community use. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
Leckhampton CE Primary School	33	Football	Not available for community use	Unsecured	One poor quality youth 11v11 pitch at capacity	Improve pitch quality for school use.	School	Low	Long	Low	Protect, Enhance
Naunton Park	35	Football	Available for community use and used	Secured	Two standard quality adult pitches overplayed by 2 MES. One standard quality youth 9v9 pitch with spare capacity of 1 MES. One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES. Standard quality ancillary provision on site.	Seek to improve pitch quality to reduce overplay.	Council, Gloucestershire FA, Football Foundation	High	Short	Low	Protect, Enhance
		Cricket	Available for community use but unused	Secured	One unmarked cricket pitch that has been brought back into use for the 2024 cricket season.	Explore repositioning the pitch so that it is closer to the pavilion. Ensure pitch is maintained to a good standard.	Council, Gloucestershire Cricket Foundation, ECB	High	Short	Medium	Protect, Enhance

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
North Park (Shurdington)*	36	Cricket	Available for community use and used	Secured	One good quality cricket pitch with 19 wickets overplayed by 45 MES per season. Good quality ancillary provision on site. Hatherley and Reddings CC own the freehold	Maintain for club use. Provide additional storage and improve accessibility to the pavilion.	Club, Gloucestershire Cricket Foundation, ECB	High	Medium	Medium	Protect, Enhance, Provide
Oakwood Primary School	37	Football	Not available for community use	Unsecured	One poor quality youth 11v11 pitch at capacity. No ancillary provision on site.	Improve pitch quality for school use.	School	Low	Short	Low	Protect, Enhance
Old Patesians Sports and Social Club Ltd	38	Rugby Union	Available for community use and used	Secured	Two basic quality senior rugby union pitches that are overplayed by 2.4 MES. Neither pitch has sports lights. Standard quality ancillary provision on site. Old Patesians have 20 years remaining on the lease for the car park and pavilion. Pitches are hire on an annual basis.	Explore how the club can reorientate their pitches and provide two junior rugby union pitches and how to improve pitch quality and install drainage to reduce overplay. Consider providing sports lights on one pitch to cater for training demand. Improve quality of ancillary provision. Council to explore how best to secure use of the pitches for Old Patesians RFC.	Club, RFU	High	Medium	Medium	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Pate's Grammar School	39	Football	Not available for community use	Unsecured	One good quality adult pitch with spare capacity of 1 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
		AGP	Not available for community use	Unsecured	One poor quality 98m x 60m sand filled AGP without sports lights.	Maintain for school use.	Maintain for school use and ensure that there is a sinking fund in place to resurface the pitch when required.	Low	Long	Low	Protect
		Cricket	Not available for community use	Unsecured	One standard quality cricket pitch with 8 wickets overplayed by 8 MES.	Maintain for school use.	School	Low	Long	Low	Protect
		Rugby Union	Not available for community use	Unsecured	Three basic quality senior rugby union pitches with spare capacity of 5 MES discounted as not available for community use. No pitches have sports lights.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Petersfield Park – Cheltenham Saracens FC	40	Football	Available for community use and used	Secured	One poor quality adult stadium pitch with sports lights that is overplayed by 1 MES. Poor quality ancillary provision on site. Cheltenham Saracens FC have a lease until 2047.	Work with Club and Petersfield Partnership to develop a new sports and community hub on the site. Club and GFA to ensure that Cheltenham Saracens FC maintain stadium Accreditation and can progress through the NLS. Club to explore opportunities to improve pitch quality to reduce overplay including exploring opportunities to provide a full size 3G AGP with sports lights. Ensure that if a pitch is provided it is tested for inclusion on the 3G pitch register and has a sinking fund in place.	Council, Club, Gloucestershire FA, Football Foundation	High	Medium	High	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Pittville School	41	Football	Available for community use and used	Unsecured	Two good quality youth 11v11 pitch overmarked with two mini soccer 5v5 pitches that are at capacity. Standard quality ancillary provision on site.	School to maintain quality and secure use for clubs through an appropriate agreement. Explore opportunities to provide a full size 3G AGP with sports lights. Ensure that if a 3G pitch is provided it is tested for inclusion on the 3G pitch register and has a sinking fund in place.	School, Gloucestershire FA, Football Foundation	High	Short	Low	Protect
		Cricket	Available for community use but unused	Unsecured	One standard quality NTP that is overplayed by 40 MES per season.	Maintain for school use and ensure that the pitch is resurfaced when required.	School	Low	Long	Low	Protect
		Rugby Union	Not available for community use	Unsecured	One basic quality senior rugby union pitch without sports lights that is at capacity.	Maintain for school use.	School	Low	Long	Low	Protect
Prestbury Playing Fields	42	Football	Available for community use and used	Secured	One standard quality adult pitch overplayed by 0.5 MES. Two standard quality mini soccer 7v7 pitches with spare capacity of 2 MES. No ancillary provision on site.	Seek to improve pitch quality to reduce overplay. Explore opportunities to provide ancillary provision on site to meet demand.	Prestbury Parish Council, Gloucestershire FA, Football Foundation	High	Long	High	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Prince of Wales Stadium	43	Rugby Union	Available for community use and used	Secured	One basic quality stadium senior rugby union pitch with sports lights and one basic quality senior rugby union pitch with sports lights that have spare capacity of 2 MES. Standard quality ancillary provision	Seek to improve pitch quality and explore opportunities to provide a full size 3G AGP with sports lighting on the rugby union pitch not within the stadium. Ensure that if a pitch is provided it is tested for inclusion on the 3G pitch register and is WR compliant. Ensure there is a sinking fund in place.	Council, RFU, Gloucestershire FA, Football Foundation	High	Medium	High	Protect, Enhance, Provide
Priors Farm	44	Football	Available for community use and used	Secured	Two poor quality adult pitches overplayed by 0.5 MES. One poor quality youth 9v9 pitch that is overmarked with a mini soccer 7v7 pitch and overplayed by 0.5 MES. Poor quality ancillary provision on site.	Seek to improve pitch quality to reduce overplay and improve the quality of the ancillary provision.	Council, Gloucestershire FA, Football Foundation	High	Medium	Medium	Protect, Enhance, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		Cricket	Not available as disused	N/A	One unmarked cricket pitch that is currently unused.	Explore repositioning the pitch so that it is closer to the pavilion and bring back in to use to meet demand. Ensure pitch is maintained to a good standard by creating a partnership with a local cricket club for maintenance of the pitch.	Council, Gloucestershire Cricket Foundation, ECB	High	Medium	Medium	Protect, Enhance
Rowanfield Junior School	45	Football	Not available for community use	Unsecured	One poor quality youth 11v11 pitch at capacity and one poor quality mini soccer 7v7 pitch with spare capacity of 1 MES discounted as not available for community use.	School to explore how best to improve pitch quality for school use.	School	Low	Long	Low	Protect, Enhance
Sandford Park	46	Football	Not available for community use	Secured	Previously provided a mini soccer 7v7 pitch. No longer marked out.	Consider bringing back mini-soccer pitch back into use and re-marking to meet shortfalls identified.	Council, Gloucestershire FA, Football Foundation	Medium	Medium	Low	Protect, Provide
South Park (Shurdington)*	47	Cricket	Available for community use and used	Secured	One good quality cricket pitch with 9 wickets overplayed by 10 MES. Good quality ancillary provision on site.	Maintain for club use. Explore providing an NTP to increase capacity and reduce overplay.	Club, Gloucestershire Cricket Foundation, ECB	High	Medium	Low	Protect, Provide

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Springbank Primary Academy	48	Football	Not available for community use	Unsecured	One standard quality youth 11v11 pitch with spare capacity of 1 MES discounted as not available for community use. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
Springfield Park	49	Football	Available for community use and used	Secured	One poor quality adult pitch with spare capacity of 0.5 MES. No ancillary provision on site as currently being used as a food bank and community cafe.	Seek to improve pitch quality to increase capacity and consider a partnership with Springbank Community Group to access ancillary facilities.	Council, Gloucestershire FA, Football Foundation	High	Medium	Low	Protect, Enhance
St Edward's Preparatory School	50	Football	Not available for community use	Unsecured	Two good quality adult pitches with spare capacity of 2 MES . One good quality youth 11v11 pitch with spare capacity of 1 MES. All spare capacity discounted as not available for community use. Good quality ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
		Cricket	Not available for community use	Unsecured	One NTP that's not available for community use. Was previously used by Charlton Kings CC	Maintain for school use.	School	Low	Long	Low	Protect
		Rugby Union	Not available for community use	Unsecured	Two basic quality senior rugby union pitches without sports lights and spare capacity of 2 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect
St Edwards School (Cheltenham)	51	Football	Not available for community use	Unsecured	Three good quality adult pitches with spare capacity of 3 MES discounted as not available for community use. Good quality ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect Page 114
		AGP	Not available for community use	Unsecured	One standard quality 100m x 60m sand filled AGP without sports lights.	Maintain for school use and ensure that there is a sinking fund in place to resurface the pitch when required.	School	Low	Long	Low	

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
St Marks Church of England Junior School	52	Football	Available for community use and used	Unsecured	One standard quality youth 9v9 pitch at capacity. One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES discounted as unsecured. No ancillary provision on site.	School to maintain pitch quality and consider providing ancillary provision on site to meet demand.	School, Gloucestershire FA, Football Foundation	Medium	Medium	High	Protect, Provide
St Marys Church of England Junior School	64	Football	Not available for community use	Unsecured	Two poor quality mini soccer 7v7 pitches with spare capacity of 2 MES discounted as not available for community use. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
St Thomas More Catholic Primary	53	Football	Not available for community use	Unsecured	One standard quality youth 11v11 pitch with spare capacity of 1 MES discounted as not available for community use. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
Swindon Village	54	Football	Available for community use and used	Secured	One poor quality adult pitch overplayed by 0.5 MES. Two poor quality youth 11v11 pitches, one overmarked with a youth 9v9 pitch, overplayed by 2 MES. Two poor quality mini soccer 7v7 pitch, one overmarked with a mini soccer 5v5 pitch, at capacity. Poor quality ancillary provision on site.	Seek to improve pitch quality to increase capacity and reduce overplay. Improve quality of the ancillary provision.	Council, Gloucestershire FA, Football Foundation	High	Medium	Medium	Protect, Enhance
		Cricket	Available for community use and used	Secured	One poor quality cricket pitch with 6 wickets that is overplayed by 8 MES per season. No cricket club identified to use the pitch for the 2024 season	Identify a cricket club to use the pitch and improve pitch quality to increase capacity and reduce overplay. Improve quality of the ancillary provision.	Council, Gloucestershire Cricket Foundation, ECB	High	Medium	Medium	Protect, Enhance

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
The Beeches	55	Football	Available for community use and used	Secured	Two standard quality adult pitches with spare capacity of 1 MES. One standard quality youth 9v9 pitch with spare capacity of 0.5 MES. Standard quality ancillary provision on site.	Seek to improve pitch quality to increase capacity.	Council, Gloucestershire FA, Football Foundation	High	Short	Low	Protect, Enhance
The Catholic School of Saint Gregory The Great	56	AGP	Not available for community use	Unsecured	One standard quality 70m x 40m sand filled AGP without sports lights.	Maintain for school use and ensure that the pitch is resurfaced when required.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
The Folly	57	Football	Not available for community use	Unsecured	Previously provided three adult pitches and a mini soccer 7v7 pitch.	Proposals submitted to develop housing on the site. If these proceed, ensure that any loss of pitch provision is mitigated, and that this mitigation is signed off by all relevant NGBs and Sport England. Should the proposals not proceed, work to make the pitches available for community use to meet the shortfalls identified.	University, Gloucestershire FA, Football Foundation	High	Short	Low	Protect
		Rugby Union	Not available for community use	Unsecured	Previously provided two senior rugby union pitches without sports lights.	As noted above.	University, RFU	High	Short	Low	Protect
		Cricket	Not available for community use	Unsecured	Previously provided a cricket pitch.	As noted above.	University, Gloucestershire Cricket Foundation, ECB	High	Short	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
The High School Leckhampton	58	Football	Not available for community use	Unsecured	One standard quality adult pitch at capacity. Good quality ancillary provision on site.	Maintain for school use. Explore option for community use/CUA.	School	Low	Long	Low	Protect, Provide
		AGP	Available for community use and used	Unsecured	One good quality 91m x 55m sand filled AGP with sports lights. Good quality ancillary provision	Maintain for school and community use. Ensure that there is a sinking fund in place to resurface the pitch when required.	School	Low	Long	Low	Protect
The Pavilion, Hatherley Lane, Cheltenham	59	Football	Available for community use and used	Unsecured	Two standard quality mini soccer 5v5 pitches with spare capacity of 6 MES discounted as unsecured.	Maintain quality and seek to secure use for FC Lakeside Youth.	C3 Church, Gloucestershire FA, Football Foundation	Medium	Medium	Low	Protect, Provide
The Richard Pate School	60	AGP	Not available for community use	Unsecured	One good quality 95m x 40m sand filled AGP with sports lights.	Maintain for school use and ensure that there is a sinking fund in place to resurface the pitch when required.	School	Low	Long	Low	Protect
		Football	Not available for community use	Unsecured	Three good quality mini soccer 7v7 pitches with spare capacity of 3 MES discounted as not available for community use.	Maintain for school use.	School	Low	Long	Low	Protect

Site Name	PPS Site ID	Sport	Community use category	Security of community use	Current Status	Recommendations	Responsibility	Priority	Timescale	Cost	Aim(s)
University of Gloucestershire (Park Campus)	61	Football	Available for community use and used	Unsecured	One standard quality mini soccer 5v5 pitch at capacity. Poor quality ancillary provision on site. Currently used by Leckhampton Rovers Football Academy	Maintain pitch quality.	University, Gloucestershire FA, Football Foundation	Medium	Medium	Low	Protect
Warden Hill Primary School	62	Football	Not available for community use	Unsecured	Two standard quality youth 11v11 pitches with spare capacity of 2 MES discounted as not available for community use. No ancillary provision on site.	Maintain for school use.	School	Low	Long	Low	Protect
Whaddon Recreation Ground	63	Football	Available for community use and used	Secured	One standard quality adult pitch with spare capacity of 0.5 MES. One standard quality mini soccer 7v7 pitch with spare capacity of 1 MES. Standard quality ancillary provision on site.	Maintain pitch quality.	Council	Medium	Long	Low	Protect

Keeping the strategy robust and up to date

- 4.7 It is important that this document is used in a practical manner, is engaged with partners and encourages partnerships to be developed. The creation of this document should be regarded as part of the planning process. It provides a detailed evidence base and provides a framework for the future provision and maintenance of playing pitches within the Borough and pitches in neighbouring Boroughs that serve Cheltenham residents.
- 4.8 The strategy has been developed in conjunction with the PPS steering group to assess the supply and demand of pitch provision within Cheltenham and identify where shortfalls exist and how these can be met. It is important that the PPS steering group now remains in place beyond completion of this strategy, to ensure that it is kept up to date and helps to support the monitoring and implementation of the action plan.
- 4.9 It is recommended that the PPS steering group meets at least once a year to update the supply and demand data and review delivery of any projects identified within the action plan. As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off by the PPS steering group, then Sport England and National Governing Bodies (NGBs) would consider the PPS and the information within it to be out of date. If the PPS is regularly reviewed and kept up to date it can remain valid for five years. It is recommended that the review process consider the following as a minimum:
- Recommendations that have been actioned since the strategy was signed off;
 - Any known changes in demand;
 - Any known changes to the supply of pitch provision;
 - Any known changes in pitch quality that can be benchmarked, i.e. through the PitchPower app; and
 - Any changes in circumstances or new issues that have come to light since the strategy was adopted. For example, new housing developments, S106 contributions or club ambitions.
- 4.10 It is the responsibility of the Council to coordinate the review meetings, with support from PPS steering group members. If any members leave the PPS steering group, it is that organisation's responsibility to ensure an adequate replacement is provided.
- 4.11 Outside of PPS steering group meetings it is also recommended that individual meetings with NGBs are coordinated to support delivery of the recommendations identified and ensure that this PPS reflects priorities as they change.
- 4.12 A copy of the Stage E Checklist has been provided in Appendix B.

Appendix A: Funding Plan

Introduction

Table 1.1 below provides details of a range of organisations who offer funding opportunities that could be explored to help deliver some of the outcomes and outputs that have been identified in the Playing Pitch Strategy Action Plan. When exploring these further, it is important that any potential applicant assesses their ability to meet the eligibility criteria set out by the funding organisation. This should be done in conjunction with relevant members of the PPS steering group.

Table 1.1 Funding Plan

Organisation	Description
Sport England	At present Sport England don't have any funding opportunities available. It is anticipated that this will change over the next 12-18 months. Details regarding funding enquires and any future updates can be found on their website. (Apply for funding Sport England)
Football Foundation	<p>Single Fund The Football Foundation Single Fund provides funding opportunities for smaller projects such as:</p> <ul style="list-style-type: none"> • Grass pitch maintenance kit and equipment; • Changing room refurbishments; • Storage containers; • Portable floodlights. <p>The fund will also support larger projects such as:</p> <ul style="list-style-type: none"> • 3G Artificial Grass Pitches (AGPs); • Changing pavilions. <p>Applicants must demonstrate how the funding will develop football within their community with a particular focus on tackling inequalities.</p> <p>(Click here for Football Foundation Single Fund)</p> <p>Grass Pitch Maintenance Fund The Grass Pitch Maintenance Fund provides eligible clubs, leagues and organisations with a tapered six-year grant to help them sustain pitches already at a 'good' level and enhance pitches that are either considered 'poor' or 'basic'. Clubs must complete a self-assessment of their pitches using the Pitch Power app. This provides a Performance Quality Standard (PQS) for their pitches. Funding of poor quality pitches is provided as follows:</p> <ul style="list-style-type: none"> • 11v11 pitch - £3,200; • 9v9 pitch - £2,560; • Mini soccer pitches - £1,920. <p>Funding of good quality pitches is as follows:</p> <ul style="list-style-type: none"> • 11v11 pitch - £960; • 9v9 pitch - £640; • Mini soccer pitches - £384. <p>(Click here for Football Foundation Grass Pitch Maintenance Fund)</p>

Premier League	<p>Premier League Stadium Fund The Premier League Stadium Fund provides funding for clubs throughout the football pyramid, including National League System Clubs at steps 1-6 and Women’s Football Pyramid Clubs at tiers 1-4. The fund is designed to support clubs fulfil their ground grading requirements and provide a better match day experience for fans.</p> <p>(Click here for Premier League Stadium Fund)</p>
England and Wales Cricket Board (ECB)	<p>4.13 County Grants Fund The County Grants Fund aims to support affiliated cricket clubs to create welcoming environments, provide enhanced facilities and playing opportunities, and to help clubs tackle the impact of climate change. This can include the following:</p> <ul style="list-style-type: none"> • Creating welcoming environments – open to affiliated cricket clubs registered for All Stars or Dynamos, or actively involved with women’s and girls’ cricket and / or disability cricket. It is an expectation that any junior programme will include and actively engage with girls; • Enhanced facilities and playing opportunities for women’s and girls’ cricket and / or disability cricket – open to affiliated cricket clubs actively engaged in competitive female only cricket; • Tackling climate change – Open to any affiliated cricket clubs; <p>(Click here for ECB County Grants Fund)</p> <p>Interest Free Loan Scheme The Interest Free Loan Scheme provides finance to clubs for various capital projects such as buildings, equipment purchase, fine turf, land purchase and non-turf. All ECB affiliated cricket clubs are eligible to apply, as well as other organisations that can evidence achievement / delivery of the England and Wales Cricket Trust charitable aims. Clubs with a junior section can apply for a loan from £1,000 to £50,000 whereas clubs without a junior section can apply for a loan from £1,000 to £20,000. A minimum of 10% partnership funding is required from the applicant.</p> <p>(Click here for ECB Interest Free Loan Scheme)</p>
Lawn Tennis Association (LTA)	<p>Quick Access Loan Scheme The LTA’s Quick Access Loan Scheme provides interest free loans from £25,000 up to £250,000. The fund will prioritise investment into low cost indoor structures and floodlights to enable communities to grow participation by accessing all year round facilities.</p> <p>The objectives of the fund are:</p> <ul style="list-style-type: none"> • To provide indoor or floodlit and year round playing facilities to encourage community accessible play all year; • Enhance facilities to create better playing environments to encourage play all year (link to ‘what we will fund’); • Retain and increase the number of participants at the venue; • Offer and increase both non-member pay and play usage and coaching opportunities; • Grow the numbers of adults and juniors on the coaching programme; • Provide online booking through Club Spark with courts available through LTA Rally. <p>(Click here for LTA Quick Access Loan Scheme)</p>


<ul style="list-style-type: none"> The National Lottery 	<p>Reaching Communities</p> <p>The Reaching Communities Fund offers grants over £10,000 to organisations that work with their community. The fund will award grants for the following:</p> <ul style="list-style-type: none"> • Direct costs associated with delivering activities in your community - this can include project staff, materials, equipment, room hire, volunteer expenses and project evaluations; • Organisational development - this can include business planning, testing new ways of working, staff training and development, developing governance and leadership, tech or IT upgrades/purchases, developing and sharing impact and learning, and increasing capacity to support collaboration and partnership working; • Core/fixed costs to support the day-to-day running of your organisation - this can include core salaries, rent, utilities, equipment; the purchasing, refurbishing or developing of land and buildings. <p>(Click here for National Lottery Reaching Communities Fund)</p>
<p>Cheltenham Borough Council (CBC)</p>	<p>Community infrastructure Levy</p> <p>The Community Infrastructure Levy (CIL) is a planning charge. It allows CBC to charge developers who are building in the Borough.</p> <p>It applies to all developments where there is an increase in floorspace. It is charged in pounds per square metre of gross internal floorspace. The charges are based on type and location of the development.</p> <p>CIL can be charged on the following:</p> <ul style="list-style-type: none"> • Residential development; • Sheltered housing; • Residential institutions; • Extra-care housing; • Retail development (in certain locations, please refer to the charging schedule for further information). <p>CIL can be used to invest in the following area's in the Borough:</p> <ul style="list-style-type: none"> • Community facilities; • New roads; • Parks and play areas; • Town and Parish Councils will also receive a meaningful proportion of the money raised.

Appendix B: Stage E Checklist

Introduction

The Sport England Stage E checklist is shown in figure 1.1 below to support the PPS steering group keep the strategy robust and up to date. It is important that the PPS steering group use this when planning how to review and update the Playing Pitch Strategy. It is the responsibility of Cheltenham Borough Council to arrange Stage E PPS steering group. Updating the supply and demand data should be supported by PPS steering group members.

Figure 1.1 PPS Stage E Checklist

Stage E: Deliver the strategy and keep it robust and up to date	Tick 	
	Yes	Requires Attention
Step 9: Apply & deliver the strategy		
1. Are steering group members clear on how the PPS can be applied across a range of relevant areas?		
2. Is each member of the steering group committed to taking the lead to help ensure the PPS is used and applied appropriately within their area of work and influence?		
3. Has a process been put in place to ensure regular monitoring of how the recommendations and action plan are being delivered and the PPS is being applied?		
Step 10: Keep the strategy robust & up to date		
1. Has a process been put in place to ensure the PPS is kept robust and up to date?		
2. Does the process involve an annual update of the PPS?		
3. Is the steering group to be maintained and is it clear of its on-going role?		
4. Is regular liaison with the NGBs and other parties planned?		
5. Has all the supply and demand information been collated and presented in a format (i.e. single document that can be filtered accordingly) that will help people to review it and highlight any changes?		
6. Have any changes made to the Active Places Power data been fed back to Sport England?		

Appendix C: Glossary of Terms

Introduction

Below are a number of terms that have been used within the Playing Pitch Strategy Action Plan with a brief explanation of what they mean.

Secured Community Use

Community use of a site is deemed to be secured if use has been confirmed for three years. Unless known otherwise, Local Authority, Town Council and Parish Council sites are deemed to have secured community use. Clubs' sites would be deemed secured, dependent on the type of agreement they have in place with the site owner.

Unsecured Community Use

Mainly relates to educational sites where the following should be in place to ensure certainty of secured community use (if not in place, then the site provides unsecured community use):

- A formal community use agreement;
- A leasing or management agreement requiring pitches to be available to the community/a community club;
- A formal policy for community use adopted by the owner and or educational establishment;
- Written confirmation from the owner and or educational establishment.

Imported Demand

Imported Demand is demand from teams or users that comes from outside of the study area to access provision within it. This can be due to a lack of provision within the area that the demand is coming from and may impact the quality and or availability of provision in the study area.

Exported Demand

Exported demand is demand from teams or users within the study area who access provision outside of it. This can be due to a lack of provision within the study area.

Latent/ Unmet Demand

Unmet demand refers to existing demand that can't currently access pitch provision. For example a team may have access to playing pitches but no training facilities This can often result in clubs having waiting lists for players or teams that they can't accommodate.

Future Demand

Future demand is an estimate of demand that may be generated for provision in the future. This can be derived from consultation with clubs or looking at Team Generation Rates (TGRs) based on population and known housing growth.

Team Generation Rates (TGRs)

Future population forecasts have been developed by calculating future growth from data provided by ORS for development of the WBC Local Housing Needs Assessment.

Match Equivalent Sessions

Pitches have a limit of how much match play they can accommodate over a certain period of time before their quality is adversely affected. As the main usage of pitches is likely to be for matches, it is appropriate for the comparable unit to be match equivalent sessions.

Carrying Capacity

Carrying capacity is the amount of play a pitch can accommodate before it's quality is impacted. Generally, carrying capacity is determined by the relevant National Governing Body (NGB) for that sport and is determined by the quality of the pitch.

Overplay

Overplay occurs when a pitch accommodates more use than its capacity allows for. This can have a detrimental effect on a pitches quality.

Spare Capacity

Spare capacity is the amount of additional play a pitch can accommodated beyond its existing play, which is based on its carrying capacity. This should be interrogated further to understand if this translates into actual spare capacity.

Actual Spare Capacity

Actual Spare Capacity is spare capacity that exists during peak times. For example, a pitch may be deemed to have spare capacity but if the pitch is in use during peak times for that sport, then this wouldn't be deemed actual spare capacity.

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Climate Impact Assessment Tool - v.1

Physical Activity & Sports Strategy

Physical Activity & Sports Strategy



ENVIRONMENTAL	Scores	Action	Justification	Reviewed	Recommendation
GHGs	4	No action required	The strategy has a specific objective about how best to invest in energy reduction and climate mitigation projects for our sporting infrastructure to support their resilience as part of our commitment to Cheltenham Zero	Accepted	
Air quality	0	No action required.	N/A		
Sustainable Transport	4	No action required	The strategy has a focus on encouraging more physical activity opportunities within local neighbourhoods	Accepted	
Biodiversity	0	No action required.	0		
Land use change	0	No action required.	0		
Soil and waterway health	0	No action required.	0		
Climate Change Adaptation	4	No action required	The strategy has a specific objective about how best to invest in energy reduction and climate mitigation projects for our sporting infrastructure to support their resilience as part of our commitment to Cheltenham Zero	Accepted	Furthermore, promotion of team sports and better embedding a sports hub for community meetings can improve climate resilience by ensuring people are supported in the face of a disaster.
Energy Use	1	No action required	The strategy has a specific objective about how best to invest in energy reduction and climate mitigation projects for our sporting infrastructure to support their resilience as part of our commitment to Cheltenham Zero	Accepted	
Waste	0	No action required.	0		
Sustainable Materials	0	No action required.	0		

SOCIAL	Scores	Action	Justification	Reviewed	Recommendation
Food	1	No action required	0		
Health	0	No action required.	The strategy has a vision to make sure that Cheltenham is a place where everyone has the opportunity to enjoy and benefit from physical activity and sports, creating active, healthy and happy communities	Accepted	
Housing	1	No action required	0		
Education	1	No action required	0		
Community	0	No action required.	as part of the second phase, the council is commissioning a study of playing pitches throughout Cheltenham that will come forward with recommendations for how best to improve them	Accepted	
Culture	0	No action required.	The strategy recognises the link between sports and physical activity and associated social opportunities and wants to create more opportunities within local communities	Accepted	
Accessibility	0	No action required.	The strategy sets recognises that there are barriers to taking part in physical activity including cost, childcare, safety as well as demographic barriers - it sets out an outcome to address these barriers	Accepted	

Local Economy and Jobs	0	No action required.	The strategy sets out the link between sports and the local economy and commits to actions around linking improved physical activity opportunities with golden valley		
Safety	1	No action required	The strategy recognises that not feeling safe when exercising is a major barrier to people - the strategy sets out an outcome and an objective to improve feelings of safety	Accepted	
Democratic Voice	0	No action required.	One of the next steps with the strategy is to carry out more detailed engagement with the cohorts that are potentially facing inactivity inequalities.	Accepted	
Equity	0	No action required.	Recognising that there are specific inactivity inequalities, the strategy identifies certain communities where we need to do more to understand barriers to do more to encourage physical activity	Accepted	

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

<ul style="list-style-type: none"> Any proposals to introduce or add to a service 	<ul style="list-style-type: none"> Any proposals to adopt policy priorities, strategies and plans
<ul style="list-style-type: none"> Any proposals to remove, reduce or alter a service 	<ul style="list-style-type: none"> Changes to staffing structure where groups of employees are likely to be negatively affected
<ul style="list-style-type: none"> Any new policies or changes to policies 	<ul style="list-style-type: none"> Any proposals in relation to procured or commissioned services

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA	
Officer responsible: Richard Gibson	Service Area: Communities, Wellbeing & Partnerships
Title: Head of Communities, Wellbeing & Partnerships	Date of assessment: 1 July 2024
Signature: Richard Gibson	

b. Is this a policy, function, strategy, service change or project?	Policy
If other, please specify:	

c. Name of the policy, function, strategy, service change or project	
Cheltenham Playing Pitch Strategy which forms part of a wider physical activity strategy that will be brought back to Cabinet in the Autumn	
Is this new or existing?	Already exists and is being reviewed
Please specify reason for change or development of policy, function, strategy, service change or project	
The current Playing Pitch Strategy was prepared in 2016/17 and is out of date	

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?	
Aims:	Work with partner organisations to develop a sports and physical activity strategy for Cheltenham, to improve and further develop sport provision and help ensure more opportunities for external funding in order to improve health and wellbeing opportunities for local people
Objectives:	<ul style="list-style-type: none"> Cheltenham has the physical sporting infrastructure (playing pitches and built facilities) needed to ensure everyone has the opportunity to enjoy sports and physical activity. Cheltenham has the community sporting infrastructure (clubs, teams, and groups) needed to ensure everyone has the opportunity to enjoy sports and physical activity. That this physical and community infrastructure is of appropriate quality, is in the right place to meet current and projected future demand, meets up-to-date standards of accessibility and is sustainable over the longer-term. We create active communities where everyone has the chance to be active and thrive.

<p>Outcomes:</p>	<ul style="list-style-type: none"> • Cheltenham is a place where all our communities enjoy and benefit from physical activity; • Our physical and community infrastructure is accessible and affordable but also high-quality and sustainable; and • We will collaborate to create active and inclusive communities.
<p>Benefits:</p>	<p>The strategy will not only assist in the development of a wider sports and physical activity strategy but will also be a tool to help inform the council in addressing some of the following challenges:</p> <ul style="list-style-type: none"> • Determining the longer-term future of Council physical activity facilities, particularly Leisure at Cheltenham and Prince of Wales Stadium. Due to their age, both facilities require significant investment. • Addressing health inequalities –Health data identifies that some of our geographic communities face long-term health inequalities; local partners have assessed data relating to a range of health conditions including obesity, depression and heart disease. The data paints a picture that low income communities have worse health outcomes than more affluent communities. • Access to physical activities - We are aware that some of our low income communities do not have the same access to physical activity opportunities as more affluent communities. For instance, there are no youth football teams serving West Cheltenham in the Cheltenham Youth League. <p>The strategy will also assist to harnessing some significant opportunities:</p> <ul style="list-style-type: none"> • Our communities are ambitious and are coming forward with plans to deliver improved activity and sports facilities; both Cheltenham Saracens FC and Belmont School have developed multi-million pound sporting schemes. A new strategy can help create the framework by which these communities can access external investment. • Creating opportunities to be more physically active and to enjoy sports is going to be central to creating sustainable and healthy communities in our growth areas and garden community – Elms Park and Golden Valley developments. A new strategy will set out how we use physical activity and sports to support the longer-term growth ambitions of Cheltenham, will inform the preparation of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan together with identify future priorities for infrastructure, including informing priorities for the negotiation of Section 106 obligations and allocation of Community Infrastructure Levy.

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	Yes
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Do you expect the impacts to be positive or negative?	Positive
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Please provide an explanation for your answer:

The Playing Pitch Strategy sets out an action plan for how the Council, working with multiple partners can:

- Protect existing pitch provision;
- Enhance pitches and ancillary provision by improving the quality and management of facilities;
- Provide new pitches and ancillary provision where there is demand.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required	Yes
Owner of Stage Two assessment	Richard Gibson
Completion date for Stage Two assessment	1 July 2024

Please forward this completed form to [xx] and move on to Stage 2 if required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

We have access to data from Sports England and other local data such as the online pupil survey:

We know that 21% of our population is considered inactive and although this compares with 23% inactive for the county and 26% nationally, there are areas of Cheltenham and groups of people where inactivity levels are far higher.

Low income - People living in our lower income neighbourhoods are at risk of lower activity levels. Twice as many people are classed as inactive in our most deprived communities (38%) when compared to our least deprived communities (19%). We also know that obesity in women affects 39.5% of those living in most deprived areas compared with 22.4% from least deprived areas

Disabled people – we know that 36% of people who class themselves as disabled are inactive compared to only 17% who class themselves as non-disabled – a participation gap of c.20%

Ethnicity –Nationally, 37% of people from the Asian ethnic group are classed as inactive, compared to 24.5% of people from white British origin. In the Asian and white British ethnic groups, women are more likely to be inactive than men

Younger women – Whilst similar rates of adult women are classed as active when compared to men, school data from the Gloucestershire online pupil survey shows that whilst 60% of boys do the recommended level of activity, only 48% of girls achieve this. In addition, 46% of girls don't exercise because they find it embarrassing compared with only 21% of boys.

b. Consultation

Has any consultation be conducted?

Yes

Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.

If no consultation or engagement is planned, please explain why.

Stakeholders have identified the following barriers to achieving the vision:

- Cost is a barrier for many people - only going to get worse with cost of living
- Childcare can be a barrier
- Perceptions of feeling safe when exercising
- Unequal geographic distribution of facilities and opportunities- exacerbated by lack of bus services

The Council undertook a physical activity survey to understand how we keep people being active but also understand the barriers that might be preventing people from being active in the first place. The survey was shared online via a media release, plus additional face to face sessions were held to encourage a wider range of participants to take part in the survey.

The survey opened on 31 January 2024 and closed on 21 March 2024. There were 166 responses. Respondents identified the main barriers to be physically active as the following:

- Costs of taking part,
- Lack of time
- Having to book in advance - or be a member
- Feeling nervous to start a new activity or go to a new place,
- Getting to places to be active

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Neutral		
	Younger People (16-25)	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • Women and girls 	The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement among young women
	Children (0-16)	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • Women and girls 	The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement among girls
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • Disabled people and people with long-term health conditions 	17% of respondents to the survey identified as a disabled person. The 2021 census identified that 5.8% the population identified as being disabled. The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement among disabled people
	Sensory Impairment (sight, hearing)	Positive		
	Mental health	Positive		
	Learning Disability	Positive		
GENDER REASSIGNMENT		Neutral		
MARRIAGE & CIVIL PARTNERSHIP	Women	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • Women and girls 	The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement among women
	Men	Neutral		

	Lesbians	Neutral		
	Gay Men	Neutral		
PREGNANCY & MATERNITY	Women	Positive		
RACE* Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc	White	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • People from ethnically diverse communities 	The physical activity survey showed that for people from diverse communities, the main barriers to being physically active are: Costs of taking part – 53% Lack of time – 35% Lack of childcare – 24% Lack of skills / confidence – 24% There is an opportunity to work with Cheltenham Alliance for Race Equity a programme to better understand these barriers and develop initiative can address them and these to be captured in the final strategy
	Mixed or multiple ethnic groups	Positive		
	Asian	Positive		
	African	Positive		
	Caribbean or Black	Positive		
		Choose an item.		
RELIGION & BELIEF** A list of religions used in the census is available here	See note	Neutral		
SEX (GENDER)	Men	Neutral		
	Women	Positive	One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest: <ul style="list-style-type: none"> • Women and girls 	There were proportionally more females that responded to the survey than males (63% to 33%) But given that a focus of the strategy is to support more women and girls to take part in physical activity, we can be

				<p>confident that the responses to the survey reflect their voices.</p> <p>The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement among women</p>
	Trans Men	Neutral		
	Trans Women	Neutral		
SEXUAL ORIENTATION	Heterosexual	Neutral		
	Lesbian	Neutral		
	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
Other considerations				
Socio-economic factors (income, education, employment, community safety & social support)		Positive	<p>One of the strategy's priorities is to explore how best to support communities increase their engagement in physical activity where we know inactivity inequalities are the greatest:</p> <ul style="list-style-type: none"> • Those on low incomes (including children living in poverty) • Others (older people, carers, refugees) 	<p>The final strategy that will come to council in the Autumn will set out how the council working with key partners can increase engagement those on low incomes or with caring responsibilities</p>
Rurality i.e. access to services; transport; education; employment; broadband		Neutral		
Other (e.g. caring responsibilities)		Neutral		

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer
Work with key partners and stakeholders to develop final strategy and action plan that will address inactivity inequalities	November 2024	Richard Gibson

b. Public reporting

All completed EqIA’s are required to be publicly available on the Council’s website once they have been signed off. EqIA’s are also published with the papers for committee and full council decisions.

Please send completed EqIA’s to [xx]

5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change

Cheltenham Borough Council

Cabinet

23 July 2024

Household Support Fund Programme 2024/25

Accountable member:

Cllr Victoria Atherstone, Cabinet Member Safety and Communities

Accountable officer:

Richard Gibson, Head of Communities, Wellbeing & Partnerships

Accountable scrutiny committee:

Overview and Scrutiny Committee

Ward(s) affected:

All

Key/Significant Decision:

No

Executive summary:

The Household Support Fund (HSF), first introduced in 2021/22, is funding that is made available via Department of Work and Pensions (DWP) to County Councils and Unitary Authorities in England to support those most in need to help with global inflationary challenges and the significantly rising cost of living.

Authorities can use the funding to meet immediate needs and help those who are struggling to afford household essentials including energy and water bills, food, and wider essentials. Authorities can also use funding to support households with housing costs where existing housing support does not meet this need, and to supplement support with signposting and advice

GCC has been allocated £3,692,482 for the period 1 April 2024 to 30 September 2024. The allocation of this funding has been agreed by the County Council's [relevant Cabinet member](#) which includes a sum of £812,500 allocated to the six district councils to enable them to provide their own localised schemes to support vulnerable people.

A sum of £147,376.13 has been allocated to Cheltenham Borough Council to cover the period 1 April 2024 to 30 September 2024. This has been calculated on a per head population basis using 2021 mid-year population estimates. The council was notified of this allocation on 31 May

with the request to submit a delivery plan by 14 June.

Previous allocations of household support fund were agreed by Cabinet in [December 2022](#) and [June 2023](#)

This report summarises the allocation, distribution and monitoring of the grant.

Recommendations: That Cabinet:

- 1. approves the Household Support Fund Delivery Plan for the award of grant made by Gloucestershire County Council on behalf of the Department of Works and Pensions under the Household Support Fund Programme 2024/25 as set out as set out in para 4.9**
- 2. delegates authority to the Head of communities, wellbeing & partnerships in consultation with the Cabinet Member Safety and Communities to determine the agreed amounts to be awarded to individual organisations to deliver the Household Support Fund Programme 2024/25.**

1. Implications

1.1 Financial, Property and Asset implications

There will be no impact on the base budget for CBC as a result of decision. The grant will be invoiced for once the delivery plan has been signed off by GCC. Spend will be monitored and residual balances will be carried forward or returned in accordance with the grant agreement.

Signed off by: Ela Jankowska

1.2 Legal implications

The Council should enter into grant agreements with the providers which are based on the approved Small Grant Agreement for grants below £10,000 and the approved Standard Grant Agreement for grants of £10,000 and above.

All financial assistance given by the Council to non-individuals has to comply with the provisions of the Subsidy Control Act 2022 (the Act). This replaced state aid when the UK left the EU. In order for financial assistance to be a subsidy, it has to meet 4 criteria; one of which is that an economic advantage is conferred on one or more 'enterprises'.

This criteria will not be met where the benefit of the financial assistance is being passed on by the recipients to residents and the provider themselves are not gaining any benefit. Also, it is unlikely that the providers referred to in this report would be considered to be an 'enterprise' defined as "a person who is engaged in economic activity that entails offering goods or services on a market..."

Contact: One Legal, legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

The completed dashboard and summary report are attached as **appendix 2**. The delivery plan for household support fund is generally positive in its contribution to environmental and social outcomes .



Maizy McCann, Climate Emergency Officer, maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan 2023 – 2027 Priorities

- Ensuring residents, communities and businesses benefit from Cheltenham’s future growth and prosperity.

The corporate plan includes a specific action in relation to this work:

Work with partner organisations, such as #FeedCheltenham and Cheltenham Borough Homes, to support our residents and communities with the cost-of-living crisis

1.5 Equality, Diversity and Inclusion Implications

The project is delivered via an established network of community-based providers who all place a high priority on promoting equality and tackling discrimination. Each of the providers will manage the scheme in line with their own equality and diversity policies.

As a network of providers, they are very much focused on ensuring that those that are in the most need are able to access the additional support funded by the household support fund.

The proposed delivery plan as set out in para 4.9 ensures that there is both a good geographical spread of support across the borough via our network of five community food pantries, plus ensuring that the organisations that are working most closely those that are vulnerable (Citizens Advice, Childrens Centres, Caring for Communities and People (CCP) and the household essentials project) have the support to make a difference.

1.6 Performance management – monitoring and review

The council submits a delivery plan to GCC to secure the funds. This includes an estimate of the numbers of people that will access support. Working with its providers, the Council monitors the numbers of people accessing support via this fund and reports this back to GCC at the end of the scheme.

2. Background

- 2.1** The objective of the household support fund is to provide crisis support to vulnerable households in most need of support to help with significantly rising living costs.
- 2.2** Each of the six districts has the flexibility to develop their own schemes that best meets the needs of their local communities whilst complying with the conditions set by the DWP for delivery of the grant to provide support with food, energy and water bills, household items and other essential items.
- 2.3** In the [guidance](#) for county councils and unitary authorities in England, DWP sets out their definitions of eligible spend.
- 2.3.1 Energy and Water.** This may include support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking, or lighting, including oil or portable gas cylinders. It can also be used to support water bills including for drinking, washing, cooking, as well as for sanitary purposes and sewerage.
- 2.3.2 Food.** This may include through vouchers, cash or in kind.
- 2.3.3 Essentials linked to energy, water and food.** The Fund can be used to provide support with essentials linked to energy, water and food (for example insulation or energy efficient items which reduce bills, the purchase of equipment such as fridges, freezers, ovens, slow cookers or costs associated with obtaining these essentials such as delivery and installation). Government encourage Authorities to consider supporting households on low incomes to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures which will pay back quickly, such as insulating a hot water tank, fitting draft excluders to a front door, or replacing energy inefficient lightbulbs or white goods. The intention of this is to provide sustainable support which results in immediate and potentially long-lasting savings for the household.
- 2.3.4 Wider essentials.** The Fund can be used to support wider essential needs not linked to energy, water or food should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, period and hygiene products, essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel. This list is not exhaustive. It can also include one-off payments to prevent a crisis.
- 2.3.5 Advice services.** The Fund may be used to provide supplementary advice services to award recipients, including debt, benefit and/or employment advice, where Authorities consider this appropriate.
- 2.3.6 Housing costs.** The Fund can be used to provide support with housing costs to those in need. However, where eligible, ongoing housing support for rent must be provided through the Housing cost element of Universal Credit and Housing Benefit (HB) rather than The Fund.

3. Context for 2024/25 delivery

- 3.1** The cost-of-living crisis remains a real issue for many of our local families. We know that Cheltenham's food banks and food pantries are still supporting over 800 households per week that are experiencing food poverty. 47% of people accessing the Cheltenham Food Bank's services are doing so due to the rising cost of essentials and 1068 households were referred to the Food Bank for the first time in 2023/2024.
- 3.2** National Citizens Advice data suggests 5 million people, including 1.5 million children, are in a household with a negative budget. The problem is deepening with the average monthly deficit for a negative budget household going from -£270 in 2019/20 to -£365 in 2023/24
- 3.3** Locally, Citizens Advice are dealing with up to 400 calls per week, with highest areas of concern relating to debt, welfare benefits and housing
- 3.4** Last year Cheltenham Housing Aid Centre provided advice to 140 clients which represented an increase of 22% on the previous year. 38% of their clients are in receipt of disability benefits which represents an increase of 8.5% on the previous year.
- 3.5** As in previous years, the government's focus on food, energy and household essentials means the council can draw on the support of a number of community-based organisations that are working closely with those made vulnerable due to the cost of living crisis.
- 3.6** The council already works closely with these partners via the Facing Hardship multi-agency group. The group sits as a sub-group under The Communities Partnership and aims to reduce the impacts of poverty and stigma through a collective approach to supporting communities. Members includes; Citizen Advice Bureau, Caring for Communities and People (CCP), Maggie's, Cheltenham Borough Homes, FeedCheltenham (YMCA), Cheltenham Housing Aid Centre, Jobcentre Plus (DWP), VCS, Primary School rep, Secondary School Rep, Gloucestershire College, Gloucestershire Hospitals and CBC. The group is chaired by a representative from Citizens Advice.
- 3.7** Through the Facing Hardship group, on 6 June 2024, a cost of living seminar was held that 33 partners attended representing 22 organisations. The opportunity of the household support fund was shared with all attendees with an invite to attend subsequent meetings if they wished to be part of the delivery plan. In this way, the council has been open about the opportunity with a wide range of potential delivery partners.
- 3.8** Two meetings were then held with potential delivery partners on 12 June and 14 June and all six delivery partners confirmed their willingness to be part of the programme.
- 3.9** Additional context for the development of the delivery plan is provided by our partnership ethos:
- Provision should be inclusive – and open to as many people as possible
 - Provision should embody our No Child Left Behind community agreement – working hand in hand with families, understanding effects of poverty and trauma and being compassionate & strengths-based
 - Provision should be partnership-based – building on the network of local community providers and the strength of our relationships eg our community food network
 - Provision should be community-based enabling people to build longer-term

relationships with local providers which is more sustainable in the long-run

3.10 Working within the context set out above and the government guidance, the council has started the work to assemble its delivery plan as set out in the table below in para 4.9

4. Proposals for 2024/25 delivery

- 4.1** In 2023/24, we supported people with energy costs, through working closely with Cheltenham Food Bank and Springbank Community Project who both delivered the [Fuel Bank Foundation's](#) vouchers for people on pre-payment meters.
- 4.2** Cheltenham Food Bank now report that they have secured funding for the Fuel Bank scheme for both their provision and Springbank's so do not require any additional financial support for energy costs from HSF.
- 4.3** Instead for **energy support**, HSF will be used to support Citizens Advice to provide emergency grants for people struggling with bills. The grant payments are only given once all other advice options are exhausted. Via a contribution of £16,250, an estimated 65 people will be supported.
- 4.4** The council and its partners will also have access to support from Severn Wye Energy Agency, who are in receipt of £150k via the County Council's allocation of household support fund.
- 4.5** In terms of **food support**, we will work with #Feedcheltenham to provide supermarket food vouchers and food pantry tokens that will be distributed through the network of community food pantries – value of £16,120. We will also provide some direct financial support to the food pantries to enable them to continue to provide food support – value of £23,000, plus an allocation of £6120 to enable #feedcheltenham to make bulk purchases on behalf of the network. The contribution of £45,240 will enable 1,131 food support awards to be made.
- 4.6** In terms of **household essentials**, we will work with Cheltenham Household Essentials (based at Springbank), Caring for Communities and People (CCP) and Cheltenham Children's Centres (Aspire Foundation) to provide a range of household items to vulnerable people. In recognition that the government have included a more specific reference to supporting households to repair or replace white goods and appliances with more energy efficient ones, we will also explore working with Vision 21 via their Reclaim project. Via a total contribution of £36,660, an estimated 183 people will be supported.
- 4.7** In terms of **wider essentials**, we will also include some funding for [Unstoppable](#), our period poverty project to enable it to purchase period and hygiene products, including continence products. Via a contribution of £2,470, an estimated 247 people will be supported.
- 4.8** In terms of **advice provision**, we will work with Citizens Advice and Cheltenham Housing Aid Centre. The two providers will provide additional advice services and support to food banks and pantries to ensure that people most affected by the cost of living crisis are able to access good quality advice. Via a contribution of £34,450, an estimated 69 people will be supported.

4.9 Proposed Delivery Plan 1 April 2024 – 30 September 2024 (6 months)

HSF CATEGORY	Providers	Type of support	Amount
ENERGY AND WATER to support energy bills related to heating, cooking, or lighting and to support water bills for drinking, washing, cooking, as well as for sanitary purposes and sewerage	Citizen's advice	Energy grants and Fuel Bank Foundation vouchers	16250
FOOD provide support with food, whether in kind or through vouchers or cash.	#feedcheltenham Food pantries / food banks	Supermarket food vouchers and food pantry tokens, funding to support resilience, direct funding to support food costs	45240
ESSENTIALS LINKED TO ENERGY AND WATER to provide support with essentials linked to energy and water (for example warm clothing, blankets, the purchase of equipment such as fridges, freezers, ovens, slow cookers), or to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures	Cheltenham Children Centres, Chelt Household Essentials Project CCP and Reclaim	Access to household essentials / one-off items to vulnerable families, plus clothes, shoes & bedding vouchers.	36660
WIDER ESSENTIALS to support wider essential needs include, support with other bills including broadband or phone bills, clothing, period and hygiene products, essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel.	Unstoppable – period poverty	Supply of period and hygiene products	2470
ADVICE PROVISION to provide supplementary advice services to award recipients, including debt and benefit advice	Citizens Advice	Funding to increase capacity	34450
Sub-total			135070
Admin (to be shared by delivery partners:			12500
TOTAL			147570

5. Reasons for recommendations

5.1 Working within the government guidance and within the terms of funding set out by GCC, we have engaged with the partners set out above to assemble the delivery plan and they have agreed to be part of the delivery plan.

5.2 Five out of the six delivery partners have delivered the household support fund programme for the previous two years. The new partner, Cheltenham Housing Aid Centre, is a well-established housing charity that has been supporting local residents

since 1988.

5.3 Grant agreements will be entered into with the six delivery partners that will set out the terms by which the household support fund grant is offered.

6. Alternative options considered

6.1 As set out above, the council has chosen to work with its community partners as they are the organisations that are working closest with those made vulnerable by the cost of living crisis. This is in line with our partnership working ethos set out in para 4.2.

6.2 As an alternative, the council could have chosen to procure and run its own food and energy voucher scheme. However, this option was dismissed as it would duplicate existing voucher schemes in existence, particularly the county council voucher scheme and more locally the #FeedCheltenham voucher scheme. Plus it would have created a significant draw on staff time to manage the scheme.

7. Consultation and feedback

7.1 Through our Facing Hardship group, the council has developed good working relationships with a wide range of community organisations through our collective work to support people during the pandemic and the current cost of living crisis.

7.2 Through this network, we have collectively identified the most appropriate organisations to work with on the household support fund scheme. Regular updates are provided to the other organisations via the food network. The delivery plan was then developed in consultation with the providers identified in the tables above.

8. Key risks

8.1 There are three risks identified in the risk assessment in appendix 1:

8.2 The potential cost over-run e.g. by inadvertently paying out more to the providers that has been allocated in the delivery plan;

8.3 The potential misuse of the grant;

8.4 The potential for a grant recipient to become insolvent or wound up before the grant is used.

Report author:

Richard Gibson
Head of communities, wellbeing & partnerships
richard.gibson@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. Climate Impact assessment tool

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	Potential cost over-run by inadvertently paying out more to the providers that has been allocated in the delivery plan	Richard Gibson	3	2	6	Reduce	Only pass money over to third parties up to the maximum that has been pre-allocated and monitoring spend Ensure due diligence has been undertaken with each provider.	Richard Gibson	30.9.24
	Potential misuse of the grant	Richard Gibson	3	2	6	Reduce	Ensure due diligence has been undertaken with each provider.	Richard Gibson	30.9.24
	If a grant recipient becomes insolvent or winds up before the grant is used	Richard Gibson	3	2	6	Reduce	Endeavour to pay out funds in arrears to minimise financial risk to the council. Ensure due diligence has been undertaken with each provider.	Richard Gibson	30.9.24

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Appendix 2

Impact Assessment Tool - v.1

Household Support Fund



ENVIRONMENTAL	Scores	Action	Justification
GHGs	4	No action required	It is hoped that HSF funds may be used to support people with energy efficiency measures, and purchase of more efficient white goods
Air quality	0	No action required.	N/A
Sustainable Transport	0	No action required.	0
Biodiversity	0	No action required.	0
Land use change	0	No action required.	0
Soil and waterway health	0	No action required.	0
Climate Change Adaptation	0	No action required.	0
Energy Use	1	No action required	It is hoped that HSF funds may be used to support people with energy efficiency measures, and purchase of more efficient white goods
Waste	0	No action required.	0
Sustainable Materials	0	No action required.	0

SOCIAL	Scores	Action	Justification
Food	0	No action required.	HSF funds will be used by community partners to support vulnerable people's access to food, esp those living in food poverty as a result of the cost of living crisis
Health	0	No action required.	HSF funds will be used to support people made vulnerable by the cost of living crisis and enables them to lead healthier lives
Housing	1	No action required	0
Education	1	No action required	0
Community	1	No action required	0
Culture	1	No action required	0
Accessibility	0	No action required.	The proposed HSF delivery plan ensures that there is both a good geographical spread of support across the borough via our network of five community food pantries, plus ensuring that the organisations that are working most closely those that are vulnerable (Citizens Advice, Childrens Centres, CCP

			and the household essentials project) have the support to make a difference.
Local Economy and Jobs	1	No action required	0
Safety	1	No action required	0
Democratic Voice	1	No action required	0
Equity	0	No action required.	The project is delivered via an established network of community-based providers who all place a high priority on promoting equality and tackling discrimination. Each of the providers will manage the scheme in line with their own equality and diversity policies.

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Cheltenham Borough Council

Cabinet – 23 July 2024

Review of waste and recycling receptacles

Accountable member:

Councillor Izaak Tailford – Cabinet Member Waste, Recycling and Public Realm

Accountable officer:

Karen Watson – Environmental Partnerships Manager

Ward(s) affected:

All

Key Decision: Yes**Executive summary:**

To reduce the drain on our natural resources and support our climate change ambitions, residents are encouraged to reduce the amount of residual waste (rubbish) generated, particularly in their green wheeled refuse bins, and recycle as much of the waste they generate as possible.

Since 2011 Cheltenham Borough Council has funded a comprehensive kerbside sort recycling collection service for residents and provided all the necessary recycling boxes, bags and caddies free of charge. The service was further enhanced in October 2017 allowing majority of residents to recycle plastic bottles, pots, tubs and trays; aluminium and steel cans; glass; cardboard; paper; small electrical items; batteries and textiles. Cheltenham was the first council to sign up to the kerbside coffee pod collection (Podback) which has been successfully operating at no cost to the tax payer since October 2021 recycling approximately 4.5 million coffee pods thanks to the support of residents.

The Council currently provides all residents with waste and recycling receptacles free of charge however the annual cost of this is approximately £211,500 per year for the receptacles alone plus the cost of administering and delivering orders. It is nearly 7 years after Cheltenham's kerbside sort service was further enhanced by the introduction of more items which can be recycled and by now majority of residents are familiar with the service and have adequate waste and recycling receptacles with only an occasional need to replace an item.

In common with many other authorities, and in response to budget pressures following the higher cost of fuel, tyres, vehicle maintenance and labour, the Council is recommending the introduction of a delivery charge, from Monday 5 August 2024, of £4.99 per item (reduced to £2.99 per item for residents in receipt of certain benefits) which will increase annually in line with inflation for all receptacles which will also contribute to the administrative costs associated with receptacle orders. The Council will be launching a new online ordering form to take payment quickly and easily.

Developers and landlords who benefit financially from selling or renting properties will be required to pay for waste and recycling receptacles going forward to avoid the cost burden on the Council and council tax payers. These charges will apply from 5 August 2024, will be outside of any CIL or Section 106 agreements negotiated with the Council as the local planning authority and apply to any planning consents granted from this date.

To reduce the number of properties receiving free waste and recycling collections that should not be, the Council will be seeking to charge Air B&B's for their collections going forward.

Recommendations: That Cabinet:

- 1. approves the introduction of a delivery charge for all waste and recycling receptacles, including garden waste bins, with effect from Monday 5 August 2024, of £4.99 per item as set out in paragraph 2.5 of this report. A reduced charge of £2.99 per item will apply to residents in receipt of benefits listed in 2.5 of this report.**
 - 2. approves an increase in the cost of garden waste bags to offset increased collection costs from £17.50 for 10 bags with a £4 delivery charge to £25 for 10 bags with a £4.99 delivery charge as set out in (1) above.**
 - 3. approves the introduction of a charge for receptacles payable by developers for planning applications granted for new developments on or after 5 August 2024 as set out in paragraph 2.5 of this report.**
 - 4. approves the introduction of a charge for receptacles payable by landlords, including communal properties, from 5 August 2024, as set out in paragraph 2.5 of this report.**
 - 5. approves the introduction of a waste and recycling collection charge for Air B&B's from 5 August 2024 and delegate authority to the Chief Executive to agree charges and take the necessary steps to implement the decision in consultation with the Cabinet Member for Waste, Recycling and Public Realm.**
-

1. Implications

1.1 Financial, Property and Asset implications

The net cost of delivering waste and recycling services across Cheltenham exceeds £6 million. Within this budget, the Council has allocated £211,500 for replacement receptacles in 2024/25. The proposed charges aim to directly offset this expenditure.

The introduction of these charges is forecast to generate annual income between £88,972 and £146,168 (£59,314 - £97,445 in 2024/25).

Signed off by: Jon Whitlock, Chief Accountant jon.whitlock@cheltenham.gov.uk

1.2 Legal implications

In each of the following instances and proposals set out in this report, the Council should consider its duty to consult on changes where there is a legitimate expectation of consultation.

Charges for Replacement Receptacles and Receptacles requested from Developers and Landlords

Section 46 of the Environmental Protection Act 1990 (EPA) imposes the duty on waste collection authorities to arrange the collection of household waste from any premises. This Section 46 allows the waste collection authority to specify the kind and number of receptacles for such collection. Section 46(3) of the EPA provides that the waste collection authority may, as agreed with the occupier, require payment for the provision of such receptacles on request. However, it should be noted that such charges must be reasonable.

Charges for Waste and Recycling Collection Charges for Air B&B's

In accordance with Schedule 1 of the Controlled Waste (England and Wales) Regulations 2012, any waste which is collected from a domestic property used in the course of a business for the provision of self-catering accommodation, is classed as commercial waste rather than domestic waste.

The waste collection authority is under a duty to collect commercial waste where requested (Section 45(1)(b) of the EPA), and the waste collection authority may impose a reasonable charge for the collection and disposal of such waste, unless considered inappropriate to do so (Section 45(4) of the EPA). Further advice and support on the proposal set out in this report can be provided by One Legal.

Signed off by: One Legal, legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

The environmental implications for this proposal are complex and dependent on the outcomes. Overall, this is predicted to increase Ubico fleet journeys, however introducing a zonal approach and utilising the HVO fuelled fleet should mitigate the impact to our organisational carbon

emissions. Please see the detail included in the impact assessment tool, which underpins this further.

Signed off by: Maizy McCann, Climate Emergency Officer, Maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

- Working with residents, communities and businesses to help make Cheltenham #netzero by 2030
- Being a more modern, efficient and financially sustainable council

1.5 Equality, Diversity and Inclusion Implications

An Equality Impact Assessment has been carried out and is attached to this report.

To ensure residents in receipt of benefits are not financially disadvantaged by the introduction of delivery charges for waste and recycling receptacles a reduced charge of £2.99 per item will apply. The benefits which will qualify for this reduced charge will be: Universal Credit, Job Seekers Allowance, Pension Credit, Personal Independence Payment (PIP), Carers Allowance and Housing Benefit.

1.6 Performance management – monitoring and review

Monthly monitoring of the number of receptacles ordered, recycling rate, littering, sorted recycling, residual waste figures will continue, along with any issues identified by the neighbourhood team, and be reported back to finance and members. Any feedback from residents will be considered by officers and reported to members as appropriate.

2 Background

2.1 To reduce the drain on our natural resources and support our climate change ambitions, residents are encouraged to reduce the amount of waste generated, particularly in their green wheeled refuse bins, and recycle as much of the waste they generate as possible.

2.2 Since 2011 Cheltenham Borough Council has funded a comprehensive kerbside sort recycling service for residents which was further enhanced in October 2017 allowing majority of residents to recycle plastic bottles, pots, tubs and trays; aluminium and steel cans; glass; cardboard; paper; small electrical items; batteries and textiles.

2.3 The Environment Act 2021 requires local authorities to introduce the kerbside collection of cartons and flexibles by March 2027 and as yet the funding for this is uncertain. Cheltenham is already trialling the collection of flexibles in some parts of the town, funded by the FlexCollect project, however funding for this ceases in March 2025 and the Council is working hard to find solutions to this to enable it to continue and expand across the borough.

2.4 The Council currently provides all residents with waste and recycling receptacles free of charge however the annual cost of this is over £200,000. It is nearly 7 years after Cheltenham’s kerbside sort service was further enhanced by the introduction of more items which can be recycled and by now majority of residents are used to the service and have adequate waste and recycling receptacles with only an occasional need to replace an item.

2.5 This report recommends the following charging schedule with effect from 5 August 2024 to help offset service delivery costs:

Garden waste bags	£25 charge to buy 10 bags plus: £4.99 delivery charge per 10 bags
Garden waste bin	No change to subscription charge (currently £55 per bin/year) £4.99 delivery charge per item
Recycling box	£4.99 delivery charge per item
23L food caddy	£4.99 delivery charge per item
7L food caddy	£4.99 delivery charge per item
Blue cardboard bag	£4.99 delivery charge per item
Replacement lost, stolen or broken bin *	£4.99 delivery charge per item

*A charge of £20 per bin plus delivery charge of £4.99 will be applied for any replacements exceeding 1 in a 24 month period

Communal waste and recycling bins:

140/180L bins	A charge of £20 per bin is applicable for landlords £4.99 delivery charge per item
240L bins	A charge of £43 per bin is applicable for landlords £4.99 delivery charge per item
1100L bins	A charge of £315 per bin is applicable for landlords £4.99 delivery charge per item

New developments:

A set of 140L refuse bin, 3 recycling boxes and lids, 1 blue cardboard bag, 23L and 7L food caddy will be charged to the developer at £49 per set plus a delivery charge of £25 per set per non-communal property.

A set of 5 communal recycling bins will be charged to the developer at £215 per set plus a delivery charge of £25 per set per bin store.

Communal refuse bins will be charged to the developer subject to size plus a delivery charge of £25 per set per bin store – 1100L bins £315 each; 180L bins £20 each.

For residents in receipt of the benefits listed a reduced delivery charge of £2.99 per item will apply. The benefits which will qualify for this reduced charge will be: Universal Credit, Job Seekers Allowance, Pension Credit, Personal Independence Payment (PIP), Carers Allowance and Housing Benefit.

All charges will be subject to inflationary increases as part of the budget setting process.

2.6 All residents in Cheltenham are required to use the Council provided waste and recycling receptacles which are compliant with health and safety legislation and guidance and will NOT be able to use alternative boxes or bins. In exceptional circumstances such as severe weather or other service disruption or changes such as Christmas and New Year advice will be available on the Council's website.

2.7 Air B&B's are not entitled to receive free waste and recycling collections from their local authority however, following the increase in numbers across the borough in recent years, it is time to seek to identify Air B&B's and other properties which should be charged for waste and recycling collections and no longer provide these free of charge. Please refer to 1.2 of this report.

2.8 Officers will identify those properties that they believe fall into this category and write to the owner of the properties and agree the charges. Those properties that fail to pay for collections will no longer receive them free of charge and they will be referred to the neighbourhood team for any enforcement action as necessary.

3 Reasons for recommendations

3.1 In common with many other authorities and in response to budget constraints following inflationary pressures which have increased the cost of fuel, tyres, vehicle maintenance and labour, the Council is recommending the introduction of a delivery charge, from Monday 5 August 2024, of £4.99 per item which will increase annually in line with inflation for all receptacles, reduced to £2.99 for residents in receipt of benefits. The cost of just delivering receptacles in Cheltenham has been calculated to be over £4 per item and therefore a per item charge is considered appropriate. The income generated from the delivery charge will help offset the cost of delivering the service.

3.2 To ensure that the introduction of delivery charges to offset the cost of the service does not present a barrier to participating in recycling, this charge will be reduced to £2.99 for residents receiving benefits. Residents who are having specific difficulties with their waste and recycling and are referred to the Neighbourhood Team or Environmental Services for support will be exempt from charges.

3.3 Historically the Council has not charged developers for the cost of receptacles or the administrative/delivery costs for new developments and has provided bins and boxes free of charge. Many other authorities do make a charge to developers and it is recommended that Cheltenham introduces this from 5 August 2024, as set out in paragraph 2.5 of the report, to cover our costs and avoid these being passed on to the tax payer. Developers will be invoiced by the Council following the first inspection of new developments, for waste and recycling provision purposes, prior to residents moving in, where possible. Charges for receptacles will be separate from any negotiations the Council undertakes with developers in its role as local planning authority.

3.4 The Council will write to all developers notifying them of the change in the Council's charging policy for all new planning applications from 5 August 2024. Developers will receive written

notification of the waste and recycling charges once planning consent has been granted post 5 August 2024. Developers will be invoiced once properties have been built and are nearing occupation.

3.5 Landlords/property owners who operate a business renting out accommodation for a financial benefit have been provided with waste and recycling receptacles free of charge up until now. It is recommended that landlords, like developers (see 3.3 above), should be paying for waste and recycling receptacles, not the Council and Council Tax payers as set out in paragraph 2.5 of the report from 5 August 2024.

3.6 Residents who live in certain roads within the borough where there are space constraints for bin storage or vehicular access are able to sign up to a garden bag collection service rather than the standard brown wheeled bin annual subscription. The charges for this service (£17.50 for 10 bags plus £4 delivery charge) are no longer covering the collection costs and this report recommends an increase in the charge for the garden bags to £25 for 10 bags from 5 August 2024 in addition to the new delivery charge applicable to all waste and recycling receptacles of £4.99.

4 Alternative options considered

4.1 Due to the financial position of the Council and the savings target agreed by Full Council there is no alternative to introducing the charges outlined in the report. All cost efficiency measures have already been put in place including the introduction of digital systems therefore the next step is to recover some of the delivery costs associated with waste and recycling receptacles.

4.2 Introducing a discounted charge of £2.99 per item for those residents who are prepared to collect receptacles (not bins) has been considered however to ensure those who do not have a vehicle or aren't able to drive are not disadvantaged a delivery charge of £4.99 for all residents other than those on benefits has been determined to be a better option. The Council acknowledges that some residents have preferred to collect receptacles to date, which also reduces the burden on the Ubico teams delivering receptacles, and feedback from residents will be reviewed following the introduction of delivery charges.

5 Consultation and feedback

5.1 The proposal to introduce delivery charges for waste and recycling receptacles was included as part of the budget consultation in December 2023 in order to meet its duty to consult.

5.2 It is evident from a review of local authority websites that quite a number of Councils already charge varying amounts for delivery of waste or recycling receptacles, or the actual receptacles themselves, however little information is easily available on the impact of such initiatives. A neighbouring local authority that introduced a delivery charge for receptacles some time ago has been consulted and feedback considered by officers. As part of performance monitoring, feedback will be considered by officers and reported to members as appropriate.

6 Key risks

- 6.1 The Council acknowledges that some residents, particularly those on benefits during a cost of living crisis, may not be able to afford the delivery charges for waste and recycling receptacles therefore the charge will be reduced to £2.99 per item for those in receipt of benefits to mitigate the risk of these residents being disadvantaged from participating in recycling.
- 6.2 If residents choose not to use Council issued receptacles or choose not to replace damaged recycling receptacles and participate less in our recycling service, our recycling rate may reduce, as may our income. This may lead to an increased need for intervention from our neighbourhood team particularly if residents fail to use our receptacles and use something they have at home instead.
- 6.3 If the neighbourhood team who are helping residents experiencing waste and recycling difficulties that are referred to them are not able to provide free or charge receptacles to resolve issues, the new charges may be a financial barrier to reducing littering and other issues. The risk will be mitigated by the provision of free of charge receptacles in certain circumstances.
- 6.4 If residents use other types of receptacles other than those issued by the Council, health and safety risks will increase for crews handling the receptacles. Non Council issued boxes are often sharp and more brittle risking cutting crews or breaking whilst being lifted as well as being a larger size and therefore heavier and not compliant with manual handling regulations and guidance.
- 6.5 If landlords fail to provide appropriate waste and recycling receptacles for their tenants more enforcement activity will be required by the neighbourhood team.
- 6.6 If developers do not pay charges for new developments, residents are likely to need to present waste in black bags in the interim, increasing the likelihood of littering from gulls and foxes opening bags of residual waste, whilst debt recovery action is taken against developers and bins are delivered to mitigate environmental concerns.
- 6.7 The Netcall development team will need to delay other workstreams to deliver the online receptacles ordering and payment page to go live by 5 August 2024.
-

Report author:

Karen Watson, Environmental Partnerships Manager, Environmental Services
karen.watson@cheltenham.gov.uk

Appendices:

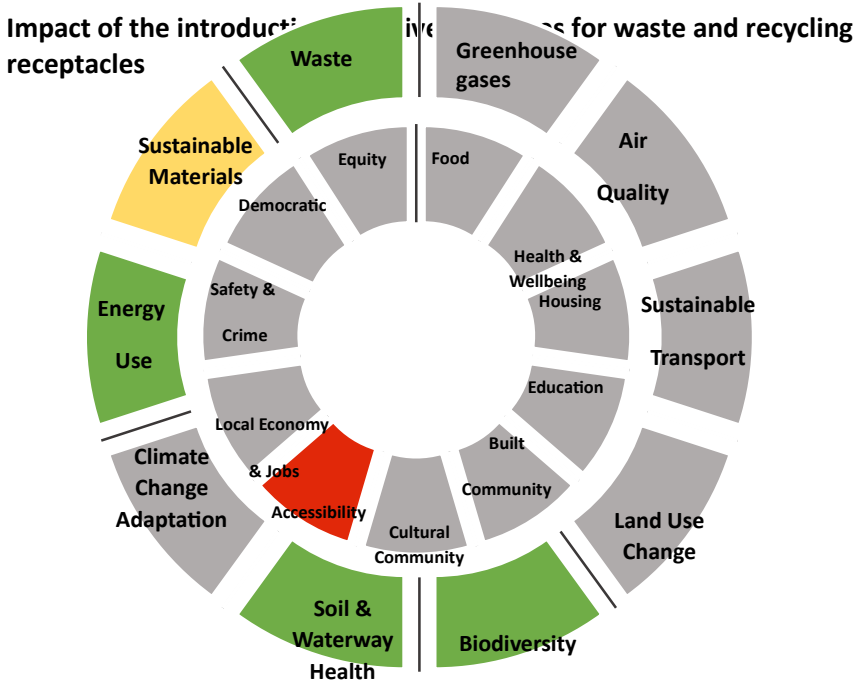
- i. Risk Assessment
- ii. Climate Change Impact Assessment
- iii. Equality Impact Assessment

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If residents participate less in our recycling service following the introduction of delivery charges, our recycling rate (%) may reduce, as may our income streams (£) including from the sale of material and there is likely to be an increased need for intervention from our neighbourhood team.	Gareth Edmundson	4	3	12	Accept	Good communication; socials; officer interventions; customer focused on line order form; easy telephone/email ordering for those on benefits	Karen Watson	August 2024 onwards
	If landlords fail to provide appropriate waste and recycling receptacles for their tenants due to the introduction of charges, more enforcement activity will be required by the neighbourhood team.	Gareth Edmundson	3	3	9	Accept	Good communication; officer interventions	Karen Watson	August 2024 onwards

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If developers do not pay charges for new developments, residents are likely to need to present waste in black bags in the interim, increasing the likelihood of littering from gulls and foxes opening bags of residual waste, whilst debt recovery action is taken and bins are delivered to mitigate environmental concerns	Gareth Edmundson	3	3	9	Accept	Good communication; officer interventions	Karen Watson	August 2024 onwards
	The Netcall development team will need to delay other workstreams to deliver the online receptacles ordering and payment page to go live by 5 August 2024	Gareth Edmundson	1	5	5	Accept	Realignment of internal workplan	Karen Watson	August 2024
	If residents use receptacles other than those issued by the	Gareth Edmundson	5	3	15	Reduce	Ensure clear, consistent communication with	Karen Watson	

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	Council, health and safety risks will increase for crews handling the receptacles. Non Council issued boxes are often sharp and more brittle risking cutting crews or breaking whilst being lifted as well as being a larger size and therefore heavier and not compliant with manual handling regulations and guidance						residents; good ubico reporting of issues; robust intervention by officers		
	If, when the new charges are publicised residents rush to order receptacles prior to the date the new charges will apply, this may cause resourcing issues keeping up with demand.	Gareth Edmundson	3	4	12	Reduce	Officers will review resource required and if necessary delivery timelines will need to be extended.	Karen Watson	31 July 2024 onwards.



Key

	Significant and/or long-term positive impact identified. No changes needed.
	Slight or short-term positive impact identified. No changes needed but could be reviewed to improve.
	Not applicable or no cause for concern.
	Slight or short-term negative impact identified. Review to identify possible improvements.
	Significant and/or long-term negative impact identified. Changes needed before proceeding.

This summary of the CIAT should be used to aid your decision making. Please note that red/amber segments simply mean that mitigations and changes should take place not that the project cannot go ahead.

Environmental	Scores	Justification	Recommendation
GHGs	0	Currently residents in Cheltenham can choose to collect recycling receptacles from the Municipal Offices or the HRC in Swindon Road and most residents tell us they do they enroute to somewhere else so it is not a specific journey. Removing the option to collect means that all deliveries will have to be made by Ubico and therefore specific journeys will be required however Ubico will seek to minimise the fuel use by reducing mileage by introducing a zonal approach to deliveries and using Hydrogen Treated Vegetable Oil, a drop in fuel, instead of diesel. Many of our residents will still be using an internal combustion engine fuelled by petrol or diesel rather than electric. If demand decreases then the number of deliveries will reduce, reducing GHGe further.	0
Air quality	0	See 1D above	0
Sustainable Transport	0	Residents will no longer need to collect recycling receptacles, they will all be delivered via a Ubico fleet using HVO not diesel where possible.	0
Land use change	0	N/A	0

Biodiversity	4	If the inPage 170 delivery charges reduces unnecessary demand then less plastic boxes and other receptacles will be issued which should be residents look after their receptacles better, reducing breakages and plastic pieces getting into the environment and cause environmental damage to habits and wildlife.	0
Soil and waterway health	4	See 6 D above	0
Climate Change Adaptation	0	N/A	0
Energy Use	4	Any reduction in the number of plastic receptacles required will reduce energy use in the manufacturing process which takes place outside of the borough. Recycling plastic content is used as much as possible but there is still a requirement for some virgin material.	0
Sustainable Materials	-1	A reduction in the number of plastic receptacles required will reduce the amount of recycling materials and virgin materials required to manufacture the receptacles. Disposal of broken boxes ensure they are recycled and used for other products. Old boxes are reused where possible.	0
Waste	4	Any reduction in the number of recycling receptacles available for residents to use, should cost be a financial barrier to participation in recycling, is likely to reduce the Council's recycling rate % and income from the sale of materials if tonnages go down further. Most residents should have adequate receptacles and only need to add to their numbers or replace something occasionally. Restrictions and charges for refuse capacity should support the reduction in residual waste.	0

Social	Scores	Justification	Recommendation
Food	0	N/A the introduction of charges for delivery includes a discount for those on benefits and is focused on waste disposal not access to food.	0
Health	0	N/A	0
Housing	0	N/A	0
Education	0	N/A	0
Community	0	N/A	0
Culture	0	N/A	0

Accessibility	-4	Financial a barrier to participation in recycling however the Equality Impact Assessment carried out deals with these issues and the delivery charge for those in receipt of benefits will be discounted and should mitigate majority of this.	0
Local Economy and Jobs	0	N/A	0
Safety	0	N/A	0
Equity	0	Refer to the EIA and 7d	0
Democratic Voice	0	N/A - consultation has been carried out for the implementation of the charging regime as part of the budget consultation process for 2024/25	0

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Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

<ul style="list-style-type: none"> Any proposals to introduce or add to a service 	<ul style="list-style-type: none"> Any proposals to adopt policy priorities, strategies and plans
<ul style="list-style-type: none"> Any proposals to remove, reduce or alter a service 	<ul style="list-style-type: none"> Changes to staffing structure where groups of employees are likely to be negatively affected
<ul style="list-style-type: none"> Any new policies or changes to policies 	<ul style="list-style-type: none"> Any proposals in relation to procured or commissioned services

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA

Officer responsible: Karen Watson	Service Area: Environmental Services
Title: Environmental Partnerships Manager	Date of assessment: 28 June 2024
Signature: <i>K Watson</i>	

b. Is this a policy, function, strategy, service change or project?

Choose an item.

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Review of waste and recycling receptacles

Is this new or existing? New Choose an item.

Please specify reason for change or development of policy, function, strategy, service change or project

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:	To generate income to cover the costs of delivering the service; to support the reduction of residual waste by continuing to provide free of charge receptacles to those on benefits;
Objectives:	To offset service deliver costs by introducing a delivery charge for waste and recycling receptacles
Outcomes:	Reduce budget pressures and better control the supply of waste and recycling receptacles; data available to better support residents on low incomes
Benefits:	To generate income to cover the costs of delivery the service; better data capture and control over the provision of waste and recycling receptacles; insights into resident recycling behaviours based on social economic factors.

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Unsure

Please provide an explanation for your answer:

The introduction of delivery charges for waste and recycling receptacles may present a financial barrier to participation in recycling, impact the Council’s budget and recycling rate. The charge will be reduced for any residents on income related benefits however those residents on low incomes but do not qualify for free delivery will be required to pay and these residents may find this more financially difficult than residents on higher incomes. Insufficient data is available to support a positive or a negative answer.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

Yes

Owner of Stage Two assessment

Karen Watson

Completion date for Stage Two assessment

28 June 2024

Please forward this completed form to [add email address] and move on to Stage 2 if required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

Some research has been carried out to understand how many local authorities charge for delivery or the actual receptacles however little information is easily available, particularly on the impact of such initiatives for residents. In Gloucestershire, Stroud District Council have been charging for receptacles for some years. Their service design is different and they have charged £9.99, increasing to £12.99 this year. Feedback from Stroud has been considered by officers as part of this initiative.

b. Consultation

Has any consultation be conducted?

Yes

Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.

If no consultation or engagement is planned, please explain why.

The proposed introduction of delivery charges was included in the budget consultation carried out during December 2023 prior to approval of the 2024/25 budget by full Council.

Environmental Services have not received any negative feedback from this consultation exercise. See above regarding consultation or feedback from other local authorities

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

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Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Neutral	This age group are likely to be in receipt of a pension and could be in a lower income group	Charge reduced for residents on benefits so less impact
	Younger People (16-25)	Neutral	If this age group are home owners and on a low income they will be negatively impacted.	Charge reduced for residents on benefits so less impact
	Children (0-16)	Neutral	This age group will not be homeowners	None needed
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral	No impact. Residents in receipt of benefits will be charged a reduced amount.	Charge reduced for residents on benefits so less impact
	Sensory Impairment (sight, hearing)	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
	Mental health	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
	Learning Disability	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
GENDER REASSIGNMENT		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
MARRIAGE & CIVIL PARTNERSHIP	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Lesbians	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Gay Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits

PREGNANCY & MATERNITY	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
RACE* Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc	White	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Mixed or multiple ethnic groups	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Asian	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	African	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Caribbean or Black	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
RELIGION & BELIEF** A list of religions used in the census is available here	See note	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
SEX (GENDER)	Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Trans Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits

	Trans Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
SEXUAL ORIENTATION	Heterosexual	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Lesbian	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Gay	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Bisexual/Pansexual	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
Other considerations				
Socio-economic factors (income, education, employment, community safety & social support)		Negative	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits. Those residents not in receipt of benefits but on lower incomes will be required to pay the delivery charge which is likely to be more financially challenging for this group on lower incomes than the more affluent residents.	Discretion will need to be applied where exceptional circumstances can be demonstrated.
Rurality i.e. access to services; transport; education; employment; broadband		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits. Cheltenham is mainly urban.	Charge reduced for residents in receipt of benefits irrespective of whether they live in our urban or rural areas
Other (e.g. caring responsibilities)		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents in receipt of benefits. No impact that is different from other residents not on benefits

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

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4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer
Reduce charges for those in receipt of benefits to £2.99 not £4.99. GDPR issues associated with tick boxes on the online form need to be considered.	5 Augst 2024	Karen Watson/Beth Cordingley/Richard Drinkwater
Discretion will need to be applied where exceptional circumstances can be demonstrated – support customer service staff appropriately	5 August 2024	Karen Watson/Beth Cordingley

b. Public reporting

All completed EqIA’s are required to be publicly available on the Council’s website once they have been signed off. EqIA’s are also published with the papers for committee and full council decisions.

Please send completed EqIA’s to [email address]

5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change

Cheltenham Borough Council

Cabinet – 23rd July 2024

Levelling Up Fund Award

Accountable member:

Councillor Peter Jeffries, Cabinet Member for Major Developments and Housing Delivery

Accountable officer:

Paul Jones, Deputy Chief Executive

Ward(s) affected:

N/A

Key Decision: No

Executive summary:

The purpose of this report is to obtain approval to accept £20m of capital grant funding through the Levelling Up programme that has been allocated to the Council for the development of the National Cyber Innovation Centre and the Mobility Hub.

Recommendations: That Cabinet:

- 1. accepts the allocation of £20m grant funding from the Levelling Up Fund for use towards development of the National Cyber Innovation Centre and Mobility Hub**
-

1. Implications

1.1 Financial, Property and Asset implications

On 28 September 2023, Full Council approved the provision of a £95m funding envelope and entry into a conditional Development Funding Agreement for the delivery of a Cyber Innovation

Centre and Mobility Hub on the Golden Valley development site. Although the mechanism to fund the £95m was not specified, the conditions of the agreement set out viability tests which any financial investment into the project must meet in order for approval to be granted in line with the approved delegations. This £20m Levelling Up Funding will reduce the amount of capital the Council needs to contribute to the delivery of the project and will therefore improve the viability of the investment when assessed against these conditions.

Signed off by: Gemma Bell, Director of Finance and Assets, gemma.bell@cheltenham.gov.uk

1.2 Legal implications

There are no specific legal implications arising from this decision. Part 3E of the Constitution provides that any grant funding over £2million requires a cabinet decision to confirm acceptance of the funds.

A Memorandum of Understanding outlining the expectations for both parties has been reviewed by CBC officers, including the Monitoring Officer and approved.

Signed off by: Claire Hughes, Monitoring Officer claire.hughes@cheltenham.gov.uk

1.3 Environmental and climate change implications

N/A

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

- Making Cheltenham the Cyber Capital of the UK
- Being a more modern, efficient and financially sustainable council

1.5 Equality, Diversity and Inclusion Implications

N/A

2 Background

2.1 As part of the CBC Constitution, Cabinet must provide approval to “Make bid for external funding or accept grant funding where the amount of funding exceeds £2 million and to accept the terms and conditions of that funding, if awarded”.

2.2 CBC officers applied for Levelling Up Funding as part of the governments Round 2 submissions in August 2022. The application requested £20m toward the capital cost of developing the National Cyber Innovation Centre and the Mobility Hub (See appendix ii). Unfortunately, this bid was unsuccessful.

2.3 In November 2023 the Department for Levelling Up Housing and Communities (DLUHC) decided to use unsuccessful submissions from Round 2 in their assessments for Round 3. This time, the Council were notified that our bid had been provisionally awarded the full £20m, subject to re-validation.

2.4 In the first half of the year, CBC officers have been working with DLUHC to update the figures supplied for the Round 2 bid such that they better reflect the latest cost estimates. This culminated in a formal re-submission and re-assessment of the bid. In May 2024, the Council were notified that our Round 3 re-submission had been successful.

2.5 Following approval of our bid, DLUHC issued a Memorandum of Understanding to the Council that outlines expectations between the parties for the funding. This is not a legally binding agreement but has nevertheless been reviewed by CBC officers, including the CBC Monitoring Officer. The Memorandum of Understanding was signed by both parties on 28th May 2024.

2.6 CBC officers are now in discussion with DLUHC to arrange an 'Induction' meeting to establish ongoing reporting and governance of the Grant. This meeting has been postponed by DLUHC due to their concerns around the 'pre-election period' rules. A meeting will be convened following the General Election. Once the Induction meeting has been completed, the 'on-boarding' process will be completed and grant payments can be made.

2.7 It is hoped that a first payment can be made prior to the end of the calendar year but no timetable has yet been provided by DLUHC. We have previously been advised that payments are made twice yearly.

3 Reasons for recommendations

3.1 Having reviewed the expectations included within the Memorandum of Understanding and, more broadly, the conditionality for Round 3 bids, it is recognised that acceptance of the grant will bring a significant amount of additional administration and reporting. This includes an extensive monitoring and evaluation process as well as frequent update and governance meetings.

3.2 Notwithstanding the above, the £20m will bring considerable benefit to the project, particularly in terms of: improved financial viability; reduced financial risk; increased deliverability; and tangible government support. For these reasons, it is recommended that the grant funding is accepted.

4 Alternative options considered

4.1 Not applicable

5 Consultation and feedback

5.1 Not applicable

6 Key risks

6.1 See Appendix 1.

Report author:

Martin Chastney, Head of Development. Martin.chastney@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. LUF Round 2 Bid

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
1	If Reporting and administration requirements become overly burdensome then this could adversely impact on the project team.	Martin Chastney	2	2	4	Accept			
2	If there are programme delays then this may prevent spending within the timetable required by LUF (31 st March 2026)	Martin Chastney	3	3	9	Accept	Ongoing discussions with DLUHC on programme.	Martin Chastney	

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Cheltenham Borough Council

Cabinet – 23rd July 2024

Housing, Homelessness & Rough Sleeping Strategy 23-28

Action Plan Update 2024

Accountable member:

Councillor Flo Clucas, Cabinet Member for Housing and Customer Services

Accountable officer:

Martin Stacy, Housing Strategy and Partnerships Manager

Ward(s) affected:

All

Key Decision: No

Executive summary:

The Council's Housing, Homelessness & Rough Sleeping Strategy 2023-28 was approved by Cabinet in July 2023. This is a five-year strategy that focusses on delivering against the following priorities:

- Increasing the provision of quality, sustainable and affordable housing
- Making best use of existing housing, improving the quality of homes, and reducing carbon emissions.
- Tackling homelessness and the causes of homelessness.
- Preventing rough sleeping, and when it occurs ensuring that it is rare and non-recurring; and
- Investing in our communities to help make them safer, stronger, and healthier.

It is important that we keep this strategy as a live document. For this reason, we are updating our action plan annually to reflect the challenges and opportunities that have arisen, and will continue to arise, since the strategy was published.

Our updated action plan is at Appendix 3 of this report.

Recommendations: That Cabinet:

- **approves the Housing, Homelessness & Rough Sleeping Strategy Action Plan update for 2024.**
-

1. Implications**1.1 Financial, Property and Asset implications**

None as a direct result of this report.

Signed off by: Ela Jankowska, Finance Business Partner, ela.jankowska@cheltenham.gov.uk

1.2 Legal implications

The applicable legislation is the Housing (Homeless Persons) Act 1977, Housing Act 1996 - Homelessness Act 2002. The Homelessness Reduction Act 2017 places an emphasis on early intervention and the prevention of homelessness. Authorities must provide structured advice and assistance to everyone who is homeless or threatened with homelessness, not just those who are considered to be vulnerable and in "priority need". The Council is required to have a strategy in place and ensure that this complies with the relevant legislation. The Council should also have regard to the Equality Act 2010 and the Human Rights Act 1998 when applying their strategy.

Signed off by: One Legal, legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

A climate change impact assessment was carried out to inform the Housing, Homelessness & Rough Sleeping Strategy 2023-25, and was published, along with the strategy and report to Cabinet, in July 2023. A link to our assessment can be found [here](#). The Climate Change SPD metrics have been incorporated into this strategy and the checklist will be given as guidance to developers which will help ensure dwellings developed as a result of this strategy are low carbon.

Signed off by: Maizy McCann, Climate Emergency Officer, Maizy.McGann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

- Making Cheltenham the Cyber Capital of the UK.
- Working with residents, communities and businesses to help make Cheltenham net zero by 2030.
- Increasing the number of affordable homes through our £180m housing investment plan.
- Ensuring residents, communities and businesses benefit from Cheltenham's future growth and prosperity.
- Being a more modern, efficient and financially sustainable council.

1.5 Equality, Diversity and Inclusion Implications

Please find a completed equality impact screening assessment at Appendix 2 of this report.

1.6 Performance management – monitoring and review

Progress against our Housing, Homelessness & Rough Sleeping Strategy action plan will continue to be reviewed and updated annually and brought to Cabinet for approval.

2 Background

2.1 The Housing, Homelessness and Rough Sleeping Strategy 2023-28 was approved by Cabinet in July 2023. This is a five-year strategy that sets out our key priorities over this period. It is important that we keep this strategy as a live document. For this reason, we will continue to update our action plan annually to reflect the challenges and opportunities that have arisen, and will continue to arise, since the strategy was published. Our updated action plan is at Appendix 3 of this report.

2.2 Whilst we must look forward, this report also provides us with an opportunity to reflect on some of our most notable achievements during the first year of our strategy. These are summarised below.

3 Progress against our Housing, Homelessness & Rough Sleeping Strategy Action Plan 2023-28

3.1 Priority 1: Increasing the provision of quality, sustainable and affordable housing.

3.1.1 103 new affordable homes were delivered during 2023/24, of which 49 are now owned and managed by CBC, with the remainder under the ownership of Bromford (50 homes) and Heylo Housing (4 homes).

3.1.2 A key aim of our housing strategy is to maximise opportunities for additionality where appropriate (By additionality, we mean the delivery of affordable homes over and above that which would otherwise have been delivered through market forces alone.) Over the 12 months to end March 2024, a total of 73 affordable homes were delivered in this way, representing 71% of our overall affordable housing delivery. Moreover, of the 49 CBC-owned homes, 35 of these homes were delivered as additionality – 21 of which were delivered as part of the government's Local Authority Housing Fund initiative. This initiative attracted £2.36 million grant funding to support our Housing Revenue Account and helped provide homes to families who have fled Ukraine.

3.1.3 Looking ahead, we are continuing to identify new site opportunities for the provision of more CBC-owned affordable housing across the borough to help meet our aspirations to provide 450 affordable homes over the 5 years to March 2028. In addition to the 49 CBC-owned homes already provided in year 1, CBC currently has a firm pipeline of a further 264 affordable homes. This is made up of: 24 homes at 320 Swindon Road, 70 homes at

Manor Farm (a section 106 site), approximately 70 homes at our Monkscroft School site, and a target acquisition of around 100 additional affordable homes converted from the open market. This is in addition to the new opportunities currently underway in West Cheltenham's proposed [Cyber Park/Golden Valley Development](#), which will see the provision of over 1,000 new homes (of which we anticipate 35% will be affordable homes) alongside a new cyber innovation hub. An outline planning permission was submitted for this site in October 2023 and, at the time of writing this report, is awaiting determination.

3.2 Priority 2: Making best use of existing housing, improving the quality of homes and reducing carbon emissions

- 3.2.1 During the 12 months to end of March 2024, CBC's Private Sector Housing Team have improved the safety of over 888 households in the private sector in Cheltenham. Direct intervention by CBC to reduce the number of long-term empty homes has however been more problematic, with zero homes being brought back into use by CBC's Private Sector Housing Team. This is due to ongoing resource pressures arising from increased property inspections in the private sector, including our support of the government's Homes for Ukraine initiative, which has meant that this team has had to divert resources.
- 3.2.2 CBC are joint commissioners of a county-wide Warm and Well Scheme. This provides free, impartial home energy efficiency advice to fight fuel poverty throughout Gloucestershire. During 2023/24 this service undertook 52 energy efficiency measures across 36 properties in Cheltenham, leading to estimated lifetime savings of 688 tonnes of carbon.
- 3.2.3 In addition, under the Government's £3.8bn Decarbonisation fund, the Department for Energy Security and Net Zero (DESNZ), then known as the Department for Business, Energy & Industrial Strategy (BEIS), released a competition for £160m grant funding through the Social Housing Decarbonisation Fund (SHDF) Wave 1. CBC secured approximately £800,000 grant funding from BEIS to support carbon reduction measures to 59 CBC-owned homes in order to make them more energy efficient and to reduce energy demand. These works are now successfully complete, raising their energy performance to EPC C (i.e. a SAP rating of between 69 and 80). These works have contributed towards an overall increase in our average SAP rating of our CBC-owned homes to 74.02, exceeding our target of 73.5 for 2023/24. (N.B. A SAP rating is a way of comparing energy performance of different homes, with figures ranging from 1 - this being the least energy efficient - to 100.)
- 3.2.4 Following another successful bid for grant funding, this time to DESNZ's Wave 2.1 Social Housing Decarbonisation Funding, CBC secured a further £2.2 million in grant provision. Programmes are now being developed to improve the energy performance of approximately 200 of our CBC-owned homes to at least EPC C, with an expectation that these will be completed by Autumn 2025. Looking ahead, CBC anticipates submitting further grant funding applications as opportunities arise. (It should be noted that Wave 3

of DESNZ's Social Housing Decarbonisation Fund will be announced during the Summer 2024.)

3.2.5 Enabling households to downsize from large CBC homes is another key part of our housing strategy, as this helps to release these homes for larger families. Over the 12 months to end of March 2024, Cheltenham's housing services team have enabled 17 households to downsize from family-sized CBC accommodation via our Help to Move Scheme. (This scheme provides practical support and assistance to enable older people to move home.) Of the 17 homes that became available for re-letting, 9 were either 3 or 4 bedroom family homes. In total, 23 unused bedrooms were freed-up for larger families under this initiative.

3.3 Priority 3: Tackling homelessness and the causes of homelessness

3.3.1 2023/24 has been a particularly challenging year for tackling homelessness in Cheltenham, which is reflective of experiences by local housing authorities nationally. High rents in the private rented sector, and landlords leaving the private rented market, have meant that lower-income households have been increasingly squeezed out of this sector. As a result, homelessness applications have increased by 32% compared with the previous year (704 homelessness applications in 23/24 compared with 532 in 22/23). In addition, placements into emergency accommodation have increased by 41% (from 88 placements during 2022/23 to 124 placements over the same period in 2023/24). Despite these challenges, our Housing Options Service has been successful in keeping down the average length of stay in emergency accommodation. This means that the number of households occupying emergency accommodation at any given time remains relatively low. (8 households were living in emergency accommodation as at end March 2024: 7 single people and 1 family.) This success is largely due to our ability to secure positive outcomes for homeless households, despite these challenging times. (435 households had their homelessness prevented/relieved, compared with 290 households during the previous year.)

3.3.2 Cheltenham has also continued to feel the impact of international affairs, from Ukraine and elsewhere. For instance, 29 refugees approached our Housing Options Service as homeless during 2023/24, up from 2 refugees the previous year. Risks also remain that there will be increased homelessness arising from breakdown in relationships between Hosts and Ukrainian Guests in the government's Ukrainian Sponsorship Scheme – however, we have now reached a period of relative stability, with 74 host families in Cheltenham continuing to accommodate a total of 115 guests (as of 3rd May 2024). Cheltenham is proud to be a town of sanctuary, and we continue to work with the Home Office, Gloucestershire County Council, GARAS and Cheltenham Welcomes Refugees to ensure that we are doing what we can to help displaced households feel welcomed and settled in their new homes and communities.

4 Priority 4: Preventing rough sleeping; and when it occurs, ensuring that it is rare and non-recurring

4.1 Tackling rough sleeping continues to be a key priority of our housing strategy. The measures

needed to end rough sleeping are complex and require significant collaboration with a range of partners. We are now in the final year of our 3-year joint commissioning arrangements between district housing authorities across the county, Gloucestershire County Council, Heath Services, and the Police & Crime Commission, thanks to our successful bid for approximately £1 million/year funding from the government's Rough Sleeping Initiative (RSI) 2022-25. These services ensure that:

- We can maintain an immediate off the street offer for rough sleepers via our Somewhere Safe to Stay Hub in Cheltenham. This is often a first step to engagement and is therefore a critical part of our pathway to supporting rough sleepers into independent accommodation.
- Assertive Outreach services are there to provide help to rough sleepers, with a view to them taking up offers of accommodation and accessing relevant support services.
- We continue to provide Enhanced Housing Support services to help deliver our Housing-led Initiative. This service provides support for some of our most complex and entrenched rough sleepers living in up to 12 of our CBC-owned homes, and more elsewhere across the county. This service also complements CBC's ACE-led, trauma-informed post (i.e. based upon Adverse Childhood Experience principles), and our Intensive Tenancy Management post, both of which are part-funded by RSI 2022-25, and in combination help to bring about better outcomes for some of our most vulnerable tenants.
- The new Multiple Disadvantage Team, hosted by the County Council, and made up of specialist officers with expertise in Mental Health, Drug and Alcohol services and Adult Social Care, is there to support rough sleepers residing in our hub, our housing-led accommodation, and other forms of temporary accommodation across the county. Their purpose is to provide professional/clinical support services with a view to promoting tenancy sustainment and independent living, whilst also referring clients into mainstream services where appropriate.

4.2 Our RSI 22-25 funding ends in March 2025. At present, there is no information from the government on future bidding opportunities for funding post March 2025; however, a key part of our work during 2024/25 will be to develop plans setting out our commissioning requirements for rough sleeping services, in the event that funding becomes available.

5 Priority 5: Investing in our communities to help make them safer, stronger and healthier

Significant work has been undertaken by CBC, and our partners, to help improve the health and wellbeing of our communities and to support independent living. Here are a few highlights:

5.1 As the cost of living crisis has continued to have an impact on residents and communities, our Employment Initiatives Service has assisted over 320 people with either developing skills, entering into training or finding work. This has been bolstered by our successful bid for

£85,000 funding from Levelling Up Together, which enabled the development of a new [Skills Hub](#) for people living in St Marks. We have also worked closely with Severn Wye and Severn Trent to assist households with energy and water bills; and our Benefit Take-Up team have helped those on low incomes to claim over £1.2m of benefits. In addition, through our [Help2 initiative](#), we have been able to support tenants overcome hardship by providing white goods, decorate their homes and reduce food poverty. We have also reviewed our commissioning arrangements with Citizens' Advice over their provision of debt, benefits and housing rights advice, varying the value of the contract so that they can direct more resources to firm-up this important area.

5.2 To support independent living, Cheltenham's Lifeline Alarm service has carried out 227 new installations over the 12 months to end of March 2024, taking the total number of customers who depend on the lifeline service to 1004 across Cheltenham and the surrounding area. In addition, we have worked collaboratively with our partners across the county to develop greater consistency in the delivery of Disabled Facilities Grant (DFG) services. 69 major DFG adaptations were delivered this year in Cheltenham, plus a further 14 discretionary grants, enabling disabled or frail people to remain in their homes.

5.3 Finally, we have continued to focus on supporting those experiencing antisocial behaviour (ASB), with all 58 cases raised by our tenants being successfully resolved by Cheltenham's housing management service during 2023/24. We work collaboratively with a range of partners from across the borough, including Solace, to help reduce ASB. Notably, our housing management service have received recognition from the Office of Gloucestershire's Police and Crime Commissioner for best practice in tackling ASB and have been asked to advise other social landlords. Going forward, our housing management service will be developing a project to support our work in this area, by seeking to improve perceptions in our neighbourhoods about how we respond to these issues.

6 Next steps for the year ahead

6.1 Appendix 3 of this report provides a detailed breakdown of the range of activities that will be undertaken during 2024/25, and beyond, to support our housing strategy. Highlights include:

- Providing 33 CBC-owned affordable homes during 2024/25, as part of an overall target of 115 new affordable homes which are expected to be delivered across the borough during this year. CBC will also continue to focus on firming up our pipeline of new affordable housing opportunities to help meet our delivery target of up to 450 affordable homes by March 2028.
- Continuing to make progress with our Golden Valley project, which will ultimately lead to the creation of a new cyber innovation hub and over 1,000 new homes, by bringing land to the market for development.
- Reviewing our affordable housing (and associated) policies within the current Joint Core Strategy, as part of our development of a new Local and Strategic Plan. We will also create a new affordable housing technical advice note to support our current affordable housing policy position.

- Developing a First Homes technical advice note to provide greater clarity to developers on our expectations concerning this new affordable housing product, ahead of the first delivery of these homes which is expected in Cheltenham during 2025/26.
- Reviewing our local letting plans to ensure that we are best able to help meet our local housing need, whilst also ensuring that we have sustainable communities.
- Continuing with our implementation of Wave 2.1 of the government's Social Housing Decarbonisation initiative, by improving the energy efficiency of approximately 200 CBC-owned homes by Autumn 2025. We will also explore the potential for further funding opportunities via the government's Wave 3 initiative, which is anticipated to be announced this summer.
- Reviewing the findings of a recently completed county-wide housing condition survey on the condition of homes in the private sector, with a view to informing Cheltenham's future priorities in this area.
- Implementing the final year of a 3-year government funded programme (RSI 2022-25) to tackle rough sleeping; and ensuring that we are prepared for potential future government funding and commissioning opportunities following the end of the current programme in March 2025.
- Working with partners across the county to support the delivery of county council's Domestic Abuse Strategy. This will include increasing the provision of places of safety from 12 places to 24 across the county; as well as the joint recommissioning of a target hardening service to enable households at risk of domestic abuse to feel safer so that they can remain in their homes.

7 Reasons for recommendations

7.1 Issues around housing, both nationally and locally, will continue to evolve as new government policies are developed in light of emerging issues. It is therefore important that our strategy remains alert to these developments, adapting to new challenges, embracing opportunities as they arise, and capturing them by way of an annual update to our action plan.

8 Alternative options considered

8.1 To not update the Housing & Homelessness Strategy 2018-23 action plan. It is proposed this option is rejected for the reasons set out in section 7 above. Our action plan needs to remain responsive to changes nationally and to emerging local needs.

9 Consultation and feedback

9.1 This action plan has been updated in collaboration with key officers within CBC and our key partners.

10 Key risks

10.1 As set out in Appendix 1, and above. It is important that we refresh our action plan annually for the reasons already stated.

Report author:

Martin Stacy, Housing Strategy & Partnerships Manager, martin.stacy@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening (to be included in all Cabinet and Council reports)
- iii. Action Plan update 2024

Background information:

[CBC's Housing, Homelessness and Rough Sleeping Strategy 2023-28](#)

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If CBC does not regularly monitor progress against the priorities as set out within our Housing, Homelessness & Rough Sleeping Strategy 2023-28, then the effectiveness of this strategy will be unclear, and the opportunity to review activities in light of any emerging issues could be missed.	Martin Stacy	3	4	12	Reduce	Ongoing annual review and monitoring of the Housing, Homelessness & Rough Sleeping Strategy, as approved by Cabinet.	Martin Stacy	23 rd July 2024 (Date of cabinet)

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Martin Stacy	Service Area: Finance, Assets & Regeneration
Title: Housing Strategy & Partnerships Manager	3 rd May 2024
Signature:	

b. Is this a policy, function, strategy, service change or project?

Other

If other, please specify: This is an action plan update to our Housing, Homelessness & Rough Sleeping Strategy 2023-28.

c. Name of the policy, function, strategy, service change or project

Housing, Homelessness & Rough Sleeping Strategy 2023-28 Action Plan update 2024.

Is this new or existing?

Already exists and is being reviewed

Please specify reason for change or development of policy, function, strategy, service change or project

This is an update to our action plan to reflect progress made over the last 12 months, and to highlight any new initiatives that support the priorities within our Housing, Homelessness & Rough Sleeping Strategy 2023-28.

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims: Ultimately, we are aiming to reduce housing need, and in particular reduce homelessness and rough sleeping.

We are seeking to do this by focussing on the following 5 priorities:
 1) Increasing the provision of affordable housing.

Objectives:	<ul style="list-style-type: none"> 2) Making best use of existing housing stock. 3) Preventing homelessness 4) Tackling rough sleeping 5) Investing in our communities so that they are safe, strong and healthy
Outcomes:	<p>By focussing on these priorities, we expect to see:</p> <ul style="list-style-type: none"> 1) More affordable housing 2) Better use of existing housing and better quality homes 3) Less homelessness and rough sleeping 4) Stronger, healthier communities where more households can remain in their homes
Benefits:	Households will be more settled in their homes and in their communities.

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Positive

Please provide an explanation for your answer:

Our Housing, Homelessness & Rough Sleeping Strategy 2023-28 focusses on supporting households in housing need and strengthening communities so that they can remain in their homes. An Equality Impact Assessment was undertaken as part of the development of this strategy, and it was concluded that the strategy does not negatively impact, either directly or indirectly, households with protected characteristics. Moreover, it found that services are designed to ensure that vulnerable people are able to engage, and are supported to engage, where needed. For instance, our rough sleeping services focus on building relationships with individuals who can have complex needs, with a view to helping them to engage with housing and support services. Our commissioned advice service also helps individuals in housing need to explore their housing rights, and to represent them where appropriate when issues need to be taken further, for example with their landlord. Our Housing Options Services also has a number of Interventions Officers, whose focus is on engaging with individuals that might otherwise not engage fully with services.

An action plan accompanies our strategy, and this is updated annually to take account of progress made over the previous 12 months. This action plan sets out new initiatives that

support the key priorities as set out within our strategy. Any key projects and initiatives that emerge from this strategy will be subject to their own individual equality impact assessment, as appropriate, prior to implementation.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	No
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

Please move on to Stage 2 if required ([intranet link](#)). Not required in view of the comments as set out in response to question e.

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Housing, Homelessness & Rough Sleeping Strategy 2023-28

Action Plan update 2024

Priority 1: We will increase our provision of quality, sustainable and affordable housing

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will increase the supply of affordable housing (This will include seeking carbon net zero homes on 100% of CBC owned land-led sites; and seeking to upgrade the specification of CBC-owned s106 affordable homes acquisitions.)	Continue to develop pipeline of potential 106 acquisitions and land led schemes identified	Ongoing through to 2028	Housing Development – New Business Manager
We will increase the supply of affordable housing	(Delivery target of 450 CBC-owned affordable homes over 5 years)	To March 2028	Housing Development, New Business Manager
We will increase the supply of affordable housing	Delivery of Monkscroft school site (c.70 affordable homes) Planning application Start on site Completion	Autumn 2024 Autumn 2025 Autumn 2027	Housing Development, Regeneration Manager
We will increase the supply of affordable housing	Swindon Road (c.24 affordable homes) Start on site Completion	Autumn 2024 Summer 2026	Housing Development, New Business Manager
We will increase the supply of affordable housing	Manor Farm: s.106 site (70 affordable homes) Start on site Completion	Winter 2024 Autumn 2028	Housing Development, New Business Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will increase the supply of affordable housing	Overall affordable housing target of 115 affordable homes by Registered Providers and CBC across the Borough during 2024/25	2024/25	Senior Housing Enabling Officer Registered Providers
We will increase the supply of affordable housing	GV planning submission Bring GV land to the market for development	complete Autumn/Winter 2024	Head of Development
We will increase the supply of affordable housing	New contract between CBC and Homes England to enable access to grant funding via the Affordable Homes Programme.	Summer 2024	Housing Development, New Business Manager
We will identify use of commuted sums and Homes England grant funding to enable delivery of affordable homes that might otherwise be unviable.	Identification of land and property that would not be viable for the delivery of affordable homes without the injection of commuted sums.	Regular review and allocation during 2024/25 and beyond	Housing Strategy & Partnerships Manager
We will actively monitor development and show how CBC is delivering against housing requirement targets.	Via a five year housing land supply position statement	Summer 2024	Planning Policy Team
We will progress a new Strategic and Local Plan	Preferred Options, which will include new housing policies (regulation 18 – part 2)	March 2025	Planning Policy Team Housing Strategy & Enabling Tewkesbury Borough Council

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
	Remaining milestones to be confirmed, but should be in accordance with the published Local Development Scheme		Gloucester City Council
We will produce a Cheltenham, Gloucester and Tewkesbury Affordable Housing Guidance Note	Agreement from Affordable Housing Partnership Cabinet Approval	Autumn/Winter 2024 Spring 2025	Housing Strategy & Enabling Affordable Housing Partnership (CBC lead)
We will produce an action plan to address the current deficiency in the 5 year housing land supply	Action Plan approved, subject to outcomes of government reforms on future requirements	Summer 2024	Planning Policy Team
We will provide training to Members on planning, and identify other engagement activities which will be carried out on an annual basis	Timetable agreed Delivery of activities	Ongoing	Planning Team - Development Management
We will keep under review the Leader's Allocations of Executive Functions to ensure it provides sufficient agility to enable the acquisition of homes for affordable housing purposes	Review as needed in light of future acquisition programme	Ongoing	Property Services and Housing Development Team
We will increase transparency for developers regarding our expectations over the delivery of affordable homes, thereby speeding up the negotiation process on s106 agreements	First Homes Technical Advice Note	Autumn 2025	Housing Strategy & Enabling Affordable Housing Partnership (CBC leading)

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will increase transparency for developers regarding our expectations over the delivery of affordable homes, thereby speeding up the negotiation process on s106 agreements	Develop systems and processes ahead of potential implementation of First Homes	Winter 2025	Housing Strategy & Enabling
We will increase transparency for developers regarding our expectations over the delivery of affordable homes, thereby speeding up the negotiation process on s106 agreements	Develop advisory note for developers to support affordable housing policies	2024-25	Housing Strategy & Enabling Cheltenham, Gloucester and Tewkesbury Affordable Housing Partnership
We will review our Affordable Housing Partnership of Preferred Registered Providers	Review of exclusion criteria around updated customer standards	Summer 2024	Housing Strategy & Enabling
We will review our Affordable Housing Partnership of Preferred Registered Providers	Evaluation of new requests from RPs to become Preferred Providers	Autumn/Winter 2024/25	Housing Strategy & Enabling Affordable Housing Partnership (CBC lead)
We will review our Affordable Housing Partnership of Preferred Registered Providers	Review Memorandum of Understanding	Summer 2024	Housing Strategy & Enabling Affordable Housing Partnership (CBC lead)
We will increase the supply of CBC-owned private rented accommodation	Initial review of cost assumptions, including exploring the potential for providing houses in multiple occupation (HMOs)	24/25	Director – Major Development and Regeneration

Priority 2: We will make best use of our existing housing, improving the quality of homes and reducing carbon emissions

Goals and Actions	Targets and Milestones	Target Date	Lead/ Partnerships
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	<p>We will implement Wave 2.1 of the Social Housing Decarbonisation Project, improving the energy efficiencies of c.200 council-owned homes.</p> <p>We will explore the potential for further funding opportunities via the government's anticipated Wave 3 of SHDP to be announced in Autumn 2024</p>	<p>Autumn2025</p> <p>Autumn/Winter 2024/25</p>	Head of Technical & Investment Services
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	We will examine opportunities to improve biodiversity, flood resilience and recycling via our CBC planned investment programmes (through neighbourhood works)	2024/25	Head of Technical & Investment Services
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	Developers will be provided the Climate Change Supplementary planning document to advise and guide on how to ensure new developments are low carbon.	Ongoing	Director of Climate Change.
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	SAP rating target 74.2	Spring 2025	Head of Technical & Investment Services

Goals and Actions	Targets and Milestones	Target Date	Lead/ Partnerships
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	Target of 100% of council-owned homes to be at least EPC C Milestone targets to be monitored from 25/26	2030	Head of Technical & Investment Services
We will support CBC's aspiration for Cheltenham to be net zero carbon by 2030	We will regularly monitor and review performance of the jointly commissioned Warm & Well scheme	24/25 (ongoing)	Private Sector Housing Team
We will provide higher quality CBC-owned homes that are safe and well-maintained	Build TSM (KPI) reporting onto CBC website	Summer 2024	Comms Team
We will provide higher quality CBC-owned homes that are safe and well-maintained	Commissioning of a new stock condition survey	Summer 2024	Head of Technical & Investment Services
We will provide higher quality CBC-owned homes that are safe and well-maintained	Implementation & completion of a repairs transformation project to include: data, technology and efficiency improvements	Summer 2024	Head of Building Services
We will provide higher quality CBC-owned homes that are safe and well-maintained	Review of CBC's void standard, developing new ideas for improvement initial phase- scoping project:	2024/25	Head of Building Services

Goals and Actions	Targets and Milestones	Target Date	Lead/ Partnerships
We will provide higher quality CBC-owned homes that are safe and well-maintained	Examining opportunities for the regeneration and redevelopment of housing estates and other sites across Cheltenham	2024/25 (and ongoing)	Housing Development Team
We will improve standards in the private sector	Commissioning of a county-wide housing condition survey	complete	Private Sector Housing Team
	Completion of county-wide housing condition survey and report setting out findings	24/25	
We will improve standards in the private sector	Identification of properties with Health & Safety Hazards and taking appropriate action – we will aim to increase the safety of more than 600 households during 2024/25	2024/25	Private Sector Housing Team
We will improve standards in the private sector	Carrying out accreditation inspections on request as part of CBC's Fit for Rent initiative	2024/25	Private Sector Housing Team
We will make best use of our existing homes and reduce the number of empty homes in the Borough	We will establish arrangements over the potential acquisition of long term empty homes for use as affordable housing.	2024/25	Private Sector Housing Team
We will make best use of our existing homes and reduce the number of empty homes in the Borough	Options for use of Compulsory Purchase Orders (CPOs) will continue to be explored on bringing the most difficult properties back into use in conjunction with formalised negotiation procedures.	Ongoing, as required	Private Sector Housing Team

Goals and Actions	Targets and Milestones	Target Date	Lead/ Partnerships
We will make best use of our existing homes and reduce the number of empty homes in the Borough	Ongoing delivery of CBH's Help to Move Scheme to Incentivise downsizing Target for 24/25 = 20	2024/25 (ongoing)	Head of Housing Services

Priority 3: We will tackle homelessness and the causes of homelessness

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will work across partnerships to ensure there is a coordinated approach to supporting households with complex needs (including mental ill-health and drugs & alcohol misuse)	Promotion of early reporting of 'Duty to Refer' by partner organisations	2024/25	Housing Options Team
We will work across partnerships to ensure there is a coordinated approach to supporting households with complex needs (including mental ill-health and drugs & alcohol misuse)	Keep under review the effectiveness of non-commissioned, Intensive Housing Management (IHM) accommodation, improving standards where necessary	2024/25 (and ongoing)	Revs & Benefits Team
We will work across partnerships to ensure there is a coordinated approach to supporting households with complex needs (including	Ensure Housing Options Service's Housing Interventions Officers are able to work flexibly across areas to provide a proactive approach to	2024/25 (and ongoing)	Housing Options Team

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
mental ill-health and drugs & alcohol misuse)	working with households with complex needs		
We will work across partnerships to ensure there is a coordinated approach to supporting households with complex needs (including mental ill-health and drugs & alcohol misuse)	Work with ex-offenders who are homeless to help explore alternative housing solutions balancing risks and taking account of the needs of the local area	2024/25 (complete and now ongoing as business as usual)	Housing Options Team
We will ensure that appropriate accommodation and support services are available are available for survivors of domestic abuse	Awareness raising of domestic abuse services amongst teams across relevant agencies to ensure	2024/25 (and ongoing)	Commissioned services via the Domestic Abuse Partnership
We will ensure that appropriate accommodation and support services are available are available for survivors of domestic abuse	Implementation of new Places of Safety Service (increase provision across the county from 12 to 24)	2024/25	Domestic Abuse Partnership - Outcomes Manager
We will ensure that appropriate accommodation and support services are available are available for survivors of domestic abuse	Commissioning, monitoring and keeping under review target hardening and sanctuary services. (New contract)	Summer 2025	Housing Strategy & Enabling Gloucestershire partnership Greensquare
We will ensure that appropriate accommodation and support services are available are available for survivors of domestic abuse	Embedding county-wide Domestic Abuse Interventions Officers within Housing Options Service	Now embedded	Housing Options Manager
	Review of service	2024/25	

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will identify and respond to the housing needs of young people, including care leavers	<p>Review funding arrangements and continuation of grant-funded Gloucestershire Nightstop Service</p> <p>New grant awarded to March 2027 Regular monitoring of outcomes</p>	<p>Complete</p> <p>6 monthly</p>	Housing Strategy & Enabling Officer
We will identify and respond to the housing needs of young people, including care leavers	<p>Nightstop to pilot a range of initiatives as follows:</p> <ul style="list-style-type: none"> - Supported lodgings scheme - Peer befriending project - Day stop service (providing intensive support and a safe space for young homeless people) 	<p>Ongoing</p> <p>Complete – now in operation</p> <p>Complete – now in operation</p>	Gloucestershire Nightstop
We will identify and respond to the housing needs of young people, including care leavers	Sign-off and implement new county-wide protocol for 16/17 years olds to ensure effective joint working across housing & children's services	Summer 2024	Housing Options Manager
We will identify and respond to the housing needs of young people, including care leavers	Sign-off and implement new protocol arrangements for care leavers, ensuring a trauma-informed approach is taken to evaluating housing needs	Summer 2024	Housing Options Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will identify and respond to the housing needs of young people, including care leavers	Keep under review pathways into and out of supported housing to ensure they remain effective	2024/25 (and ongoing)	Housing Options Manager
We will help homeless households access the private rented sector	Keeping under review, and flexible, the assistance that can be made available to homeless households to enable them to access private rented accommodation, subject to available finance	2024/25 (and ongoing)	Housing Options Manager
We will help homeless households access the private rented sector	Ensuring households with shortfalls in rent can seek Discretionary Housing Payments on a short-term basis, while alternative options are considered	2024/25 (and ongoing)	Housing Options Manager
We will help homeless households access the private rented sector	In the event of our DLUHC allocated DHP funding running out, we will apply for the DLUHC for approval to allocate funding from the council's Housing Revenue Account to top up Discretionary Housing Payments for our council tenants	As required	Revs & Bens Team/s151 Officer
We will seek to minimise placements into Bed & Breakfast Accommodation and time spent in inappropriate accommodation	Consider new emergency accommodation solutions within the Borough, via partner agencies	New solutions found and in place, will be an ongoing review in light of increasing pressures	Housing Options Manager Housing Strategy & Partnerships Manager
We will seek to minimise placements into Bed & Breakfast	Target - no more than 5 households in B&B at any one time	End of each quarter	Housing Options Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
Accommodation and time spent in inappropriate accommodation			
We will work with partners to ensure we continue to support the Gloucestershire Armed Forces Covenant	Active monitoring of good practice guidelines so that local approaches remain aligned	Ongoing	Housing Options Manager
We will work with partners to ensure we continue to support the Gloucestershire Armed Forces Covenant	Keeping under review the potential to expand social housing provision of homes for veterans, if supported by sufficient evidence of local needs	As required	Housing Strategy & Partnerships Manager
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	Apply data from Housing Options Service to ensure homelessness prevention funding is directed into the most appropriate homelessness prevention initiatives	2024/25 (and ongoing)	Housing Strategy & Partnerships Manager
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	No more than 20 households in Temporary Accommodation for 24/25	Quarterly	Housing Options Service
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	No more than 96 homelessness acceptances for 24/25	End March 2024	Housing Options Service
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	No less than 400 homelessness prevention and reliefs for 24/25	End March 2024	Housing Options Service
We will ensure that systems and partnerships remain effective and	Work with partners to ensure Ukraine and Refugee Sponsorship	2024/25	Housing Strategy & Partnerships Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
agile in the face of newly emerging challenges	Scheme and other related initiatives continues to be developed and remain effective in preventing homelessness		Housing Options Manager Gloucestershire County Council
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	Review of Homeseeker Allocations Policy	2024-26	Housing Strategy & Partnerships Manager Homeseeker Management Board
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	Review out of hours provision and potentially commission new contract	Spring 2026	Housing Options Manager
We will ensure that systems and partnerships remain effective and agile in the face of newly emerging challenges	Work with voluntary agencies via our Housing & Support Forum and involve people with lived experience in the forum to help shape future service delivery.	Complete – rep from Inclusion Gloucestershire now attending. Now ongoing for continued development	Housing Strategy & Enabling Officer

Priority 4: We will seek to prevent rough sleeping; and when it occurs, ensure that it is rare and non-recurring

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Commissioning, monitoring & review of county-wide rough sleeping services, as follows:	Quarterly March 2025	County-wide Programme Management Group (CBC chair)

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
	Re commissioning of Rough Sleeper Outreach and Support Service (subject to funding)		
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Commissioning, monitoring & review of county-wide rough sleeping services, as follows: Recommissioning of somewhere safe to stay hubs (subj to funding)	Quarterly March 2025	County-wide Programme Management Group (CBC chair)
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Delivery of Enhanced Housing Support Service Recommissioning of service (subject to funding)	Quarterly September 2025	County-wide Programme Management Group (CBC chair)
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Increase our Housing led provision within CBC-owned homes by additional 6 homes on top of 6 supported entrenched rough sleeper Manage and maintain support provision to end of funding Consider exit plans/alternative funding arrangements post March 2025	Complete March 2025 Autumn/Winter 2024-25	Housing Strategy & Partnerships Manager Head of Community Services

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Agree an exit plan regarding NSAP provision/source alternative funding for its continuation post March 2024 Consider future of NSAP provision post March 2025	complete Autumn/Winter 2024-25	Strategic Housing Partnership Housing Strategy & Partnerships Manager
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Ensure gaps in accommodation based support understood and inform future commissioning decisions	March 2025	Strategic Housing Oversight Partnership Housing Strategy & Partnerships Manager
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Identify new funding opportunities for post March 2025, to facilitate the continued commissioning of rough sleeping services Discussions/lobbying with DLUHC	Winter 2024/25 Now and ongoing to winter 2024/25	Strategic Housing Partnership Housing Strategy & Partnerships Manager
We will work collaboratively across strategic partnerships to ensure the effective commissioning of services	Target of no more than 5 rough sleepers at any time	Weekly monitoring	Housing Strategy & Enabling Strategic Housing Oversight Partnership
We will strengthen pathways and specialist support services to prevent rough sleepers from returning to the streets	Ensuring hospital in-reach support service discharge rough sleepers into accommodation	Quarterly monitoring	Programme Management Group Housing Strategy & Partnerships Manager
We will strengthen pathways and specialist support services to	Integration of a new Multiple Disadvantage & Homelessness	Quarterly monitoring	Strategic Housing & Partnerships Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
prevent rough sleepers from returning to the streets	Outreach Team across key service areas, including somewhere safe to stay hubs, temporary & emergency accommodation, etc.		Programme Management Group
We will strengthen pathways and specialist support services to prevent rough sleepers from returning to the streets	Strengthening pathways with probation services for those leaving prison and at risk of homelessness/rough sleeping	2024/25 (and ongoing)	Housing Options Team – (Senior Housing Interventions Officer)
We will strengthen pathways and specialist support services to prevent rough sleepers from returning to the streets	Close integration of Housing Options Service with Accommodation Based Support providers to minimise risk of evictions	2024/25 (and ongoing)	Housing Options Team
We will strengthen pathways and specialist support services to prevent rough sleepers from returning to the streets	Review of operational partnerships to ensure that households' support needs around mental ill-health and drugs & alcohol misuse are identified and better met	2024/25 (and ongoing)	Housing Options Team
We will develop our emergency accommodation provision offer	Examine the potential for additional provision within the district, such as the use of housing pods Business case/options paper Single pod pilot implemented: - Site identified - Planning application	Winter 2024 Summer 2024 Summer 2024	Housing Strategy & Enabling CCP

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will develop our emergency accommodation provision offer	Review of the Severe Weather Emergency Accommodation Protocol	Summer 2024	Housing Strategy & Enabling County-wide homelessness operational partnership
We will develop our emergency accommodation provision offer	Review effectiveness of the winter 23/24 SWEP provision pilot	Summer 2024	Housing Strategy & Enabling
We will enhance our operational partnerships to ensure that interventions are better coordinated	Develop bespoke action plans for entrenched rough sleepers, keeping progress under review	2024/25 (and ongoing)	Housing Strategy & Enabling (and operational partners)
We will enhance our operational partnerships to ensure that interventions are better coordinated	Develop mechanisms for early identification of individuals known to be at risk of rough sleeping (from family/friends, Accommodation Based Support and Private rented sector)	2024/25 (and ongoing)	Housing Strategy & Enabling P3 support services Housing Options Service
We will enhance our operational partnerships to ensure that interventions are better coordinated	Work collaboratively across districts to ensure there is a consistent approach to carrying out our annual rough sleeping count for DLUHC	Autumn 2024	Housing Strategy & Enabling
We will enhance our operational partnerships to ensure that interventions are better coordinated	Promotion of Streetlink to ensure rapid intervention for newly identified rough sleepers	2024/25 (and ongoing)	Housing Strategy & Enabling (commissioners and providers)
We will enhance our operational partnerships to ensure that	Promote alternatives to begging initiatives, in particular, council's motion to promote Billy Chip	2024/25 (and ongoing)	Housing Strategy & Enabling

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
interventions are better coordinated	Consultation with retailers New launch	Summer 2024 Autumn 2024	Cheltenham BID Housing Strategy & Enabling
We will enhance our operational partnerships to ensure that interventions are better coordinated	Exploration of how faith communities and VCS in general can support efforts to prevent and reduce rough sleeping.	2024/25	Housing Strategy & Enabling
	Explore good practice elsewhere (via DLUHC)	Summer 2024	
	Explore options with Inclusive & Creative Communities Group	Summer/Autumn 2024	
	Discussions with YMCA as follow-up to Faith in Housing meeting	Summer/Autumn 2024	

Priority 5: We will invest in our communities to help make them safer, stronger and healthier

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will support CBC’s aspiration for Cheltenham to be carbon net zero by 2030	Helping communities become more environmentally aware through activities such as CBH’s neighbourhood works programmes to deliver improved waste reduction and recycling (via Community Investment Plans)	2024/25 (and ongoing)	Head of Community Services (Housing Management)

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will support CBC's aspiration for Cheltenham to be carbon net zero by 2030	Increasing biodiversity gain via community-led initiatives across CBC's communal spaces	2024/25 (and ongoing)	Head of Community Services (Housing Management)
We will support CBC's aspiration for Cheltenham to be carbon net zero by 2030	Joint commissioning, monitoring and review of Warm & Well Services to support take-up of energy efficiency measures, etc	2024/25 (and ongoing)	Private Sector Housing Partnership, Private Sector Housing Team
We will help communities most affected by the cost of living crisis	Supporting 'Facing Hardship', a financial inclusion group to ensure strategic oversight of community support & provision	2024/25 (and ongoing)	Partnerships and Research Officer
We will help communities most affected by the cost of living crisis	Commissioning, monitoring & review of CBC's Advice & Inclusion Service	2024/25 (and ongoing)	Housing Strategy & Enabling
We will help communities most affected by the cost of living crisis	Delivery of community-led initiatives, such as wiggly worm (food project) and warm spaces project	2024/25 (and ongoing)	CBC – Partnerships and Research Officer; Community and Support Services Manager (housing management)
We will help communities most affected by the cost of living crisis	Exploring external funding opportunities to review and grow CBH's training & employment service offer (via Community Investment plans)	2024/25	Head of Housing Services
We will help communities most affected by the cost of living crisis	Develop stronger partnership arrangements so as to improve awareness of CBH's Benefits & Money advice service	2024/25 (and ongoing)	Head of Housing Services

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will collaborate with partner organisations to tackle issues associated with child poverty, via the No Child Left Behind initiative	Assistance in the delivery of the county council’s Holiday Activity & Food (HAF) programme	3 programmes: Summer, Winter Spring 2024/25 (and annually)	Head of Communities, Wellbeing & Partnerships; Head of Communities (housing management)
We will collaborate with partner organisations to tackle issues associated with child poverty, via the No Child Left Behind initiative	Supporting our annual NCLB award ceremony	Winter 2025 (and annually)	CBC- Partnership Team Leader
We will collaborate with partner organisations to tackle issues associated with child poverty, via the No Child Left Behind initiative	Delivering our Adverse Childhood Experience Programmes, to include geographical based initiatives (e.g. St Marks) as well as from referrals across the borough	2024/25 (and ongoing)	Head of Communities (housing management)
We will collaborate with partner organisations to tackle issues associated with child poverty, via the No Child Left Behind initiative	<p>New NCLB strategic board now established, and agreeing a workplan up to 2025 under 4 objectives</p> <ul style="list-style-type: none"> • To grow the NCLB partnership to increase the organisations actively supporting the project. • To support young people to overcome the challenges they face to become thriving adults. • To support the wellbeing of children and families to help mitigate the cost-of-living crisis. • To develop an evaluation framework that provides 	2025	<p>Head of Communities, Wellbeing & Partnerships</p> <p>Communities Partnership</p>

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
	evidence of impact and informs future delivery		
We will deliver initiatives to help prevent or alleviate mental ill-health	Support of 'Heads Up' to promote understanding and breaking stigmas	2024/25	CBC Partnerships & Research Officer
We will deliver initiatives to help prevent or alleviate mental ill-health	Development of gardening projects for CBC tenants	2024/25 (and ongoing)	Tenancy Services Manager
We will deliver initiatives to help prevent or alleviate mental ill-health	Via a newly refreshed Inclusion hub	2024/25 (and ongoing)	Community Investment Manager
We will deliver initiatives to help prevent or alleviate mental ill-health	Development of a sports strategy to promote physical activity	2024/25	Head of Communities, Wellbeing & Partnerships
	Vision & Outcomes agreed by Cabinet	Complete	
	Phase 2: built facilities and playing pitch assessments – noted by Cabinet	Complete	
	Options appraisal commissioned on future provision of Leisure@ Cheltenham and Prince of Wales stadium.	2024/25	
	Playing pitch strategy – approved by Cabinet	2024/25	

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will seek to tackle and prevent anti-social behaviour in our communities	Promoting the safety of women and girls via the coordination of a new 'women & girls feel safe and respected' working group	2024/25	Partnerships and Research Officer
We will seek to tackle and prevent anti-social behaviour in our communities	Ensuring effective intelligence sharing among partners and support agencies to enable swift action that puts victims first	2024/25 (and ongoing)	Solace Head of Public Protection
We will seek to tackle and prevent anti-social behaviour in our communities	Continued, dedicated anti-social behaviour team within CBH and ongoing collaborative working with partners Project to be developed to review ASB services (as part of our development of our compliance with the Regulator's Consumer Standards, and to improve perception of ASB satisfaction survey)	2024/25 (and ongoing) 2024/25	Head of Communities, Wellbeing & Partnerships Head of Community Services (housing management)
We will seek to tackle and prevent anti-social behaviour in our communities	Targeting youth provision to ensure that support is provided at the right time to prevent issues from escalating: Engagement with young people	2024/25 (and ongoing)	Head of Community Services (housing management)

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will seek to tackle and prevent anti-social behaviour in our communities	Establishing a Youth Voice Forum	2024/25	Head of Communities, Wellbeing & Partnerships
We will seek to tackle and prevent anti-social behaviour in our communities	Explore potential for Domestic Abuse Housing Alliance Accreditation for housing management services	2024-26	Safeguarding Equality & Inclusions Manager (housing management)
We will seek to tackle and prevent anti-social behaviour in our communities	Reviewing the requirement for Local Lettings Plans on site-specific areas	2024/25 (and ongoing)	Housing Strategy & Enabling
We will seek to tackle and prevent anti-social behaviour in our communities	Collaboration with our Preferred Registered Providers to embed good practice ahead of developments on the Strategic Allocation Sites.	2024/25 (and ongoing)	Housing Strategy & Enabling
We will embed Social Value and ensure that existing communities benefit from the economic opportunities generated by the Golden Valley Development	Employing a CBC stakeholder management lead to build relationships between communities and cyber-tech businesses	TBC (subject to delivery timescales)	Head of Development
We will embed Social Value and ensure that existing communities benefit from the economic opportunities generated by the Golden Valley Development	Working with partners, including schools and colleges, to help create opportunities for local communities	TBC (subject to delivery timescales)	Head of Development
We will embed Social Value and ensure that existing communities benefit from the economic opportunities generated by the Golden Valley Development	Ensuring communities have opportunities to influence the shape of Golden Valley plans through effective and accessible engagement	TBC (subject to delivery timescales)	Head of Development

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will review viability options for the potential regeneration of homes, where required	Scoping work to inform proposals for potential investment, including community development/engagement in priority areas	2024/25 (and beyond)	Housing Strategy & Partnerships Manager Technical & Investment; Community Services and Development
We will implement a suite of initiatives for our tenants to: - reduce social isolation and improve overall health & wellbeing, - improve access into education, training and employment, - ensure residents feel safe in their community, and - ensure tenants are involved and engaged both in CBH and in the community	A new set of Community Investment Plans will be developed collaboratively between CBC and CBH	Complete	Head of Community Services (housing management) Head of Community Safety, Wellbeing & Partnerships
We will implement a suite of initiatives for our tenants to: - reduce social isolation and improve overall health & wellbeing, - improve access into education, training and employment, - ensure residents feel safe in their community, and - ensure tenants are involved and engaged both in CBH and in the community	Implementation of plans:	Ongoing to 2028	Community Investment Manager

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will ensure Cheltenham continues to be a welcoming town of sanctuary for Asylum Seekers and Refugees	Working with the Home Office and Clearsprings over the sourcing of contingency and dispersed accommodation within Cheltenham, ensuring relevant partner agencies are involved, as necessary.	2024/25 (and ongoing)	Housing Strategy & Enabling, via Strategic Migration Partnership, Oversight Group, and Operational Migration Partnerships.
We will ensure Cheltenham continues to be a welcoming town of sanctuary for Asylum Seekers and Refugees	Developing and keeping under review new county-wide partnership arrangements to enable effective collaboration.	2024/25	Housing Strategy & Partnerships Manager
We will ensure Cheltenham continues to be a welcoming town of sanctuary for Asylum Seekers and Refugees	Reviewing grant funding arrangements for GARAS	2024/25	Housing Strategy & Enabling
We will create opportunities for independent and healthy living for our vulnerable residents	Promoting awareness and uptake of CBC's Lifeline Alarm Service	2024/25 (and ongoing)	CBC's Lifeline Alarm Team, Hospital discharge and enablement teams, Housing, Health and Care NHS Gloucestershire/Gloucestershire County Council.
Prepare the lifeline service for the analogue to digital switch over.	Upgrade existing telecare equipment from analogue to digitally compatible equipment for new and existing customers.	December 2025.	CBC Lifeline Alarm team
We will create opportunities for independent and healthy living for our vulnerable residents	Move current paper based customer data file to a new digital platform.	2025/26	CBC Lifeline Alarm Team

Goals and Actions	Targets and Milestones	Target Date	Lead/Partnerships
We will create opportunities for independent and healthy living for our vulnerable residents	Installation of key safes for vulnerable people who don't have full lifeline service to help with hospital discharge or who are housebound.	2024/25 (and ongoing)	CBC Lifeline Alarm Team
We will create opportunities for independent and healthy living for our vulnerable residents	New initiatives identified and agreed via use of the county-wide Better Care Fund, (e.g. insulation of park homes).	2024/25 (and ongoing)	Housing Strategy & Partnerships Manager
We will create opportunities for independent and healthy living for our vulnerable residents	Facilitating large scale adaptations to homes, via means-tested Disabled Facilities Grants, working across the county to optimise efficiencies	2024/25 (and ongoing)	Private Sector Housing Team
We will create opportunities for independent and healthy living for our vulnerable residents	Exploring mechanisms to better ensure that affordable homes already adapted for disabled use are re-let to residents with disabilities.	2024-25	Housing Strategy & Enabling
We will deliver on a range of projects and activities to further support the development of resilient and vibrant communities	Evaluating options around how we can support the Big Local & Saracens Football Club	2024/25	Petersfield Partnership Head of Communities, Wellbeing & Partnerships

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Cheltenham Borough Council

Cabinet – 23 July 2024

Nominations to Outside Bodies

Accountable member:

Councillor Rowena Hay, Leader of the Council

Accountable officer:

Gareth Edmundson, Chief Executive

Ward(s) affected:

None directly

Key Decision: No

Executive summary:

Following each Annual Council, and at other times when vacancies arise, the Leader/Cabinet takes the opportunity to nominate and, in limited cases, appoint persons to various roles within bodies external to the Council. The opportunity is also taken to nominate persons to other bodies such as Joint Committees and other bodies/groups.

Recommendations: That Cabinet:

1. **makes nominations to the outside bodies as set out in Appendix 3A and Appendix 3B in accordance with the following principles:**
 - **all nominations are made on the basis that the nominee is a representative of Cheltenham Borough Council insofar as that is compatible with any overriding legal duty to the outside body;**
 - **Cabinet / the Leader reserves the right at any time to withdraw/terminate a nomination which it has made; and**
 2. **notes the Cabinet Member responsibilities for the bodies/groups listed in Appendix 3C.**
-

1. Implications

1.1 Financial, Property and Asset implications

There are no financial implications associated with this report.

Signed off by: Gemma Bell, gemma.bell@cheltenham.gov.uk

1.2 Legal implications

See body of the report.

Appointments/nominations to outside bodies are made in accordance with the Council Constitution. Guidance for Members appointed to outside bodies can be found at Part 5G of the Constitution.

Signed off by: Legal Services, legal.services@onelegal.org.uk

1.3 Environmental and climate change implications

There are no environmental implications to consider.

Signed off by: Maizy McCann, Climate Emergency Officer,
maizy.mccann@cheltenham.gov.uk,

Corporate Plan Priorities

Key Priority 4 – Ensuring everyone benefits from Cheltenham’s growth and prosperity

The nomination of representatives of Cheltenham Borough Council to the identified outside bodies helps develop valuable links between the council and community-based organisations supporting community priorities and community engagement.

Signed off by: Ann Wolstencroft, ann.wolstencroft@cheltenham.gov.uk

1.4 Equality, Diversity and Inclusion Implications

Please see the equality impact screening assessment in Appendix 2.

1.5 Performance management – monitoring and review

Members who represent the Council on unincorporated outside bodies are required to submit a written report to either full council or Cabinet, at least annually, on the activities of the organisation in accordance with Part 5G - Protocol for Appointments to Outside Bodies.

2 Background

- 2.1 The external bodies to which nominations/appointments are made comprise a variety of organisations and groups. Some are distinct legal entities, such as companies or Trusts, whilst others are unincorporated.
- 2.2 In most cases the authority decides who to nominate to the outside body concerned and it is then for that body to decide on whether to accept the nomination and make the appointment. There are some limited exceptions to this, such as Cheltenham Borough Homes, Gloucestershire Airport, and the Cheltenham Trust where the council has the right (by virtue of its interests in those companies) to make the nominations/appointments to the boards of directors.
- 2.3 Appointments are for two years.

3 Legal Context

- 3.1 Although nominations/appointments to outside bodies are made on the general basis that the nominee/appointee is the council's representative on the outside body, it is important to note that in some cases the overriding duty is to the outside body. For example, a company director has a primary duty of care towards the company and to act in the best interests of the company as a whole and a trustee must act in accordance with the trust deed and uphold the trust's objectives. In these circumstances members must apply independent judgement in respect of the body to which they are appointed.
- 3.2 The council is able to indemnify members (and officers) in the course of their activities on outside bodies provided they are acting within the scope of their authority as council representatives. Outside bodies, such as companies, that are legal entities in their own right must have their own appropriate insurance arrangements in place. It is important that members (and officers) clarify the position in each particular case.
- 3.3 Under the executive functions set out in part 3E of the Council's constitution, the Leader has the power to make nominations and appointments to outside bodies where they relate to an executive function or revoke such nominations and appointments provided there is group leader agreement. Where there is not group leader agreement, the decision is referred to Council.
- 3.4 The Leader has chosen to refer the decisions on appointment to Cabinet. The Leader has however the power in part 3E of the Constitution to appoint or nominate individuals to outside bodies in respect of Executive Functions and revoke or withdraw such appointment or nomination provided all group leaders agree.

4 Nomination/appointment of external persons

- 4.1 Historically the council has nominated/appointment external persons to some outside bodies. On 29 June 2006, Council specifically agreed that 'all nominees are elected Members of Cheltenham Borough Council unless there are exceptional reasons justifying the appointment

of a non-Member' for example there is a need for specialist knowledge, skills and experience and/or the lack of Member nomination to that body.

4.2 External persons are not, of course, subject to the Code of Members' Conduct, nor are they under any general obligation to act in the best interests of the council or the broader public interest. Also, they are not covered by the council's insurance. Whilst these factors do not prevent the nomination of external personas, they should be borne in mind when considering whether to make such nominations/appointments.

5 Reasons for recommendations

5.1 It is in the interests of the council to ensure representation on outside bodies.

6 Alternative options considered

6.1 None.

7 Consultation and feedback

7.1 The appendices have been circulated to group leaders.

8 Key risks

8.1 Please see Appendix 1.

Report author:

Bev Thomas, Democratic Services Team Leader, 01242 264 246

Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening
- iii. Appendices 3A-3C

Background information:

[Constitution Part 5G – Guidance for Councillors appointed to represent the Council on Outside Bodies](#)

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If elected members are not aware of their roles and responsibilities, they may compromise their position	Monitoring Officer/Democratic Services Team Leader	3	2	6	accept	<p>Ensure members are aware of guidance set out in Part 5 G of the Constitution.</p> <p>Ensure members understand their role on the outside body and have a copy of relevant constitution or terms of reference of the body concerned</p>	Monitoring Officer/Democratic Services Team Leader	

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Bev Thomas	Service Area: Democratic Services
Title: Democratic Services Team Leader	Date of assessment: 25 June 2024
Signature:	

b. Is this a policy, function, strategy, service change or project?

Function

c. Name of the policy, function, strategy, service change or project

Appointments to outside bodies.

Is this new or existing?

**Already exists
and is being
reviewed**

Please specify reason for change or development of policy, function, strategy, service change or project

Appointments are made after each Annual and Selection Council

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

Cheltenham Borough Council appoints people to sit on a number of outside bodies to represent the Council and to participate in their management and planning processes.

Outcomes:

The nomination of representatives of Cheltenham Borough Council to the identified outside bodies helps develop valuable links between the council and community-based organisations supporting community priorities and community engagement.

Benefits

To provide knowledge, skills and expertise which may not otherwise be available • To provide local accountability or democratic legitimacy through the appointment of an elected representative • To ensure that good relationships can be maintained with the body • To deliver a partnership project that

requires the input of other or community groups • To protect the council's investment or assets, ie, if the council has provided grant funding or provides funding for service delivery • To lever in external funding which would not be available to the council on its own

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Positive

Please provide an explanation for your answer:

The nomination of representatives of Cheltenham Borough Council to the identified outside bodies helps develop valuable links between the council and community-based organisations supporting community priorities and community engagement

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

No

Owner of Stage Two assessment

Completion date for Stage Two assessment

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Appendix 3 – Outside Bodies Nominations and Appointments Page 317

Appendix 3A – Nominations

	Name of organisation	Nomination
1	Brizen Young People's Centre	Councillor Tony Oliver
2	Cheltenham Arts Council	Councillor Steve Steinhardt Councillor Flo Clucas Councillor Frank Allen
3	Cheltenham Borough Homes	Councillor Richard Pineger Councillor Glenn Andrews
4	Cheltenham International Partnerships	Councillor Angie Boyes Councillor Juan Carlos Garcia Clamp
5	Cheltenham Playhouse	Councillor Richard Pineger
6	Cheltenham West End Partnership	Not required
7	Community Connexions	Councillor Victoria Atherstone
8	Cotswolds National Landscape	Councillor Martin Horwood
9	Everyman Theatre	Councillor Garth Barnes
10	Friends of Leckhampton Hill and CK Common	Councillor Angie Boyes Councillor Paul Baker
11	Glos Airport Ltd	Councillor Adrian Bamford
12	Sandford Parks Lido	Councillor Paul Baker
13	St Margaret's Hall User Group	Councillor Julie Sankey
14	St Mark's and HW Community Association	Councillor Richard Pineger
15	Victory Trust	Councillor Julie Sankey
16	West Cheltenham Partnership (formerly Hester's Way Partnership)	Councillor Pete Jeffries

Appendix 3B – Trustee Nominations

	Trust	Nomination
1	Cheltenham Trust	Councillor Barbara Clark Councillor Glenn Andrews
2	Cleeve Common Trust	Councillor Simon Wheeler Councillor Cathal Lynch Councillor Julie Sankey
3	Higgs & Cooper (and Relief in Need)	Councillor Angie Boyes TBC
4	Pates Grammar School Foundation	Councillor Martin Horwood
5	Prestbury United Charities	Councillor Stan Smith Councillor Flo Clucas

Appendix 3C – Cabinet Member Responsibilities

	Name of organisation	Appointment
1	Cheltenham BID Board	Leader: Councillor Rowena Hay
2	District Councils Network	Leader: Councillor Rowena Hay
3	Leadership Gloucestershire	Leader: Councillor Rowena Hay
4	LGA General Assembly	Leader: Councillor Rowena Hay
5	Southwest Councils	Leader: Councillor Rowena Hay
6	Southwest Councils Employers Panel	Leader: Councillor Rowena Hay
7	PatrolAJC	Cabinet Member for Finance and Assets: Cllr Alisha Lewis
8	Glos Recycling and Waste Partnership	Cabinet Member for Waste, Recycling and Public Realm: Councillor Izaak Tailford Councillor Suzanne Williams (appointed at Council May 2024)
9	Cheltenham Communities Partnership (incorporates statutory responsibilities for community safety partnership)	Cabinet Member for Safety and Communities: Councillor Victoria Atherstone
10	Cheltenham Culture Board and Strategy Group	Cabinet Member for Economic Development, Wellbeing and Culture: Councillor Martin Horwood

Cheltenham Borough Council

Cabinet – Tuesday 23 July 2024

Corporate plan update and end of year performance report

Accountable member:

Councillor Rowena Hay, Leader of the Council

Accountable officer:

Gareth Edmundson, Chief Executive

Ward(s) affected:

None

Key Decision: No**Executive summary:**

The corporate plan is a key document that sets out the council's priorities and objectives and how success will be measured. The plan allows the council to set resources against agreed priorities and provides the framework to help prioritise future opportunities. The current corporate plan runs from 2023 to 2027 and this report presents a review of the first year.

In addition to the corporate plan review, an end of year performance report is also presented, which sets out the key performance indicators reported by service managers in 2023/24 together with an end of year commentary. This is the second full year of reporting.

The integration of Cheltenham Borough Homes into the council to create a much larger organisation means a refresh of the corporate plan is needed to reflect the new arrangement and the broadened range of activities now being undertaken by the organisation. Over the coming months, work will be undertaken to update the plan and develop a new set of performance metrics with a view to launching the refreshed plan at the start of April 2025.

Recommendations: That Cabinet:

- 1. notes the corporate plan review and end of year performance report**
 - 2. notes the intention to refresh the corporate plan**
-

1. Implications

1.1 Financial, Property and Asset implications

No direct financial or property implications of these recommendations.

Signed off by: Gemma Bell, Director of Finance and Assets, gemma.bell@cheltenham.gov.uk

1.2 Legal implications

There are no specific legal implications arising from the recommendations of this report. Any projects that arise from the priorities or objectives of the Corporate Plan will be subject to their own specific legal advice and/or support.

Signed off by: One Legal – legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

One of the key priorities in the Corporate Plan is to work with residents, communities and businesses to help make Cheltenham net zero by 2030. The review document at Appendix 3 sets out the progress made in the first year against this priority. Appendix 4 also covers a number of performance indicators related to the environment and climate change.

An internal Climate Programme Board is currently being developed to monitor execution and delivery of the Cheltenham Climate Emergency Action Plan, provide collective leadership, and ensure climate considerations continue to be incorporated into the plans and strategies developed by and across the service areas. Quarterly updates will ensure progress to deliver actions against this key priority will have the relevant strategic oversight.

Signed off by: Maizy McCann, Climate Emergency Officer, Maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report is connected to all corporate plan priorities.

1.5 Equality, Diversity and Inclusion Implications

This report is a review of progress against an existing strategy together with an end of year performance report and therefore there are no direct implications. However, an equality impact assessment will be undertaken as part of the work to refresh the corporate plan.

1.6 Performance management – monitoring and review

The refreshed corporate plan will include a new set of performance metrics which will be reported to Cabinet on a quarterly basis.

In the meantime, service managers will continue to collect performance data which will be reviewed by the leadership team and reported to Cabinet as required.

2 Background

2.1 The corporate plan is a key document that sets out the council's priorities and objectives and how success will be measured. The plan allows the council to set resources against agreed priorities and provides the framework to help prioritise future opportunities.

2.2 The current corporate plan runs from 2023 to 2027. A review report to the end of March 2024 is attached at appendix 3. Highlights include:

- In September 2023 the council entered into a conditional development funding agreement with partners HBD X Factory, which will provide up to £95m to enable construction of the first phase of the Golden Valley development, including the National Cyber Innovation Centre.
- An £85k grant was secured to fund the detailed feasibility study for two potential heat networks, one in Golden Valley and the other in the town centre. Work commenced on this study in January.
- The Cheltenham Zero initiative now has 170 businesses registered. Using UKSPF (UK Shared Prosperity Fund) funding, the council commissioned Zellar, an online sustainability platform, which enables businesses to calculate their carbon emissions and provides them with action plans to reduce their emissions. At the end of March, 64 businesses had engaged with the platform, leading to 462 sustainability actions being carried out by businesses.
- Decarbonisation work is being undertaken on the council's social housing stock. Work has already been completed on 89 properties and work is underway on another 40.
- During 2023/24 the housing options service prevented the homelessness of (or assisted out of homelessness) 435 households.
- Between February 2023 and March this year 129 affordable homes were delivered as part of the £180m housing investment plan.
- Over 90 organisations are now signed up to the No Child Left Behind (NCLB) community agreement. Amongst other activities, in 2023/24 NCLB delivered a holiday activity and food programme which ran across the spring, summer and winter holidays.
- Cabinet approved a vacant units and town centre land use efficiency action plan in September 2023. The council is working with Cheltenham BID, relationships have been established with town centre agents and enquiries from potential incoming operators are managed and referred accordingly.
- In January 2023, the council received over £1m from the UK Government through the UK Shared Prosperity Fund (UKSPF) which has enabled the delivery of a number of projects through 2023/24.

2.3 In addition to the corporate plan review, an end of year performance report is attached at

appendix 4. This document sets out the key performance indicators reported by service managers in 2023/24 together with an end of year commentary. This is the second full year of reporting, figures for 2022/23 having been presented to Overview & Scrutiny Committee in October 2023.

2.4 Overall, performance has been good, but there are some areas where performance could be improved.

- Marketing Cheltenham have successfully increased engagement with the service and with the Visit Cheltenham website. The service also reports that membership numbers are up, although the income target has not been achieved due to businesses signing up later in the year. Plans are in place to address this for 24-25 and this demonstrates how performance metrics are being used to inform decision-making.
- The percentage of Cheltenham Zero businesses producing carbon reduction plans is well above target. This is an example of where the council is supporting a project enabling community action.
- Tackling homelessness remains challenging, with influencing factors outside of the council's control. However, the team has exceeded the target for homelessness prevention and relief.
- In finance and assets, achieving savings targets remains challenging with ambitious targets, but a number of significant decisions were taken in the second half of the year, in particular the decision to wind up Cheltenham Borough Homes. Financial savings associated with these decisions will be delivered in 2024/25.
- Occupation of investment properties remains buoyant and well above target with recently completed leases for Ellenborough House and Rodney Road significantly reducing the vacant space available.
- In planning, the statutory target for determining major applications is being met. The determination rate for minor and household applications has been challenging due to the team carrying vacancies, but performance is expected to improve once these vacancies have been filled.
- Collection accuracy for waste and recycling has been consistently good and above 99% throughout the year. A considerable amount of work has been done by Ubico to reduce the number of missed bins, supported by the introduction of new IT systems. Recycling rates are below target; however, this target is set at a national level by Government and many authorities are not achieving it.
- Public and environmental health performance has improved through the year and is now above target in all respects.
- Income from parking fees, fines and permits, excluding staff permits has exceeded budget.

- Council tax and business rates collection rates have exceeded targets and are both above 98%.
- Employee turnover and sickness rates are within a reasonable range. Some system improvements are required to improve the accuracy of sickness figures, but the HR team is working on this, so data going forward should be more robust and benchmarking data will be used to develop targets.
- ICT performance remains good and well within performance standards.

3 A refresh of the corporate plan and performance management

- 3.1 The integration of Cheltenham Borough Homes back into the council to create a larger organisation means a refresh of the corporate plan is needed to reflect the new arrangement and the broadened range of activities that will be undertaken by the organisation.
- 3.2 Over the coming months, work will be undertaken to update the plan with a view to launching the revised plan from April 2025. This will include a consultation process with members and with staff from across the wider organisation to ensure the views of current CBC staff and those who have transferred across from CBH can be captured and incorporated.
- 3.3 Sitting alongside the refreshed plan will be a new set of performance metrics to support the plan and measure success.
- 3.4 For this year, to ensure continuity in performance management, service managers will be asked to report on a streamlined set of performance metrics aligned to the priorities in the existing corporate plan.

4 Reasons for recommendations

- 4.1 As outlined above, the integration of housing services means a refresh of the corporate plan is needed.
- 4.2 Regarding performance management, the introduction of key performance indicators in 2021/22 represented a significant shift in culture for the council. Two full years of data demonstrate a more mature, data aware approach is gradually being adopted as service managers select their performance indicators; however, there is still work to do.
- 4.3 The next stage of development is to align strategic performance metrics with the corporate plan. This means performance will no longer be reported by service area but will be matched to the themes and priorities in the corporate plan. Adopting this approach will support the organisation with understanding how the work of different teams contributes to the plan and will ensure the information captured is meaningful. In addition, managers will be encouraged to use operational performance indicators within their individual service areas to inform decision making.

5 Alternative options considered

- 5.1 None.

6 Consultation and feedback

6.1 As outlined in section 3 above, a consultation process will be undertaken with members and staff to refresh the corporate plan.

7 Key risks

7.1 The key risks in relation to the corporate plan are that the plan does not accurately reflect the activities of the organisation and success is not measurable.

7.2 The key risks in respect of performance management are that strategic performance indicators are not aligned to the corporate plan, so teams do not know how or if their activities are contributing to the delivery of the plan. Also, if appropriate operational performance indicators are not put in place, managers may not have the necessary data to inform their decision-making.

Report author:

Gill Morris, Organisational Performance Lead

gill.morris@cheltenham.gov.uk

Appendices:

1. Risk Assessment
2. Equality Impact Assessment – Screening
3. CBC Corporate Plan 2023-2027 Year One Review
4. End of year performance report

Background information:

Corporate Plan 2023 to 2027.

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the corporate plan is not refreshed, then it will not accurately reflect the activities of the organisation.	Chief Executive	4	3	12	Reduce	Ensure corporate plan is refreshed and kept under review	Leadership team	April 2025
	If strategic performance indicators are not aligned to the corporate plan, then the organisation will not know if it is successful in delivering corporate plan priorities.	Leadership team	4	3	12	Reduce	Develop strategic performance indicators and ensure they are aligned to themes and priorities of the corporate plan	Heads of service and service managers	April 2025
	If managers do not implement operational performance indicators for their service area, then they may not have the necessary data to inform their decision making.	Leadership team	4	3	12	Reduce	Managers develop and implement appropriate performance indicators for their service areas	Heads of service and service managers	Ongoing

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Ann Wolstencroft	Service Area: Corporate Services
Title: Head of corporate services	Date of assessment: 18 June 2024
Signature: A. Wolstencroft	

b. Is this a policy, function, strategy, service change or project?

Other

If other, please specify: This report is a review of progress in delivering the corporate plan together with an end of year performance report.

c. Name of the policy, function, strategy, service change or project

Corporate Plan

Is this new or existing?

Other

Please specify reason for change or development of policy, function, strategy, service change or project

This report is a review of progress made during 2023/24 to deliver the Corporate Plan 2023 to 2027 together with an end of year performance report. The report also outlines a refresh of the Corporate Plan will be undertaken during 2024/25. An equality impact assessment will be undertaken as part of this.

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims: N/A

Objectives: N/A

Outcomes:	N/A
Benefits:	N/A

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	No
Do you expect the impacts to be positive or negative?	No impact expected
Please provide an explanation for your answer:	
<p>This report is a review of progress made during 2023/24 to deliver the Corporate Plan 2023 to 2027 together with an end of year performance report. The report also outlines that a refresh of the Corporate Plan will be undertaken in 2024/25 to reflect the integration of Cheltenham Borough Homes to create a much larger organisation. An equality impact assessment will be undertaken as part of the refresh of the Plan.</p>	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	No
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

Please move on to Stage 2 if required ([intranet link](#)).

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CBC Corporate Plan 2023-2027 – year one review



Key Priority 1: Enhancing Cheltenham’s reputation as the cyber capital of the UK

Key Priority 2: Working with residents, communities and businesses to help make Cheltenham net zero by 2030

Key Priority 3: Increasing the number of affordable homes through our £180m housing investment plan

Key Priority 4: Ensuring residents, communities and businesses benefit from Cheltenham’s future growth and prosperity

Key Priority 5: Being a more modern, efficient and financially sustainable council

CBC Officers have collated the below information on progress made over the first year of CBC’s Corporate Pan 2023-2027.

Key Priority 1 – Enhance Cheltenham’s reputation as the cyber capital of the UK

<p>Current Planning Status – West Cheltenham (Golden Valley)</p> <p>Allocated site in the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS) and subject to adopted supplementary planning document (Golden Valley development SPD).</p> <p>West Cheltenham, also known as the Golden Valley, is being planned as a Garden Community across 3 separate developers working on a collaborative masterplan. Overall, this £1bn development will bring forward around 184,000 sqm of commercial office space with a focus on the cyber, science and technology sectors. Additionally, there will be around 2502 low carbon homes with green spaces, community areas and, potentially, leisure facilities. Planning applications covering most of the JCS allocation are live and will likely be determined during 2024 to bring this strategic allocation to delivery.</p>	<p>Lead landowner/ developer</p> <p>Cheltenham Borough Council/HBD Midland Land Portfolio Ltd / St Modwens</p>	<p>Number of dwellings / Commercial</p> <p>c. 2502 new homes c. 184,000 sqm of commercial office space</p>	<p>Forecast timescales planning applications</p> <p>St. Modwens/Midland Land Portfolio Ltd: Planning Performance Agreement (PPA) in place. Application submitted and statutory consultation undertaken. Ongoing engagement with local planning authority. Holding objection from Highways England (6 months)</p> <p>CBC/HBD: PPA in place. Two outline applications submitted November 2023 and statutory consultation undertaken. Holding objection from Highways England (6 months). Ongoing engagement with local planning authority.</p> <p>Neema Land Holdings Ltd. PPA in place and pre application ongoing. Likely outline submission summer 2024. Ongoing engagement with local planning authority.</p> <p>Local Planning Authority interventions:</p> <ul style="list-style-type: none"> ▪ Active PPAs in place ▪ weekly cross boundary management meetings with Tewkesbury Borough ▪ Local Planning Authority (LPAs) led collaborative meetings across developers, next collaboration meeting expected in July 2024. Active dialogue across all parties and LPAs looking to bring together a further collaborative meeting of all parties if needed to drive programme of applications and resolve any disagreements between parties. ▪ Collaborative work taking place to consider Suitable Alternative Natural Green Space (SANG) policy in the context of the Garden community principles with Natural England ▪ Ongoing engagement with Highways England and Gloucestershire County Council as Highways Authority to gain an aligned position in respect of transport. ▪ Ongoing work with education authority to broker engagement with site promoters ▪ Ongoing work with NHS and Sports England regarding social infrastructure on the site. ▪ Cross boundary member briefings
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<p>Golden Valley Funding</p>	<p>The council is excited that £20m has been secured from the Department of Levelling up Housing and Communities to help super-charge the first phase of the national cyber innovation centre at the heart of the Golden Valley Development. The Council’s investment in West Cheltenham and associated Cyber projects includes:</p> <ul style="list-style-type: none"> - the purchase of the land totalling £40m adjacent to GCHQ where the new National Cyber Innovation Centre will be built - a recent funding commitment of up to £95m to enable construction of the first phase of the Golden Valley Development to include the NCIC
<p>Minister Exchange (MX)</p>	<p>The council has provided significant funding to support the construction and development of the MX in Cheltenham town Centre. MX will serve as a prelude for the National Cyber Innovation Centre within the Golden Valley development providing approx. 20,000 sq</p>

	<p>feet of accommodation for the cyber technology sector.</p> <p>The space will encompass co-working areas, private offices, training and product development and testing facilities, as well as a versatile multi-functional performance and event space. MX due for completion in summer 2024 and is targeted to have members moving in during July. From the Autumn the whole building will be in use including the event space and café.</p>
Plexal	<p>In May 2023 the council commissioned Plexal – a government-focused innovation agency – to establish the ‘Front Door’ mechanism. A Front Door group, comprising multiple local organisations, including the council, is now operational and is promoting the Cheltenham ecosystem and Golden Valley, with a focus on the pipeline of enquiries for workspace and engagement in the campus.</p>
The Front Door Group	<p>To support this, the Front Door group developed a broader vision for Golden Valley which builds from cyber security, looking at security and resilience across many other sectors, all of which align closely to the government’s vision for the UK science and technology sectors making Cheltenham more attractive for investment in these sectors.</p>
Development Funding Agreement with HBD X Factory	<p>Full Council approval was granted in September 2023 for the council to enter into the conditional Development Funding Agreement with HBD X Factory. This provides a funding envelope of up to £95m for the first phase of development at Golden Valley – the National Cyber Innovation Centre.</p> <p>The council entered in the Development Funding Agreement with HBD X Factory in December 2023.</p>
Planning Applications	<p>Outline planning applications have been submitted in 2023 (23/01874/OUT St Modwens, 23/01875/OUT HBD, 22/01817/OUT HBD), with one more to be submitted in 2024 (Nema), for a mixed use scheme at Golden Valley which will comprise approximately one million square feet of commercial development to accommodate a range of companies and organisations in the cyber technology sector with supporting housing, leisure and ancillary uses. The Local Planning Authority is actively progressing these applications.</p>

Key Priority 2 – Working with residents, communities and businesses to help make Cheltenham net zero by 2030

<p>Green Flag</p>	<p>Cheltenham has 7 Green Flag parks. The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.</p> <p>The purpose and aims of the scheme is to ensure that everybody has access to quality green and other open spaces, irrespective of where they live, and these spaces are appropriately managed and meet the needs of the communities that they serve</p> <p>CBC has once again submitted applications for seven parks and one green heritage award (Pittville Park). Judging took place in May and results are awaited.</p>
<p>The council supports the multi-disciplinary Climate Leadership Gloucestershire (CLG)</p>	<p>CBC is attending and supporting both the CLG meetings and working closely with the County Wide Climate Officers supporting the work of the underlying workgroups progressing the 10 themes identified within the workplan. As a consequence of a bid from the CLG workgroup, CBC has been granted £20k to fund a Retrofit Officer to support its work in this area.</p>
<p>Climate Change Supplementary Planning Document (2022/23)</p>	<p>Approved by Council 20th June 2022, this SPD is now a key tool supporting the work of the development management team. Through 2023 these principles have been embedded across negotiations. Significant work has been put into the development of the Climate Checklist alongside training materials which was used within the Councillor induction process, there are wider plans to roll out further training across the wider officer teams including planning, property and regeneration.</p>
<p>Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (GCTSLP)</p>	<p>As we prepare the CGTSLP, in the context of the council declaring a climate change emergency, having in place a pathway to Cheltenham net zero by 2030 and much firmer government narrative and commitment to climate change. The first Regulation 18 consultation has now concluded. As part of that consultation the approach to planning for climate change and nature recovery was a key theme being tested. The main issues identified through that consultation are in the process of being analysed.</p> <p>As we work through the CGTSLP, this may result in further updates to the Climate Change SPD. In addition, over 2024 we will be embarking on the preparation of a nature recovery SPD, recognising the important role of biodiversity and nature recovery as part of the wider climate change agenda. This should dovetail with the Gloucestershire Local Nature Recovery Strategy that the Local Nature Partnership are seeking to progress. To support this we have recently appointed an ecologist to support the planning team.</p> <p><i>The programme of CGTSLP is set out in the summary to key priority 4.</i></p>
<p>Overall Emission Reduction Performance</p>	<p>The 2022/23 carbon report demonstrates emission reductions of 15% compared to the year 2021/22; on track to get to net zero by 2030, using a straight-line trajectory. Total scope 1 (fossil fuel) emissions have reduced by 903.6 tCO₂e (39.2%) compared to the prior year, and 1923.5 tCO₂e (57.9%) compared to the baseline.</p>

Vehicle Emission Reduction	The transition to hydrogenated vegetable oil (HVO) as a fuel, alongside fleet electrification, has reduced emissions by 278.6 tCO ₂ e, equivalent to a 2.8% decrease in total emissions for reporting year 2022/23. Carbon savings relating to these transitions have been calculated for April 2023 – September 2023 totalling to 397.6 tCO ₂ e.
Heat Study	During 2023 an £85k grant was secured to fund the detailed feasibility study for two potential heat networks, one in Golden Valley and the other in the town centre. Work commenced on this study during January 2024 and is due for completion during Q3 2024.
Borough-Wide Business Emissions	<p>The Cheltenham Zero initiative now has 170 businesses registered. CBC has made offers of £120,000 grants to businesses and community groups to support energy efficiency/decarbonisation, alongside practical advice and use of the Zellar decarbonisation toolkit. Through UKSPF funding CBC commissioned Zellar and Cheltenham Zero to deliver a project which utilises the Zellar online sustainability platform and enables businesses to reduce their carbon emissions and energy bills. Over 60 businesses have engaged so far against an output target of 30.</p> <ul style="list-style-type: none"> - It is proposed to bring management of the Cheltenham Zero initiative in house and an advert for resource to support this is due to be issued before the end of June.
Decarbonising Social Housing Stock within Cheltenham Borough Homes	£2.2m grant funding has been obtained from DESNZ (Department of Energy Security and Net Zero) SHDF (Social Housing Decarbonisation Fund) to support decarbonisation works. All works under SHDF Wave 1 have been completed – 59 properties have received varying degrees of fabric improvements with 25 of those also receiving low carbon heating (in the form of shared loop ground source heat pump heating systems). This completes the SHDF Wave 1 Project. SHDF Wave 2.1 is on-going with major fabric improvement works to 30 properties recently completed, with 40 properties underway, a further 130 homes are to benefit from improvements to improve their energy performance by Autumn 2025.
Events Sustainability	Working in partnership, sharing best practice and building on Cheltenham’s own Climate Impact Assessment Tool, a Donut Assessment Tool for Events (DATE) has been developed and was launched in March 2023. This expanded version of the tool pilots the implementation of the national Green Events Code. DATE provides local authorities with a free-to-use, simple tool kit to assess an event’s community, accessibility and environmental sustainability impacts and is now being used nationally and internationally. The council’s Christmas ice rink was powered by a combination of battery, onsite electricity and a generator powered by Hydrotreated Vegetable Oil. This meant that only 12.7% of the fuel was used compared to the 2021 event and fuel emissions were reduced by 98.7%. The Cheltenham Ice Rink is now being seen as best practice within the events industry in the approach the council adopted in respect of energy.
Community Emission Reduction	<p>A segmented approach is being developed across the Council to stimulate retrofit improvements. £45k funding (£24k CBC / £20k Local Net Zero Hub) has been secured for a full time Retrofit Engagement Officer, fixed term for 1 year to better support development of the Council’s current and future projects in this space.</p> <p>‘Able to Pay’ Retrofit</p> <p>A decision was taken to start with understanding better the most effective approaches to stimulating retrofit within the ‘able to pay’ market. UK SPF funding (£37,500) was secured to fund the Future Fit Homes (FFH) pilot project to build stronger understanding around</p>

	<p>the most effective techniques to support retrofit delivery, alongside the key barriers to be unlocked across Cheltenham. Planet Cheltenham is our project delivery partner.</p> <p>FFH has an emphasis on positive, tangible actions and initiatives to support a reduction in borough carbon emissions. The project will engage 1000 people, offer 50 households direct support, and see 10 properties install low, or zero carbon energy infrastructures. Residents will share advice and support and crucially involve neighbours, friends and family in the first stage of the project. They may have already undertaken some retrofit projects, be 'in the process' of working towards a project, or just beginning their retrofit journey.</p>
EV Charging Installation Programme	CBC is progressing its first phase of EV charging programme with the ambition to deliver approximately 40 rapid chargers across multiple sites. Heads of terms have been agreed for three sites and it is expected that the first chargers will be available for the public to use from September 2024.
Golden Valley	Monthly meetings to monitor delivery of Golden Valley SPD sustainability objectives have been put in place from January 2024.
Flood risk mitigation	<p>CBC flood officers are working collaboratively with other Risk Management Authorities to bolster the Borough's resilience to flood risk, in both existing and future climates. A flood risk mitigation strategy was developed in 2024 with 3 key areas of focus (Resilience, Planning and Assets). The strategy compliments the national and local flood risk management strategies published by the Environment Agency and Gloucestershire County Council respectively and is summarised below:</p> <ul style="list-style-type: none"> ▪ Resilience: Nature-based flood alleviation and bolstered community resilience. <ul style="list-style-type: none"> ○ Retrofit of sustainable drainage systems (SUDS) and natural flood management (NFM) partnership schemes are being planned in Warden Hill, Oakley and Charlton Kings. SUDS have also recently been implemented in greenspaces at Naunton Park and Benhall. Nature-based solutions complement existing flood alleviation defences in the town and provide benefits to water quality, biodiversity, and amenity. ○ Raising awareness of flooding and enabling communities to take their own actions towards building resilience is achieved and planned through community engagement events, sharing relevant resources, creating infographics, and through our volunteer flood warden network which has been grown to achieve greater coverage across the Borough. ○ CBC are category 1 responders for emergencies and maintain an emergency response flood plan and the Charlton Kings rapid response flood plan in collaboration with the local resilience forum. ▪ Planning: Development located in areas where flood risk can be managed sustainably. <ul style="list-style-type: none"> ○ As part of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (GCTSLP) the Strategic Flood Risk Assessment (SFRA) will be updated to ensure best available flood risk data and guidance is used as evidence to locate future development in low flood risk areas. A Water Cycle Study (WCS) will also be produced to assess the impact of planned growth and policy options on water cycle processes including water supply, wastewater collection and treatment, and water quality to ensure that development can be accommodated in the most sustainable way. ○ CBC flood officers are consultees for non-major developments and review applications to ensure they are appropriately located and designed with SUDS that mitigate flood risk to both users of the development and elsewhere throughout its lifetime. Gloucestershire County Council (The Lead Local Flood Authority) and the Environment Agency are consulted in

	<p>the same manner on major developments and CBC flood officers can also provide technical advice to planning officers on major developments where required.</p> <ul style="list-style-type: none"> ○ CBC undertake consenting and enforcement duties on ordinary watercourses to ensure new structures are designed appropriately and debris or activities causing flood or environmental risks are dealt with. ▪ Assets: Our flood assets and watercourses fit for purpose and healthy. <ul style="list-style-type: none"> ○ CBC owned and maintained land includes 17km of watercourse, 21 debris screens, 8 flood alleviation schemes and 10 sustainable drainage systems. An asset and watercourse maintenance plan has been developed and implemented to ensure existing flood alleviation schemes and assets remain fit for purpose and future risks can be identified. ○ The plan is a 'living document' and future updates will include best practice habitat management where possible to further promote biodiversity on watercourse corridors. ○ Projects such as 'Reclaim the River' removing Himalayan Balsam and litter have had holistic benefits to the water environment and biodiversity
Looking Forward to 2024	<p>The focus for the first part of 2024 is on creating a net zero emission reduction plan with milestones and costs to address the direct emissions from the Council's key buildings, alongside the creation of specific sustainability objectives, across the key areas of work within the Council.</p>

Key Priority 3 – Increasing the number of affordable homes through our £180m housing investment plan

<p>Affordable Housing</p>	<p>129 affordable homes (29 x social rent, 54 x affordable rent, 46 x shared ownership) have been delivered since the adoption of the CBC Corporate Plan on 20th February 2023 until 31st March 2024, of which 57 have been delivered through Cheltenham Borough Council, working alongside Cheltenham Borough Homes (54 x affordable rent, 3 x shared ownership) as part of our £180m housing investment plan.</p> <p>Of the 57 homes that have been delivered by CBC, 21 have been acquired specifically to house Ukrainian and Afghan households at risk of homelessness through the first round of the Local Authority Housing Fund (LAHF), which has been supported by £2.36m of grant funding secured from the Department for Levelling Up, Housing and Communities (DLUHC), thereby delivering on our commitments as a Town of Sanctuary. An additional 2 homes have also been secured for Ukrainian households through £214,600 of DLUHC grant funding within the second LAHF funding round, taking the total funding secured by CBC from DLUHC to support households from Ukraine and Afghanistan to £2.57m, reflecting the Council’s commitment to preventing homelessness and supporting community integration.</p> <p>Since the start of our Housing Investment Programme, CBC will have spent approximately £52m (205 completed homes) by the end of 23/24 and is allocating £10.6m for 24/25 and projecting further investment of £71m over the following 3 years. During 23/24 CBC has been successful in bidding for 70 new homes under a s106 agreement for a development in the northwest of Cheltenham.</p> <p>CBC has also secured £2.2m of grant funding from the Department for Business, Energy and Industrial Strategy (DBEIS) through the Social Housing Decarbonisation Fund in addition to a £3.8m investment from our HRA to improve the energy efficiency of 187 hard to heat Council homes.</p>
<p>Homelessness & Rough Sleeping</p>	<p>Since 1st April 2023 to 31st March 2024, the Housing Options Service have prevented the homelessness of (or assisted out of homelessness) 435 households, exceeding our target of 290 for this period.</p>

Key Priority 4 – Ensuring residents, communities and businesses benefit from Cheltenham’s future growth and prosperity

<p>Supporting the Cheltenham Trust (TCT) in reopening the Wilson</p>	<p>The project has been progressing well and with practical completion and hand over taking place on 12 January 2024.</p> <p>The works have created three refreshed, flexible gallery spaces. These will enable TCT to display our collections in a more dynamic way and will lend themselves better to changing exhibitions. The spaces are more user friendly and have much improved access for all users.</p> <p>In addition, there are three new objects stores – approx. 35% more storage space on-site.</p> <p>TCT is currently fundraising to a target of £200,000 to redisplay the Collections Galleries and open to the public ensuring that our communities are involved in creating displays that are socially relevant, dynamic, and link to key learning outcomes. TCT recently secured £30k from DCMS Wolfson for improved display cases, lighting and CCTV.</p> <p>TCT is planning for 8 months of community consultation to help them determine what collections will be displayed in the new spaces, what stories they will be sharing, and how they will do this.</p> <p>The galleries are on track to reopen in summer 2025.</p> <p>Meanwhile visitor numbers to the Wilson are up significantly from before the refurbishment, 2023/24 saw 100,304 visitors compared to 62,285 in 2018/19 and 49,496 in 2019/20.</p>
<p>Work with partner organisations to develop a sports strategy for Cheltenham, to improve and further develop sport provision and help ensure more opportunities for external funding to improve health and wellbeing opportunities for local people</p>	<p>High level draft vision and outcomes were agreed by Cabinet in July 2023:</p> <p>Cheltenham is a place where everyone has the opportunity to enjoy and benefit from sport and physical activity.</p> <ol style="list-style-type: none"> 1. Cheltenham is a place where all our communities enjoy and benefit from physical activity 2. Our physical and community infrastructure is accessible and affordable but also high-quality and sustainable 3. We collaborate to create active and inclusive communities <p>In line with outcome 1 – the council undertook a survey, to understand how we keep people being active but also understand the barriers that might be preventing people from being active in the first place. The survey opened on 31 January 2024 and closed on 21 March 2024. There were 163 responses, 90% of respondents are either reasonably or very interested in being more active. The main barriers to being more active are costs, lack of time and having to book in advance, or be a member.</p> <p>In line with outcome 2 – Max Associates were commissioned to complete both a built facilities strategy and a playing pitch strategy with the latter subcontracted to consultants FMG. Both documents assess the quality of current provision against future need up to 2041 and</p>

	<p>make recommendations about how the town can continue to invest in its sporting infrastructure. The built facilities strategy was endorsed by Cabinet on 2 April and the Playing Pitch Assessment will be considered by Cabinet on 23 July.</p> <p>Further to the Cabinet decision making on the overarching assessment a costed action plan will be brought back to Cabinet later this year.</p>
<p>No Child Left Behind (NCLB)</p>	<p>‘No Child Left Behind’ has continued to raise awareness of issues affecting our children, such as criminal exploitation, period poverty or healthy eating, and work with partners across the public, private and voluntary sectors to tackle this. Notable outcomes include;</p> <ul style="list-style-type: none"> • over 90 organisations signed up to the Community agreement from all sectors. To enable all these organisations to actively support the aims of NCLB the partnership has restructured itself. There is now a Strategic Board that meets bi- monthly and a delivery group that meets monthly. • Delivery of the Holiday Activity and Food programme in Cheltenham which ran across the spring, summer and winter holidays. • Working with local head teachers from primary, secondary and special schools, as well as Young Gloucestershire, to develop the NCLB mentoring programme for vulnerable children and young people with an application to be submitted to Spirax Sarco to fund this • Ran large events such as the NCLB Awards in February 2024 and NCLB Party in the Park in August 2023 which were great opportunities to grow the partnership, as well as being free opportunities for children and young people to take part in new experiences and allow them to show their talents. • Secured grant funding from Safer Streets 5 and the Serious Violence duty to allow it to undertake work to support vulnerable young people in the Town through detached youth work and partnership working with the St Giles Trust. • Working with partnership to support expansion of the healthy start scheme to Cheltenham’s pantry network as well as increase uptake. • Working with the CBC Air Quality officer to put together a campaign on improving air quality in Cheltenham due to the adverse impact it has on Childrens development.
<p>With Cheltenham Borough Homes, evaluate options of how we can support the Big Local and Saracens FC to take forward the development of a new sustainable community facility in St Peter’s and the Moors</p>	<p>The Petersfield Community and Sports Hub will form a key part of the over-arching strategy to support the Moors estate. The hub building will not only be about sport, but it will create a key point for positive community interaction and support across the various agencies working across the area.</p> <p>To date the Petersfield Partnership has secured just over £1m and has appointed contractors to undertake the work.</p> <p>The next steps for the project are to secure in principle agreement from the Council for a lease and grant agreement to Petersfield Partnership and to close the funding gap between funds raised to date and the costs of delivering the project. Engagement is ongoing with relevant potential funding partners.</p>

	The council has secured £87k from the Office for the Police Crime Commissioner to commission the St. Giles Trust to employ an exploitation worker to assist with our ongoing work in the area.
Poundland	A project team has been established and is reviewing options for redevelopment of the site.
Purple Flag	Cheltenham has retained its Purple Flag Accreditation in 2024. CBC are in active discussions with Cheltenham BID (Business Improvement District) over who will take ownership of Purple Flag due to the retirement of the council's Evening and Night-time economy Coordinator in March.
Reduction in Antisocial Behaviour (ASB)	<p>Within the last 12 months:</p> <ul style="list-style-type: none"> • Solace have opened 131 cases of ASB for investigation <ul style="list-style-type: none"> - 40 related to alcohol, drug related or public space nuisance - 67 related to hate crime, abuse, intimidation or stalking - 24 related to noise nuisance or social housing • Solace have applied for 24 civil injunctions against perpetrators of ASB & 3 closure of properties • Solace welcomed their first apprentice into the team for a two-year period from September 2023, this is a good indication that Community Safety & ASB is recognised as a priority in Cheltenham and is a topic of interest to education leavers. • Solace signed the ASB Pledge in partnership with OPCC and Cheltenham Borough Council as well as the five other local authorities within the County. This recognises both Solace's and CBC's commitment to tackling ASB and protecting victims through the ASB Case review process and existing partnership. <p>Via the Communities Partnership (Cheltenham's community safety partnership) funding has been secured for community safety related projects. Projects delivered in 2023/24 include:</p> <ul style="list-style-type: none"> • Bystander intervention training for organisations and nighttime economy venues • Installation of additional CCTV for St Marys and Regent Street • Installation of lighting in Sandford Park • Inclusion project support for 3 secondary schools, Bournside, All Saints Academy & Pittville • Street Storage pilot in partnership with CCP
Vacant Units and town centre land use efficiency action plan	<p>This was approved by Cabinet in Sept 2023. CBC and Cheltenham BID have committed to a focussed and sustained effort to reduce the number and impact of vacant properties in the town centre.</p> <ul style="list-style-type: none"> • Relationships have been established with town centre agents and enquiries from potential incoming operators are managed and referred accordingly. • Work to audit the town centre is well underway with an update on the latest vacancy rate due in the first quarter of 24-25. • Owners of units which are persistently vacant, or in need of repair are being contacted. • Work is underway with the Enforcement Officer to review units which are in need of remedial work and attention.

	<p>While longer term plans are established via the planning process, Cavendish House is temporarily occupied by a pop-up hub with 50 businesses in situ (June 2024) and more scheduled to join. The Marketing Cheltenham team are looking to work with the operator to promote this temporary business.</p> <p>A long-term vacant unit, the old Sports Direct on High Street, has been purchased for conversion to a nighttime economy venue. All updates on the action plan are published here: https://movingtocheltenham.com/vacant-units</p>
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UK Shared Prosperity fund

Background: Jan 2023, CBC received £1,178,035 from the UK Gov through UK Shared Prosperity Fund (UKSPF)

Project 1: SME Carbon Reduction Support 2022/2023	CBC commissioned Zellar, the online sustainability platform, which enables businesses to calculate their carbon emissions and provides sustainable action plans detailing how to reduce their emissions. At 31/3/24 64 businesses have engaged against a target of 30. This has led to 462 sustainability actions being carried out by businesses.
Project 2: Safe Cycle Hub 2024/25	Options are currently being finalised to support increased cycle infrastructure across the town.
Project 3: Retrofit Street Funding 2024/2025	Vision 21 (under the Planet Cheltenham arm) have been successful in their proposal to deliver the retrofit streets project (now publicly branded as 'Future Fit Homes, Cheltenham'). A contract has been created and is awaiting signature. Project development will continue in QTR 1 with delivery beginning intensively in QTR2.
Project 4: SME Climate Capital Fund 2023/24 & 2024/25	Local businesses were invited to apply for a grant to implement capital works for new energy efficiency measures. Fund applications have now closed and applications are being assessed with payment due to successful applicants in April / May 2024.
Project 5: Electrical infrastructure 2024/25	Electrical infrastructure to reduce event delivery emissions. Options and estimated costings are currently reviewed.
Project 6: Climate Change Projects 2024/25	Assessments have been made in 2023. And from there, the climate change team at CBC will identify suitable projects for this funding.
Project 7: Construction and Skills School 2023/24	Funding was provided to the early stage of the construction and skills school which has now received all approvals and construction is underway.

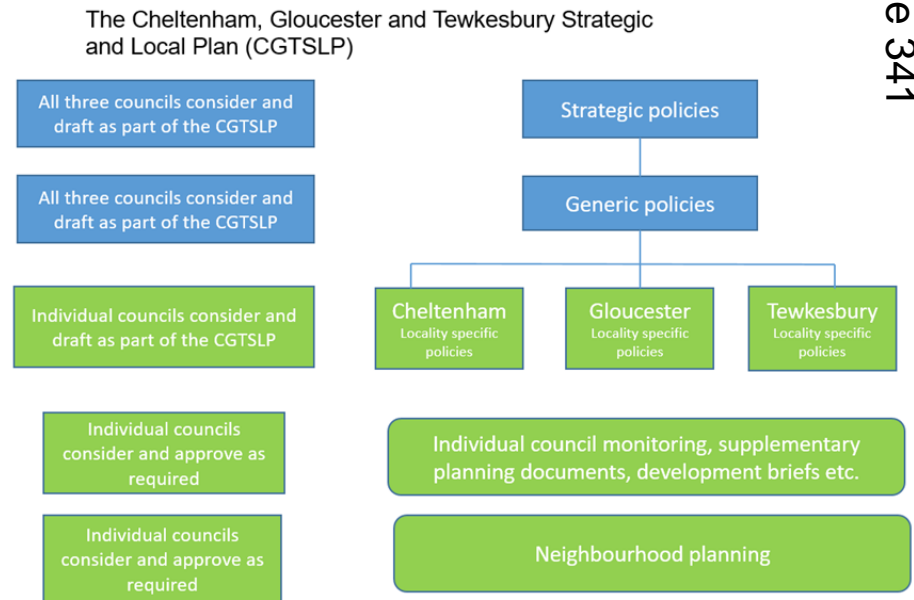
Project 8: Cheltenham Growth Hub 2023/24 & 2024/25	Funding enables The Growth Hub to provide free business support for existing or start-up businesses. The team can access funded resources for existing business owners looking at potential growth or dealing with issues in their business. The comprehensive business start-up advice service is free for anyone interested in setting up their own business. The service offers free access to mentors, peer networks, advice and events throughout the year. Advisors in Cheltenham are able to support businesses from all sectors but specialise in providing support to cyber-tech, digital and creative businesses, reflecting the high density of start-ups and SMES in the town from these sectors.
Project 9: Place Marketing and Inward Investment 2023/24 & 2024/25	Promoting Cheltenham as a place to do business via the Front Door Project.
Project 10: Dataface 2023/24 & 2024/25	Cheltenham Festivals is delivering this project which enables young people to tell stories they care about through gathering and presenting data. Engaged with 3700 learners to support their understanding of visual data presentation. Outputs are on track to be achieved.
Project 11: Connected Cheltenham 2024/25	This project is currently in development and will provide data about the impact of events and further understanding about visitors to Cheltenham.
Project 12: Employment Skills Hub Outreach 2024/25	Gloucestershire County Council will provide support for people who are furthest from the labour market to access advice and opportunities for learning and employment. This is a continuation of the GEM project which has worked successfully for a number of years.

Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan

The [Gloucester, Cheltenham, and Tewkesbury Joint Core Strategy](#) (JCS) adopted in December 2017 set the strategic direction for development up to 2031 and formed part of the statutory development plan of Cheltenham. The JCS is now being replaced by the preparation of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (CGTSLP). Key milestones were approved by Cabinet July 2023 via the [Local Development Scheme](#) (LDS)

The [CGTSLP](#) presents a fresh approach to plan making for our area and looks to build in greater efficiencies and continued commitment to cross boundary working. As summarised in the graphic below, the governance agreed builds in and ensures that localism and understanding our communities is at the heart of plan making.

The table below summarises the key milestones and progress to date on the CGTSLP.



The Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (CGTSLP) (produced by Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council)	
Role and subject / Geographical coverage	<p>This will set out the development strategy; development requirements; policies (strategic and non-strategic) and site allocations for Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council.</p> <p>Strategic based policies – drafted jointly by Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council with the support of Gloucestershire County Council</p> <p>Cheltenham locality-based policies – drafted by Cheltenham Borough Council.</p>
When adopted, will replace	<ul style="list-style-type: none"> i. Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (adopted December 2017); ii. Cheltenham Plan (adopted July 2020); and iii. Remaining, yet to be replaced ‘saved’ retail policies of the Cheltenham Borough Local Plan Second Review (adopted June 2006).
Timetable – Key Stage¹	
Consultation on Spatial Options and Key Policy Areas (Regulation 18)	Formal consultation began in mid-January 2024 and ended in mid-March 2024.
Consultation on Preferred Options (Regulation 18)	Commencing March 2025
Consultation of Pre-submission (Regulation 19)	Commencing January 2026
Submission to Secretary of State (Regulation 22)	April 2026
Stages below subject to Planning Inspector Programme)	
Hearings (sometimes referred to as Examination in Public ²) (Regulation 24) and Major Modifications Consultations (the latter if needed)	TBC
Inspector’s final report sent to LPA (Regulation 25)	TBC
Adoption (Regulation 26)	TBC

¹ Regulation references taken from [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 as amended](#)

² The examination begins when the Plan is submitted to the Planning Inspectorate and is completed when the final report is sent to the Local Planning Authorities.

Statement of Community Involvement (SCI)

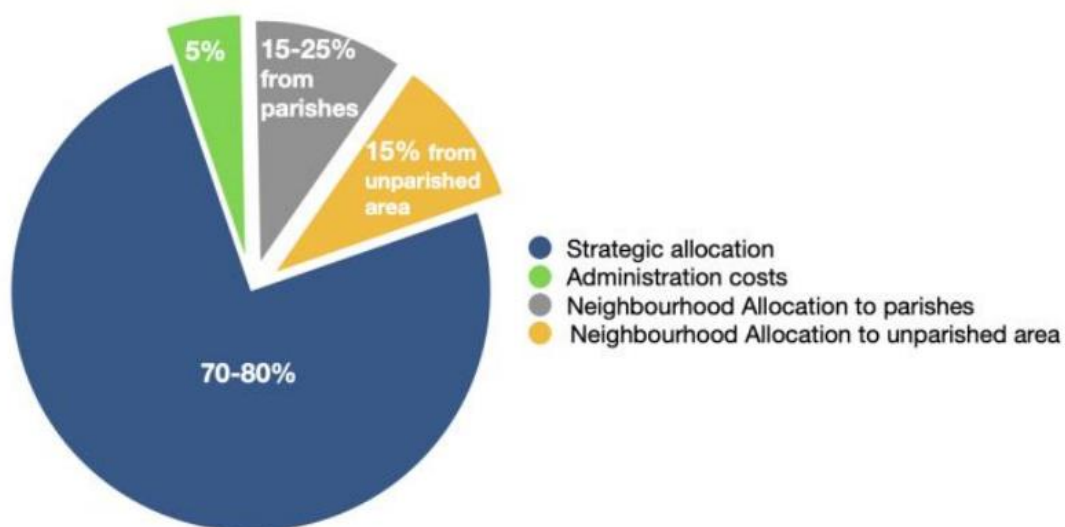
To ensure engagement with communities, stakeholders and businesses is locked into decision making across our planning functions, Council approved the refresh of the [Statement of Community Involvement](#) in December 2023. The SCI sets out:

- how we will consult and engage with the community during the preparation, production and implementation of local plans and supplementary planning documents
- how we will consult the community and stakeholders on planning applications and related development management processes

Community Infrastructure Levy (CIL)

The Council is a CIL charging authority and approved the introduction of CIL October 2018 with the commencement of charging on planning applications granted permission on or after 1st January 2019. CIL in simple terms is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

Since 2019 the CIL pot has been slowly growing and values received reported annually via the council's statutory Infrastructure Funding Statement (IFS), submitted to government. In line with CIL regulations, CIL is allocated according to national regulations along the following split.



Over the past 2 years cabinet and council have worked collectively to put in place clear governance regarding CIL.

Neighbourhood CIL: The value of neighbourhood CIL is recognised by all members. Within parished areas, the appropriate levels of CIL as defined by the CIL regulations, is passed directly to the parish councils. In non-parished areas, the council has a responsibility to spend CIL accumulated on behalf of those communities. To facilitate in an open and transparent way the allocation of neighbourhood CIL funding, a new CIL Neighbourhood Panel was established. Training was provided to members and the Panel undertook a bidding round using the online portal Citizen Space January 2023. The bidding closed on 30th April 2023 and generated 26 projects identified by community groups and stakeholder, requesting a total of £450,000 worth of funding.

From the competitive bidding round, the Neighbourhood Panel recommended to Cabinet that £128,355.00 was allocated across 16 projects. These was approved on 11th July 2023, as summarised below.

Applicant	Project	Agreed allocation
SPJARA (St Philip and St James Area Residents' Association)	Bath Road Utility Box Decoration	£1,000.00
Borough Councillor Tony Oliver	Bournside Safe Crossing Campaign	£12,000.00
Friends of Sandford Parks (FOSP)	Safer Sandford	£13,000.00
Friends of Pittville	Sensory beds in Pittville Park	£1,000.00
Vision 21 Gloucestershire	Planet Cheltenham	£17,000.00
Benhall Residents' Association	Benhall Air Quality Survey	£3,500.00
Public Hearts Defibrillator Campaign	Public Hearts Defibrillator Campaign	£9,000.00
Hester's Way Partnership	Springbank Creative Youth Space	£12,000.00
Hesters Way Forum	Fiddlers Green Park Play Area Improvement Project	£12,000.00
Friends of King George V (KGV) Playing Field	KGV Perimeter Path Phase 1	£9,855.00
Councillor Garth Barnes, Cheltenham Borough Council	Regent Street Outdoor Café Culture Project	£10,000.00
Cheltenham Borough Council	Rowena Cade playground improvements	£10,000.00
Fairview Community Association	Cheltenham Cricket Club Disability Ramp	£3,000.00
We Create Cheltenham CIC	Honeybourne Honey	£2,500.00
Cheltenham Paint Festival	Cheltenham Paint Festival	£7,500.00
Springbank Community Group CIC	Reroofing the Ron Smith Pavilion – Phase 1	£5,000.00
	TOTAL	£128,355.00

Strategic CIL: In December 2023 Council agreed the establishment of a CIL joint Committee and a refreshed infrastructure list. Working with our partners Gloucester and Tewkesbury Council agreed to engage on a collective basis with infrastructure providers and build transparency into future CIL allocation and the setting of priorities through the operation of a Joint Committee. Gloucester and Tewkesbury made decisions January 2023 and the Joint Committee will be operation during 2024 with the first meeting anticipated September.

Income arising from CIL as of 23/5/24 was as follows:

Authority		Reg 61 - Admin		Reg 59A - Parish Neighbourhood	Reg 59F - District Neighbourhood	Reg 59(i) - Infrastructure	Total Inc	Total Exp	Total Bal
Cheltenham	Income	£249,899.79		£359,400.02	£180,767.10	£2,919,344.42	£3,709,411.33	£227,124.88	£3,482,286.45
	Expenditure/To Pool	£68,405.00	£179,672.61	£31,719.88	£127,000.00	£0.00			
	Balance	£1,822.19		£327,680.14	£53,767.10	£2,919,344.42			
Gloucester	Income	£145,787.56		£189,963.22	£144,359.44	£1,783,608.43	£2,263,718.65	£124,393.54	£2,139,325.11
	Expenditure/To Pool	£54,393.54	£82,795.47	£0.00	£70,000.00	£0.00			
	Balance	£8,598.55		£189,963.22	£74,359.44	£1,783,608.43			
Tewkesbury	Income	£647,052.98		£2,074,028.04		£9,712,873.40	£12,433,954.43	£104,560.92	£12,329,393.50
	Expenditure/To Pool	£35,478.54	£605,117.30	£69,082.38		£0.00			
	Balance	£6,457.14		£2,004,945.66		£9,712,873.40			
Total Inc		£1,042,740.33		£2,623,391.28	£325,126.54	£14,415,826.26	£18,407,084.41		
Total Exp		£158,277.08	£867,585.37	£100,802.26	£197,000.00	£0.00		£456,079.34	
Total Bal		£16,877.87		£2,522,589.02	£128,126.54	£14,415,826.26			£17,951,005.07

Review of Community Infrastructure Levy

It is important that the charging schedule which sets the financial levels of CIL are reviewed and tested. This is particularly relevant in a post Covid-19 environment where we have seen worldwide shifts in costs relating to development and construction. During 2024 we will be setting a programme for the review and examination of the Cheltenham CIL charging schedule.

CIL: process for change – Testing Gloucestershire shared challenges and opportunities

Further to consideration by the Gloucestershire Chief Executives Group in 2023 of Section 106 and CIL, Cheltenham has taken on the leadership of facilitating a countywide conversation between the 6 districts and county council. Focussing upon:

- leadership & resources
- governance
- policy & evidence
- systems & processes
- project delivery

A workshop was undertaken on 9th January 2024, facilitated by planning Advisory Service. This tested the above within the context of best practice nationally. A key outcome of the workshop was agreement and identification of area to focus change for improving cross-county governance of developer contributions. A task group has been formed with named representatives across the councils. Review of capacity and resources is ongoing to formulate a more detailed programme of activities alongside the resources required to deliver.

Key Priority 5 – Being a more modern, efficient and financially-sustainable council

<p>Montpellier Toilets</p>	<p>The refurbishment of Montpellier Gardens toilets began in April 2024 and is scheduled to be completed by September 2024. The refurbishment includes a Changing Places facility, gender neutral and family toilets and parity between male and female toilets for the first time on this site.</p> <p>See below for more info: Council agree design concept for the refurbishment of the Montpellier Gardens public toilets Cheltenham Borough Council</p>
<p>Residents Survey</p>	<p>The results shows that overall, 90% of Cheltenham residents are satisfied with their local area as a place to live. This is a 6% increase when compared to the 2019 results and 9% higher than the Local Government Association (LGA) national polling at 81%; and 89% of residents would recommend Cheltenham as a place to live and 80% of residents felt Cheltenham has a positive future.</p> <p>See below for more info: Results are in for 2022 independent residents' satisfaction survey Cheltenham Borough Council</p>
<p>Car Parking Strategy</p>	<p>A strategy is in draft and Cabinet are being consulted.</p>
<p>Clarence Fountain</p>	<p>Finished in 2022. New accessible space to sit, relax and enjoy, with a boost to nature and removal of artificial grass. Planting has been selected in line with the council's net zero ambitions.</p>
<p>Netcall</p>	<p>Netcall, through it's low-code platform, helps us to improve our customer experience, operational efficiency, and drive digital transformation. To date, the Commercial & Business Development team have designed, built and deployed the following applications:</p> <ul style="list-style-type: none"> • Netcall/Causeway Integrated Waste Management Solution for Waste & Recycling • Business Parking Permits • Bulky Waste Management Solution • HR Recruitment Applicant Tracker • HRC (Household Recycling Centre) Booking System • Waste Receptacle Ordering System (Agent only) • Waste & Recycling - Missed Collections <p>We are also in the process of developing:</p> <ul style="list-style-type: none"> • Licensing Safeguarding Booking System • FOI (Freedom of Information) System

	<ul style="list-style-type: none">• Allotments Management System (Paused)• Staff Parking Permits• SSO (single sign on) for internal use
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End of year performance – March 2024

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Communities, wellbeing and partnerships										
Innovation	No. of lottery tickets sold against target	Q	14000 pq	Up	13803	13690	13776	14442	Green	Achieved target at Qtr 4.
Financial	Lottery money raised for local good causes	Q	8000 pq	Up	8281.8	8214	8265	8665	Green	Over the past 12 months, the Lottery has generated £34k for local good causes
Customer	Number of No Child Left Behind members against target	Q	90 pa	Up	87	87	87	91	Green	To date 91 organisations have signed the community agreement - 42 community groups, 28 education settings, 17 businesses and 4 public sector bodies and we hope to welcome more in the future
Place marketing and inward investment										
Customer	Level of engagement with Visit Cheltenham measured against baseline - website sessions Aim is to increase by 20% on baseline measured as same quarter last year	Q	Q1-Q3 same quarter last year, Q4 whole year against previous year	Up	12.6%	12.6%	22.2%	22.5%	Green	Q4 23-24 = 277,137 compared to 185,000 in Q4 22-23 (increase of 49.8%) - likely to be partly accounted for by ice rink visitors. Q4 report is whole year 23-24 (1,210,908) compared to whole year 22-23 (988,076).
Customer	Level of engagement with Marketing Cheltenham – social media - measured against baseline - aim for year is to increase by 35% on baseline	Q	Baseline @ 1 April 23 = 1138	Up	14.9%	29.8%	39.7%	49.4%	Green	1700 LinkedIn followers at 31.3.24 - targeted engagement and regular activity.
Financial	Commercial income for Marketing Cheltenham	Q	215,000 pa	Up	£46,971	£93,942	£163,270	£173,842	Red	Over-achieved on membership numbers but income not achieved due to businesses signing up later in the year. Plans to address this for 24-25. Meet in Cheltenham income challenging, and this service is stopping in May 2024 to enable focus on all other areas. Regular reviews and sales focus for 24-25 inc. an earlier start for ice rink and proactive sales approaches to new businesses.
Parks and public realm										
Financial	Income from land hire fees	Q	£52,038 (22/23 total)		£27,489	£44,350		£51,400	Green	Most income is derived from Imperial and Montpellier Gardens. Both are the preferred venue of event organisers due to their high footfall. Both are showing signs of such usage, compounded by record rainfall over winter, this is being monitored.

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Climate and flooding										
Innovation	Percentage of Cheltenham Zero businesses producing carbon reduction action plans	Q	30%	up	15.67%	18.06%	28.75%	37.65%	Green	Approx. 65 CZ members are engaging with the Zellar platform. The licences have been renewed for an additional year and Zellar services procured for an additional year. The success of uptake in sustainability action plans is linked to application process for decarbonisation grants. A number of new additions to the service, eg Cheltenham Community space, V2 of platform design could influence more uptake in action plans.
Regulatory	Increase area covered by Voluntary Flood Wardens to 30% of CBC responsible watercourse	A	Baseline coverage 21% of CBC owned and 17% of all w'courses within Borough	Up	N/A	N/A	N/A	25% of CBC owned and 19% of all w'courses within Borough	Amber	Flood warden coverage has increased with two new recruits. Planned recruitment drive in 23-24 did not go ahead due to staff turnover at CBC and GRCC who support the scheme. Plan to rollover into 24-25 when new staff are in place to support.
Environmental services and clean green										
Customer	Collection accuracy – waste and recycling	Q	99%	Up	99.93%	99.96%	99.96%	99.95%	Green	A considerable amount of work has been done by Ubico to reduce the number of missed bins supported by the introduction of new IT systems.
Regulatory	NI 192 – recycling rate %	A	55%	Up	N/A	N/A	N/A	48.81%	Red	Targets have been set by the Government which are not being achieved by many authorities and as such the Environment Act 2021 seeks to increase rates by the introducing consistency of collections and other materials at kerbside such as flexibles and cartons. Other measures such as extended producer responsibility and deposit return schemes are expected with more emphasis on reducing residual waste.
Innovation	Carbon reduction for the Council owned fleet operated by UBICO	Q			198.90 tCO2e	198.70 tCO2e	197.32 tco2e	202.43 tcoCO2e	N/A	The Council owned fleet of waste and recycling vehicles operated by Ubico in the main is fuelled by HVO not diesel with is cleaner than diesel. Ubico are also operating a small electric fleet of 3.5T and under further reducing emissions.
Private sector housing										
Customer	The number of disabled persons able to stay in their homes as a direct result of Council funding	Q	60 pa		10	18	20	21	Green	Total for year is 69
Public and environmental health										
Regulatory	% of noise and nuisance complaints resolved within 3 months from date of receipt	Q	90%	Up	89%	100%	91%	98%	Green	Individual cases may have a slightly longer resolution time in the best interests of the customer

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Regulatory	% of new food businesses inspected with 28 days of registration	Q	90%	Up	87%	84%	90%	97%	Green	
Regulatory	% of food businesses inspected within 28 days of due date	Q	90%	Up	54%	53%	70%	100%	Green	Following withdrawal of covid recovery plan from FSA in Apr23, returned to inspections as required under the food law code of practice which includes all inspections within 28 days of due date. Figures given for KPIs are an average of all inspections.
Regulatory	% of health and safety service requests prioritised for investigation within one working day of receipt	Q	90%	Up	83%	88%	100%	96%	Green	This KPI includes prioritisation of RIDDOR reports (notifications of injuries, diseases and dangerous occurrences) and response time for this aspect has met the KPI and/or exceeded it. It is only the general SRs which slightly lowered the figure. We also had a vacant post in the health and safety team but have now successfully recruited for the position.
Regulatory	% of Food Businesses which are broadly compliant	Q	90%		92%	91%	92%	93%	Green	'Broadly compliant' are those businesses who have a food hygiene rating of 3 or above.
Licensing										
	% of applications determined within statutory timescales	Monthly	100%		95%	98%	97%	97%	Amber	The team is still carrying a vacant post albeit with some temporary admin support brought in. This support is helpful but not the same as a permanent and qualified/ experience Licensing Officer.
Solace										
	Number of new ASB cases	Q			40	26	27	35	N/A	Includes cases relating to drugs/alcohol/street issues/social housing, crime, intimidation, abuse, stalking, noise and estate management
	Percentage of risk assessments completed within 3 days of ASB case creation	Q	90%		81.00%	79.00%	91.00%	97.00%	Green	Risk assessing is a crucial task in deciding on the appropriate action required
	Number of cases resolved/closed without legal action i.e. referred on or advice only given	Q			29	14	14	18	N/A	Unable to target this, dependant on the perpetrator, victim and risk
Building control										
	% Cheltenham total market share	Annual - April - or Q	60%	Up	63%	66%	67%	69%	Green	Pleased that the current overall market share in the Cheltenham Borough area is 69%

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Housing strategy and partnerships										
Customer	Number of rough sleepers	Q	5 pq	Down	13	3	5	10	Red	The Q4 figure is in line with the usual range of between 6 and 11 at any given time. There are additional pressures on the system as a result of DLUHC requiring Gloucester City to move to a Gloucester-only somewhere safe to stay hub, meaning that Cheltenham is now the only county-wide immediate offer for rough sleepers for the other 5 districts - though this is mainly used by Cheltenham. Local challenges are compounded by the high numbers of asylum seekers placed in hotels by the home office within Gloucestershire - as many will present as homeless if they are successful in their claim for asylum. The Home Office provision in Cheltenham closed in April 2024, so we anticipated reduced pressures here, although Gloucester still has 2 hotels in operation.
Financial	Number of households in Bed & Breakfast	Q	5 pq	Down	5	9	12	8	Amber	There has been a 50% increase in placements this year into emergency accommodation compared with 22-23 (c.140 placements over the past year). Time spent in emergency accommodation is relatively short however, with the result that we are still managing to keep overall numbers in emergency accommodation low at any given time.
Customer	Number of Affordable Homes delivered	Q	80 20 pq	Up	22	6	26	49	Green	A significant chunk of our affordable housing delivery was met in Q4, in line with expectations. Over the course of the year CBC managed to acquire 35 homes from the open market and convert them into affordable housing.
Customer	Number of homelessness acceptances	Q	60 15 pq	Down	12	14	12	24	Red	Q4 is usually high, relative to other quarters, so in that regard this quarter is no exception. However the number of acceptances in this quarter is much higher than for previous Q4s, and we are expecting 24-25 to be a challenging year - there was a 32% increase in homelessness applications during 23/24 compared with the previous year (702 compared with 532 applications in 23/24).
Customer	Number of homelessness preventions and reliefs	Q	72 pq	Up	110	114	113	98	Green	More homelessness applications will generally result in more homelessness preventions as well as homelessness acceptances. Whilst it has been very difficult to secure affordable options in the private rented sector, the team continue to have success elsewhere (supported housing, negotiation with family members, making homes safer for those at risk of domestic abuse, etc.)

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Financial	Number of households in temporary accommodation	Q	20 pq	Up	12	15	9	12	Green	The need for family-sized temporary accommodation continues to remain low and manageable, with Homeseeker Allocations Scheme playing an important role in ensuring time spent in temporary accommodation is relatively low, thereby freeing up accommodation for others.
Customer	Number of CBH managed homes with Category 1 damp and mould issue	Q	0	Down	0	0	0	0	Green	In the event that any cat 1s are identified, the tenant is immediately decanted, and remedies implemented to reduce the hazard.
Customer	Number of CBH managed homes with Category 2 damp and mould issue	Q	60 pq	Down	54	48	45	42	Green	CBH staff continue to act quickly to resolve reported issues, prioritising according to risk and severity.
Electoral services and registration										
Regulatory	% of households registered to vote	Q	90%	Up	90.82%	90.27%	91.10%	90.99%	Green	Result of annual canvass.
Parking services										
Financial	Parking fee income	Q	Per quarter: 1,060,294 1,071,840 1,229,948 £968,592 Annual: 4,363,674	Up	£1,086,104	£1,135,409	£1,283,811	£1,132,406 Annual £4,637,730	Green	Income from parking fees, fines and permits, excluding staff permits has exceeded budget. This is income before deducting expenditure.
Revenues & benefits										
Financial	% council tax collection rate	Q	Cumulative Q1: 29.50% Q2: 57.40% Q3: 84.70% Q4: 98.15%	Up	29.60%	57.13%	84.72%	98.32%	Green	Council tax in year collection has exceeded the annual target.
Financial	% business rates collection rate	Q	Cumulative 35.10% 60.45% 83.70% 98.32%	Up	36.41%	60.48%	84.25%	98.56%	Green	Business rates in year collection has exceeded the annual target.

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Financial	% of council tax payers registered for paperless billing	Q	Per quarter 24.2% 25.0% 26.2% 28%	Up	24.10%	24.90%	25.70%	27.20%	Green	The target of 28% has not quite been reached but the number of customers switching to electronic bills is steadily increasing.
Customer	% of CT/NDR customers with a registered self-service account on the Revenues and Benefits portal	Q	Per quarter 25.5% 26.9% 28.3% 30.0%	Up	25.50%	26.90%	28.11%	30.00%	Green	30% of Revenues and Benefits customers have now registered for an online account. It should be noted that customers can use our online forms without an account.
Financial	Business rates previous year arrears (£)	Q	Diminishing £985k £820k £660k £480k	Down	£928,415	£760,353	£745,872	£451,590	Green	The level of arrears have reduced to below the 2023/24 target. The business rates team continue to work business rate payers struggling to pay.
Financial	Council tax previous year arrears (£)	Q	Diminishing £3.08m £2.77m £2.57m £2.25m	Down	£3,089,430	£2,758,085	£2,547,467	£2,255,021	Green	The level of arrears have reduced to just above the 2023/24 target. The council tax team continue to work council tax payers struggling to pay.
Customer	Number of online forms completed via the Civica Revenues and Benefits Portal	Q	Per quarter 2,900 3,200 2,950 3,200	Up	2,777	3,300	2,753	2,797	Amber	Revenues and benefits receive more information via online forms than any other method.
Finance										
Financial	Cumulative percentage of savings achieved against the agreed budget	Q	Per quarter 25% 50% 75% 100%	Up	54.00%	54.00%	81.00%	81.00%	Red	As part of the 2023/24 approved budget, a four-year savings strategy was approved which was weighted towards delivering £1.3m of base budget savings in 2023/24. This was an incredibly ambitious target, particularly in the current economic environment. A number of significant decisions were taken in the second half of the year, in particular the decision to wind up Cheltenham Borough Homes however the financial savings associated with these decisions will be delivered in 2024/25.
Estates management										
Financial	% of vacant space available in our investment properties at each reporting date	Q	20%	Down	9.87%	9.87%	9.76%	4.64%	Green	The Council have recently completed on leases for Ellenborough House and Rodney Road which has significantly reduced the vacant space available.

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Facilities management (repairs & maintenance)										
Customer	% of the planned maintenance programme completed	Q	100% at year end	None	20%	70%	90%	100%	Green	
Customer relations and customer services and GDPR										
Regulatory	Number of GDPR data incidents	Q	20	Down	5	0	8	10	Amber	Whilst the number of data breaches for 2023/24 is above target it is still considered to be within the acceptable range for an organisation of our size and level of data processing. Analysis of the breaches has identified that a number relate to emails being sent to the wrong email addresses, usually as a result of caching (the system remembering who you have emailed previously). Work is therefore underway with IT to explore the option of disabling caching on outlook and to introduce further measures to limit the risk of information being sent outside of the organisation.
Regulatory	Percentage FOI requests responded to within timescale	Q	90%	Up	94%	93.00%	85.00%	94.00%	Green	A yearly figure of 91.5%, which is above ICO target and a great achievement considering the significant increase in requests that we have seen.
Customer	Percentage CBC complaints upheld or partially upheld (excludes service level Ubico complaints handled as service requests)	A - April	10%	Down	N/A	N/A	N/A	19.00%	Red	Over half of the upheld complaints relate to Ubico service areas or operations. The complaints relating to Ubico are corporate complaints or escalations of service level complaints.
Customer	Number of complaints referred to and investigated by the LGO	A - April	3	Down	N/A	N/A	N/A	0	Green	
Customer	Number of maladministration judgements by LGO against CBC	Q	0	Down	0	0	0	0	Green	
Customer	Percentage calls answered against target	Q	90%	Up	89%	91.00%	94.22%	91.41%	Green	Target achieved.
Pest control and lifelines										
Financial	Pest control revenue against target	Q	£98,768 pa	Up	£27,321	£34,018	£36,534	£39,296	Green	£ 38,401 above target.
Development management and enforcement										
Regulatory	Percentage of all applications determined within time	Q	80%	Up	81.70%	86.00%	89.50%	92.01%	Green	Within target and positive performance when benchmarked against other local authorities.

Scorecard perspective	KPI	Reporting frequency	Targets 23/24	Target dir.	Q1 - June	Q2 - September	Q3 - December	Q4 - March	RAG status	End of year commentary/notes
Regulatory	Percentage of all Majors determined within 13 weeks (including extension of time (EOT) and planning performance agreements (PPA))	Q	75%	Up	100.00%	100.00%	75.00%	100.00%	Green	Within target and positive performance when benchmarked against other local authorities.
Regulatory	Percentage of all Minors, Householders and others determined within 8 weeks	Q	80%	Up	64.60%	58.40%	67.60%	70.04%	Red	The development management team have been carrying a vacancy at the Planning Officer level for some time due to internal secondment. The advert for this is now live and once appointed, it is expected that performance will improve accordingly in respect of minor and householder applications (these being the application-types that the new planning officer will chiefly be involved with). Challenges in conservation with two vacancies in this area. Interim consultancy support is in place and vacancies are being actively promoted. There is a national challenge with recruiting into the planning specialisms.
Client management										
Internal business	% CBC systems uptime/availability	Q	99.8%	Up	99.993	99.99	99.996	99.997	Green	
Internal business	Average time taken to respond to an ICT service request (hours)	Q	2 hrs	Down	30 mins	27 mins	36 mins	28 mins	Green	
Human resources										
Internal business	Number of FTE days lost to long term sickness	Q			57.5	208	202	153	N/A	CIPD wellbeing at work report shows that the rate of sickne absence is at its highest for over a decade. Rising from 5.8 days per employee (pre pandemic) to 7.8 days per employee. Our average is 4.31 days per employee lost to all types of sickness. Gov.uk stats for 22/23 indicate 4.4 days per staff year were lost to long term sickness, and 3.7 days to short term sickness. Both increased on the previous year from 4.3 and 3.6 respectively. Our stats are 2.29 days per employee for long term sickness and 2.01 days per employee for short term sickness. Whilst our statistics look low compared to the national average, we are aware that sickness is not currently accurately recorded into the Business World system, and we are working with managers to improve this. There are also inconsistencies in the reports generated by the system, so we are working to iron these out. Data going forward should therefore be more robust and we will be able to use benchmarking data to develop targets.
Internal business	Number of FTE days lost to short term sickness	Q			95.58	121.93	199.05	127.44	N/A	
Internal business	% employee turnover for rolling year	Q			11.81	10.09	12.5	14.91	N/A	The most recent report from the LGA states average turnover for local government is approx. 14% however these are figures from 2020/21. Around 40% of our leavers in 23/24 were due to reasons other than resignation such as the end of a fixed term contract or some other reason.

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Cheltenham Borough Council

Cabinet - Tuesday 23rd July

Detached Youth Work Grant

Accountable member:

Councillor Victoria Atherstone, Cabinet Member Safety and Communities

Accountable officer:

Tracy Brown, Safeguarding and Partnerships Manager

Ward(s) affected:

All

Key Decision: Yes

Executive summary:

Recognising the importance of youth work to improving the lives of local young people, in recent years, the Council has commissioned a youth work provider who delivered a two-year programme of detached youth work up to June 2023.

Following a review, it was agreed that the responsibility for commissioning future youth work would sit with No Child Left Behind, to draw in additional expertise from partners.

This report sets out a summary of an open bidding process that has recently concluded and a recommendation to award a grant to The Rock to carry out detached youth work from August 2024 – March 2025.

Recommendations: That Cabinet:

- 1. agrees to award The Rock a grant of £41,000 to enable the delivery of a programme of detached youth work in the period August 2024 to March 2025**
 - 2. enters into a grant agreement with The Rock that will set out the terms and conditions for the delivery of the detached youth work., including monitoring against agreed outcomes.**
 - 3. monitors the delivery of the detached youth work project through the No Child Left Behind strategic board and to bring back a report for consideration by Cabinet on completion of the funding period.**
-

1. Implications

1.1 Financial, Property and Asset implications

As per para 2.3, via No Child Left Behind has assembled a grant pot totalling £41,000. This is made up of:

- £24,000 from the Home Office Safer Streets funding*
- £10,000 from NHS Gloucestershire – Strengthening Local Communities Fund*
- £7,000 from Housing Revenue Account (HRA)*

The £24k from Safer Streets fund is subject to an agreement between the council and the Gloucestershire Office of the Police and Crime Commissioner with a payment of £6k being paid on a quarterly basis.

The £10,000 from NHS Gloucestershire sits as part of a carry forward on GBD001 R9102 CPN002.

The £7,000 transferred from HRA

Signed off by: Gemma Bell gemma.bell@cheltenham.gov.uk

1.2 Legal implications

The Council has power under S1 of the Localism Act 2011 to provide this grant. The Council should enter into a grant agreement with The Rock, One Legal can assist with the provision and completion of the same.

All financial assistance given by the Council to non-individuals has to comply with the provisions of the Subsidy Control Act 2022 (the Act). This replaced state aid when the UK left the EU. In order for financial assistance to be a subsidy, it has to meet 4 criteria; one of which is that an economic advantage is conferred on one or more 'enterprises'. One Legal can assist the Council in its Subsidy Control assessment for this grant.

Signed off by: One Legal, legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

There are no environmental implications to consider for this report. Please see attached impact assessment tool for detail.

Signed off by: [Maizy McCann, Climate Emergency Officer, maizy.mccann@cheltenham.gov.uk]

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priority:

- Ensuring residents, communities and businesses benefit from Cheltenham's future growth and prosperity.

1.5 Equality, Diversity and Inclusion Implications

An equality impact assessment form has been completed for this project. This shows that the proposed detached youth work project has mainly positive benefits against the protected characteristics.

1.6 Performance management – monitoring and review

Following the award of the grant, The Rock will be required to present reports at least twice during the funding period to the No Child Left Behind Strategic Board, this is chaired by Councillor Atherstone. These reports will also be used to report to other funding partners as required. An end of project report will be available publicly.

2 Background

2.1 The Cheltenham Detached Youth Work programme started in July 2021 and finished on 30 June 2023. The programme was delivered by Inspire to Aspire following a grant process. Plans for a continuation of the programme for another year were paused due to a reduction in funding available to deliver the programme. Following a review it was decided that future development of detached youth work in Cheltenham should be led by the No Child Left Behind (NCLB) Strategic Board as this would allow the NCLB partners to add value and support the programme.

2.2 The NCLB Board agreed that the data around young people's mental health and wellbeing, concerns raised by schools around persistent absence and the issue of criminal exploitation meant it was vital that detached youth work should continue to be delivered. It therefore worked with partners to develop revised guidelines for detached youth work to be delivered in the year 2024-2025

2.3 The NCLB Partnership were able to develop a grant pot of £47,000 to deliver detached youth work in the Borough between February 2024 and March 2025. This was made up of

contributions from:

- £30,000 from the Home Office Safer Streets funding
- £10,000 from NHS Gloucestershire – Strengthening Local Communities Fund
- £7,000 from HRA

2.4 Due to the analysis of need and the requirements of the funding received, revised criteria for the programme were written. The aim of the programme is to enable young people in Cheltenham to have access to high quality and effective youth work practice that is inclusive and easily accessed in a time and place that meets their needs. This year's detached youth work programme will focus on support for 11–18-year-olds who are at risk of engaging in risky behaviour, including anti-social behaviour, and/or getting drawn into other criminal activity. It will also focus on young people who live in St Pauls and the Moors area of St Peters or who gather in the town centre.

2.5 The grant to deliver the programme was initially opened to application in September 2023 however no bids that met the criteria were received. This meant that unfortunately £6,000 less funding was available for the delivery of the programme as it had to be spent by March 2024. This funding however was able to be used to engage with young people about their views of safety in the town, the availability of free time activities in Cheltenham and also build engagement around youth voice in the Town which will inform not just this programme but also wider work.

2.6 Following discussions with partners the grant to deliver the programme was reopened to applications on 22nd May and five weeks were given for responses.

2.7 The opportunity to make a bid was shared widely through partners, press coverage, and social media.

2.8 One bid was received and this was assessed by a panel made up of representatives from Cheltenham Borough Council, Cheltenham Borough Homes and GRCC 24th June.

2.9 The panel assessed the bid submitted by The Rock and unanimously agreed they should be awarded the grant based upon the outcomes presented.

3 Reasons for recommendations

3.1 It is recommended that the Cabinet agree the decision of the panel to award the grant to The Rock because their bid offered good understanding of the needs of local young people and demonstrated The Rock's expertise in working with the specified cohort. The bid set out clearly their ambitions for the programme and how they would work with partners to meet the needs of the young people and ensure their delivery was young people centred. The panel noted that a number of partners had submitted endorsements within the bid to support the application.

4 Alternative options considered

4.1 The following options were considered:

1. Commission centre-based youth work activities. This was rejected as there is clear evidence that the most vulnerable young people do not access these kinds of provisions. These kinds of programmes would also be less effective in tackling anti-social behaviour and criminal exploitation than detached youth work.
2. Stop delivery of the programme altogether. This was rejected as anecdotally from partners and through emerging data we can see that young people are struggling post Covid and due to the cost-of-living crisis and need additional support in the community.

5 Consultation and feedback

5.1 Consultation to develop the detached youth work programme and grant criteria have taken place with NCLB partners. Notably with Gloucestershire County Council, Pittville School, All Saints Academy and Gloucestershire Police as well local Voluntary and Community Sector (VCS) organisations. Several partnership groups have also been consulted including the Town Centre Anti-Social Behaviour group, NCLB Delivery Group and The Cheltenham Communities Partnership.

6 Key risks

- 6.1 There is a risk that once awarded the grant, the provider may not be able to deliver the detached youth work outlined in their bid. This has been mitigated through the application and assessment process and the panel is satisfied that The Rock have the capacity and expertise to deliver the project. There will also be a grant agreement in place developed with One Legal and funding released in two parts. There will be regular monitoring of the project.
- 6.2 There is also a risk that anti-social behaviour or criminal activity within the areas of delivery may cause delivery to be impacted. The Rock will be part of the Council's wider NCLB and Clear Hold Build work and will therefore be supported by partners to mitigate this. They will also be authorised to revise plans so that delivery is safe if necessary.

Report author:

Tracy Brown, Safeguarding and Partnerships Manager

Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening –(to be included in all Cabinet and Council reports)
- iii. [Climate Change Impact Assessment](#)

Background information:

N/A

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the grant recipient is unable to deliver the detached youth work as set out in their bid it will lead to young people not being able to access detached youth work	Tracy Brown	3	2	6	Accept	<p>Application process to ensure capacity</p> <p>A grant agreement will be put in place outlining responsibilities, including monitoring requirements</p> <p>Funding will be released in two parts</p>	<p>Tracy Brown</p> <p>Tracy Brown</p>	<p>Complete</p> <p>By 1st August</p> <p>By 1st Au</p>
	If the grant recipient does not have the appropriate expertise the detached youth work quality may affect the quality of safety of the delivery	Tracy Brown	3	2	6		<p>Application process required for details of safeguarding policy and previous experience</p> <p>A grant agreement will be put in place outlining responsibilities and the delivery of these will be closely monitored.</p>	<p>Tracy Brown</p> <p>Tracy Brown</p>	<p>Completed</p> <p>By 1st August</p>

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							Funding will be released in two parts	Tracy Brown	By 1 st August
	If anti social behaviour or criminal activity is taking place in the local community it may make the delivery of the provision unsafe for either young people or staff of the grant recipient	Tracy Brown	4	3	12	Reduce	The grant agreement will be clear that the health and safety of staff and participants will be the responsibility of the grant recipient and it will be expected that regular check in meetings with recipient and local police Link provision to the Clear Hold Build project	Tracy Brown Tracy Brown	By 1 st August By 1 st August

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Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

- | | |
|--|--|
| <ul style="list-style-type: none"> Any proposals to introduce or add to a service | <ul style="list-style-type: none"> Any proposals to adopt policy priorities, strategies and plans |
| <ul style="list-style-type: none"> Any proposals to remove, reduce or alter a service | <ul style="list-style-type: none"> Changes to staffing structure where groups of employees are likely to be negatively affected |
| <ul style="list-style-type: none"> Any new policies or changes to policies | <ul style="list-style-type: none"> Any proposals in relation to procured or commissioned services |

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA	
Officer responsible: Tracy Brown	Service Area: Community, Wellbeing and Partnerships
Title: Safeguarding and Partnership Manager	Date of assessment: 27.6.24
Signature: THS Brown	

b. Is this a policy, function, strategy, service change or project?	Other
If other, please specify: Grant award	

c. Name of the policy, function, strategy, service change or project	
Detached Youth Work Grant	
Is this new or existing?	New or proposed
Please specify reason for change or development of policy, function, strategy, service change or project	

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?	
Aims:	Young people in Cheltenham have access to high quality and effective youth work practice that is inclusive and easily accessed in a time and place that meets their needs.
Objectives:	To award a grant to a provider to deliver the Cheltenham detached youth work programme of behalf of No Child Left Behind.
Outcomes:	<p>We want the detached youth work programme to provide provision that compliments existing services and is:</p> <ul style="list-style-type: none"> • Universal, in that it is open to all young people as opposed to being targeted intervention. • Delivered by one organisation, or a partnership of organisations. • High quality and delivered by skilled, qualified youth workers (with support from trained volunteers), who are employed by an organisation experienced in delivering youth work. • Delivered in the areas listed below under Target Cohort. • Diversionary, offering young people a different experience, led by their needs and wants. To meet the requirements of one of the funding sources, we would expect to see some of the provision include opportunities for creative or cultural expression, whether that is in

	<p>partnership with another local organisation, or you have the skills to deliver this yourself.</p> <ul style="list-style-type: none"> • Considers ways to reduce health inequalities and support the mental wellbeing of the young people engaged with. • Supporting wider work to divert young people at risk of criminal exploitation. • Reflective of the No Child Left Behind (NCLB) community agreement, in that the provision should be based on our key themes of being trauma informed and based on kindness and empathy.
Benefits:	Young people 11-18 who live in the Moors area of St Peters or St Pauls or who gather in the town centre. It will especially benefit young people at risk of criminal exploitation or taking part in risky behaviours

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	Yes
Do you expect the impacts to be positive or negative?	Positive
Please provide an explanation for your answer:	
The award of the grant to provide detached youth work should have a positive impact both on the beneficiaries but also on the wider community.	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	Yes
Owner of Stage Two assessment	Tracy Brown
Completion date for Stage Two assessment	27.6.2024

Please forward this completed form to [add email address] and move on to Stage 2 if required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

b. Consultation

Has any consultation be conducted?	Yes
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Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.
If no consultation or engagement is planned, please explain why.

Consultation has been carried out with young people who attended the holiday activity and food programme in 2023. Consultation is currently being carried out with young people across the Town to understand here they feel safe and what activities they enjoy taking part in as well as their priorities.

These views have developed the criteria for grant and will continue to impact the delivery of the programme going forward so it remains reflect of the needs of the young people.

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

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Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Neutral	It is not target at this age but may have an indirect impact of making their local area feel safer.	
	Younger People (16-25)	Positive	Young people 16-18 will have positive adult roles models building relationships with them and offering activities and support	
	Children (0-16)	Positive	Young people 11-16 will have positive adult roles models building relationships with them and offering activities and support	
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
	Sensory Impairment (sight, hearing)	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
	Mental health	Positive	Young people with mental health concerns will be able to improve their wellbeing though accessing detached youth work.	
	Learning Disability	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise.	
GENDER REASSIGNMENT		Neutral	It will give young people in this category opportunity to reduce isolation, get support and socialise as it will meet young people whether they are at geographically and developmentally.	
	Women	Neutral		

MARRIAGE & CIVIL PARTNERSHIP	Men	Neutral	N/A	
	Lesbians	Neutral	N/A	
	Gay Men	Neutral	N/A	
PREGNANCY & MATERNITY	Women	Neutral	N/a	
RACE* Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc	White	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	Page 375
	Mixed or multiple ethnic groups	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
	Asian	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
	African	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
	Caribbean or Black	Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
		Neutral	May have a slight positive impact by making the provision more accessible as it will be flexibly located in their own community or where they socialise	
RELIGION & BELIEF**	See note	Choose an item.		

A list of religions used in the census is available here				
SEX (GENDER)	Men	Positive	It will have a positive impact on young men as we know from data that they are currently more likely to be criminal exploited in target areas	
	Women	Positive	It will give young women an opportunity to be engaged with in an environment they feel comfortable in.	
	Trans Men	Positive	It will give young people who may be more marginalised opportunity to build trusting relationship in a way they feel is more accessible as it is informal	
	Trans Women	Positive	It will give young people who may be more marginalised opportunity to build trusting relationship in a way they feel is more accessible as it is informal	
SEXUAL ORIENTATION	Heterosexual	Neutral		
	Lesbian	Positive	It will give young people who may be more marginalised opportunity to build trusting relationship in a way they feel is more accessible as it is informal	
	Gay	Positive	It will give young people who may be more marginalised opportunity to build trusting relationship in a way they feel is more accessible as it is informal	
	Bisexual/Pansexual	Positive	It will give young people who may be more marginalised opportunity to build trusting relationship in a way they feel is more accessible as it is informal	
Other considerations				
Socio-economic factors		Positive	The cohort of young people that are being targeted are likely to be from	

(income, education, employment, community safety & social support)			economically disadvantaged backgrounds, this	
Rurality i.e. access to services; transport; education; employment; broadband		Neutral	N/A	
Other (e.g. caring responsibilities)		Positive	It will give young people with caring responsibilities the opportunity to reduce isolation, get support and socialise as it will meet young people whether they are at geographically and developmentally.	

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

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4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer
We will work with the grant recipient through the monitoring of their delivery to ensure that the provision is accessible and inclusive.	March 2025	Tracy Brown

b. Public reporting

All completed EqIA’s are required to be publicly available on the Council’s website once they have been signed off. EqIA’s are also published with the papers for committee and full council decisions.

Please send completed EqIA’s to [email address]

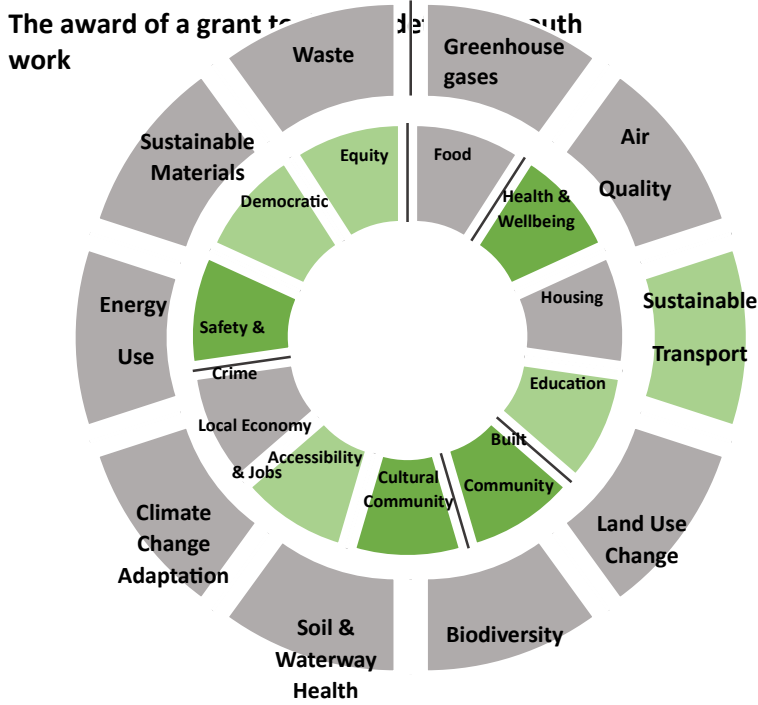
5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change



This summary of the CIAT should be used to aid your decision making. Please note that red/amber segments simply mean that mitigations and changes should take place not that the project cannot go ahead.

Key	
	Significant and/or long-term positive impact identified. No changes needed.
	Slight or short-term positive impact identified. No changes needed but could be reviewed to improve.
	Not applicable or no cause for concern.
	Slight or short-term negative impact identified. Review to identify possible improvements.
	Significant and/or long-term negative impact identified. Changes needed before proceeding.

Environmental	Scores	Justification	Recommendation
GHGs	0	Will encourage walking	0
Air quality	0	The recommendation is that the grant is awarded to a local organisation so minimal travel will be needed. Detached youth work itself is delivered on foot.	0

Sustainable Transport	1	Young people will have youth provision in the neighbourhood so will need to travel less or only within walking distance	0
Land use change	0	0	0
Biodiversity	0	N/A	0
Soil and waterway health	0	N/A	0
Climate Change Adaptation	0	N/A	0
Energy Use	0	It will be outside in parks or on the street so not using energy	0
Sustainable Materials	0	Very few resources will be used as detached youth working is about relationship building.	0
Waste	0	It is unlikely to have any impact but in some instances where appropriate the youth workers might encourage young people to recycle	0

Social	Scores	Justification	Recommendation
Food	0	N/A	0
Health	4	Detached youth work will increase the mental health and wellbeing of the young people they work with. It will also allow them to get informal health advice if needed	0
Housing	0	May make some young people feel safer within their home community	0
Education	2	Increased wellbeing and engagement with young people tends to have a positive correlation with school attendance	0
Community	4	Detached youth work should encourage young people to use the public realm appropriately	0
Culture	4	Detached youth work should encourage young people to be more engaged with their community as well as discover their own cultural capital	0
Accessibility	1	As detached youth work does to the young people where they are at it should be easy for anyone to access	0
Local Economy and Jobs	0	The grant is proposed to be awarded to a local provider so may have a very small positive impact as it will give some worker longer hours	0

Safety	8	It will reduce criminal exploitation and anti social behaviour within the cohort of young people they work with. It should also make people feel safer in the local area as young people will be engaged in positive activity	0
Equity	2	As detached youth work is flexible to meet the needs of the young people worked with it ensures fair treatment	0
Democratic Voice	2	Young people will be engaged with and their voice amplified to relevant partners as necessary	0

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