

# Cheltenham Borough Council

## Licensing Sub-Committee - Miscellaneous

**Meeting date:** 2 July 2025

**Meeting time:** 6.00 pm

**Meeting venue:** Council Chamber - Municipal Offices

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### **Membership:**

Councillor Angie Boyes, Councillor Dr Helen Pemberton, Councillor Julie Sankey, Councillor Simon Wheeler and Councillor Dr David Willingham

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To find out more about Licensing Committee or to register to speak, please click [here](#) or contact Democratic Services.

**Please note:** the deadline to register to speak is 5.00pm on the day before the meeting.

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**Contact:** [democraticservices@cheltenham.gov.uk](mailto:democraticservices@cheltenham.gov.uk)  
**Phone:** 01242 264 130

# **Agenda**

**1 Apologies**

**2 Declarations of Interest**

**3 Deviation from policy request - Street Trading Consent fees (Pages 5 - 38)**

**4 Any Other Items the Chairman Determines Urgent and Which Requires a Decision**

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## Licensing Sub-Committee (Miscellaneous) – 2 July 2025

### Deviation from policy request – Street Trading Consent fees Tan's Coffee Box

#### Report of the Licensing Officer

#### 1. Summary

- 1.1 Tanya Baxter, trading as Tan's Coffee Box, has held a street trading consent, issued by Cheltenham Borough Council, since 20 June 2024. The current consent permits the sale of food and beverages between 09:00am – 16:00pm Monday – Saturday. It expired on 19 June 2025.
- 1.2 On 24 April 2025, a renewal application was submitted by the consent holder to renew their consent for another year. The renewal application was received with all required documents.
- 1.3 Prior to the renewal being issued, a check was carried out to ensure all relevant fees had been paid by the applicant. It was found that no invoice subscription had been set up and, as a result, the consent holder had been operating free of charge since the consent was issued in 2024.
- 1.4 The applicant was advised that the previous year's fees would be waived due to the administrative error by the council, but that they would be expected to pay the fees due for the forthcoming year of trading.
- 1.5 The fees due were disputed by the consent holder and they were invited to put their case before the Committee to determine if, and to what extent, any fees are due.
- 1.6 In the period between the previous consent expiring on 19 June 2025, and the date of this hearing, the consent holder was issued with a temporary consent to allow them to continue trading. Payment was requested, and made, for this temporary consent.
- 1.7 Licensing understands that payment of this fee by the consent holder does not, by proxy, show that they accept the fees that are being quoted.
- 1.8 The Committee may:
  - 1.8.1 **Prescribe that the published street trading consent fee applies;**
  - 1.8.2 **Prescribe that a reduction, and the extent of the reduction, to the street trading consent fee applies; or**
  - 1.8.3 **Prescribe that no fee is due.**

#### Legal

There is no right of appeal against the review of a fee by a Sub-Committee.

**Contact officer: One Legal**

**Email: [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)**

- 1.9 The following documents, referenced within this report, are included as appendices:

APPENDIX ONE – A copy of the Cheltenham Borough Council street trading fees (April 2025 – March 2026)

#### 2. Legislative considerations

- 2.1 Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 allows an authority to control street trading within its district:

“Street trading” means, subject to sub-paragraph 6 below, the selling or exposing or offering for sale of any article (including a living thing) in a street.

2.2 A street is defined within the Act as:

*Any road, footway, beach or other area to which the public have access without payment.*

2.3 The entire borough of Cheltenham has been designated as a ‘consent street’, meaning street trading is prohibited without the consent of the district council.

2.4 Where an application is made for the grant or renewal of a street trading consent, a district council may charge fees as are considered reasonable:

*A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—*

- a) To the duration of the licence or consent;*
- b) To the street in which it authorises trading; and*
- c) To the descriptions of articles in which the holder is authorised to trade.*

2.5 A council may also:

*Recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.*

2.6 Where a council requires that a street trading consent fee is due, they may determine it is paid by instalments.

2.7 Where a consent holder persistently refuses or neglects to pay fees due to the council, the council may, at any time, revoke a street trading consent.

### **3. Licensing Comments**

3.1 Street trading consent fees are payable by all applicable traders in the borough. They are set in accordance with:

- a) Cost recovery (officer time for administration (including application processing, consultations, and committee) and enforcement and compliance);
- b) The duration of a street trading consent;
- c) The location of the site used for trading; and
- d) The articles being sold.

3.2 The consent fee is advertised as a requirement on Cheltenham Borough Council’s website prior to any application being made.

3.3 The applicant has been quoted a total annual fee of £3298.32, which derives from the fee category of *Other stalls/units – secondary sites*. The annual consent fee has been calculated as follows (calculations allow for rounding):

Full year (£3858.65) ÷ 365 (days per year) = £10.57 per day;  
£10.57 × 6 (days trading per week) = £63.43 per week;  
£63.43 × 52 (weeks per year) = £3298.32 (total annual fee);  
£3298.25 ÷ 12 (months per year) = £274.86 (total monthly fee).

3.4 A copy of the street trading consent fees is available for Members to view at Appendix One of this report.

- 3.5 The street trading consent fees set are, in **Page 7**, line with other similar authorities within England. The following fees are for annual consents for secondary sites (outside of city / town centres) or those where there is a set fee for the whole district:

<a href="#">Bath &amp; North East Somerset Council</a>	£3284.00
<a href="#">Canterbury City Council</a>	£7113.85
<a href="#">Gloucester City Council</a>	£3120.00
<a href="#">Oxford City Council</a>	£3257.00
<a href="#">Plymouth City Council</a>	£3000.00
<a href="#">Worcester City Council</a>	£4100.00

- 3.6 Each individual street trader has their own consent fee calculated based upon those detailed in Appendix One. All those who are asked to pay a fee do so and accept this is part of the requirements of their consent in line with the legislation.
- 3.7 The applicant has agreed to pay a consent fee of £116.28 to allow them to continue trading between 20 June 2025 and this Committee. Licensing understands that payment of this fee by the applicant does not, by proxy, show acceptance of the fees that are being quoted.
- 3.8 Members may wish to consider that street traders are not required to pay business rates, and typically do not pay any rent for their site.
- 3.9 At the authority's discretion, a 50% reduction in fees can be arranged where applications are received from charities, or from an organisation set up for a charitable purpose. A charitable purpose is considered in accordance with [Section 3 of the Charities Act 2011](#).
- 3.10 It is highly unlikely that a commercial business would meet the test of a charity, or charitable purpose. The 50% fee reduction would, accordingly, not apply.
- 3.11 The Committee should carefully consider whether the business is unique in being 'community-focussed' and, if so, whether this carries enough weight to be considered a charitable purpose. Cheltenham Borough Council licenses a total of 4 other street traders with similar businesses (coffee / snacks), one of which is also situated adjacent to a church. Each of these traders pays their fee in full, on time, and with no complaint.
- 3.12 Members should consider the implications of any precedent set should the full fees not be applied.
- 3.13 In considering this case on its own merits, Members should have regard to the adopted Probity Guide.

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#### Background Papers

#### Service Records

[Schedule 4 - Local Government \(Miscellaneous Provisions\) Act 1982](#)

[Charities Act 2011](#)

#### Report Author

**Contact officer:** Mr Jacob Doleman

**E-mail:** [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

#### Appendix List

APPENDIX ONE – A copy of the Cheltenham Borough Council street trading consent fees (April 2025 – March 2026)

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Cheltenham Borough Council,  
GL50 9SA,

18<sup>th</sup> June 2025

Sirs,

Re Tan's Coffee Box (TCB), located in St. Luke's Church grounds ,GL53 7JJ

I understand that Tanya Baxter who has the above micro business is being pressurised by Cheltenham Borough Council (CBC) to pay £5,000 approx for a Licence Consent Fee. Her micro-business is run at St. Luke's Church which is private land belonging to the Church of England . She is there at the invitation of the vicar Patrick Wheaton, having been through thorough in depth interviews by members of the PCC.

Prior to launching her TBC micro-business almost twelve months ago she checked with you, CBC, regarding any licencing fee and was told that no fee would be necessary and drew up her business plan accordingly. You are now reneging on this which is dishonourable and despicable in itself, all the more so because of the exorbitant and ridiculous sum of money you are demanding; it is out of proportion to any turnover such a small business could reasonably hope to have.

Tan at TCB gives an excellent service to the local residents and others, such as staff, patients and visitors at Cheltenham General Hospital, workmen in the area, visitors to the church attending mid-week services, weddings and funerals. The presence of TCB engenders a healthy sense of community and neighbourly support which can be lacking in many other areas of our town. Also the quality of her products is excellent and appreciated, as testified by all who patronise her very regularly.

CBC may be short of money but failing to support micro-businesses will not help the town thrive. Unreasonable greedy demands may well see many such businesses close down in which case CBC will receive nothing. Surely it is preferable to make a modest, reasonable request and allow businesses to flourish; happy people, happy town, thriving community.

My husband, who supports me with this letter, was a District Councillor in the east of the country, for 43 years. He and the Council were successful and repeatedly re-elected because they listened to the people and supported them.

Yours faithfully.

Meg Ranger (nee Lunt)





**Fwd: Tan's Coffee Box - request for licensing arrangement to remain at the same fee**

1 message

Tan's Coffee Box

Wed, Jun 18, 2025 at 9:27 AM

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 17 June 2025 at 22:04:37 BST  
**To:** licensing@cheltenham.gov.uk  
**Cc:** [REDACTED]  
**Subject:** Tan's Coffee Box - request for licensing arrangement to remain at the same fee

Dear Licensing Officer & Appeals Committee,

**Re: Tan's Coffee Box, St Luke's Church, Cheltenham**

I was dismayed to discover that this absolute gem of a business was at risk of closure due to potentially being subject to much higher and onerous trading license fees. I sincerely hope that this can be reviewed in favour of remaining at the current rate, so that the business to continue to trade. I would like to raise several points to support this view:

Firstly, it is highly disadvantageous to Tanya to allow her to build up her business at her own cost and effort on the basis of an agreed licensing fee, and then to switch it to a higher tariff, despite the nature of the business not changing. She has made a significant core investment up front and in good faith. It is hard to understand how the proposed change in fees could be regarded as fair or reasonable.

Secondly, Tanya has established a business that provides far, far more to the St Luke's community and hospital communities than a typical coffee van or café. I am in deep awe of Tanya's ability to quietly build a sense of community, effortlessly drawing people together and providing an important space for a very wide range of local residents and visitors. If I could use my own experience by way of example: I have been coming to manage my elderly parents' rental property on St Luke's Road following their sudden and significant decline in health. Initially I knew no one in the area, and was somewhat overwhelmed by the task in hand. After no more than 3 or 4 visits, stopping off to buy a coffee each time, I now feel incredibly supported by the local community, and have made valuable links within the community, which has helped me immeasurably in the work I am doing there. I am now on friendly terms with many of the neighbours and local residents. This would not have been possible without Tanya's amazing ability to facilitate social exchange and connections. As I have continued to visit the van, I have seen a number of vulnerable residents come to the coffee van, and on each occasion be the beneficiary of considered and sensitive support, whether this be directly from Tanya, or from other customers. It is so heartwarming to bear witness to this, and I feel strongly that this kind of social cohesion is what makes communities special. It would be an enormous loss to the St Luke's communities to have this business fold. I have also seen hospital patients, carers and staff find sanctuary at the van. In one case, the patient needed to remain outside for health reasons, in other cases, staff taking breaks from stressful shifts in a peaceful outdoor space.

Email: [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

Website: <https://www.cheltenham.gov.uk/>

**From:** Giles Wadsworth [REDACTED]  
**Sent:** 05 June 2025 11:25  
**To:** Licensing (CBC) <[licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)>  
**Subject:** Tan's Coffee Box

You don't often get email from [REDACTED] [Learn why this is important](#)

F.A.O Jacob

Dear Sir

I am writing regarding Tan's Coffee Box. I understand that she is being charged a significant increase in her license fee for the next 12 months, which is threatening to make her business unviable. I'm writing to ask you to reconsider this please.

The arrival of Tan's Coffee Box at the St Luke's churchyard has helped the community flourish in a number of ways, not least providing a service to visitors to Cheltenham General Hospital opposite and to ambulance and paramedic crews who regularly stop by.

As a member of St Lukes and, until recently, the treasurer, I helped to facilitate Tanya's start up at the St Luke's Churchyard having had a previous coffee van business attempt to do the same but to fail.

In Tanya's case, her consistency, her good nature and her pragmatic approach have all helped her business to thrive and to provide a vital service for the local community. It would be a massive shame if she was to have to close down.

I do hope that you will reconsider this increase and revert to the previous rate.

Your sincerely

Giles Wadsworth

member of St Luke's Church

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Dear Mr Coleman

We are writing to express our support of Tans Coffee Box.

Tania has worked incredibly hard to offer the residents, community and hospital patients and NHS staff a place where they can gather for a decent coffee and chat. It is an important part of the St Lukes community and we would be extremely disappointed if Tania had to stop this amazing micro business due to council licensing charges.

Surely there can be some way of keeping this valuable local business alive.

Thank you

Kind regards

Jane and Campbell Macpherson

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**Fwd: Tans Coffee Box St Luke's**

1 message

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**Tan's Coffee Box**

Wed, Jun 18, 2025 at 9:29 AM

To: [REDACTED]

Sent from my iPhone

Begin forwarded message:

**From:** Keely Surman [REDACTED]  
**Date:** 9 June 2025 at 19:36:08 BST  
**To:** tanscoffeebox@outlook.com  
**Subject:** Fwd: Tans Coffee Box St Luke's

Hi Tan,

My email was a bit blunt but it all counts!

Fingers crossed you get enough support.

Keely X

Begin forwarded message:

**From:** Keely Surman [REDACTED]  
**Date:** 6 June 2025 at 09:14:31 BST  
**To:** licensing@cheltenham.gov.uk  
**Subject:** Tans Coffee Box St Luke's

FOA Jacob Doleman

Good morning,

On hearing through our St Luke's community that the council wish to impose a huge consent fee on Tans coffee box, I wish to support Tan & her business by objecting to this proposal.

Tans coffee box is the hub of our small community and for the council to impose this fee on her would be criminal.

Is this what the council wants? To eliminate all small community hubs by being so greedy?

Keely Surman  
24 St Luke's Road.



**Fwd: Tan's coffee box St Luke's**

1 message

**Tan's Coffee Box**

Wed, Jun 18, 2025 at 9:31 AM

Sent from my iPhone

Begin forwarded message:

**From:** Lace Carter  
**Date:** 5 June 2025 at 17:22:40 BST  
**To:** [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)  
**Cc:**  
**Subject:** Tan's coffee box St Luke's

To Whom it may concern,

I am emailing in regard to the coffee shop 'Tan's coffee box' that is situated in the grounds of St Luke's church.

I would just like to bring to your attention how brilliant it has been having them there.

I have been undergoing gruelling cancer treatment at Cheltenham General Hospital for the past year and have had my fair share of hospital views- walls, ceiling tiles and hospital equipment! Going for a coffee within the hospital isn't very enjoyable as you feel there is no escape in between treatments when often you are in the hospital grounds for 8+ hours attending various appointments. Being able to walk across the road to Tan's coffee box has been an absolute godsend to myself and many others I have gotten to know in the oncology unit.

It has helped to boost morale thus improving my mental health significantly not only from the owner of the box herself who always offers a listening ear, support and encouragement along with a smile and an incredible cup of coffee! But also by allowing people like me who are immunocompromised to be able to be out in the fresh air to enjoy a hot drink and company without the concern of the risk of illnesses or infections being transmitted to us when our bodies are at their lowest. Being able to go there 3- 4 times a week has been such a support to me and many others. It has helped me to become part of that community, striking up a lovely relationship with the parish as well as Tanya herself which in turn has been a massive support me also.

I would also like to show my appreciation as not just a patient but an NHS employee. I work within Cheltenham General Hospital on a full contract and although I have been unable to work for a year, many of my friends and colleagues pop over to 'the box' during their lunch breaks for a well deserved break away from the hustle and bustle of their departments. They have also built up a lovely relationship with Tanya and enjoy going to see her as often as they can.

I really hope that this will be a permanent fixture as I know a lot of people benefit from it being there and I know a lot of people who would be in support of this.

Thank you for allowing such an unsung hero to run her business from there- long may it continue!

Kind Regards,  
Lace Carter

**From:** Mia Griffin <[REDACTED]>  
**Sent:** 10 June 2025 08:16  
**To:** Licensing (CBC) <licensing@cheltenham.gov.uk>  
**Subject:** Letter of Support for Tan's Coffee Box

You don't often get email from [REDACTED] [Learn why this is important](#)

Dear Sirs,

I am writing to express my full support for Tan's Coffee Box and to highlight the significant and positive impact it has made within our local community.

Tan's Coffee Box is far more than a coffee stop—it is a welcoming and inclusive space that brings people together, supports local well-being, and enhances the atmosphere around St Luke's Church and the nearby hospital. It serves as a social hub, offering a sense of connection for those who might otherwise feel isolated, including patients, hospital staff, churchgoers, and members of the wider community.

Tanya, who runs the coffee box, has always shown exceptional care and commitment to her work. The business has supported local events, collaborated with the church, and operated with transparency and goodwill from the very beginning.

It is deeply concerning to hear that a substantial licensing fee is now being imposed due to an error in communication by the council. I believe it would be unjust to penalise such a community-oriented, micro-business in this way, particularly when the initial advice did not make this financial obligation clear.

I kindly ask that Cheltenham Borough Council reconsider the application of the full licensing fee, and instead offer a fairer arrangement that reflects both the community benefit and the administrative oversight that has led to the current situation.

Thank you for your attention to this matter.

Regards,

Mia Deacon

Regular Customer

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**Fwd: Tans Coffee Box Licence fees**

1 message

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**Tan's Coffee Box**

Wed, Jun 18, 2025 at 9:32 AM

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 4 June 2025 at 18:03:52 BST  
**To:** licensing@cheltenham.gov.uk  
**Cc:** [REDACTED]  
**Subject:** Tans Coffee Box Licence fees

F.A.O Jacob

Dear Sir

I am writing as a concerned member of St Luke's church regarding Tan's Coffee Box. I understand that she is being charged a significant increase in her license fee for the next 12 months, which is threatening to make her business unviable. This would be a great shame as she has become such a valuable member of St Lukes community over the last 12 months. I set out below just a few ways in which she has contributed to the wider St Lukes community:

- Her open & caring nature has seen her become a friend to many and she has provided advice and support on a wide range of subjects.
- For many years St Luke's church has wanted to forge closer links and provide support to the hospital across the road. This is happening thanks to Tans Coffee box, hospital staff are now coming to the church grounds for coffee on a regular basis and we are also seeing relatives and patients taking advantage of the facility.
- Tans Coffee Box provides a safe space for members of the local community as well as visitors to the hospital to meet up to support each other
- Having the coffee box open Monday to Saturday has meant that people coming from a distance for events during the week at the church including both weddings & funerals have been able to get refreshments before & after the services. The church congregation is small and would not be able to provide this service without the help of Tans Coffee Box.
- Tany has also provided catering for church events.

For the above reasons it would be a great shame to see her go if, due to the increased level of charges raised by the council, this meant her business ceased to be viable. We would respectfully request that you reduce her charges to a level in line with those charged last year.

Your sincerely



External: 01242 264135

Email: [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

Website: <https://www.cheltenham.gov.uk/>

**From:** Rachael Anderson [REDACTED]  
**Sent:** 04 June 2025 15:45  
**To:** Licensing (CBC) <[licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)>  
**Subject:** Tans Coffee Box - St Lukes Cheltenham

You don't often get email from [REDACTED] [Learn why this is important](#)

Good afternoon,

I would like to provide a statement in support of Tans Coffee Box at St Luke's Church as I understand the business is experiencing some licensing issues.

Tans Coffee Box has been an absolute delight to the St Lukes community for almost a year now, for many reasons which I shall outline below. My family and I are regular customers and we really enjoy having this great business on our doorstep.

1. Tans Coffee Box serves as a communal hub — a welcoming space where neighbours, friends and church members meet and conversations thrive. It has become a landmark in our community where my family and I have made friends and had the opportunity to connect with our neighbours.
2. Tans Coffee Box is locally owned by someone who grew up in this area and knows it well. The 'Box' has become a point of pride. It represents local entrepreneurship and hard work.
3. Tans Coffee Box is incredibly inclusive — welcoming people from all walks of life regardless of background, identity, or beliefs. That kind of acceptance can be rare and should be cherished. From a personal point of view, my daughter has special needs and she is always welcome at Tans. Tanya makes the effort to make her (and me) feel very comfortable. My daughter is not always welcomed everywhere due to her needs. Tans Coffee Box truly makes her happy, she runs around, enjoys the food and drink and plays with other children. As a mother of someone with special needs, it is very difficult to explain how much this means to us and how important it is for us to be able to go somewhere and feel at ease. Cheltenham lacks this offering.
4. Finally, Tanya is the driving force behind Tans Coffee Box and is absolutely dedicated and passionate about what she does. She cares. Nothing is too much trouble and she makes everybody in our community feel great.

I want to support local businesses and Tans Coffee Box has a place in my heart and our community. Please can we do everything we can for this great coffee box to continue to be a part of St Luke's?

If you would like any more information, feel free to contact me.

Kind regards

Rachael Anderson  
[REDACTED]



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**Fwd: Tans coffee box.**

1 message

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**Tan's Coffee Box**

Wed, Jun 18, 2025 at 9:30 AM

Sent from my iPhone

Begin forwarded message:

**From:** Richard Raymer [REDACTED]  
**Date:** 5 June 2025 at 20:22:04 BST  
**To:** licensing@cheltenham.gov.uk  
**Cc:** [REDACTED]  
**Subject:** Tans coffee box.

Good evening.

I am writing to give some feedback regarding the charges that are being charged to this business.

Firstly Tanya and her business like the fire truck beforehand have really brought some great community spirit back to the area and has been so positive.

I'm really disappointed as a resident of almost 15 years that this may now be in doubt because of the obscene charges being pressured on a local small business on the area.

I really would ask you to reconsider this as I really do not think you realise how much this brings the community together. It has such a positive effect to us all as it gives us opportunity to communicate in a neighbourhood watch scenario and gives us all that peace of mind and look out for each other.

Tanya is a wonderful communicator and has helped massively towards promoting the church and surrounding area and other small businesses. Surely this is good old school ethics which we really need to embrace.

Please feel free to get back in touch should you wish to discuss further.

Yours faithfully

Richard Raymer

[REDACTED]

Sent from my iPhone

Sent from my iPhone

Begin forwarded message:

**From:** Anthea Gupta <[REDACTED]>  
**Date:** 8 June 2025 at 17:40:01 BST  
**To:** [REDACTED]  
**Subject:** Tan's Coffee Box, St. Luke's Road, Cheltenham

-----Original Message-----

**From:** Anthea Gupta <[REDACTED]>  
**Sent:** 05 June 2025 15:29  
**To:** Licensing (CBC)<licensing@cheltenham.gov.uk>  
**Subject:** Tan's Coffee Box, St. Luke's Road, Cheltenham

[You don't often get email [REDACTED] Learn why this is important  
at<https://aka.ms/LearnAboutSenderIdentification> ]

Dear Mr. Doleman,

My husband and I are long-term residents of St. Luke's Road and we feel very fortunate indeed that Tan's Coffee Box is located in the grounds of St. Luke's Church.

Tanya is a very professional lady who is well organized and 'on the ball'. She sells an excellent range of hot and cold beverages, supports local bakeries to supply delicious cookies and cakes, makes her own specialities and is always full of ideas for new recipes. She also offers a good supply of special treats for our four-legged friends.

Since she arrived here in June 2024, Tanya has worked extremely hard to build up her small business and has been instrumental in bringing people together from a variety of locations - not just residents of St. Luke's Road. She has attracted a wide range of customers from various walks of life including staff and patients from Cheltenham General Hospital, local builders, window cleaners, workmen involved with roadworks, etc., and numerous dog-walkers.

One of the results of Tanya's presence here is that we get to meet and talk to people we wouldn't otherwise have met, some close by, others further afield.

We greatly appreciate the sense of community that Tanya has encouraged in St. Luke's since she arrived here last year - she has made many friends - long may it continue!

Yours sincerely,

Anthea and Bharat Gupta

NB:

Tanya did not turn up uninvited at St. Luke's to set up her business - she was interviewed with other applicants and was subsequently invited by the vicar to run Tan's Coffee Box in the grounds of St. Luke's Church.

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Dear Cheltenham County Council,

I am writing on behalf of Tan's Coffee Box at St Luke's Church. Having spoken to the owner, Tan, it was very disappointing to hear about the proposed Council charge per year to run the business. Tan has expressed concern that if charged the fee, the business will be unsustainable and may have to close. It would be a devastating blow to St Luke's if this were the case and I would like to highlight a few reasons why the council should reconsider this fee.

Firstly, Tan's Coffee Box is located on St Luke's Church's private property and there is no public footfall unless to access the church or the Coffee Box. Tan has stated that it was the Church who invited her for an interview and that she has an agreement with them regarding setting up the Coffee Box on their grounds.

Secondly, Tan's business helps to instill a strong sense of community in and around St Luke's. My partner works from home and is able to see the Coffee Box from her desk - she often comments on how people gather there to have a drink and a chat and how everyone seems to get to know one another and become friendly.

As a member of staff at the hospital, it has been heartwarming to hear stories of patients and their loved ones enjoying time together at the Coffee Box. A few examples include someone celebrating finishing their chemotherapy treatment and another person being able to throw a birthday party close to the hospital whilst they were an inpatient. Tan also mentioned a family who feel that the Coffee Box is the only safe space for their non-verbal child to be themselves. It is crucial that people have a local place to unwind, relax and connect with their support system.

I have also seen how inclusive and diverse the Coffee Box community is, bringing together people from all walks of life and providing a much needed network for those whose disabilities and circumstances may limit social interaction.

Furthermore, I would like to highlight that Tan's Coffee Box is an independent micro-business and it is clear from Tan's passion about sense of community and her easy-going, friendly nature that this is more than a job. It is a shame to penalise those who are trying to connect others via a small business, especially when they are competing against the ever-increasing number of chains popping up on the high street.

Finally, it goes without saying that the coffee is excellent!

I do hope that you will take these points into consideration and I am very happy to be contacted if you require further information.

Yours sincerely,  
Dr Grace Robinson

St Luke's Church  
St Luke's Road  
Cheltenham

18<sup>th</sup> June 2025

**RE: Tan's Van trading licence for St Luke's Church grounds**

Dear Licencing Team

I am writing in regard to the matter above as the Vicar of St Luke's Church in Cheltenham. I write representing myself, but also as Chair of our Church Council (registered charity number 1184357), and the wider church community. In my office as Vicar of the parish of St Luke's, I hope my comments would also be seen as representative of the wider local community.

My purpose in writing is to petition for the trading licence for Tan's Van to be granted without any fee being charged. I make this petition on two principal grounds:

1. Tan's Van trades on ecclesiastical land, and whilst Cheltenham Council holds the right to determine where fees are charged, I am aware that many other local councils see church grounds as exceptions.
2. Tan's Van is in practice a partnership project with St Luke's Church for the benefit of the community.

I will write in respect of the second, as the case for the first seems self-evident.

There is valuable historical context for a coffee van trading on St Luke's grounds. In 2021 the church gave permission for FireTruck Espresso, the trading name of Beaumont & Taylor, to operate on our grounds. This was an entirely commercial venture and the business rightly paid a trading licence fee. As a church, we felt this was a good means to support an individual looking for a new line of work having lost their job during lockdown. Our observation was that it also provided a focal point for the community to gather, build relationships and support one another in a difficult season of life.

When the owner moved back to their previous line of employment, St Luke's Church took on the business. It operated as charitable trading subsidiary from our associated Church Hall charity. All profit were used for the charitable purposes of that charity. The project was part-funded through the Diocese of Gloucester. The aim was to provide a place of community where anybody could come and find welcome, conversation and support. The proximity of the hospital, local elderly care homes, and our knowledge of many local residents who live on their own meant there was an observable need. Church grounds and the church building provide a place of warmth and comfort that a normal commercial coffee shop does not. This project was too much for us to take on as a church, and it had to be ended.

At the same time as the project above came to an end, a local resident introduced myself and Tanya Baxter. Their purpose was to see the vision for a community centred coffee facility continue on the church grounds. From the outset, all conversations with Tanya have been on the premise of a community focused operation, albeit with the structure of a trading business. Working together, Tanya and St Luke's are establishing a setting whereby regulars or visitors can not only buy coffee and cake, but find conversation

and support as needed. I have listed some of the ways this functions below. Some are general and others specific.

- Building relationships and providing community for Abbeyfield Care Home and visitors.
- Providing a setting for hospital patients, visitors and staff with refreshments and also facilitating the church opening for spiritual comfort and peace.
- Providing a meeting point for those who are isolated and vulnerable. These come from both the church community and residential areas. There are vulnerable people on account of age, disability and mental health concerns who use Tan's Van because the church site gives a sense of safety and comfort, and they know Tanya will be present.
- Liaising with myself as Vicar over those who come to the church looking for particular support. Tanya wisely makes use of my number to let me know if somebody turns up who would value spiritual support.
- Giving welcome and direction to individuals with support needs. Churches always draw individuals with various social needs. Tanya has dealt with a number who she has been able to point and assist in finding the appropriate support.
- Catering for church community events. Recently, Tanya has been able to provide catering for lunches for some of our elderly church members meeting midweek. We have no such facility in the church, and this would not be possible without Tan's Van.
- Welcome and refreshments for guests arriving for weddings and funerals who have travelled. Many of these are often elderly or vulnerable and so arrive early.
- As a church we have been developing a plan for how our building and site can be a better community facility on account of Tan's presence. For example, discussions have been held about establishing regular opening hours for the building, with volunteer support on-site. This would be for the purpose of heritage visits, those seeking spiritual support, and also potentially a community warm space in the colder months.

I could offer further and more detailed examples if required.

Overall, Tan's Van functions as a partnership project with St Luke's Church, akin to the Charitable Trading Subsidiary model that we previously sought to operate. As such, I would petition that it receives the same licence fee exemption that was applied previously.

Yours sincerely,



Reverend Patrick Wheaton

(on behalf of St Luke's Church PCC and the church community)

Name	City	State	Country
Tanya Baxter			United Kingdom
Charlotte Brookes	Cheltenham	England	United Kingdom
Kimberley Wilson	Croydon	England	United Kingdom
Hollie Wakefield	Cheltenham	England	United Kingdom
Shelley Thomas	Cheltenham	England	United Kingdom
Gary Campbell	London	England	United Kingdom
Caroline Falkiner	Misterton	England	United Kingdom
Kyle Hobbis	cheltenham	England	United Kingdom
Beth Davis	Gloucester	England	United Kingdom
Tom Smith	Cheltenham	England	United Kingdom
Dan Baxter	Cheltenham	England	United Kingdom
Charlie Kelly	Gloucester	England	United Kingdom
Peter Ralphs	Cheltenham	England	United Kingdom
Chloe Mason	Cheltenham	England	United Kingdom
Ellie Higgins	Gloucester		United Kingdom
Thomas Mayfield	Nuneaton	England	United Kingdom
Adam West	Gloucester		United Kingdom
Claire Nowacki	Cheltenham	England	United Kingdom
Charlea Hobbis	Gloucester		United Kingdom
Rachael anderson	Gloucester		United Kingdom
Kofi Corbett	Cheltenham	England	United Kingdom
Harry Larnar	Gloucester	England	United Kingdom
Harriet Smith	Cheltenham	England	United Kingdom
Carol Wakefield	Stroud	England	United Kingdom
Gillian O'Neill	LEIGH-ON-SEA	England	United Kingdom
Rebecca Finlay	Cheltenham	England	United Kingdom
Rachel Skett	Cheltenham	England	United Kingdom
Sean Baxter	Cardiff		United Kingdom
Alan Cole	Milton keynes	England	United Kingdom
Christopher Collins	Teignmouth	England	United Kingdom
Catherine Whelan	Brent		United Kingdom
Richard Aldridge	Smethwick	England	United Kingdom
Grahame Bunker	Greenwich	England	United Kingdom
Becky Bassett	Cheltenham	England	United Kingdom
Pauline Rowland	Lewisham	England	United Kingdom
Raymond Bisiker	Burlescombe	England	United Kingdom
Emma Flanagan	Cheltenham	England	United Kingdom
Suzie Erwood	Cheltenham	England	United Kingdom
Joanne Miles	Holland On Sea Essex	England	United Kingdom
Klaus-Juergen Kessel	Winnersh	England	United Kingdom
Lawrence Greger	Torquay	England	United Kingdom
Alex Hawkins	Glasgow	Scotland	United Kingdom
Madison Baxter	Cardiff		United Kingdom
Howard Marshall	Cheltenham	England	United Kingdom
Rachel F	Cheltenham	England	United Kingdom
Lou Hall	Tredegar	Wales; Cy	United Kingdom
Rich Raymer	London		United Kingdom
Sheila Meechan	Glasgow	Scotland	United Kingdom
Molly Laycock	Cobham	England	United Kingdom
Debbie Jones	Gloucester	England	United Kingdom
Alison Marchant	London	England	United Kingdom
Richard Johnson	Northolt	England	United Kingdom

Daniel Gillen	Cardiff	Wales; Cymru	United Kingdom
James Sheridan	Cheltenham	England	United Kingdom
Linda Ralphs	Cheltenham	England	United Kingdom
Abigail Davis	Cheltenham	England	United Kingdom
Elaine Spedding	South Benfleet		United Kingdom
stacey campbell	Cheltenham	England	United Kingdom
Conor Earnshaw	Taunton		United Kingdom
Ian Mortimer	Crawley	England	United Kingdom
Jacqueline Farrar	Durham		United Kingdom
Lara Still	Cheltenham	England	United Kingdom
Barry Poulton	London		United Kingdom
Michael Dorner	Longbenton	England	United Kingdom
Clara Finlay	Dublin		Ireland
Becky Harte	Gloucester		United Kingdom
Richard Theyer	Cheltenham	England	United Kingdom
cameron lumley	cheltenham	England	United Kingdom
Mackenzie Wolfendale	Godalming		United Kingdom
Nick Putz	London	England	United Kingdom
rebecca Fishwick	Cheltenham	England	United Kingdom
Lady Loopy Arnold	Cheltenham	England	United Kingdom
Bethan Kent	Cheltenham	England	United Kingdom
Zoe Daniel	Fairford	England	United Kingdom
Andrew Hollick	Cheltenham	England	United Kingdom
Keely Surman	Gloucester	Scotland	United Kingdom
Gillian Bradley	Sheffield	England	United Kingdom
Charlotte Kiernan	Leamington Spa	England	United Kingdom
Hayley Dreyer	Cheltenham	England	United Kingdom
Warren Howard	Cheltenham	England	United Kingdom
Melissa Gwilliam	Gloucester	England	United Kingdom
Liam Bassett	Cheltenham	England	United Kingdom
Jenny Standing	Bridgend	Wales; Cymru	United Kingdom
Pippa Rex	London		United Kingdom
James Larner	Bourton on the Water	England	United Kingdom
Samantha Newman	London		United Kingdom
Denise Jones	Treharris	Wales; Cymru	United Kingdom
Hannah Benjamin	Bristol		United Kingdom
Shona Newell	Caerphilly	Wales; Cymru	United Kingdom
Rebecca Haines	Newton Abbot	England	United Kingdom
Anna Park	Cheltenham	England	United Kingdom
Sophie Locke	Great Dunmow	England	United Kingdom
Heather Mellis	Gloucester	England	United Kingdom
Lesley Ward	Bridgend	Wales; Cymru	United Kingdom
Katrina Adams	Gloucester	England	United Kingdom
Ann Marie Whelan	Witney	England	United Kingdom
Levi Lee	Cheltenham	England	United Kingdom
Sue Galley	Cheltenham	England	United Kingdom
Stephen Dawes	Workington	England	United Kingdom
Laura Gardiner	Abingdon	England	United Kingdom
Beckie Pooley	Hackney		United Kingdom
Siân Newman-Holley	Gloucester		United Kingdom
Nicola Arnold	Tewkesbury	England	United Kingdom
Ellie Brooke	Cheltenham	England	United Kingdom
Maureen Piff	Tiverton	England	United Kingdom



Alison Anthony	Cheltenham	England	United Kingdom
Cloe Sykes	Cheltenham	England	United Kingdom
Ellie Williams	Newham	England	United Kingdom
Vasileios Grigoriou	Birkenhead	England	United Kingdom
Richard Weir	Gateshead		United Kingdom
Owen McNally	Morpeth	England	United Kingdom
Matthew Joyce	Slough	England	United Kingdom
Andrew Jack	Armadale	Scotland	United Kingdom
Cindie Taylor	Cheltenham	England	United Kingdom
Ginette White	Plymouth	England	United Kingdom
Sally Owen	Bicester	England	United Kingdom
Fergus Bruce	Cheltenham	England	United Kingdom
Arlene Harrison	Cheltenham	England	United Kingdom
Lauren Mayhew	Thetford	England	United Kingdom
Thomas Fowles	Tewkesbury	England	United Kingdom
Keith Campbell	Epping	England	United Kingdom
Christine Linton	Coventry		United Kingdom
Mia Kiely-Smith	Nottingham	England	United Kingdom
Mike Miles	Cheltenham	England	United Kingdom
Manj Swartz	Gloucester		United Kingdom
Colin Cruickshank	Brent		United Kingdom
Sally Privett	Gloucester	England	United Kingdom
Matt Galley	Croydon		United Kingdom
Alison Gore	Cradley Heath	England	United Kingdom
Christine Fowler	Cheltenham	England	United Kingdom
Les Copestake	Fulham	England	United Kingdom
Ryan Carter	Cheltenham	England	United Kingdom
Honey Hall	Cheltenham	England	United Kingdom
Hilary Imianowski	Bristol		United Kingdom
Nicky Vincent	Gloucester	England	United Kingdom
Ruth Hill	Cheltenham	England	United Kingdom
Henry Staelens	Cheltenham	England	United Kingdom
Carolyn Dancy	Hastings	England	United Kingdom
Emma Berning	Gloucester		Bulgaria
Dale Booker	Wandsworth	England	United Kingdom
Janet Bancroft	Islington		United Kingdom
katie phillips	Cardiff	England	United Kingdom
Grace Robinson	Gloucester	England	United Kingdom
Lisa Flanagan	Cheltenham	England	United Kingdom
Laura Williams	Southwark	England	United Kingdom
Sophie Osborne	York	England	United Kingdom
Laura Galley	Cheltenham	England	United Kingdom
Grace Vaughan	Cheltenham	England	United Kingdom
Luca Butler	Cheltenham	England	United Kingdom
Nat Schaefer	Rochford	England	United Kingdom
maxine anderson	Swanley	England	United Kingdom
Andy Tiplady	Gloucester		United Kingdom
Liz Johnson	Cheltenham	England	United Kingdom
Felicity Dobson	Chinley	England	United Kingdom
Lauren Ingham	Southwark	England	United Kingdom
Cate Hingley	Gloucester	England	United Kingdom
Kay Hawkins	Rothwell	England	United Kingdom
Anthea Gupta	Gloucester	England	United Kingdom

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Summer Wilkinson	Royal Leamington Spa	England	United Kingdom
Chun Kong	Cheltenham	England	United Kingdom
Tony Dowding	Wallingford	England	United Kingdom
Debbi Kelly	Cheltenham	England	United Kingdom
Angie Cottrell	Bridgend	Wales; Cymru	United Kingdom
Caroline Butler	Pamber Heath	England	United Kingdom
Raymond Jones	Preston		United Kingdom
Zara Morris	Gloucester		United Kingdom
Ella Morris	Gloucester		United Kingdom
Philip Carrington	London	England	United Kingdom
Donna Pringle	Livingston	Scotland	United Kingdom
Gavin Smith	Cheltenham	England	United Kingdom
Leanne Herbert	Gloucester		United Kingdom
Beverley Ryder-Jones	Gloucester	England	United Kingdom
John Somerville	Mitcheldean	England	United Kingdom
Kyle Clerkin	Belfast		United Kingdom
Emily Macpherson	Sydney		Australia
Dave Powell	Cheltenham	England	United Kingdom
Jane Macpherson	Cheltenham	England	United Kingdom
Thomas Holland	Coventry	England	United Kingdom
Spreadbury Hannah	Treharris	Wales; Cymru	United Kingdom
Paul Connolly	Cheltenham	England	United Kingdom
Lisa Lefley	Cardiff	England	United Kingdom
Kelly Nottingham	Gloucestershire	England	United Kingdom
Josh Buchanan	Lochgelly	Scotland	United Kingdom
Emily Hughes-West	Bristol	England	United Kingdom
Tanya Copps	Bristol	England	United Kingdom
Elisha Privett	Cheltenham	England	United Kingdom
Julie Parsons	Cheltenham	England	United Kingdom
Elizabeth McCarthy	Cheltenham	England	United Kingdom
Claire Harvey	Kensington		United Kingdom
Robert Thornton	Cheltenham	England	United Kingdom
Bethan Williams	Cardiff	England	United Kingdom
Amy Herneman	Bridgend	Wales; Cymru	United Kingdom
Samuel Rodríguez	Gloucester	England	United Kingdom
Cheryl Carroll-Smith	Newbury	England	United Kingdom
Alice Pinney	Gloucester	England	United Kingdom
Luke Valentine	Cheltenham	England	United Kingdom
Julie Connolly	Fulham	England	United Kingdom
Becky Perkins	Cheltenham	England	United Kingdom
Susan Barlow	Cardiff	Wales; Cymru	United Kingdom
Macey Green	Hampshire	England	United Kingdom
RICHARD MARSHALL	Sheffield	England	United Kingdom
Anna Thompson	Minchinhampton		United Kingdom
Christopher Mackley	Shrewsbury		United Kingdom
Ed Willow	Gloucester		United Kingdom
Ekow Mantock	Harrow		United Kingdom
Hattie Shuttleworth	Worcester		United Kingdom
Stephen Milne	Newbury	England	United Kingdom
Ruth Parsons	Gloucester	England	United Kingdom
Carolyn Williams	Cheltenham	England	United Kingdom
Val Payne	Abingdon	England	United Kingdom
Tetyana Crabb	Swindon		United Kingdom

Michael Higgins	Cheltenham	England	United Kingdom
Alice Willow	Faringdon	England	United Kingdom
Maureen Janis Bunn Coelho	Barking	England	United Kingdom
Heidi East	Cheltenham	England	United Kingdom
Viviane Rugoni	London		United Kingdom
Richard Davidson	Cheltenham	England	United Kingdom
Jane Davidson	Isle Of Arran	Scotland	United Kingdom
Jo-anne Bamber	Birmingham	England	United Kingdom
Lace Carter	Cheltenham	England	United Kingdom
Rob Weaver	Poplar	England	United Kingdom
Jo Potter	Cheltenham	England	United Kingdom
Vannessa Blake	Bedford	England	United Kingdom
Jennifer Couture	Burgess Hill	England	United Kingdom
Debra Labrum	Cheltenham	England	United Kingdom
Leanne Raybould	Cheltenham	England	United Kingdom
Melanie Ingleton Melanie Ingleton	Coulsdon		United Kingdom
Teigan Reith-Smith	Gloucester	England	United Kingdom
Trevor Lewis	Cheltenham	England	United Kingdom
Max Osborne	Blackburn	England	United Kingdom
Maria Pownall	Cheltenham	England	United Kingdom
Gwen Wilcox	Cheltenham	England	United Kingdom
Tom Clifford	Gloucester		United Kingdom
Hannah Weaver	Cheltenham	England	United Kingdom
Lucy Steward	Cheltenham	England	United Kingdom
C Fritchley	Gloucester		United Kingdom
Abi Marsh	Cheltenham		Portugal
Laura Vonk	Cheltenham	England	United Kingdom
Peter Burke	Cheltenham	England	United Kingdom
Marion Burke	Cheltenham	England	United Kingdom
Hazel Bolton	Lewisham	England	United Kingdom
Krystina Yetman	Cheltenham	England	United Kingdom
Katie Woodward	Worcester		United Kingdom
richard gardner	Spreyton	England	United Kingdom
Sarah Howard	Cheltenham	England	United Kingdom
Michaela Reay	Ascot	England	United Kingdom
Debi Marks	Gloucester		United Kingdom
Jan Arroyo	Lincoln	England	United Kingdom

Signed On

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## Street Trading

At the Council's discretion, where applications are received from charities, a 50% reduction in both the administration and consent fee can be arranged.

Administration fee (not refundable for unsuccessful applicants)	£120.69
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### Ice cream vehicles

Annual consent	£1454.04
Seasonal consent	£966.67

### Hot food units – Town Centre only (Core Commercial Area)

Full year	£5857.52
Half year	£2949.45
Three months	£1495.41

### Hot food units – outside Town Centre

Full year	£3846.01
Half year	£1944.84
Three months	£993.11

### Mobile and static units

Mobile Unit – drinks only	£5114.99
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### Flower stalls – prime sites

(to include Promenade and High Street between Pittville Street and Bath Road)

Full year	£4681.65
Half year	£2362.09
Three months	£1202.31

### Flower stalls – secondary sites

Full year	£3754.05
Half year	£1898.87
Three months	£970.12

### Other stalls/units – prime sites

(to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)

Full year	£4811.53
Half year	£2427.61
Three months	£1234.49
Monthly	£411.50
Day rate	£28.74

**Other stalls/units – secondary sites**

Full year	£3858.65
Half year	£1929.32
Three months	£995.41
Monthly	£332.19
Day rate	£17.24

## Written Evidence Against Street-Trading Fees for Tan's Coffee Box

*Submitted to Cheltenham Borough Council Licensing Committee – June 2025*

### Executive Summary

Tan's Coffee Box is a micro-enterprise that generates demonstrable social, economic and environmental value for Cheltenham. The Licensing Team has proposed a 12-month street-trading fee of £3,298, which represents 19.9% of the kiosk's £16,490 turnover for the 12-month period June 2024 – May 2025. If imposed in full, that charge would almost certainly force the business to cease trading, thereby removing a service that directly advances four of the Borough Council's strategic and statutory priorities.

First, the box helps the Council to achieve the twin Corporate Plan commitments to "support residents and businesses to thrive" and to "tackle disadvantage" ([cheltenham.gov.uk](https://www.cheltenham.gov.uk)).

Second, the activity delivered at the box satisfies the Public Services (Social Value) Act 2012, which requires local authorities to consider social, economic and environmental wellbeing whenever they charge for services ([legislation.gov.uk](https://legislation.gov.uk)).

Third, the box contributes to the Government's cross-department loneliness strategy by providing a reliable "third place" in which residents can build social connections ([gov.uk](https://www.gov.uk)).

Finally, Local Government Association guidance confirms that licensing fees must be no higher than is necessary to recover administrative costs and must be transparently calculated ([local.gov.uk](https://www.local.gov.uk)).

In light of those four considerations, we respectfully request that the Licensing Sub-Committee exercises its lawful discretion to waive, or at least to reduce substantially, the fee.

### Background

Tan's Coffee Box is a mobile coffee stand located on the private forecourt of St Luke's Church, Cheltenham. Since opening in July 2024 it has become a beloved community hub used daily by NHS staff, local residents and people experiencing social isolation. The business originally paid an administrative licence fee of £113 and was not advised that any further street-trading charges would apply. When the licence fell due for renewal in June 2025, the Licensing Team quoted a fee of £5,114.99, subsequently reduced to £3,858 and finally to £3,298. Even at the latest figure the charge still amounts to approximately 20% of the stand's annual revenue, creating uncertainty and undermining confidence in the fee-setting process. A clear, consistent and proportionate approach to licensing is essential if businesses that deliver social value are to plan for the future.

### 1 Purpose of this Evidence

The purpose of this paper is to provide the Licensing Committee with a fully referenced, up-to-date evidence base demonstrating that the proposed fee is disproportionate, inconsistent with comparable charges in neighbouring districts and incompatible with both Council and national policy objectives.

### 2 Policy and Statutory Context

The table below summarises the key policy instruments and statutory duties that are relevant to the Committee's decision and explains how Tan's Coffee Box helps the Council to meet each obligation.

Source	Key obligation	Relevance to this decision
Cheltenham BC <b>Corporate Plan 2023-27</b>	The Plan pledges to “support residents and businesses to thrive” and to “help tackle disadvantage”.	By providing an inclusive, low-cost social space, Tan’s Coffee Box combats isolation and supports town-centre vibrancy. ( <a href="https://www.cheltenham.gov.uk">cheltenham.gov.uk</a> )
<b>Local Government Act 2000</b>	Section 2 empowers a council may do anything it reasonably believes will promote or improve the economic, social or environmental well-being of all or part of its area.	That broad power lets Cheltenham Borough Council lawfully reduce or waive the £3,298 street-trading fee for Tan’s Coffee Box because keeping the box open clearly benefits local wellbeing.
<b>LGA Guidance on Locally-Set Licensing Fees</b>	Fees must reflect actual administrative costs and be demonstrably proportionate.	Comparative data in Section 3 shows that Cheltenham’s proposed mobile-trader fee is more than four times the regional average. ( <a href="https://www.local.gov.uk">local.gov.uk</a> )
<b>ONS Public Opinions &amp; Social Trends</b> (Dec 2023 – Jan 2024)	The survey found that 27% of UK adults feel lonely “always, often or some of the time”.	Tan’s Coffee Box acts as a daily social hub that mitigates loneliness for local residents. ( <a href="https://www.ons.gov.uk">ons.gov.uk</a> )
<b>DCMS Tackling Loneliness Annual Report 2023</b>	Every pound invested in community-based loneliness initiatives saves the public sector £1.26.	Waiving a £3.3k fee could therefore generate approximately £4.2k of avoided health-service costs. ( <a href="https://www.gov.uk">gov.uk</a> )  <i>Determined by the license fee treated as the investment, and multiplied by the ROI.</i>
<b>Institute of Place Management – High Streets &amp; Social Value (2022)</b>	Regular “third-place” interactions reduce self-reported loneliness by 17%.	Retaining the box therefore delivers a tangible public-health dividend.

**Note on the existing charity discount:** CBC’s current Street-Trading Policy offers a 50% fee reduction to registered charities. Although Tan’s Coffee Box is not a charity, its proven contribution to community well-being aligns squarely rationale for that concession, and we therefore request equivalent discretionary relief.

### 3 Comparative Fee Analysis for the 2025 Trading Year

The following table compares Cheltenham’s proposed fee with charges levied by nearby authorities.

Authority	Mobile-trader licence (12 months)
<b>Cheltenham BC</b>	<b>£3,298</b>

Tewkesbury BC	£559
Gloucester City	£815
Cotswold DC	£646
Bath & NES Council	£733

**Finding:** Cheltenham's proposed charge is **4.3 times the Gloucestershire median** and lies within the 95th percentile of all English district councils.

#### 4 Financial Sensitivity Analysis

All calculations in this section rely on the **most recent 12-month trading forecast**.

- **72 trading days' gross profit.** Across the year the business is forecast to generate total gross profit of **£11,612** on **252** trading days, producing an average gross-profit figure of **£46.10** per day ( $11,612 \div 252 = 46.10$ ). When the proposed fee of **£3,298** is divided by that average, it equates to the gross profit from **approximately 72 trading days** ( $3,298 \div 46.10 \approx 71.5$ , rounded up).
- **129% of the community-event reinvestment budget.** The business has earmarked **£2,556** for free community events in 2025/26. The proposed fee therefore exceeds that allocation by **29 per cent** ( $3,298 \div 2,556 = 1.29$ ).

In total, the charge represents **20% of turnover**, **28% of annual gross profit** and would severely limit the business's ability both to pay a wage and to fund further community outreach.

#### 5 Legal Scope for Discretion

Section 2.1 of the Local Government Act 2000 empowers the Council to act in the interests of community wellbeing.

#### 7 Recommendations

1. That the Committee reduces the annual mobile-trader fee for Tan's Coffee Box from £3,298 to £550, which is consistent with cost-recovery benchmarks in comparable districts.
2. That the Council adopts a formal Social Value Discount scheme, under which traders who provide measurable community benefit receive an automatic 50% reduction.

#### 8 Conclusion

The proposed fee is clearly disproportionate. It conflicts with national legislation, guidance on proportionate fees, contravenes the Council's own strategic objectives and threatens the viability of a valued local amenity. A waiver or substantial reduction would be a low-cost, high-impact intervention that delivers immediate and measurable gains for Cheltenham's economic recovery and public well-being.

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