

# Cheltenham Borough Council Cabinet

**Meeting date:** Tuesday, 16 December 2025

**Meeting time:** 6.00 pm

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

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## **Membership:**

Councillors Victoria Atherstone, Paul Baker, Flo Clucas, Mike Collins, Rowena Hay, Peter Jeffries, Alisha Lewis, Izaac Tailford and Richard Pineger

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**Phone:** 01242 264 246

## **SECTION 1 : PROCEDURAL MATTERS**

### **1 Apologies**

### **2 Declarations of interest**

### **3 Minutes of the last meeting (Pages 5 - 16)**

### **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 Publication of the Infrastructure Funding Statement and CIL Rate Summary Statement (Pages 17 - 62)**

Report of Cabinet Member for Planning and Building Control, Councillor Mike Collins

### **6 Revocation of a number of Supplementary Planning Guidance and Supplementary Planning Documents (Pages 63 - 76)**

Report of Cabinet Member for Planning and Building Control, Councillor Mike Collins

### **7 Policy Updates: Rent Setting, Voids, Recharge, Repairs (Pages 77 - 176)**

Report of Cabinet Member for Housing and Customer Services, Councillor Flo Lucas

### **8 Half-yearly Treasury Management Report (Pages 177 - 192)**

Report of Cabinet Member for Finance and Assets, Councillor Peter Jeffries

### **9 Quarterly Budget Monitoring Report, July-September TO FOLLOW**

Report of Cabinet Member for Finance and Assets, Councillor Peter Jeffries

**10 Interim Budget Proposals for General Fund and HRA TO FOLLOW**

Report of Cabinet Member for Finance and Assets, Councillor Peter Jeffries

**SECTION 6 : BRIEFING SESSION**

Leader and Cabinet Members

**11 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**

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# Cheltenham Borough Council

## Cabinet

## Minutes

**Meeting date:** 18 November 2025

**Meeting time:** 6.00 pm - 6.55 pm

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**In attendance:**

**Councillors:**

Victoria Atherstone, Paul Baker, Mike Collins, Rowena Hay, Peter Jeffries, Alisha Lewis, Izaac Tailford and Richard Pineger

**Also in attendance:**

Gareth Edmundson (Chief Executive) and Tracey Birkinshaw (Director of Planning and Building Control)

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### 1 Apologies

Apologies were received from Councillor Clucas.

### 2 Declarations of interest

There were no declarations of interest.

### 3 Minutes of the last meeting

The minutes of the meeting held on 21 October were approved and signed as a correct record.

### 4 Public and Member Questions and Petitions

No Member questions and no petitions had been received. There was one public question:

**Question from Steven Thomas to the Leader, Councillor Rowena Hay**

I recently read your press statement regarding Staverton Airport where you had stated that Horizon Aero Group are the council's preferred bidder and that any final deal would uphold the airport's long-term aviation future and deliver clear benefits to the wider region.

It seems that Horizon Aero Group were only set up this year in January 2025 and have not yet filed any accounts, returns, or confirmation statements. Furthermore, they only have three Officers, Rajani Kishore Kumar Panja, Somasekhara Narayana Murthy Pemireddy, and Ramdev Polkampalli, all of whom were appointed on 23 January 2025:

<https://find-and-update.company-information.service.gov.uk/company/16203305>

Please advise why you chose a company with no track record and no history of managing airports and clarify for the record whether the council's plan really is to deliver long term growth for the airport, or whether the council actually intends the area to be sold to make way for more housing?

### **Leader response:**

Gloucester City Council and Cheltenham Borough Council remain firmly committed to safeguarding the future of Gloucestershire Airport as an operational and strategic asset for the region. Our aim is to ensure the airport continues to play a vital role as a dynamic aviation-based commercial hub, and we fully support the growth of existing businesses on site, alongside new enterprises.

The sale to Horizon Aero Group is continuing to progress. As often with the nature of such transactions, it is not unusual for investors to set up a special purpose vehicle. The people, their investors and the team behind them have huge experience across many fields within the aviation industry, which combined with the skills and experience that will come with Gloucestershire Airport Limited, was one of the key considerations behind the selection of Horizon. Due diligence with both councils and professional advisors, and legal processes are taking place and as such, there are strict limitations on any further information that can be publicly disclosed at this stage.

What can be confirmed, however, is that the sale will be subject to robust measures and controls, including covenants against housing development on any part of the site, ensuring that the airport is not bought for speculative land investment.

From day one, both councils have made clear their commitment to secure the future of Gloucestershire Airport as an operational airport. That is what everyone continues to work towards.

The questioner was not present to ask a supplementary question.

## **5 Local Government Reorganisation - Business Case Submission**

The Leader of the Council introduced the report and made reference to the thorough debate at the Extraordinary Council meeting the previous day, which had highlighted all the issues involved. While the Council was requested to vote on an advisory basis only to Cabinet, there was overwhelming support for the two-unitary East and West Gloucestershire model. She reiterated that Cabinet was voting for CBC's preferred business case, which would then be submitted to the Ministry of Housing, Communities and Local Government, where the final decision for Gloucestershire will be made.

### **RESOLVED THAT:**

- 1. the completed final business cases and supporting documentation relating to:**
  - a. a single unitary for Gloucestershire - appendix 3**
  - b. a two-unitary East and West Gloucestershire - appendix 4**
  - c. a two-unitary Greater Gloucester/Gloucestershire - appendix 5**
  - d. stronger places, stronger Gloucestershire – the case for East and West Gloucestershire - appendix 6****are noted;**
- 2. the decision is made to support the following Local Government Reorganisation Business Case as part of the submission to the Ministry of Housing, Communities and Local Government (MHCLG):**
  - a two-unitary East and West Gloucestershire, as detailed in the business case in appendix 4**
- 3. responsibility is delegated to the Leader of the Council, in consultation with the Chief Executive, to finalise and agree the joint letter and submission, alongside other Gloucestershire Councils and submit to MHCLG on or before the November 28 2025 deadline.**

## **6 Award of rent support grant to voluntary sector organisation**

The Cabinet Member Finance and Assets introduced the report, saying that community organisations play a vital role in the town and that the council always does what it can to help them survive and thrive. One way of doing this is to offer rent subsidies to organisations which operate from council-owned premises. He said Saracens has a positive impact on wellbeing, inclusion and community spirit at the heart of St Peter's ward, providing sports, social activities, and opportunities for your people. A 50% rent subsidy will help them continue their important work, and is brought to Cabinet not only to ensure fair and transparent use of council resources

but also to celebrate local contributions to the wellbeing of our town and to support groups which make Cheltenham a better and stronger place to live.

The Cabinet Member for Safety and Communities welcomed the report, saying Saracens Football Club are a brilliant part of St Peter's community, not only for their sporting activity but also organising local events, litter picking, and looking out for local residents.

### **RESOLVED THAT:**

- 1. the following rent support grant is agreed:**

#### **Applicant**

**Cheltenham Saracens FC at St Peter's Recreation Ground**

#### **Recommended rent support grant**

**A rent support grant of 50% of the current market rent**

- 2. authority is delegated to the Participation and Engagement Team Leader, in consultation with the Director: One Legal to agree the terms of a rent support grant agreement with the applicant.**

### **7 Updated Safeguarding Policy**

The Cabinet Member for Safety and Communities introduced her report which presents updates to the safeguarding policy. Last revised in December 2023, she said the policy now reflects housing services being brought back in-house, incorporates national best practice, and better reflects the strategic safeguarding framework in Gloucestershire. It strengthens the council's framework for safeguarding children and vulnerable adults, ensuring that the council applies the policy without prejudice and discrimination. The policy also supports the council in its Public Sector Equality Duty (PSED).

She said the roles and responsibility section has also been amended to include the establishment of a corporate safeguarding group which will enable discussion of concerns, the dissemination of best practice, and additional support for staff. The group will also contribute to annual safeguarding audits. There is now specific guidance on the use of images of children and young people, particularly where parental consent has not been obtained, such as in the use of CCTV for community safeguarding concerns.

### **RESOLVED THAT:**

- 1. the updated safeguarding policy is adopted;**
- 2. authority is delegated to the Director of Governance, Housing and Communities, in consultation with the Cabinet Member Safety and Communities and One Legal, to amend the commissioning and procurement section of the safeguarding policy once the relevant**

**Gloucestershire Safeguarding Children Partnership guidance and training becomes available.**

## **8 Community Infrastructure Levy (CIL) Joint Committee Host Authority and Terms of Reference Review**

The Leader introduced the report and explained that the terms of reference of the Joint Committee have been reviewed to ensure they align with necessary policies. Cabinet was being requested to consider whether Tewkesbury Borough Council should remain the host authority. The terms of reference remain as approved by the council in January 2024.

### **RESOLVED THAT:**

- 1. Tewkesbury Borough Council retains its appointment as the host authority for the Community Infrastructure Levy (CIL) Joint Committee from January 2026.**
- 2. the Community Infrastructure Levy (CIL) Joint Committee Terms of reference remain as approved by Council in January 2024, other than the minor points of clarification as identified in Appendix 3.**

## **9 Notification of decisions made by the Community Infrastructure Levy (CIL) Joint Committee**

The Leader asked Cabinet to note the decisions of the CIL Joint Committee and to acknowledge the allocations it has agreed.

### **RESOLVED THAT:**

- 3. the decisions of the Community Infrastructure Levy (CIL) Joint Committee made on 25 September 2025 are noted.**

## **10 Review of Statement of Licensing Policy (Licensing Act 2003)**

The Cabinet Member for Safety and Communities introduced the report and explained that the licensing policy, last updated in 2020, has been reviewed to reflect any changes in primary legislation, case law and national guidance.

While no major changes were required, updates include references to personal licences and annual fees, and a new section on women's safety and wider vulnerabilities. The policy continues to sit alongside the evening and night-time working group and aspiration to support a charter to provide safe spaces for all. Cheltenham retains its Purple Flag accreditation, which has been held for ten consecutive years.

### **RESOLVED THAT:**

1. the consultation feedback and officer comments are noted;
2. the revised licensing policy statement at Appendix 2 is approved;
3. Council is recommended to adopt the revised licensing policy statement.

## **11 Review of Taxi and Private Hire Licensing Policy (Emissions Policy)**

The Cabinet Member for Safety and Communities introduced the report on proposals to review the 2030 emissions policy for taxis, aligning Cheltenham with Stroud and Tewkesbury. The policy sets a pathway to zero-emission taxis by 2030, with interim requirements for electric or ultra-low emission vehicles from April 2028.

The Cabinet Member Climate Emergency said he and the climate team had worked hard with the licensing team, to ensure the policy will help the taxi industry through this transition, noting advances in electric vehicle technology and the need for fairness in working with the trade. He was pleased that Gloucester and Tewkesbury are in agreement, and said he would take the policy to the Climate Leadership Gloucestershire group to encourage Cotswold District Council to join them. He was also pleased to note that a review is scheduled for 2028 and was confident that the price of electric vehicles will have come down by then, make them a viable and economic option for taxis.

The Cabinet Member for Safety and Communities welcomed his comments and support, and agreed that with technology advancing, prices falling, and the range increasing, it is wise to continue monitoring progress on a regular basis, and to work closely with the trade to support them on this journey.

### **RESOLVED THAT:**

1. the revised wording in relation to the 2030 target date for emissions, as laid out in paragraph 4.3, is adopted;
2. the revised wording is incorporated into the Taxi and Private Hire Licensing Policy and that the document is adopted at the December Full Council meeting.

## **12 Corporate Enforcement Policy**

The Leader introduced the report which sets out the legislative framework and principles the council will abide by when undertaking investigations to mitigate the risk of legal challenge in Court.

She explained that subsequent to the publication of the report, a couple of minor amendments are required within the policy for which authority is delegated to the Chief Executive to approve, in consultation with herself as Leader, the Head of

Service Counter Fraud and Enforcement Unit, Lead Enforcement Officers and One Legal.

For completeness, the amendments are included below, with additional text highlighted in yellow:

10.5. The decision to prosecute **must be taken by Officers, independently of Councillors,** **subject to financial implications which may require a formal Council decision.** The decision will take into account the criteria set down in the Code for Crown Prosecutors, issued by the Crown Prosecution Service. Both stages of the 'Full Code Test' as set out in the Code for Crown prosecutors will be applied as set out below:

16.1.4 **Some development including-domestic extensions**, regardless of impact on neighbours, may **either** be immune from planning enforcement action due to **elapse of time elapsed of time or because** if the works fall within permitted development rights **there will not be a breach of planning control.** ~~Any work commenced within the standard three year life of the permission, and built as approved are beyond further control. No action is possible~~ **Enforcement notices cannot be issued in respect of anticipated breaches, however the use of injunctions is possible where there is strong evidence that such breaches will occur and an injunction is necessary where it is considered necessary** or expedient for an apprehended breach of planning control to be restrained by injunction. For example, ~~where unauthorised development would cause irreparable damage to protected assets or serious harm to the public~~ **there is a serious issue where damages are unlikely to be an adequate remedy and the balance of convenience is in favour of granting an injunction.** **Otherwise, action for breaches** ~~in respect of anticipated breaches.~~ Action can only be taken once an unauthorised development has commenced.

16.8.3

- The Bribery Act 2010 **(with the consent of the Director of Public Prosecutions or the Serious Fraud Office).**

#### **RESOLVED THAT:**

- 1. the Corporate Enforcement Policy (as amended) is approved and adopted;**
- 2. authority is delegated to the Chief Executive to approve future minor amendments to the Policy in consultation with the Leader of the Council, Head of Service Counter Fraud and Enforcement Unit, Lead Enforcement Officers and One Legal.**

#### **13 To adopt the Statement of Community Involvement (SCI) 2025**

The Cabinet Member for Planning and Building Control introduced the report and explained that the Statement of Community Involvement sets out how local

communities can engage with the planning system. It is a statutory requirement to review it every five years, and although it was last updated only in 2023, with each of the three councils working together on the Strategic and Local Plan having their own SCIs, it was felt that this is an opportune time to ensure that these are all aligned. He said the authority will need to comply with this SCI when preparing other local development documents, and felt sure that everyone would agree that it is essential to involve local communities when considering important planning decisions.

### **RESOLVED THAT:**

- 1. the revised Scheme of Community Involvement, attached to the report at Appendix 3, is adopted, to take effect immediately;**
- 2. authority is delegated to the Director of Planning and Building Control, in consultation with the Cabinet Member for Planning and Building Control, to prepare the Statement of Community Involvement for publication correcting any minor errors such as spelling, grammar, typographical and formatting changes that do not affect the substantive content of the Statement of Community Involvement.**

### **14 Local Council Tax Support Scheme 2026-27**

The Cabinet Member for Finance and Assets introduced the report and reaffirmed the administration's strong commitment to protecting low-income households through the Council Tax Support Scheme, with £4.3 million of support provided. He said this scheme is a clear demonstration of the administration's compassion and commitment to ensuring that those most in need receive the support they need. He expressed concern that schemes such as these may get lost in the future under local government reorganisation but hoped that Cheltenham would be able to continue to support financially vulnerable residents as we move forward.

The Leader said she was proud that CBC supports residents in this way and has introduced the scheme over a number of years, now offering 100% support to those most in need.

The Cabinet Member for Climate Emergency welcomed the policy, noting the futility of chasing debt from households unable to pay. The Cabinet Member for Finance and Assets agreed, saying that offering 100% support is beneficial to the public purse in the long run.

### **RESOLVED THAT:**

- 1. the outcome of the consultation on the Local Council Tax Support Scheme in Appendix 4 is noted;**
- 2. the Local Council Tax Support Scheme for working age customers in Appendix 5 and summarised in Appendix 6 is approved as the preferred option for 2026/27.**



3. **the proposed scheme is adopted and Council is recommended to approve and adopt the proposed Local Council Tax Support Scheme for working age customers for 2026/27.**
4. **the Council is asked to give authority to the Chief Executive, or Deputy Chief Executive, in consultation with the Cabinet Member Finance and Assets, to make any necessary adjustments to the income bands to reflect changes to and uprating of welfare benefits, by 27 February 2026.**

## **15 Briefing from Cabinet Members**

The Cabinet Member for Major Developments and Housing Delivery said she and the Leader had today attended the ground breaking at 320 Swindon Road, where a former car park is being redeveloped to provide 24 affordable, eco-friendly, sustainable homes to buy and rent. It was a pleasure to meet the workers and some of the neighbours of a scheme which will be a real uplift for the community. She said ground source heat pumps will be installed, which work better for flats.

The Cabinet Member for Economic Development, Wellbeing, Culture and Public Realm reported on several upcoming Christmas events for all the family to enjoy:

- the ice rink will return to Imperial Gardens at the weekend, and is a brilliant way to bring people to the town centre between now and January, offering a range of sessions for everyone;
- the Christmas lights switch-on is to take place at the weekend, with a temporary market on the Promenade for the event, and the German Christmas market coming soon in December;
- there are two pantomimes in Cheltenham this year – *Robin Hood and his Merry Men* at the Everyman and *Dick Whittington* at Playhouse.

The Cabinet Member for Safety and Communities shared two items:

- she recently attended the C5 parish council catch-up, where there was interesting dialogue about the ongoing community governance review, considering the likely challenges and consequences, with 15 unparished or partly-parished wards in Cheltenham. It was great to hear the views of parish councillors from Shurdington and Uckington;
- Cheltenham Interfaith Week took place last week, and she expressed gratitude to Cheltenham's Interfaith Network, in particular Kevin Devaney who worked so hard with Helen Down to put on a great week of activities. She thanked all the faith and belief groups who opened their doors to allow others to better understand and appreciate one another, and hoped that the event will continue for many years to come.

The Cabinet Member for Waste and Recycling, Parks, Gardens and Green Open Space shared the following:

- Cheltenham is indebted to its many friends and volunteer groups for their hard work and dedication, and he welcomed the formation of a new group called Roamers, set up by greenspace team and comprising volunteers from all parts of town who will go and work on a rota basis in places currently not served by friends groups;

- he recently attended a meeting about allotments – there are 900 allotment holders in Cheltenham, and a long waiting list – and was interested to learn about some new initiatives coming forward;
- it's the season of falling leaves, which gives rise to many comments and complaints from residents. The teams are working hard to clear them, but it can be problematic in streets where access is restricted by cars parked all day. The council is working with GCC, temporarily closing parking zones to allow street-cleaning teams to go in, but this inevitably takes longer than we would like;
- he and officers will attend a conference in Sheffield on Thursday, about cemetery and crematorium developments; this promises to be interesting and informative. CBC like other councils is facing problems with competition from direct cremations at the moment, and it will be good to hear what can do to reinvigorate our service.

The Cabinet Member Climate Emergency described the success of a mock COP30 conference held last week in the Council Chamber and involving 61 local school children from 12 schools. It was a child-led event, run in the format of COP, with children speaking for countries, having studied the politics, views, and climate vulnerabilities of those countries. It not only provided those young people with valuable experience in international climate negotiations but also gave them the opportunity to understand more about local, national and global democratic processes to change the world for the better. Like them, he learnt a lot, and thanked all involved for a thoroughly enjoyable event, including all officers and Cecily Etherington of the Inter Climate Network, whose mission is to inspire young people across the UK.

He added that Climate Leadership Gloucestershire hoped to publish the Climate Risk and Vulnerability Assessment after COP30, and this will be brought to Cabinet and Council soon.

## 16 Cabinet Member Decisions

### [To award a contract to Gloucestershire Action for Refugees and Asylum Seekers \(GARAS\)](#)

*Cabinet Member for Housing and Customer Services, Councillor Flo Lucas*

On behalf of the Cabinet Member for Housing and Customer Services, the Leader reported on her decision to award the contract to the Gloucestershire Action for Refugees and Asylum Seekers (GARAS). She said that support services for asylum seekers and refugees was vital, to provide advice, assistance and accredited help to those who have already endured significant loss.

The contract for delivering these services was initially awarded to the Afghanistan and Central Asian Association (A&CAA), but it later became clear that A&CAA did not hold sufficient accreditation to fulfil the terms of the contract. A second

organisation was considered but also failed to meet the necessary standards. In contrast, GARAS has demonstrated that it meets all of the required criteria and stands out as the only supplier capable of fulfilling the contract obligations. As a result, the contract has now been awarded to GARAS, ensuring that work with Gloucester City Council can continue without interruption.

The new contract will commence on 01 September and is set to run until 31 March 2028, securing long-term provision of these essential services.

### [Approval of the award of grant funding for the Cheltenham Playhouse Theatre](#)

*Cabinet Member for Economic Development, Culture, Wellbeing and Public Realm,  
Councillor Izaac Tailford*

The Cabinet Member reported on his decision to award the Playhouse Theatre a second grant of £25k, making a total of £50k with the grant earlier this year. He said the theatre had been facing significant financial pressures, but the new management team is working well and is confident that they are coming out on the other side. Having taken over this non-profit charitable organisation in dire straits, they have been surviving but are now thriving, having hit their fundraising target, thus ensuring that this well-loved community remains open. He added that as the building is council-owned, and Playhouse Theatre is running it for us; if it fell into disrepair it would cost the council a great deal more to maintain, and he hoped that this arrangement will continue long into the future.

### **17 Any other item that the Leader determines to be urgent and requires a decision.**

There were none.

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## Cheltenham Borough Council

### Cabinet – 16 December 2025

## Infrastructure Funding Statement (IFS) and Community Infrastructure Levy (CIL) Rate Summary Statement

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#### Accountable member:

Cabinet Member for Planning and Building Control, Cllr Mike Collins

#### Accountable officer:

Director of Planning and Building Control, Tracey Birkinshaw

#### Ward(s) affected:

All

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#### Key Decision: No

#### Executive summary:

All Councils who charge the Community Infrastructure Levy (CIL) and/or secure developer contributions by way of Section 106 (S106) agreements have a statutory obligation to prepare the following:

- Infrastructure Funding Statement (IFS) (Appendix 3 Part 1 CIL Report and Part 2 S106 Report and Appendix 4 Infrastructure List 2025) and
- Annual CIL Rates Summary Statement (Appendix 5).

The IFS content relates to the previous financial year to the one in which it is being published. This IFS reports on financial year 2024/25. The IFS must include an Infrastructure List (published as Part 3 of the IFS, see Appendix 5), to help guide future priorities for allocation of the CIL Reg 59(1) strategic infrastructure fund receipts.

To meet the requirements of the CIL Regulations these documents should be

published by the Council no later than 31 December in a given calendar year after the financial reporting year.

**Recommendations: That Cabinet**

- 1. approves the publication of the Infrastructure Funding Statement (IFS) 2024/25 relating to the financial year ending 31 March 2025 by 31 December 2025 and that its CIL and S106 information be submitted to Government.**
  - 2. notes the Annual CIL Rate Summary Statement December 2025 and approves it for publication on the Council's website by 31 December 2025.**
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**1. Implications**

**1.1 Financial, Property and Asset implications**

No financial implications as a result of the recommendations of this report.

Allocation decisions made in the reporting year, will however result in the Council needing to ensure that it has funds available to make payments against s106 funded projects and/or CIL funded projects at the time payment is required to be made.

The financial data contained within the IFS Part 1 CIL Report and Part 2 S106 Report has been reviewed by finance officers.

There are no specific property or asset implications resulting from the CIL Infrastructure Fund allocation decisions in the reporting year.

**Signed off by:** Treasury Management Accountant,  
[andrew.sherbourne@cheltenham.gov.uk](mailto:andrew.sherbourne@cheltenham.gov.uk)

**1.2 Legal implications**

The production of an IFS, at least annually, including a regulation 121A Infrastructure List is a statutory obligation as a result of amendments to the Community Infrastructure Levy Regulations 2010 (the CIL Regulations) by the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019. As is the publication of the Annual CIL Rate Summary Statement. The Statement must address CIL collection and spend, infrastructure projects and S106 collection and spend. The publication of the IFS fulfils this statutory requirement.

**Signed off by:** Charlotte Lockwood, Senior Locum Lawyer, One Legal,

[legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk), 01684 272691

### **1.3 Environmental and climate change implications**

No Climate Change Impact Assessment needed as the report does not relate to a new project or policy.

This is a report primarily on securing, demanded, receipt, allocation, and expenditure of CIL/S106. However, the effective use of CIL/S106 receipts has the potential to have a positive environmental impact. For example, the 'Infrastructure List' (Appendix 4) contains proposals including links which will help to deliver modal shift, a replacement recycling facility, developing mass rapid transit (now renamed Bus Rapid Transit), rail related infrastructure enhancements, EV charging infrastructure and strategic green infrastructure, which all have a huge positive potential for tackling climate change.

Future infrastructure projects delivered using s106 planning obligations and/or CIL receipts and support development within the Council's administrative area will assist in moving toward the net zero 2030 target and the aims of the Climate Pathway.

**Signed off by:** Maizy McCann, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

### **1.4 Corporate Plan Priorities**

The Council has statutory functions as Local Planning Authority and CIL Charging and Collecting Authority. The statutory obligations relevant to this report link directly to these functions. This report records the monies secured, demanded, received, allocated, and spent in respect of CIL and S106. This report contributes to the following Corporate Plan Priorities updated July 2025:

Key priority 1: Securing our future

Key priority 2: Quality homes, safe and strong communities

Key priority 3: Reducing carbon, achieving council net zero, creating biodiversity

Key priority 4: Reducing inequalities, supporting better outcomes

Key priority 5: Taking care of your money

### **1.5 Equality, Diversity and Inclusion Implications**

See Appendix 2. None arising from this report that require a full screening assessment.

## 1.6 Performance management – monitoring and review

The Council has appointed a Planning Research & Monitoring Officer, with part of the responsibility of the role being to monitor s106 planning obligations.

The Council keeps its S106 and CIL processes under regular review. Further work will be undertaken across the remaining months of financial year 2025/26 and into 2026/27 to secure improvements to both the s106 and CIL monitoring processes.

A specific review of the allocation and spend of the CIL Administration Fee portion of paid CIL receipts is also underway. It will be necessary to check that the IFS 2024/25 and the CIL Annual Rate Summary Statement December 2025 have been published online by 31 December 2025.

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## 2 Background

2.1 Producing an Infrastructure Funding Statement (IFS) annually is a legal requirement for Councils who charge the Community Infrastructure Levy (CIL) and/or secure developer contributions by way of Section 106 (S106) agreements.<sup>1</sup> This is the Council's sixth IFS, that covers the financial year 2024/25 that has been prepared ready for submission<sup>2</sup> and publication, as required, on the Council's website by the 31 December 2025<sup>3</sup>.

2.2 The IFS Parts 1 and 2 (Appendix 3) must include reports on the previous financial year, ending on the 31 March, for both CIL and S106 Planning Contributions as well as Part 3 an Infrastructure List (Appendix 4).

2.3 The publication of an annual CIL Rate Summary Statement (Appendix 5) by 31 December<sup>4</sup> in a given calendar year is also a mandatory requirement of the CIL Regulations. The purpose of the CIL Rate summary is to publish the value of the CIL rates that will apply in the following calendar year, so for 2026, having applied the mandatory national CIL index<sup>5</sup> and the relevant calculation against the adopted published CIL Charging Schedule rates.

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<sup>1</sup> Regulation 121A requires the council, as a 'contribution receiving authority' to publish an IFS annually "no later than the 31st December" that sets out details about 'planning obligation' and 'CIL' income and expenditure, actual and anticipated for the last 'reported year' ending on the 31st March, and an 'Infrastructure List'

<sup>2</sup> Submission to Ministry of Housing, Communities and Local Government (MHCLG)

<sup>3</sup> Community Infrastructure Levy Regulations 2010 (as amended) Regulation 121A

<sup>4</sup> Regulation 121C (1) requires an Annual CIL Rate Summary Statement to be published "no earlier than 2nd December and no later than 31st December" each year updated in line with the CIL Index published by the Royal Institute of Chartered Surveyors (RICS) for the 1st November each year

<sup>5</sup> Published by the Royal Institute of Chartered Surveyors (RICS) on the 1<sup>st</sup> November each year



- 2.4 The Council is required to publish the IFS in a format that answers a series of purely factual questions on securing, income, and expenditure of CIL and S106 (collectively known as ‘planning obligations’ or ‘developer contributions’. The questions are set out in the CIL Regulations 2010 (as amended) under Regulation 121A and Schedule 2.
- 2.5 The ‘Infrastructure List’ is a list of the infrastructure projects or types of infrastructure which “the charging authority intends will be, or may be, wholly or partly funded by CIL” from the CIL Regulation 59(1) Infrastructure Fund receipts only.
- 2.6 The Infrastructure List<sup>6</sup> is shared by the three Joint Core Strategy/Strategic Local Plan (JCS/SLP) local authority partner Councils (Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council) which have now also, as of January 2024 established the CIL Joint Committee and have also agreed to the pooling of CIL Regulation 59(1) Infrastructure Fund Receipts to fund strategic infrastructure to support development within the CIL Charging Authority’s area. The background and decisions of the CIL Joint Committee can be viewed via [Tewkesbury Borough Council website](#), who acts as the host authority for the Committee.
- 2.7 Further detail on the current Infrastructure List (Appendix 4) is provided in section 4 of this report. This list is now managed by the Joint CIL Committee. The inaugural meeting of the Joint CIL Committee took place on 12th November 2024. Subsequent CIL Joint Committee meetings have included decisions to allocate the pooled strategic infrastructure fund receipts to projects. Engagement continues under the framework of the SLP with wider infrastructure providers (e.g. NHS, emergency services, Environment Agency etc.) outside of the local authorities to identify any wider infrastructure priorities that the CIL Joint Committee may consider adding to the Infrastructure List as part of the annual review if it.

### **3 Infrastructure Funding Statement Parts 1 CIL Report and Part 2 S106 Report**

#### **IFS CIL Report**

- 3.1 Full details of CIL income and expenditure are presented in the IFS at Appendix 3.
- 3.2 In summary for the ‘reporting year’ (01 April 2024 to 31 March 2025):

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<sup>6</sup> approved for publication in December 2020 and an update approved each year since

3.2.1 Cheltenham CIL Receipts = £3,469,533.19

3.2.2 CIL expenditure by the borough council = **£228,872.38** made up of;

- **£47,736.36** on Administration (collected in the previous reported year, 2023/24),
- **£161,753.28** of Neighbourhood CIL transferred to Parish Councils,
- **£19,382.74** on CBC Borough Neighbourhood Fund Projects (Round 1). More details of these projects are included in 3.7, below.

3.2.3 CIL Expenditure by the Parish Councils is reported in their own published Funding Statements, available to view via Parish Council websites. This reports on Neighbourhood CIL transferred in reporting year to Parish Councils. *(For addition information Parish in year spend tables are included at the end of this section of the report however, but this is not reflected in the spend information above)*

3.2.4 CIL Passed to Parish Councils = **£81,892.83 (£16,629.53** by 28 April 2024 which was raised in the last six months of the previous reported year, 01 October 2023 to 31 March 2024 and **£65,263.30** by 28 October 2024 which was raised in the first six months of the reported year (01 April 2024 to 30 September 2024).

3.3 At the end of the 'reporting year' (31 March 2025):

3.3.1 **£173,476.66** allocated to Administration (5% of total CIL receipts), as a contribution to the shared CIL service, further details set out in paragraph 3.4.

3.3.2 **£394,455.65** Neighbourhood Funding (15%<sup>7</sup> of total CIL receipts in parish areas<sup>8</sup>) collected by the Borough Council in the second six months of the reported year (01 October 2024 and the 31 March 2025) to be transferred to the relevant Parish Council by the 28 April 2024 (in the next reported year, 2024/25).

3.3.3 **£81,763.91** Neighbourhood Funding for unparished areas to be allocated by cabinet on the advice of the cross-party Neighbourhood Fund Panel; and

3.3.4 **£2,778,075.61** in the Strategic Infrastructure Fund (the majority of which is allocated) for the "*provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area*".

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<sup>7</sup> No Parish Councils in the borough currently have an adopted (made) Neighbourhood Plan which raises this to an uncapped 25%.

<sup>8</sup> Subject to a cap of £100 plus indexation per existing dwelling in the parish, which no CIL payments have yet reached.

### ***CIL Administration Costs***

- 3.4 The council may use up to 5% of the CIL receipts in a reporting year to support administration. The JCS/SLP councils currently pool their CIL administration funding; this supports the employment of a CIL Manager and CIL Officer, together with the required computer and systems software, and membership costs such as the Royal Institute of Chartered Surveyors (RICS), Building Cost Information Service (BCIS), Subscription etc. It also meets legal costs of reviews and appeals and will fund the administration, and work undertaken on behalf, of the CIL Joint Committee going forward. Funding is being utilised short term to support consultancy resource to support the next meeting of the Joint CIL Committee and will be used to put in place dedicated infrastructure officer resource over 2025, supporting the longer-term activities of the Joint CIL Committee.
- 3.5 Appropriate administrative expenses associated with CIL that can be recovered from the 5% are broadly set out in the CIL [guidance](#), these include the costs of the functions required to establish and run a levy charging scheme. These functions include levy set-up costs, such as consultation on the levy charging schedule, preparing evidence on viability or the costs of the levy examination. There are similar costs associated with amending a levy charging schedule. They also include ongoing functions like establishing and running billing and payment systems, enforcing the levy, the legal costs associated with payments in-kind and monitoring and reporting on levy activity.
- 3.6 Over time as the CIL pots grow, Cheltenham will wish to fully recover all liable costs, both joint and those arising from Cheltenham only. This element is kept under regular review. A full review of CIL administration costs is underway with the support of the finance teams and will be reported to the Cabinet Member for Planning and Building Control in due course.

### **Neighbourhood Funding**

- 3.7 Borough Neighbourhood Projects. The table below shows the reporting year spend on CBC Neighbourhood Fund Projects.

Infrastructure	Amount	Date	Spend Description
CIL Reg 59F Public Hearts Defibrillator	£2,256.68	12 July 2024	Public Hearts Defibrillator Campaign
CIL Reg 59F Public Hearts Defibrillator	£243.32	12 July 2024	Public Hearts Defibrillator Campaign
CIL Reg 59F Public Hearts Defibrillator	£1,549.72	22 October 2024	Public Hearts Defibrillator Campaign Tidal Training

Infrastructure	Amount	Date	Spend Description
CIL Reg 59F Public Hearts Defibrillator	£1,833.02	22 December 2024	Public Hearts Defibrillator Campaign Tidal Training
CIL Reg 59F Air Quality Monitoring	£3,500.00	25 March 2025	Benhall Residents Association Air Quality Survey
CIL Reg 59F Cheltenham Paint Festival	£7,500.00	24 May 2024	Cheltenham Paint Festival
CIL Reg 59F Honeybourne Honey Project	£2,500.00	04 October 2024	We Create Cheltenham CIC Honeybourne Honey Project
<b>Total value</b>	<b>£19,382.74</b>		

### IFS – S106 Report

3.8 At the start of April 2024, there was a balance of **£3,780,829.87**. During the 'reporting year' the Council received **£297,411.72**; spent **£294,526.94** and transferred to revenue **£0.00** S106 contributions. At the end of March 2025, there was a closing balance of **£3,570,964.99**. The payments for S106 are related to the triggers set out in the agreed covenants in the S106 deeds. A significant amount relates to the delivery of affordable housing and this falls within the councils housing enabling function that oversees delivery within the priorities set out by the Cheltenham Borough Council Housing, Homelessness and Rough Sleeping Strategy (2023 – 2028).

3.9 In terms of affordable housing, **£nil** contributions to off-site affordable housing were secured from planning obligations entered into during the reporting year 2024/25.

3.10 Associated with other affordable housing s106 deed matters however:

- **95** affordable housing units delivered on site during the reported year as a result of planning obligations entered into in previous years across two sites.
- **29** affordable housing units were originally secured to be provided under application 24/00236/FUL North Place. This s106 deed contained a cascade mechanism that allows agreement to an alternative number and mix of affordable housing in the event that it is difficult to secure a Register Provider of affordable housing to take on the units. This mechanism has been invoked in 2025/26 (prior to the publication of this report) due to the inability to secure a Registered Provider to take the original AH units at the site (29x shared ownership). The total unit number and type of provision has now changed reducing the total to 19 First Homes, that will be sold to open market below market value in

accordance with restrictions instead. The First Homes have yet to be marketed for sale.

- **zero** affordable housing units are to be provided as a result of S106 off-site funding allocations made within the reported year. A s106 deed was entered into under application reference 23/01545/CONDIT dated 25 July 2024 that requires a review of development viability after the construction of 5 dwellings out of 13 to determine if an off-site affordable housing contribution is capable of being made. The default position is therefore that no contribution will be secured at the point of signing the deed.
- **£270,000** of off-site affordable housing contributions received and allocated in previous years has been spent to support the total cost of acquiring Medway Court, Whaddon Road that has provided 6 additional affordable housing units as social rent (6x1 bedroom flats).
- An off-site affordable housing contribution of £209,640.72 was received within the reporting year from 19/00111/FUL Telephone Repeater Station, Parabola Road. This was not allocated to any projects within the report year.

3.11 The Council's constitution clearly sets out the parameters for decision-making. Negotiation of S106 is a key element of the development management process when it is considered that a development will have impacts on the local area that cannot be moderated by means of conditions attached to a planning decision. The council's constitution (at Part 3) provides the responsibility for the determination of planning applications (of which S106 negotiation forms part), except as specifically allocated to Planning Committee (under Part 3C) <https://democracy.cheltenham.gov.uk/ieListDocuments.aspx?CId=279&MId=1960&Info=1&bcr=1>

3.12 It should be noted that historically Gloucestershire County Council have negotiated S106 for infrastructure delivery that is the responsibility of the County Council including education, libraries, and highways improvements. These are reported on separately by the County Council via their Infrastructure Funding Statement which is available via their website. In respect of the strategic allocations which will be brought to Planning Committee for decision over 2025/26 in some cases are trialling a tripartite S106, this is a single agreement signed by both the borough council, county council and landowners (which in some cases may also be the developer).

3.13 Planning decisions made outside those undertaken by Planning Committee, including S106 agreements, are delegated to the Head of Planning. In negotiating S106, consultation with ward members is undertaken as appropriate and the relevant officer specialisms are engaged

## 4 Infrastructure List

- 4.1 The published Infrastructure Funding Statement Part 3 Infrastructure List contains a statement that it will be reviewed at least annually. That does not necessarily mean that changes will be made to it.
- 4.2 The infrastructure List has been developed as a combined shared list that will be published annually as identical by the three JCS/SLP partner Councils of the CIL Joint Committee, being Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council. The 'Infrastructure List' identifies projects which the Council intends will or may be wholly or partly funded from CIL strategic Infrastructure fund receipts. This list is not exhaustive.
- 4.3 On 04 March 2025 the CIL Joint Committee made a decision to split the CIL Regulation 59(1) Infrastructure Fund so that 25% of it would be ringfenced for use on 'local strategic' infrastructure projects. These are projects of a strategic nature that are likely to benefit one, or two of the member councils, in any combination to support development of their area (as opposed to infrastructure that would support the development of all three). Informed by this decision, a review of the list has been carried out (including whether a project is likely to be a "local strategic" project or a "strategic shared" project) and it is proposed to delete or add specific projects and/or generic types of infrastructure to the list. The format and structure of the Infrastructure List has also been improved. Appendix 4 (Infrastructure Funding Statement 2024/25 Part 3 Infrastructure List contains the proposed updated Infrastructure List 2025
- 4.4 In particular, amendments are proposed to add new projects or amendment of projects.

### Projects requesting CIL Funding

- Cheltenham Parks and Green Space Landscape and Recreation – amended to focus on desilting of Pittville Lake (phased approach).
- Prince of Wales Stadium added to cover removal of track surfacing and replacing with solid polyurethane (PU) together with further scoping to look at improved disabled accessibility. Supports corporate plan outcomes.
- The Petersfield Community Hub has been deleted from the list for Cheltenham costed projects as project changed from previous proposal which would not meet the criteria of 'strategic local'.

### Pipeline projects

- Cheltenham Physical Activity and sport strategy for Cheltenham /

Playing Pitch Strategy – to help address the action plan priorities and supporting corporate plan outcomes.

- Cheltenham public safety interventions in parks and gardens – to support walking and cycling routes and supporting corporate plan outcomes.

4.5 The preparation of the Strategic Local Plan (SLP) and the accompanying Infrastructure Delivery Plan (IDP) is now making progress. This will provide the appropriate context for a future much wider review of the Infrastructure List. The IDP will be informed by updated evidence on infrastructure demands and delivery to support development and growth requirements, and at the same time inform the priorities of the three councils, including the commitment to tackle climate change, achieve modal shift away from private car use and reflect changing patterns of work following the pandemic, and underpin the Council's Corporate Plan and its priorities, including its 2030 net zero objectives.

4.6 A workshop was recently held with around 45 participants representing a broad range of infrastructure providers, this is an important and ongoing engagement with the infrastructure sector. This work will not only encompass the delivery of the JCS and District level plans but also, as progress on its development is made, the requirements of the SLP.

## **5 Annual CIL rate summary statement**

5.1 The Annual CIL Rate Summary Statement (Appendix 5) must be based on the Royal Institute of Chartered Surveyors (RICS) CIL Index, published for 1<sup>st</sup> November each year. Indexation is required so that the rates charged are adjusted to take account of the impact of inflation.

5.2 The CIL rate for 1 November 2025 was published online on 27 October 2025 stating a value of 400 for 2026 calendar year (as against a 391 index value for the 2025 calendar year). The CIL Rate Summary (December 2025) at Appendix 5 contains factual information identifying the impact of indexation on the Council's adopted CIL Charging Schedule (2018) rates for any CIL liable development for which the 2026 calendar year rate will apply.

## **6 Next Steps**

6.1 Publication of the IFS on the Council's website and submission and notification of the location of data to the Ministry of Housing, Communities and Local government by end December 2025.

6.2 Publication of the CIL Annual Rate Summary Statement December 2025 on the Council's website by 31 December 2025.

## **7 Reasons for recommendations**

### **7.1 Statutory obligation to prepare and publish:**

- 7.1.1 Regulation 121A requires the Council, as a 'contribution receiving authority' to publish an IFS annually "no later than the 31st December" that sets out details about 'planning obligation' and 'CIL' income and expenditure, actual and anticipated for the last 'reported year' ending on the 31st March, and an 'Infrastructure List'; and
- 7.1.2 Regulation 121C (1) requires an Annual CIL Rate Summary Statement to be published "no earlier than 2nd December and no later than 31st December" each year updated in line with the CIL Index published by the Royal Institute of Chartered Surveyors (RICS) for the 1st November each year.
- 7.1.3 Regulations referred to are the Community Infrastructure Levy Regulations 2010 (as amended).

## **8 Alternative options considered**

- 9 Not relevant as statutory requirement.

## **10 Consultation and feedback**

- 10.1 One Legal, Treasury Management Accountant, Deputy S151 Officer, Climate Change Officer, Cabinet Member for Planning and Building Control.

## **11 Key risks**

- 11.1 See Appendix 1.

### **Report author:**

Sarah Screen, Strategic Infrastructure Planning Manager for Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils  
[sarah.screen@tewkesbury.gov.uk](mailto:sarah.screen@tewkesbury.gov.uk)

## **Appendices**

- 1. Risk Assessment
- 2. Equality Impact Assessment – Screening
- 3. Cheltenham Borough Council IFS Report 2024/25 Part 1 CIL Report & Part 2 S106 Report
- 4. Cheltenham Borough Council IFS Report 2024/25 Part 3 Draft Infrastructure List December 2025
- 5. CIL Annual Rate Summary Statement December 2025



**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
CIL/S106	Failure to publish the required Infrastructure Funding Statements would be a breach of Government Regulations	Director of Planning & Building Control	1	1	1	Close	Cabinet report  Ensure Publication of IFS on the Council's beside by 31 December 2025	CIL Monitoring Officer (Support of Strategic Infrastructure Planning Manager if needed)	31 December 2025
CIL	Failure to publish the Annual CIL Rate Summary Statement would be a breach of Government Regulations	Director of Planning & Building Control	1	1	1	Close	Cabinet report  Ensure Publication of IFS on the Council's beside by 31 December 2025	CIL Monitoring Officer (Support of Strategic Infrastructure Planning Manager if needed)	31 December 2025
CIL/Strategic Local Plan (SLP)	Not having a clear CIL prioritisation of infrastructure projects may risk receipts not being targeted towards the most critical infrastructure needed to deliver development and fulfil the Council's requirements in the delivery of the JCS/Cheltenham Plan/SLP.	Director of Planning & Building Control	5	2	10		Governance arrangements of CIL Regulation 59(1) Infrastructure fund receipts agreed under the framework of the CIL Joint Committee.  Infrastructure List reviewed for 2025, and changes made.	Council reports Cheltenham, Gloucester and Tewkesbury and Community Infrastructure Levy Joint Committee  CIL Officers /CIL	Updated Infrastructure List publication by 31 December 2025 under IFS.  SLP and accompanying IDP making progress in line with Local Development

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
							Review and update of Infrastructure Delivery Plan (IDP) continues as part of preparation of SLP. This will put in place clear and transparent governance relating to prioritisation of infrastructure delivery.	Joint Committee/CIL Joint Officer Working Group /SLP Task Group & Steering Group.	<p>Scheme Published March 2025.</p> <p>IDP picked up via SLP risk register.</p> <p>Submission of IDP alongside SLP by December 2026</p>

## 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: Sarah Screen	Service Area:
Title: Strategic Infrastructure Planning Manager	Date of assessment: 18 November 2025
Signature: <i>Sarah Screen</i>	

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

Function

If other, please specify:

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

Statutory reporting requirement annually under the requirements of the Community Infrastructure Levy (England and Wales) CIL Regulations and publication of information on the Councils website and sharing some of this information with Government.

Is this new or existing?

Other

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

No change other than to the content of the Infrastructure List content. There is an annual requirement to report for the previous financial year by no later than 31 December in any calendar year.

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

Aims:	To comply with the CIL Regulations 2010 (as amended) reporting and publication requirements and ensure that information is made publicly available in the interest of public knowledge and scrutiny.
Objectives:	1. To keep Members and the public up to date on receipt, allocation and spend of developer contributions receipts through both S106 planning obligations and the Community Infrastructure Levy

	2. To make landowners and prospective developers (including homeowners wishing to undertake extensions to dwellings) aware of the change in the CIL rates for 2026 calendar year as may be relevant to relevant CIL liable development.
Outcomes:	<ol style="list-style-type: none"> <li>1. To comply with the publication requirements of the CIL Regulations 2010 as amended</li> <li>2. To update Member, the public and any other interested parties</li> <li>3. To inform infrastructure providers of the types or specific items of infrastructure that CIL Infrastructure Fund receipts may be spent on.</li> </ol>
Benefits:	<p>Publication of the IFS Part 1 s106 Report provides an opportunity for the public to understand what infrastructure mitigation is being secured by the Council as Local Planning Authority, that is within its monitoring remit, through S106 Planning Obligations, when it is paid, how much is paid, what it has been allocated to and how much has been spent on what projects</p> <p>Publication of the IFS Part 2 CIL Report provides an opportunity for the public to understand how much CIL has been paid in the reported financial year, how this has been split between CIL Administration, Neighbourhood CIL, and retained in the Strategic Infrastructure Fund to support infrastructure projects, how this has been allocated and spent.</p> <p>The publication of the CIL Infrastructure List allows any interested party to understand what the strategic infrastructure priorities may be for the CIL Joint Committee and its partner Councils in considering the future allocation of CIL Infrastructure Fund Receipts.</p> <p>The publication of the CIL Annual Rate Summary Statement December 2025 containing CIL rates for the 2026 calendar year (01 January to 31 December 2026) will provide information to any relevant person, company or organisation that may be considering development within the Council's administrative area in 2026 of what the updated CIL rates are allowing them an opportunity to calculate the potential impact that CIL may have on relevant proposed development (in the event that it is the 2026 CIL rates that would apply to it).</p>

#### 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:

Through the publication of this information landowners, developers and any person or organisation interested developing in the borough or wanting to know how developer contributions towards infrastructure are secured allocated and spent have that information available.

**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

A Stage 2 Equality Impact Assessment is not required as this report is to meet statutory compliance under the regulatory framework of the CIL Regulations 2010 (as amended)

**Cheltenham Borough  
Council**

**Annual Infrastructure  
Funding Statement**

**For**

**Community Infrastructure Levy and  
Section 106**

Reporting Period:  
From 01 April 2024 to 31 March 2025

## 1 Introduction

- 1.1 The Infrastructure Funding Statement (IFS) is an annual report that is required to be published by Local Authorities in accordance with Regulation 121A of the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations).
- 1.2 The purpose of the report is to provide a summary of financial and non-financial developer contributions secured under the framework of the Community Infrastructure Levy Regulations 2010 (as amended), and Section 106 of the Town and Country Planning Act 1990 (as amended) for the preceding financial year to the year in which the IFS is published.
- 1.3 Cheltenham Borough Council seeks developer contributions from both the Community Infrastructure Levy and Section 106 for the provision of infrastructure to support development and mitigate the impacts of development.

## 2 Background

- 2.1 The Joint Core Strategy (JCS) 2011-2031 Development Plan was adopted by Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council in December 2017, setting the planning strategy and policy framework for development up to 2031.
- 2.2 Following the adoption of the JCS, the Councils adopted their CIL Charging Schedules in October 2018 and began charging from the beginning of 2019. Once the Charging Schedule was adopted Cheltenham Borough Council became both a CIL 'Charging Authority' and 'Collecting Authority'.
- 2.3 On 25 January 2024, the partner councils approved the establishment of a Community Infrastructure Levy Joint Committee. The Committee is responsible for delivering large scale projects identified on their joint 'Infrastructure List' by utilising CIL Regulation 59(1) 'strategic CIL' funds.
- 2.4 The partner councils are currently preparing the Strategic and Local Plan (SLP). This overarching planning strategy will supersede the Joint Core Strategy upon adoption.

## 3 The Report

- 3.1 The annual infrastructure statement comprises:

***Part 1: Community Infrastructure Levy Matters***

Including details of CIL receipts, allocations, and expenditure

***Part 2: Section 106 Matters (and potentially s278 Highways Act Matters)***

Including details of S106 Income and expenditure

***Part 3: The Infrastructure List***

Including the infrastructure projects or types that are intended to be partly or fully funded by strategic CIL funds. This is a list that is shared by the three member Councils of the constituted CIL Joint Committee being Cheltenham Borough Council, Gloucester City Council and Tewkesbury Borough Council following the decision to pool the CIL Regulation 59(1) Infrastructure fund receipts to fund infrastructure to support development of the relevant CIL authority area.



Part 1

Community Infrastructure Levy Matters

Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A  
Schedule 2 Section 1

- a) The total value of demand notices issued in the reported period is £8,995,797.57. This value is of demand notices issued within the reported period that have not been suspended or superseded by new demand notices outside of the reported period.
- b) The total amount of CIL collected within the reported period totals £3,469,533.19.
- c) The amount of CIL collected prior to the reported period totals £3,613,896.61. Of this total the following amount was collected in Cash and as Land Transactions (including payments in kind and infrastructure payments) and the following amounts remain unallocated:

Type	Received	Unallocated
Cash	£3,613,896.61	£50,449.73
Land Payment	£0.00	£0.00

From the commencement of charging on the 1 January 2019 to the 31 March 2024, £180,694.83 was used for Administration (5%), £177,118.91 was held as the Borough Council's Regulation 59F Neighbourhood Funding (of which £128,335.00 was allocated in round one of the Neighbourhood Funding Projects). £357,714.19 was transferred to the Parish Councils as Neighbourhood CIL Funding. £2,896,682.86 has been allocated from the Regulation 59 (1) fund for strategic infrastructure projects from CIL collected prior to the reporting period.

- d) The total amount of CIL collected prior to the reported period allocated in the reported period in relation to cash received is £2,911,447.57 and in relation to land payments (including payments in kind and infrastructure payments) is £0.00.
- e) The total CIL expenditure recorded for the reported period is as follows:

Type	Expenditure
Admin CIL	£47,736.36 (raised in 2023/24 reported year)
Neighbourhood CIL Parish	£161,753.28
Regulation 59F CBC Neighbourhood Fund*	£19,382.74
<b>Total Value</b>	<b>£228,872.38</b>

\* Whilst financial data is reporting an additional £13,000.00 spent in the 2024/25 financial year on Sandford Park Lighting Scheme, this equates to a movement of historic CIL CBC Neighbourhood fund spend to the correct finance code when the evidence indicates that the spend actually took place in 2023/24 and has already been reported as spent in IFS 2023/24 reporting year.

- f) The total amount of CIL allocated and not spent during the reported period is as follows, this does not include allocations made within the reported year that have been fully spent:

Type	Allocated	Spent	Remaining
Admin CIL	£173,476.66	£0.00	£173,476.66
Neighbourhood CIL Parish	£81,892.84	£0.00	£81,892.84
CBC Neighbourhood Fund (Reg 59F)	£0.00	£0.00	£0.00
CIL Regulation 59(1) Fund	£2,930,637.19	£0.00	£2,930,637.19
<b>Total Value</b>			<b>£3,186,006.69</b>

- g) i) The items of infrastructure on which CIL (including land payments) has been spent within the reported year, and the amount of CIL spent on each item was £nil.

ii) The amount of CIL spent on repaying money borrowed, including any interest, and details of the items of infrastructure which that money was used to provide (wholly or in part) was £nil.

iii) The amount of CIL collected in the reported year towards administration expenses is £173,476.66. This was 5% of the total CIL receipts collected (£3,469,533.19) in the reported period.

The amount spent (transferred to Tewkesbury Borough Council) as a contribution towards the shared service, raised in 2023/24 but transferred in 2024/25 was £47,736.36. This was 5% of the total CIL receipts collected (£954,727.25) in 2023/24.

The percentage taken may differ due to Land payments (including payments in kind and infrastructure payments) not being allocated to administration expenses and Neighbourhood Areas not receiving a proportion of surcharges and late payment interest.

- h) In relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item:

Infrastructure	Amount Allocated	Amount Unspent	Allocation Dated
CIL Reg 59 CIL0001 M5 Jn 10	£2,129,315.97	£2,129,315.97	04 March 2025
CIL Reg 59 CIL0002 M5 Jn 9 and A46	£212,931.60	£212,931.60	04 March 2025
CIL Reg 59 CIL0003 MRT Mass Rapid Transit	£212,931.60	£212,931.60	04 March 2025

Infrastructure	Amount Allocated	Amount Unspent	Allocation Dated
CIL Reg 59 CIL0004 Honeybourne Line Cycle Path Cheltenham	£164,047.61	£164,047.61	04 March 2025
CIL Reg 59 CIL0005 Cheltenham to Bishops Cleeve Cycle Spine	£126,237.77	£126,237.77	04 March 2025
CIL Reg 59 CIL0006 Gloucester to Haresfield Cycle Spine	£85,172.64	£85,172.64	04 March 2025
<b>Total Value</b>	<b>£2,930,637.19</b>	<b>£2,930,637.19</b>	

When agreeing to establish a CIL Joint Committee in January 2024, the three partner councils also agreed to pool their 'Regulation 59(1) Infrastructure Funds' with the purpose of delivering strategic infrastructure projects identified in their joint 'Infrastructure List'.

The first allocations were made by the CIL Joint Committee on the 4 March 2025. Of these allocations, £2,930,637.19 was the total to be funded by Cheltenham Borough Council's Regulation 59(1) income.

- i) i) The total amount of CIL passed to a neighbourhood zone under Regulation 59A (collected on behalf of the neighbourhood zone in cash), cash collected and allocated towards Neighbourhood CIL, and 59B (cash provided by the Charging Authority to Neighbourhood Zones equivalent to what they would have received on a payment in kind), are as follows:

Zone	Date	Amount Passed
Charlton Kings Parish Council	28 October 2024	£1,685.83
Leckhampton with Warden Hill Parish Council	28 April 2024	£4,477.17
Leckhampton with Warden Hill Parish Council	28 April 2024	£8,600.71
Prestbury Parish Council	28 October 2024	£4,486.33
Swindon Village Parish Council	28 April 2024	£3,551.66
Swindon Village Parish Council	28 October 2024	£11,896.12
Swindon Village Parish Council	28 October 2024	£38,368.65
Swindon Village Parish Council	28 October 2024	£8,826.37

The following amounts were allocated towards neighbourhood zones under Regulation 59B, cash provided by the Charging Authority to Neighbourhood Zones equivalent to what they would have received on a payment in kind, during the reported year was £nil.

ii) The following spends within the reported year have been passed to a third party to spend on the provision, improvement, replacement, operation, or maintenance of infrastructure under Regulation 59(4) was £nil.

- j) i) The total collected by Cheltenham Borough Council for the reported year under Regulation 59E (CIL returned to the Charging Authority after 5 years if not spent) was £0.00 and under Regulation 59F, CIL collected and retained by the Charging Authority for areas that are not designated Neighbourhood Zones, was £59,248.82.

ii) The amount of CIL allocated during the reported year under Regulation 59E, CIL returned to the Charging Authority that had been passed to a Neighbourhood Zone and had not been applied to infrastructure after a 5-year period, during the reported year was £nil.

The amount of CIL spent under Regulation 59E during the reported year was £nil.

The amount of CIL allocated during the reported year under Regulation 59F CBC Neighbourhood Fund during the reported year was £nil.

The amount of CIL spent under Regulation 59F during the reported year is as follows:

Infrastructure	Amount	Date	Spend Description
CIL Reg 59F Public Hearts Defibrillator	£2,256.68	12 July 2024	Public Hearts Defibrillator Campaign
CIL Reg 59F Public Hearts Defibrillator	£243.32	12 July 2024	Public Hearts Defibrillator Campaign
CIL Reg 59F Public Hearts Defibrillator	£1,549.72	22 October 2024	Public Hearts Defibrillator Campaign Tidal Training
CIL Reg 59F Public Hearts Defibrillator	£1,833.02	22 December 2024	Public Hearts Defibrillator Campaign Tidal Training
CIL Reg 59F Air Quality Monitoring	£3,500.00	25 March 2025	Benhall Residents Association Air Quality Survey
CIL Reg 59F Cheltenham Paint Festival	£7,500.00	24 May 2024	Cheltenham Paint Festival
CIL Reg 59F Honeybourne Honey Project	£2,500.00	04 October 2024	We Create Cheltenham CIC Honeybourne Honey Project
<b>Total Value</b>	<b>£19,382.74</b>		

- k) i) The amount of CIL requested under Regulation 59E for the reported year is as follows per neighbourhood zone was £nil.

The CIL charging authority has not issued any requests to repay unspent neighbourhood CIL.

ii) The amount of CIL still outstanding for recovery under Regulation 59E at the end of the reported year for all years is as follows for each neighbourhood zone was £nil as no repayment request have ever been issued.

- l) i) The amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, for the reported year and that had not been spent is £3,346,007.92

ii) The amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, from 01 January 2019 to the end of the reported year that had not been spent is £2,896,682.86.

iii) The amount CIL collected and that had not been spent under Regulations 59E and 59F during the reported year are as follows:

Type	Retained
<b>Regulation 59E</b>	£0.00
<b>Regulation 59F</b>	£59,248.82

iv) The amount of CIL collected from 01 January 2019 to the end of the reported year under Regulations 59E and 59F that has not been spent is as follows:

Type	Retained
<b>Regulation 59E</b>	£0.00
<b>Regulation 59F</b>	£86,146.65

**Additional Information on Parish Councils spent CIL receipts on in the reporting year**

*(this should be reported in the Parish Council reports on their websites)*

<b>Prestbury Parish Council Projects</b>	<b>Amount Spent</b>	<b>Date Spent</b>
Agricultural building	£30,522.40	16/05/2024
Planning Consultancy	£2,000.00	15/04/2024
Little Explorers development	£66,799.17	23/08/2024
Development of coffee shop in building	£30,036.55	06/01/2025
<b>Total</b>	<b>£129,358.12</b>	

<b>Charlton Kings Parsh Council Projects</b>	<b>Amount Spent</b>	<b>Spend Date</b>
Community noticeboard on QEII park	£597.50	12/11/2024
<b>Total</b>	<b>£597.50</b>	

<b>Leckhampton Parish Council Projects</b>	<b>Amount Spent</b>	<b>Date</b>
Leckhampton village hall redevelopment	£13,176.72	01/04/2024
St Christophers church 2nd CCTV camera	£996.00	01/04/2024
Neighbourhood Development planning	£2,730.60	01/06/2024
Towards the purchase of Southcourt Green	£1,750.00	01/07/2024
Legal opinion regarding Warden Hill unadopted sewers. The PC and MP are dealing with STW still ongoing	£2,300.00	01/09/2024
Replacement of rotten bench timbers in Salisbury Ave play area	£2,055.60	01/09/2024
Southcourt Green purchase	£7,649.34	01/09/2024
Neighbourhood Development planning	£1,139.40	01/10/2024
<b>Total</b>	<b>£31,979.66</b>	

IFS Part 2

Section 106 T&CPA 1990

And

*(s278 Highways Act 1980 (as amended) Matters)*

**Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A  
Schedule 2 Section 3 and 4**

- a) The total amount of money to be provided under any planning obligations which were entered during the reported year is £208,135.00. This figure does not consider indexation (inflation/deflation) that may be applied when the money becomes due. The total is split £190,286.00 covering financial obligations and £17,849.00 for monitoring/legal fees.
- b) The total amount of money received from planning obligations during the reported year was £297,411.72.
- c) The total amount of money received prior to the reported year that has not been allocated is £18,371.00.
- d) During the reported year, the following non-monetary contributions have been agreed under planning obligations:
  - i) The total number of affordable housing units to be provided as on-site provision agreed under planning obligations is **29** (all shared ownership units). It should be noted that the s106 deed incorporates an affordable housing cascade mechanism the purpose of which is to allow for a review of the affordable housing dwelling type, quantum and mix to secure alternative affordable housing provision instead in the event that it is not possible to secure a Registered provider to take on the affordable housing units secured. The impact of this cascade mechanism is that it could result in a reduction in units and/or delivery of different affordable housing types as a result.

In addition to the above deed a s106 deed was entered into in the reporting year under application reference 23/01545/CONDIT deed dated 25 July 2024 that does contain affordable housing obligations. This deed accepts that no affordable housing can be delivered on site, or any off-site affordable housing contribution (as an alternative), could be secured at the point of the grant of the planning permission as a result of the current viability of the development. The obligations require a review of the development viability to be undertaken after 5 dwellings of the 13 dwellings permitted are complete. If the development viability increases, then the relevant calculated financial amount would be paid as an off-site affordable housing contribution at that point. There is therefore potential that the obligations may generate an off-site affordable housing contribution in the future, however this is not guaranteed.

The total number of affordable housing units to be provided by S106 off site funding allocations made within the reported period is none.

During the reporting year £270,000 of site affordable housing contributions spent from of S106 off-site affordable housing contributions paid in previous years was

spent to support the total purchase costs of acquiring Medway Court, Whaddon Road that has helped deliver 6x 1bedroom flats as social rent.

In addition, 95 affordable housing units have been completed on site in the reporting year on two different development sites consent for which was secured under planning permissions and s106 deeds signed in previous reporting years.

An off-site affordable housing contribution of £209,640.72 was received within the reporting year from 19/00111/FUL Telephone Repeater Station, Parabola Road. This was not allocated to any projects within the report year.

ii) The following education provisions have been agreed under S106 agreements: Not reported in this IFS.

Cheltenham Borough Council is not the education authority for its administrative area; Gloucestershire County Council is. For this reason, this IFS will not report on education related planning obligations entered into in the reporting year which might cover

- a) Off-site financial contributions to different levels of education provision,
- b) Securing of land for schools and/or
- c) Direct delivery of schools by developers

The following education provisions have been funded by offsite S106 and other funding sources allocated during the reported year: Not reported in IFS for the reasons explained above.

Summary details of all non-monetary obligations agreed within the reported year are as follows:

Covenant Type/Service	Deed Date	Clause	Planning Application
BNG Exemption for self- build	26/06/2024	the deed	24/00787/FUL

e) The total amount of money from planning obligations allocated towards infrastructure during the reported year was £22,534.00. Of this amount £22,534.00 was not spent during the reported year.

f) The total amount of money from planning obligations spent during the reported year was £294,526.94 Of this amount £0.00 was spent by a third party on behalf of Cheltenham Borough Council.

g) The following items have had money allocated towards them during the reported year with unspent allocations (*the detail that sits behind question (e)*):

Infrastructure	Allocated	Date Allocated	Unspent
S106 Cotswold Beechwoods SANG	£15,840.00	19 July 2024 to 21 February 2025	£15,840.00
S106 Cotswold Beechwoods LEGAL FEES	£125.00	27 September 2024 to 21 February 2025	£125.00



Infrastructure	Allocated	Date Allocated	Unspent
S106 Cotswold Beechwoods SAMM	£6,369.00	19 July 2024 to 21 February 2025	£6,369.00

h) In relation to money which was spent by Cheltenham Borough Council during the reported year:

i) The items of infrastructure that planning obligation money has been spent on and the amount spent are as follows:

Infrastructure	Spent	Date Spent	Spend Description
S106 CBC Affordable Housing - Pates Court	£265,921.92	25 March 2025	Acquisition of Medway Court- £270,000- £265,921.92 spent via Pate Court Pot (Lewis Carroll Lodge)
S106 CBC AH Contribution The Brewery DOV	£4,078.08	22 February 2022 to 21 March 2025	£7,253.92 attributed to 4 Aldridge Close- Acquisition. £36,000 spent from Brewery Pot on 34 Wessex Drive £4,078.08 spent on Medway Court. 21/03/2025 from Brewery Pot.
Public Art	£6,742.00	2024/25	Public Art
Play Spaces	£17,783.94	2024/25	Play Spaces improvements
<b>Total</b>	<b>£294,526.94</b>		

ii) The amount of planning obligation money spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide was £nil.

iii) The amount of planning obligation money spent in respect of administration of planning obligations and monitoring in relation to the delivery of planning obligations during the reported year was £0.00.

i) The total amount of money retained at the end of the reported year is £3,570,964.99. Of this amount retained an amount of £0.00 has been retained for long term maintenance. Please see the below table for a breakdown of the retained maintenance amount.

Description	Amount
<b>Total allocated towards maintenance</b>	£95,139.66
<b>Total spent on maintenance</b>	£95,139.66

#### Deeds entered in reported year

Application	Deed Ref	Deed Date	£Secured
23/01545/CONDIT	AH Contribution	25/07/2024	£1,000 on commencement for Monitoring and Contribution yet to be agreed
24/00787/FUL	UU for BNG Self-Build	26/06/2024	No financial obligations

<b>Application</b>	<b>Deed Ref</b>	<b>Deed Date</b>	<b>£Secured</b>
24/00236/FUL	Cotswold Beechwoods SAC Mitigation	16/12/2024	£99,431 contribution and £10,399 for Monitoring
24/01353/FUL	Cotswold Beechwoods SAC Mitigation	05/02/2025	£673 contribution and £125 for monitoring
25/00259/FUL	Cotswold Beechwoods SAC Mitigation	30/03/2025	£673 contribution and £125 for monitoring
23/00625/FUL	Cotswold Beechwoods SAC Mitigation	31/01/2025	£12,114 contribution and £200 for monitoring
24/00942/FUL	Cotswold Beechwoods SAC Mitigation	09/07/2024	£6057 contribution and £200 for monitoring
24/02108/FUL	Cotswold Beechwoods SAC Mitigation	18/02/2025	£673 contribution and £125 for monitoring
24/01902/FUL	Cotswold Beechwoods SAC Mitigation	17/02/2025	£673 contribution and £125 for monitoring
24/01471/FUL	Cotswold Beechwoods SAC Mitigation	11/10/2024	£673 contribution and £125 for monitoring
24/00303/FUL	Cotswold Beechwoods SAC Mitigation	24/07/2024	£673 contribution and £125 for monitoring
24/00879/FUL	Cotswold Beechwoods SAC Mitigation	30/07/2024	£673 contribution and £125 for monitoring
24/00860/FUL	Cotswold Beechwoods SAC Mitigation	24/07/2024	£673 contribution and £125 for monitoring
24/00450/FUL	Cotswold Beechwoods SAC Mitigation	24/07/2024	£673 contribution and £125 for monitoring
24/00451/FUL	Cotswold Beechwoods SAC Mitigation	19/07/2024	£673 contribution and £125 for monitoring
24/00506/FUL	Cotswold Beechwoods SAC Mitigation	28/08/2024	£673 contribution and £125 for monitoring
24/00742/FUL	Cotswold Beechwoods SAC Mitigation	30/08/2024	£673 contribution and £125 for monitoring
24/01070/FUL	Cotswold Beechwoods SAC Mitigation	13/09/2024	£673 contribution and £125 for monitoring
24/01535/FUL	Cotswold Beechwoods SAC Mitigation	02/12/2024	£1,346 contribution and £125.00 for monitoring

<b>Application</b>	<b>Deed Ref</b>	<b>Deed Date</b>	<b>£Secured</b>
24/01764/FUL	Cotswold Beechwoods SAC Mitigation	03/12/2024	£1,346 contribution and £125.00 for monitoring
24/01608/FUL	Cotswold Beechwoods SAC Mitigation	04/12/2024	£1,346 contribution and £125.00 for monitoring
24/01931/FUL	Cotswold Beechwoods SAC Mitigation	13/01/2025	£673 contribution and £125 for monitoring
24/00471/FUL	Cotswold Beechwoods SAC Mitigation	11/06/2024	£673 contribution and £125 for monitoring
24/01508/FUL	Cotswold Beechwoods SAC Mitigation	27/01/2025	£673 contribution and £125 for monitoring
24/01852/FUL	Cotswold Beechwoods SAC Mitigation	04/02/2025	£673 contribution and £125 for monitoring
24/01788/FUL	Cotswold Beechwoods SAC Mitigation	12/02/2025	£2019 Contribution and £125 for monitoring
24/01696/FUL	Cotswold Beechwoods SAC Mitigation	21/02/2025	£4,711 contribution and £125 for monitoring
25/00119/FUL	Cotswold Beechwoods SAC Mitigation	12/03/2025	£673 contribution and £125 for monitoring
24/00079/FUL	Cotswold Beechwoods SAC Mitigation	07/10/2024	£673 contribution and £125 for monitoring
24/01361/FUL	Cotswold Beechwoods SAC Mitigation	10/01/2025	£673 contribution and £125 for monitoring
24/00530/FUL	Cotswold Beechwoods SAC Mitigation	20/05/2024	£673 contribution and £125 for monitoring
23/00813/FUL	Cotswold Beechwoods SAC Mitigation	19/04/2024	£9,422 contribution and £200.00 for monitoring
23/01424/FUL	Cotswold Beechwoods SAC Mitigation	27/09/2024	£2,019 contribution and £125 for monitoring
24/01407/FUL	Cotswold Beechwoods SAC Mitigation	09/10/2024	£673 contribution and £125 for monitoring
24/01150/FUL	Cotswold Beechwoods SAC Mitigation	08/10/2024	£9,442.00 contribution and £200 for monitoring
24/01543/FUL	Cotswold Beechwoods SAC Mitigation	17/10/2024	£673 contribution and £125 for monitoring

<b>Application</b>	<b>Deed Ref</b>	<b>Deed Date</b>	<b>£Secured</b>
24/01764/FUL	Cotswold Beechwoods SAC Mitigation	27/11/2024	£1,346 contribution and £125.00 for monitoring
24/01535/FUL	Cotswold Beechwoods SAC Mitigation	19/11/2024	£1,346 contribution and £125.00 for monitoring
24/01608/FUL	Cotswold Beechwoods SAC Mitigation	28/11/2024	£1,346 contribution and £125.00 for monitoring
24/01527/OUT	Cotswold Beechwoods SAC Mitigation	17/12/2024	£4,038 Contribution and £200 for monitoring
24/00511/FUL	Cotswold Beechwoods SAC Mitigation	14/06/2024	£673 contribution and £125 for monitoring
24/00052/FUL	Cotswold Beechwoods SAC Mitigation	03/04/2024	£2,692 contribution £125.00 for monitoring
24/00565/FUL	Cotswold Beechwoods SAC Mitigation	07/05/2024	£2,692 contribution £125.00 for monitoring
24/00437/FUL	Cotswold Beechwoods SAC Mitigation	12/06/2024	£1,346 contribution and £125.00 for monitoring
24/00389/FUL	Cotswold Beechwoods SAC Mitigation	16/04/2024	£673 contribution and £125 for monitoring
24/00867/FUL	Cotswold Beechwoods SAC Mitigation	17/06/2024	£673 contribution and £125 for monitoring
24/00581/FUL	Cotswold Beechwoods SAC Mitigation	14/06/2024	£2,692 contribution £125.00 for monitoring
24/00462/FUL	Cotswold Beechwoods SAC Mitigation	29/04/2024	£1,346 contribution and £125.00 for monitoring
24/00547/FUL	Cotswold Beechwoods SAC Mitigation	13/06/2024	£673 contribution and £125 for monitoring
24/00493/FUL	Cotswold Beechwoods SAC Mitigation	08/08/2024	£1,346 contribution and £125.00 for monitoring
24/00519/FUL	Cotswold Beechwoods SAC Mitigation	04/06/2024	£673 contribution and £125 for monitoring
24/00326/FUL	Cotswold Beechwoods SAC Mitigation	09/05/2024	£1,346 contribution and £125.00 for monitoring

**Section 278 Matters**  
**Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A**  
**Schedule 2 Section 4**

The CIL Regulations provide local authorities that are the Local Highway Authority (LHA) for their area to also include the publication of matters entered into under Highway Agreements under Section 278 of the Highways Act 1980 (as amended).

Gloucestershire County Council is the LHA for the Gloucester City Council area. For this reason, the Gloucester City Council IFS will not contain any information associated with s278 Highway Agreements as the district council is not entering into or monitoring these. It is possible that information may be published in the Gloucestershire County Council IFS annually, however, as this is not a mandatory requirement of an IFS reporting, its publication cannot be guaranteed.

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Joint Core Strategy (JCS) and CIL Joint Committee Authorities of  
Gloucester City Council, Tewkesbury Borough Council and Cheltenham  
Borough Council

## *Community Infrastructure Levy (CIL)*

### 3. INFRASTRUCTURE LIST

(dated December 2025)



### Purpose of the Infrastructure List

The Community Infrastructure (England and Wales) Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations) under regulation 121A (1) require a CIL collecting authority to publish by the 31 December in each calendar year an Infrastructure Funding Statement which under regulation 121A (1)(a) is to also include what is termed an 'Infrastructure List'. This list is explained as

*'a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) ("the infrastructure list")'.*

For clarity, the exclusion referred to under regulation 59E and 59F relates specifically to the CIL receipts that a CIL collecting authority

- a) Has previously passed to a local council (which includes a Parish or Town Council) and has recovered in accordance with the CIL Regulations; and
- b) the CIL Neighbourhood share retained by a CIL authority for use in areas not covered by a local council (including Parish & Town Council).

Types of infrastructure or specific infrastructure projects published on this list therefore reflect potential infrastructure projects that only the CIL Regulation 59(1) Infrastructure Fund receipts may fund.

### Background

The Joint Core Strategy (JCS) partners of Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council are each both Community Infrastructure Levy (CIL) Charging and Collecting Authorities in their own right. For this reason, each is required to publish its own IFS annually and therefore an Infrastructure List.

By the end of January 2024, all three JCS partner councils agreed to set up a CIL Joint Committee to be responsible for decision-making associated with the allocation of the CIL Regulation 59(1) Infrastructure Fund receipts. Alongside this, the three member councils decided to pool the Infrastructure Fund receipts together to inform allocation decision-making. An identical Infrastructure List is published by all three of the CIL Joint Committee member councils annually.

### The Allocation of CIL

On payment of CIL each receipt is split three ways:

**CIL Administration Fund:** Up to 5% of CIL receipts for the administration of CIL. Annually from full charging year 4 onwards 5% of total paid CIL receipts can be applied towards the ongoing administration of CIL. If the administration fee total exceeds the cost for administering CIL in a given year any remainder in this pot can be moved into the CIL Reg 59(1) Infrastructure Fund pot to fund infrastructure instead.

**CIL Neighbourhood Fund (NCIL):** In most cases this is either 15% (subject to a cap based on number of existing dwellings in a Parish or Town Council area) or 25% of the paid amount in areas that have a 'made' Neighbourhood Development Plan (NDP also called Neighbourhood Plans) in place. This percentage can vary in circumstances where CIL Surcharges have been applied and form part of a paid amount, as CIL surcharges are not allocated to the NCIL pot unlike CIL Late Payment interest.



Twice a year the NCIL generated in a Parish / Town Council area

- Passed to the Parish Council in whose boundary the development that made the payment is located; or
- Held by the Charging Authority on behalf of a Designated Neighbourhood Forum, as once they have a made NDP they are entitled to direct the spending of their NCIL, or
- Is held by the Charging Authority to be spent in the same way as all other Neighbourhood CIL.

**CIL Infrastructure Fund:** The remaining amount of CIL receipts excluding the relevant CIL administration costs and the neighbourhood CIL. This share most often (but not in all cases) reflects 70% to 80% of the paid amount in each case. This must be spent on infrastructure that supports the growth of the CIL Charging Authority's area.

The 'Infrastructure List' relates solely to schemes or infrastructure types that the Charging Authority intends may be wholly or partly funded from the 'Infrastructure' Fund. This list is not exhaustive, and the Infrastructure Fund it can also be spent on infrastructure not specified on the list. Other criteria are within the CIL Regulations also control how the Infrastructure Fund can be allocated.

At its meeting on 04 March 2025 the CIL Joint Committee decided to split the CIL Regulation 59(1) Infrastructure Fund as follows:

- 75% for strategic infrastructure projects
- 25% for local strategic infrastructure projects

The ringfencing of 25% for local strategic infrastructure projects relates to local projects of strategic importance that could benefit one or two (in any combination) of the CIL Joint Committee member council areas.

### **The Partnership Approach**

The Joint Core Strategy (JCS) partnership of Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council, followed by the creation of the constituted CIL Joint Committee has led to the development of a shared Infrastructure List.

### **The 'Infrastructure List'**

The inclusion of a project on the Infrastructure List does **not** represent a commitment that the Partners will necessarily make a decision to allocate CIL Infrastructure Fund receipts to any item on the list and for clarity, there is no priority implied by the order in which the projects appear in the list itself. Furthermore, the list is not exhaustive, and the Infrastructure Fund receipts can be allocated to projects not published on the list.

Following the CIL Joint Committee decision of 04 March 2025 to split the Infrastructure Fund, and it now having now invoked its function to allocate CIL Infrastructure Fund receipts to projects, the Infrastructure List structure has been updated and restructured to reflect this approach for the 2025 publication.

The JCS Partners will continue to review this list and provide updates on at least an annual basis, alongside the preparation of their Infrastructure Funding Statement(s).

Projects or types of infrastructure on the list appear under specific headings. The list is only a guide. It is only at the point of assessment of an individual CIL fund bid that the support for development of any of the CIL Charging Authority areas will be formally considered.

#### Format:

The Infrastructure List is broken down into:

- **Projects Requesting CIL Funding**, where sponsoring authorities have provided cost estimates for the project.
- the **Pipeline Projects** are projects requiring more work to identify costs.
- **Funded Projects** are projects where CIL Infrastructure Fund receipts have now been allocated to support delivery of a project in full; and
- **Part Funded Projects** that are projects that benefit from the allocation of CIL Infrastructure Fund receipts, however additional stages to support project delivery so there is the potential that future CIL funding bids may come forward or future CIL allocations considered against existing submitted bids.

It is anticipated that those projects with costs identified will be in a more advanced stage of preparation and will be the first to submit bids to secure funding. However, this is simply a means of filtering the projects and as more work is undertaken on projects currently in the pipeline, and cost estimates are received, projects will move into the list of projects understood to be in a position to bid for CIL funding. This would not prevent CIL Bid being received against pipeline projects or types of infrastructure listed.

However, to re-iterate, inclusion of a project on the Infrastructure List **does not, and cannot**, due to the gap in funding identified, represent a commitment that the Partners will necessarily spend CIL monies on that item and for clarity, there is no priority implied by the order in which the projects appear in the list itself.

The list has been further subdivided into:

- **'Local Strategic'** projects, identified by partner authority area; and
- **'Strategic Shared'** projects that will deliver infrastructure that could serve all three partner council's areas.

Prioritisation for allocation of CIL Infrastructure Fund receipts is within the remit of the **'CIL Joint Committee'** which the partner councils have established to provide governance for the strategic 'Infrastructure' fund element of CIL. The CIL Joint Committee is responsible for the allocation of an agreed pool of CIL monies collected for the provision of infrastructure using the Infrastructure List to help identify the source of bids for CIL funding.

Responsibility for the neighbourhood element of CIL sits with individual town and parish councils providing funds received are spent within the 5 years permitted.

For information, the Infrastructure List has been updated where new cost data is available and for those where it is not the costs have been increased by applying the Royal Institute of Chartered Surveyors BCIS All in Tender Price Index to reflect inflationary pressure over the last year.

## Projects Requesting CIL Funding

### Local Strategic

1. Cheltenham Parks and Green Space Landscape and Recreation:
  - a. Desilting of Pittville Lake– phased approach (phase 1 options appraisal £10,000.00, Phase 2 future CIL bid to be informed by Phase 1)
2. Cheltenham Town Centre Interchange study £72,164.95) – S106/County Council Funding Potential
3. Cheltenham Prince of Wales Athletics Stadium – removal of track surfacing and replacing with solid polyurethane (PU) (£620,000.00) further scoping to look at improved disabled accessibility (£tbc) – wider CIL potential from other local authorities where stadium is supporting school inclusion in athletics/S106
4. Cheltenham cycle spine phase 1 Construction Work (£1,340,206.19) – S106/County Council
5. Cheltenham Cycle Spine Phase 2 (Station to Pittville Park) Design Work (£618,556.70) – S106/County Council Funding Potential
6. Tewkesbury Town Centre and Riverside Public Realm Enhancements (£1,546,391.75) – including S106 Funding Potential
7. Hampton Place, Churchdown footpath (£20,618.56) (part of Tewkesbury Borough Active Travel network improvements) - S106/Neighbourhood/County Council Funding Potential
8. Melrose Walk, Mitton footpath (£10,309.28) (part of Tewkesbury Borough Active Travel network improvements) - S106/Neighbourhood/County Council Funding Potential
9. Wheatpieces Woodland Walk footpath (£10,309.28) (part of Tewkesbury Borough Active Travel network improvements) - S106/Neighbourhood/County Council Funding Potential
10. Gloucester Strategic Transport Interchange connectivity (£2,061,855.67 - ££5,154,639.18) – S106/County Council/Challenge Funding Potential
11. Gloucester Crematoria / Cemeteries (£5,377,319.59) - Section 106 Potential

### Strategic Shared

M5 Junction 10 Scheme £363 million (cost at September 2025).

## The Pipeline Projects - Projects Requiring More Work to Identify Costs:

### Local Strategic

12. Cheltenham High Street public realm improvements – Section 106 / Neighbourhood / County Council / Challenge Funding Potential
13. Cheltenham Physical Activity and sport strategy for Cheltenham / Playing Pitch Strategy – S106/ Neighbourhood Funding potential
  - a. Action Plan Priorities
  - b. Playing pitch improvements
14. Cheltenham public safety interventions in parks and gardens S106/Neighbourhood Funding potential
15. Tewkesbury Borough Crematoria / Cemeteries – Section 106 Potential
16. Tewkesbury Borough Bishops Cleeve Leisure Centre - Section 106 /Neighbourhood Funding Potential
17. Tewkesbury Garden Town enabling infrastructure - Section 106 / County Council / Challenge Funding Potential
18. Tewkesbury enhanced cultural heritage and the arts offer – Section 106 Potential
  - a. Roses Theatre expansion Tewkesbury

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19. Tewkesbury Borough EV charging infrastructure – Section 106 / Challenge Funding Potential
20. Tewkesbury Borough Active Travel network improvements – Section 106 / Neighbourhood / County Council / Challenge Funding Potential
  - a. Tewkesbury Ashchurch Rail Station/Infrastructure Enhancements - Section 106 / Challenge Funding Potential
  - b. Tewkesbury Traffic management in historic core – Section 106 and County Council Potential
21. Tewkesbury Borough Community and Youth Facilities projects creation and improvements - Section 106 /Neighbourhood Funding Potential
  - a. Youth Hub at former Winchcombe Old Boys School Gretton Road Winchcombe
  - b. Alderton Village Hall Community Hub Project
  - c. Tewkesbury Town changing places toilet facility
  - d. Norton Village Hall refurbishment
22. Tewkesbury Borough Open Space, play facilities and enhanced sports facilities projects - Section 106 /Neighbourhood Funding Potential
  - a. 3G sports Pitch Chosen Hill School
  - b. Brockworth Community and sports Hub
  - c. Churchdown Community Hub
  - d. Tewkesbury Town play facilities enhancements
23. Tewkesbury Regeneration Infrastructure Projects
  - a. Tewkesbury Traffic Management Historic core
  - b. Tewkesbury Transport Movement Study Feasibility
24. Gloucester City GL1 Leisure Centre - Section 106 Potential/Neighbourhood Funding Potential
25. Gloucester City Oxstalls Sports Park - Section 106 Potential/Neighbourhood Funding Potential
26. Gloucester Nature Park - Section 106 Potential/Neighbourhood Funding Potential
27. Gloucester Strategic Green Infrastructure - Section 106 Potential/Neighbourhood Funding Potential
  - a. Hempsted Bridge to Gloucester Nature Park
  - b. Plock Court Enhancements
28. Tewkesbury local economic development projects
  - a. Tewkesbury Town Centre Business incubator units – Section 106 Potential
  - b. Growth Hubs (including at Cleeve)
29. Tewkesbury Borough Green Infrastructure Projects

### *Strategic Shared*

30. Health and Wellbeing Projects including NHS GP Surgeries - Section 106 Potential
31. Express Bus Corridors – Section 106/County Council/Challenge Funding Potential
32. Brockworth to Cheltenham cycle link (via Shurdington) – Section 106/County Council/Challenge Funding Potential
33. Brockworth to Gloucester cycle link – Section 106/County Council/Challenge Funding Potential
34. Gloucester to Hartpury College cycle link – Section 106/County Council/Challenge Funding Potential
35. All Education requirements
36. Flood defence or mitigation schemes

Draft -v5 17.11.2025 (by Strategic Infrastructure Planning Manager)

### 37. Community Safety Projects

#### Funded Projects

##### Strategic

None listed in 2025.

##### Local Strategic

CIL 0007 Gloucester City Blackbridge Community and Sports Hub Phase 2 (£599,251)

- CIL allocation £534,251

#### Part Funded Projects

##### Strategic

CIL0001 M5 J10 Scheme £363 million (cost at September 2025)

- CIL funding bid request = £40 million
- In principle commitment to £30 million
- CIL allocated up to November 2025 = £14,448,369.66

CIL0002 M5 J9 & A46 Improvement Scheme £438,144,329

- CIL Requested £3,000,000
- Phase 1: Feasibility
- CIL allocated up to November 2025 = £1,000,000
- Phase 2: Costed Project

CIL0003 Mass Rapid Transit (renamed Bus Rapid Transit in November 2025),

- next business case stage (£2,061,855,67) – S106/County Council/Challenge Funding Potential
- CIL requested £3,000,000
- CIL allocated up to November 2025 = £1,000,000

CIL 0009 Combined Waste and Recycling Depot CBC and TBC & [County](#)

- (£40,000,000 split 60/40 between CBC and TBC respectively) – Section 106 Potential
- Phase 1: Update to Feasibility Costs £200,000
- Phase 2: Construction
- CIL allocated up to November 2025 = £150,000

CIL 0006 Gloucester to Haresfield Cycle Spine Design Work

- (£876,288.66) – S106 / County Council
- CIL Allocated at November 2025 = £400,000

CIL 0004 Cheltenham Spa Railway Station Enhancements (Honeybourne Line cycle path extension)

- (£1,340,206.19) – S106/County Council Funding Potential
- CIL allocated up to November 2025 = £770,424

CIL 0005 Cheltenham to Bishops Cleeve Cycle Spine

- Estimated Cost Phase 1 and 2 £24,141,414.14
- CIL Requested £1,400,000
- CIL allocated up to November 2025 = £592,856

*Local Strategic*

CIL 0008 Legion Footbridge Replacement – Tewkesbury Active Travel

- Phase 1: Design costs £121,212,12
- Phase 2: Project Delivery - £not yet known

DRAFT

## **Cheltenham Borough Council's**

### **'Annual CIL Rate Summary Statement'**

Approved for Publication December 2025

#### **Introduction**

The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) require CIL Charging Authorities to:

"Each calendar year, no earlier than 2<sup>nd</sup> December and no later than 31<sup>st</sup> December ... publish a statement ("Annual CIL Rate Summary") in relation to the next calendar year".

Regulation 121C (1)

This 'Annual CIL Rate Summary' Statement sets out how 'indexation' will affect CIL charges within Cheltenham Borough from 1<sup>st</sup> January 2026 to 31<sup>st</sup> December 2026.

#### **Indexation**

Indexation allows the rates we charge to be adjusted to take account of inflation.

Whilst the most common index is the Retail Prices Index (RPI), published by the Office for National Statistics, the CIL Regulations require us to use an index published by the Royal Institute of Chartered Surveyors (RICS).

The CIL Regulations require RICS to publish the CIL Index for 1<sup>st</sup> November each year, starting in 2019 and updated annually thereafter and for all Charging Authorities to apply this index.

#### **Calculating CIL**

CIL is calculated by multiplying gross internal area (GIA), applying relevant GIA sqm deductions to generate the net GIA sqm which is multiplied by the relevant CIL rate (£/m<sup>2</sup>). The definition of gross internal area is not specified in the regulations; however, the accepted method of calculation is the RICS 'Code of Measuring Practice' (6th edition, 2015). The CIL rates must be index linked from the year that CIL was introduced to the year that a planning permission is granted.

#### **Background**

Prior to changes in the CIL Regulations in 2019 we were required to use the national 'All-In Tender Price Index', published by RICS' Build Cost Information Service (BCIS). Changes to the CIL Regulations that came into force on the 1<sup>st</sup> September 2019 now require us, from the Calendar year 2020, to use a new RICS 'CIL Index'.

Along with the other JCS Authorities Cheltenham Borough Council began charging CIL on planning permissions granted after the 1<sup>st</sup> January 2019. As required at the time the Authorities applied the 'All-In Tender Price Index' published on the 1<sup>st</sup> November 2018 for the first calendar year of charging.

The index is now applied annually on the 1<sup>st</sup> January each year based on the RICS 'CIL Index' published on the 1<sup>st</sup> November in the previous year.

### **New Charges**

From the 1<sup>st</sup> January 2026 to the 31<sup>st</sup> December 2026 rates have been adjusted in line with the RICS CIL Index published on the 27<sup>th</sup> October 2025.

The table below shows the original charges set for 2019 along with this years (2025) charges and the charges applying the index published on the 27<sup>th</sup> October 2025 as they will apply in the calendar year of 2026:

- The original charges which were set in Year 1 (2019) - when charging began the index was 322;
- the increased charges in Year 2 (2020) as the index rose by 3.73% to 334;
- the reduced charges in Year 3 (2021) as the index fell by 0.3% to 333;
- the reduced charges in Year 4 (2022) as the index fell by 0.3% to 332;
- the increased charges in Year 5 (2023) as the index rose by 6.9% to 355;
- the increased charges in Year 6 (2024) as the index rose by 7.3% to 381;
- the increased charges in Year 7 (2025) as the index rose by 2.6% to 391; and
- the increased charges in Year 8 (2026) as the index rose by 2.3% to 400.



## **Charging Schedule**

Development Category	<i>All-in TPI 01/11/18</i>	<b>Year 1 (2019)</b>	CIL Index 01/11/24	<b>Year 7 (2025)</b>	CIL Index 01.11.2025	<b>Year 8 (2026)</b>
10 dwellings and under. (This includes individual dwellings, irrespective of size and proposed extensions of 100 m <sup>2</sup> or greater and any residential annexes of any GIA sqm that meet the definition of a dwelling for CIL purposes.)	322	<i>£148 per m<sup>2</sup></i>	391	£179.71 per m <sup>2</sup>	400	£183.85 per m <sup>2</sup>
Between 11 and 449 dwellings	322	<i>£200 per m<sup>2</sup></i>	391	£242.86 per m <sup>2</sup>	400	£248.45 per m <sup>2</sup>
450 dwellings and over	322	<i>£35 per m<sup>2</sup></i>	391	£42.50 per m <sup>2</sup>	400	£43.48 per m <sup>2</sup>
JCS Strategic Allocation A5 North West Cheltenham	322	<i>£35 per m<sup>2</sup></i>	391	£42.50 per m <sup>2</sup>	400	£43.48 per m <sup>2</sup>
JCS Strategic Allocation B1 West Cheltenham	322	<i>£35 per m<sup>2</sup></i>	391	£42.50 per m <sup>2</sup>	400	£43.48 per m <sup>2</sup>
Retirement Homes	322	<i>£200 per m<sup>2</sup></i>	391	£242.86 per m <sup>2</sup>	400	£248.45 per m <sup>2</sup>
Extra Care Homes	322	<i>£100 per m<sup>2</sup></i>	391	£121.43 per m <sup>2</sup>	400	£124.22 per m <sup>2</sup>

Note: CIL rates in the CIL rate summary are rounded to the nearest whole pence.

**Publication**

Regulation 121C (3) requires us to “publish each annual CIL rate summary” on our “website”. This statement will therefore be published on-line, alongside Cheltenham Borough Council’s Infrastructure Funding Statement (IFS) no later than the 31<sup>st</sup> December 2025.

**Contingency**

If the RICS CIL Index is discontinued, we will revert to using the BCIS Index and, if both are discontinued, we will use the Retail Price Index.

Further information and all CIL forms are available on the Planning Portal website via this link:

[About the Community Infrastructure Levy - Community Infrastructure Levy - Planning Portal](#)

If you have any questions regarding CIL, please contact us at: Cheltenham – [cil@cheltenham.gov.uk](mailto:cil@cheltenham.gov.uk)

## **Cheltenham Borough Council**

### **Cabinet – 16 December 2025**

# **Revocation of a number of Supplementary Planning Guidance (SPG) notes, Supplementary Planning Documents (SPDs) and Urban Design Concept Statement informal guidance notes**

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#### **Accountable member:**

Cllr Mike Collins, Cabinet Member Planning and Building Control

#### **Accountable officer:**

Tracey Birkinshaw, Director of Planning & Building Control

#### **Ward(s) affected:**

All

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#### **Key Decision:**

Yes

#### **Executive summary:**

Over the past thirty years, Cheltenham Borough Council has produced an extensive number of Supplementary Planning Guidance notes (SPG) and Supplementary Planning Documents (SPD). Many of the documents were produced to provide guidance to policies in the Development Plan that have since been superseded. There are also a number of outdated Urban Design Concept Statement informal guidance notes that are not SPDs or SPGs but provide informal guidance about various sites within the Borough. As Cheltenham Borough Council's website is

currently being reviewed, it is considered an opportune time to ensure that a number of SPGs and SPDs, as well as the Urban Design Concept Statements informal guidance notes, which are currently on the website, are revoked so that we have clarity for officers, elected members stakeholders and other interested parties.

## **Recommendations: That Cabinet**

- 1. agrees to formally revoke and withdraw from publication the list of SPGs, SPDs and the Urban Design Concept Statements informal guidance notes set out in Table 1 at paragraph 3.5 of this report.**

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## **1. Implications**

### **1.1 Financial, Property and Asset implications**

The report relates to revoking various existing documents, which will subsequently be removed from the Council's website after a period of time. As a result, there will be no financial implications arising from this report.

**Signed off by:** Ela Jankowska – Finance Business Partner  
[ela.jankowska@cheltenham.gov.uk](mailto:ela.jankowska@cheltenham.gov.uk) **Date:** 17.11.2025



### **1.2 Legal implications**

Section 25 of the Planning and Compulsory Purchase Act 2004 (as amended) ("the Act") provides that the Secretary of State may at any time revoke a local development document at the request of a local planning authority and may prescribe descriptions of local development documents which may be revoked by the authority themselves.

Regulation 15(2) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) ("the Regulations") provides that: a local planning authority may revoke any supplementary planning document. Regulation 15(3) goes on to state that where a supplementary planning document is revoked pursuant to section 25 of the Act, the local planning authority must as soon as reasonably practicable:

- 1) cease to make any documents relating to the revoked supplementary planning document available in accordance with regulation 35 (which provides for making copies available for inspection at the local planning authority's principal office and publication on the authority's website); and

- 2) take such other steps as it considers necessary to draw the revocation of the supplementary planning document to the attention of persons living or working in their area.

The Regulations apply to SPDs and do not prescribe a process to be followed as regards the SPGs and the Urban Design Concept Statement informal guidance notes. Nevertheless, it is considered sensible to adopt the same approach as for the SPDs, with the formal revocation of the SPGs and the Urban Design Concept Statement informal guidance notes being a decision taken by for Cabinet. This will ensure clarity and transparency for external stakeholders. Cabinet.

While consultation is not required, the Council's website will be updated to provide notice of the revocation. All physical and electronic copies of the revoked documents will cease to be available, and an official revocation notice will be published on the Council's website.

**Signed off by:** Cheryl Lester, Chief Planning Lawyer, [cheryl.lester@onelegal.org.uk](mailto:cheryl.lester@onelegal.org.uk)

### **1.3 Environmental and climate change implications**

There are no environmental or climate change implications positive or negative to revoking the documents. Sustainable development remains at the centre of plan making and decision taking. The Climate Change SPD is retained to ensure sustainable development remains at the centre of plan making and decision taking.

**Signed off by:** Maizy McCann, Climate Officer, [Maizy.mccann@cheltenham.gov.uk](mailto:Maizy.mccann@cheltenham.gov.uk)

### **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

Taking care of your money

### **1.5 Equality, Diversity and Inclusion Implications**

The report relates to the revocation of existing documents. Any new Supplementary Planning Documents that will be produced will be consulted on in accordance with the Council's Statement of Community Involvement.

### **1.6 Performance management – monitoring and review**

N/A as relates to revoking documents.

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## **2 Background**

- 2.1 Over the past thirty years, Cheltenham Borough Council has produced an extensive number of Supplementary Planning Guidance notes (SPG) and Supplementary Planning Documents (SPD). SPGs and SPDs add further detail to the policies in the Development Plan. The SPGs and SPDs vary in age but the oldest published SPG (Signs and Advertisement SPG) dates from 1997. Many of the documents were produced to provide more detailed guidance to that contained within the Cheltenham Local Plan Second Review, which was adopted in June 2006. Whilst there are nine 'saved' policies from the Cheltenham Local Plan Second Review, eight of these policies relate to retailing with the remaining one policy relating to Public Green Space. All of the other policies from the Cheltenham Local Plan Second Review have been superseded by the Joint Core Strategy adopted in December 2017 or the Cheltenham Plan adopted in July 2020.
- 2.2 In addition, there are a number of Urban Design Concept Statement informal guidance notes that date from 2008 to 2012. These are not SPDs or SPGs but provide informal guidance about various sites within the Borough.
- 2.3 As Cheltenham Borough Council's website is to be completely reviewed to provide improved consistency and usability to our customers, it is considered an opportune time to ensure that a number of SPGs and SPDs, as well as the Urban Design Concept Statement informal guidance notes, which are currently available, be revoked.

## **3 Reasons for recommendations**

- 3.1 As well as the changes to the Development Plan, there have been a number of changes made nationally to the planning system which replace previously published guidance. This includes the introduction of the Planning and Compulsory Purchase Act (2004) (as amended), the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the National Planning Policy Framework (NPPF).
- 3.2 It is now considered appropriate to review the current suite of documents and revoke any that are no longer relevant. Where a document is revoked under the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Local Planning Authority (LPA) must cease to make the document available and take any other steps it considers necessary to draw the revocation of the document to the attention of persons living or working in the LPA area.
- 3.3 For the reasons set out in this report, it is recommended that the list of documents in Table 1 be revoked. These documents are outdated, superseded,

or no longer compliant with local and/or national policy or legislation. Removing them will help the LPA maintain an up-to-date local development framework, reduce confusion and make it easier for stakeholders and interested parties to access relevant information when seeking planning policy advice or submitting planning applications.

3.4 It is proposed that all physical and electronic copies of the documents in Table 1 below cease to be available at the LPA's principal office and are removed from the LPA's website. In addition, it is proposed that a revocation notice be published on the LPA's website for a period of no less than four weeks.

3.5 The documents to be revoked, which will cease to be available and will no longer be used for decision-making purposes, are set out in Table 1 below.

**Table 1: SPGs, SPDs and Urban Design Concept Statement informal guidance notes to be revoked**

Document Type	Title and Date Adopted	Justification
SPG	<a href="#">Affordable Housing (2004)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review The Housing Enabling Team are currently concluding on the preparation of a Affordable Housing Guidance Note which will be used to support developers, agents, registered providers and other stakeholders navigate the relevant affordable housing policies and their interpretation.
SPG	<a href="#">Amenity Space (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Play Space in Residential Development (2003 and updated in 2004)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Landscaping in New Development (2004)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Public Art (2004)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Travel Plans (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Planning Obligations (Transport) (2004)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review

SPG	<a href="#">Planning Obligations (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Security and Crime Prevention (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Signs and Advertisements on Listed Buildings in Commercial Use (1997)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Sustainable Buildings (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Sustainable Developments (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Sustainable Drainage Systems (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Telecommunications masts, antennas and base stations (2003)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	<a href="#">Submission of Planning Applications (2004)</a>	Based on (National) Planning Policy Guidance Note 1 General Policy and Principles (1997), which has been superseded. Furthermore, Cheltenham Borough Council have various validation checklists.
SPG	<a href="#">The Bafford Conservation Area Character Statement - Key Issues and Actions (2003)</a>	Superseded by <a href="#">Bafford (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan)(2009)</a>
SPG	<a href="#">The Cudnall Street Conservation Area Character Statement - Key Issues and Actions (2003)</a>	Superseded by <a href="#">Cudnall Street (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</a>
SPG	<a href="#">The Poets Conservation Area Character Statement - Key Issues and Actions (2003)</a>	Superseded by <a href="#">The Poets (St. Mark's) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</a>
SPG	<a href="#">The Prestbury Conservation Area Character Statement - Key Issues and Actions (2003)</a>	Superseded by <a href="#">Prestbury Conservation Area (Character Appraisal &amp; Management Plan) (2009)</a>
SPG	<a href="#">The St Marys (CK) Conservation Area Character Statement - Key Issues and Actions (2003)</a>	Superseded by <a href="#">St Mary's (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</a>
SPD	<a href="#">Cheltenham Civic Pride Urban Design Framework (2010)</a>	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
Concept Statement	<a href="#">Gloucestershire Police HQ, Lansdown Road (2008)</a>	Based on an urban design concept that have since been redeveloped
Concept Statement	<a href="#">Prestbury Road Industrial Area/Windsor Street (2008)</a>	Based on an urban design concept that have since been redeveloped



Concept Statement	<a href="#">Fire Station, Keynsham Street (2008)</a>	Based on an urban design concept that have since been redeveloped
Concept Statement	<a href="#">Delancey Hospital Site, Charlton Lane (2010)</a>	Based on an urban design concept that have since been redeveloped
Concept Statement	<a href="#">Thirlestaine Hall, Thirlestaine Road (2011)</a>	Based on an urban design concept that have since been redeveloped
Concept Statement	<a href="#">Cheltenham Spa Railway Station (2012)</a>	Based on an urban design concept that have since been redeveloped

3.6 For the avoidance of doubt, the SPDs that will be retained, along with the reasons for their retention, are set out below in Table 2.

Table 2: List of SPDs to be retained

Document Type	Title and Date Adopted	Reason for Retaining
SPD	<a href="#">Bafford (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan)(2009)</a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#">Cudnall Street (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#">Central Conservation Area (19 Character Appraisal &amp; Management Plans) (2007 -2008 with amended boundary in 2009)</a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#">Cheltenham Climate Change (2022)</a>	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	<a href="#">Development on Garden Land and Infill Sites in Cheltenham (2009)</a>	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	<a href="#">Golden Valley (2020)</a>	Still used by the Local Planning Authority. Relates to policies in the Joint Core Strategy (2017)
SPD	<a href="#">Index of Buildings of Local Interest (2007)</a>	Still used by the Local Planning Authority The Cheltenham Plan (2020) refers to the local list. Also local lists are referred to in the glossary of the National Planning Policy Framework dated December 2024 (last updated February 2025).

		There is a live project being initiated with Cheltenham Civic Society which in due course will result in an update to this SPD. This will be subject to a separate report to Cabinet in the first instance with final approvals being with Council.
SPD	<a href="#"><u>Prestbury Conservation Area (Character Appraisal &amp; Management Plan) (2009)</u></a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#"><u>Residential Alterations and Extensions (2008)</u></a>	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	<a href="#"><u>Shop Front Design Guide (2007)</u></a>	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	<a href="#"><u>St Mary's (Charlton Kings) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</u></a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#"><u>Swindon Village Conservation Area (Character Appraisal &amp; Management Plan) (2007)</u></a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	<a href="#"><u>The Poets (St. Mark's) Conservation Area (Character Appraisal &amp; Management Plan) (2009)</u></a>	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans

3.7 Further, a draft Nature Recovery SPD has been subject to consultation from 7 November 2025 until 7 December 2025 and will be considered for adoption during 2026 subsequent to a review of the consultation comments.

#### 4 Alternative options considered

4.1 The documents could be left in perpetuity. However, this is likely to cause confusion and delay for applicants, members of the public, and decision makers including the Planning Inspectorate. It is considered more coherent and efficient to keep only relevant and useful documents published.

## **5 Consultation and feedback**

- 5.1 There is no statutory requirement for consultation. However, there has been engagement with Planning and Liaison Member Working Group and the Cabinet Member for Planning & Building Control.

## **6 Key risks**

6.1 As set out in Appendix 1, the risk can be avoided by formally revoking the documents listed in Table 1 above.

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### **Report author:**

John Spurling, Planning Policy Manager (Interim), [john.spurling@cheltenham.gov.uk](mailto:john.spurling@cheltenham.gov.uk)

### **Appendices:**

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening

### **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
1	If the Council seeks to use out-of-date guidance, then there is a risk that decisions will be based on policies that are no longer relevant, potentially reducing the weight that may be afforded to SPGs, SPDs or Urban Design Concept Statement informal guidance notes. Outdated guidance may also conflict with national policy.	Director of Planning and Building Control	4	2	8	Avoid the risk	Close	This risk will be mitigated by the Cabinet decision.	16 December 2025

## 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: John Spurling	Service Area: Planning
Title: Planning Policy Manager (Interim),	Date of assessment: 4 November 2025
Signature: <i>John Spurling</i>	

#### 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

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	
To ensure that only relevant guidance is used.	

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

Aims:	To ensure that only relevant guidance is maintained for decision making purposes.
Objectives:	As above
	As per aims

Outcomes:	
Benefits:	As per aims

**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?

No impact expected

Please provide an explanation for your answer:

The purpose of the report is to revoke out of date or irrelevant guidance.

**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

Choose an item.

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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## **Cheltenham Borough Council**

### **Cabinet – 16 December 2025**

## **Rent Setting, Repairs, Empty Homes (Voids) and Recharge Policies**

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#### **Accountable member:**

Cllr Flo Clucas, Cabinet Member for Housing and Customer Services

#### **Accountable officer:**

Claire Hughes, Director of Governance, Housing and Communities

#### **Ward(s) affected:**

All wards with council housing stock

---

**Key Decision:** No

#### **Executive summary:**

This report brings forward new policies for the following:

- Rent Setting
- Recharges
- Empty Homes (Voids)
- Repairs and Maintenance for Tenanted Properties

The policies were considered by the Cabinet Housing Committee on 26 November 2025 who unanimously agreed to recommend them to cabinet for approval.

#### **Recommendations:**

That Cabinet approves:

1. The Rent Setting Policy (Appendix 2)
2. The Recharge Policy (Appendix 5)

3. The Empty Homes (Voids) Policy (Appendix 8)
  4. The Repairs and Maintenance for Tenanted Properties Policy (Appendix 11)
- 

## **1. Implications**

### **1.1 Financial, Property and Asset implications**

#### **Empty Homes (Void) Policy**

The Empty Homes (Voids) policy sets out the Councils' process for managing empty homes. Where properties become void, an assessment will need to take place as to the levels of work required to bring the properties back to rentable condition. The costs for minor and major works will need to be scrutinised to assess whether works can be completed within the budgets set by Council, as well as checking to see if any funding available to offset expenditure. Where damage has occurred to properties vacated by tenants, the policy sets out the conditions for recharging tenants for the cost of repairing any damage or unauthorised alteration to the property.

The main risk to the council of long-term void properties apart from materials and staff costs of repairs to properties, is the loss of rental income from void properties. Voids will need to be continually monitored with realistic targets for completion in order properties can be returned to market as soon as possible and provide future income to the council.

#### **Housing Repairs and Maintenance Policy for Tenanted Properties**

The Housing Repairs and Maintenance policy sets out the criteria for providing a high-quality repairs service in order to significantly enhance tenants' quality of life and the enjoyment of their homes. Any costs associated with the repairs to tenants' properties will need to be closely scrutinised within the monthly budget monitoring process to ensure expenditure is in line with agreed budgets. Any significant variances will need to be highlighted and reported to cabinet to assess if corrective action is required.

#### **Rent Setting Policy**

Rent Settings are looking to be increased by CPI 3% plus 1%, income received will depend on how many VOID properties throughout the year.

Services Charges are looking to remain the same as previous year.

We are looking again at a 52-week financial year managed over 48 weeks.

#### **Recharges Policy**

VOID Recharges have increased & more properties are in disrepair

**Signed off by:** Jon Coldridge, HRA Accountant [jon.coldridge@cheltenham.gov.uk](mailto:jon.coldridge@cheltenham.gov.uk)

## **1.2 Legal implications**

There are no direct legal implications arising from this report.

**Signed off by:** Claire Hughes, Monitoring Officer

## **1.3 Environmental and climate change implications**

There are no direct environmental or climate change implications associated with this report.

**Signed off by:** Maizy McCann, Climate Officer, [Maizy.mccann@cheltenham.gov.uk](mailto:Maizy.mccann@cheltenham.gov.uk)

## **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

- Securing our future
- Quality homes, safe and strong communities
- Reducing inequalities, supporting better outcomes
- Taking care of your money

## **1.5 Equality, Diversity and Inclusion Implications**

Equality impact assessments have been completed for each policy and are annexed to this report.

## **1.6 Performance management – monitoring and review**

Where relevant performance will be monitored through KPIs

---

## **2 Background**

2.1 Cheltenham Borough Council (CBC) provides a wide range of local services, including the provision of social housing, maintaining approximately 5,000 domestic properties, communal blocks and schemes.

2.2 As part of our service delivery and the provision of homes it is essential that the council has a robust policy framework in place which clearly sets out to our tenants what they can expect from the council as their landlord.

2.3 This report brings forward a number of new policies for approval. Each policy is

supplemented with a tenant summary.

2.4 All policies have been reviewed by the tenant and leaseholder panels, and their feedback has been incorporated.

2.5 The policies were considered by the Cabinet Housing Committee on 26 November 2025 who unanimously agreed to recommend them to cabinet for approval.

### **3 Rent Setting Policy (Appendices 2 – 4)**

3.1 This policy explains how the council sets and reviews rents for its housing stock. It provides information on the difference between social rent and affordable rent and on service charges.

3.2 The policy confirms that rent is charged weekly throughout the year, with four rent free weeks and that rent is payable in advance.

### **4 Recharge Policy (Appendices 5 – 7)**

4.1 This policy provides tenants with information on when they may be recharged for repairs, for example when damaged has been caused to a home or changes have been made without the council's consent. Items which tenants may be recharged for include broken doors or windows, lost keys, unsafe DIY work or rubbish left in the home.

4.2 The policy also provides information on special cases where recharges would not apply, including where damage is a direct result of a crime or domestic abuse.

### **5 Empty Homes (Voids) Policy (Appendices 8 – 10)**

5.1 This policy sets out the council's process for managing empty homes to make sure that they are ready for new tenants quickly, safely and fairly.

5.2 It provides information to tenants on terminating their tenancy and what they can expect during the termination period. It also sets out the council's lettable standard so that tenants know in advance what they can expect from their new home.

5.3 The policy provides KPIs for performance so that the council can measure its performance against the policy standards.

### **6 Repairs and Maintenance for Tenanted Properties Policy (Appendices 11 – 13)**

6.1 This policy sets out the process for repairs and maintenance in the council's tenanted properties. It provides information on how to report repairs, types of

repairs, response times and appointment schedules.

6.2 Following feedback from the leaseholder panel it was decided to update this policy to make it applicable to tenants only to avoid confusion between tenant and leaseholder responsibilities. A separate policy for leaseholder repairs and the s20 process is being developed. This will be subject to leaseholder consultation before being brought forward to the cabinet housing committee for consideration in January 2026.

## **7 Alternative options considered**

7.1 None

## **8 Consultation and feedback**

8.1 Tenant and Leaseholder panels and the cabinet housing committee

## **9 Key risks**

9.1 As set out in appendix 1

---

### **Report author:**

Claire Hughes, Director of Governance, Housing and Communities  
[claire.hughes@cheltenham.gov.uk](mailto:claire.hughes@cheltenham.gov.uk)

### **Appendices:**

1. Risk Assessment
2. Rent Setting Policy
3. Rent Setting Policy Summary for Tenants
4. Rent Setting Policy Equality Impact Assessment
5. The Recharge Policy
6. The Recharge Policy Summary for Tenants
7. The Recharge Policy Equality Impact Assessment
8. The Empty Homes (Voids) Policy
9. The Empty Homes (Voids) Policy Summary for Tenants
10. The Empty Homes (Voids) Policy Equality Impact Assessment
11. The Repairs and Maintenance for Tenanted Properties Policy
12. The Repairs and Maintenance for Tenanted Properties Policy Summary for Tenants
13. The Repairs and Maintenance for Tenanted Properties Policy Equality Impact Assessment

### **Background information:**

Report to Cabinet Housing Committee – 26 November 2025

## 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	The Council has a legal duty to ensure that properties it manages are safe and comply with all applicable statutory requirements. If the Council fails to adopt clear policies then this could result in ambiguity potentially putting tenants and residents at risk	Director of Governance, Housing and Communities	5	3	15	Reduce	Produce, approve and implement clear and robust policies and associated procedures.	Director of Governance, Housing and Communities	December 2025
2	If the Council does not have clear policies in place or does not comply with the provisions of the policies then there is a risk that the council could be subject to legal and/ or financial risk.	Director of Governance, Housing and Communities	5	3	15	Reduce	Produce, approve and implement clear and robust policies and associated procedures.	Director of Governance, Housing and Communities	December 2025

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# Cheltenham Borough Council

## Rent Setting Policy

### Version control

**Document name:** Rent Setting Policy

Version: 2.0

Responsible officer

- Talia Izzard, Housing Services Manager
- Matt Ward, Head of Housing Services

Approved by:

Next review date: September 2028

Retention period: 1 year after policy update

### Revision history

Revision date	Version	Description
September 2025	1	New policy
November 2025	2	Enhanced explanation of rent collection over 48 weeks following feedback from Tenant Panel.

### Consultees

#### Internal

- Finance Team

#### External

- Tenant consultation
- Housing Committee consultation

### Distribution

All employees. Council website.

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## 1. Introduction and purpose of the policy

Local authorities have the power to determine rent levels for their stock providing any Council housing has rents that are aligned with the Regulator for Social Housing's published Rent Standard. Cheltenham Borough Council ('the Council') is committed to providing affordable housing and maintaining the standard of its housing stock for the long-term benefit of residents. The primary source of revenue to achieve this is the Council's housing rental income. The Council understands that some tenants may be on low incomes and therefore seeks to provide accommodation that is affordable to those people whilst also being able to reinvest sufficient funds to maintain and improve its housing stock.

The purpose of this policy is to demonstrate how the Council will calculate, and charge rent for its housing stock.

## **2. Aims and scope of the policy**

The aim of this policy is to ensure that the Council's process for setting and charging rents is fair, transparent and meets all legal obligations.

To achieve this, this policy will:

- Demonstrate that the Council calculates, charges and maintains rents in accordance with the Regulator of Social Housing's Rent Standard and other relevant legislation
- Ensure that the Council can maintain a good standard of housing stock and plan for future investment through sufficient rental income
- Ensure viability and financial stability of the HRA through maintaining sufficient rental income
- Depict how rents will be set, charged and reviewed (including rent increases) for all properties, for both existing and new tenancies
- Ensure that all tenants are aware of how their rent is calculated and set both at the beginning of their tenancy and when the rent charge is reviewed annually
- Ensure rent charges remain affordable for the Council's tenants

This policy applies to all HRA properties that the Council manages and lets.

## **3. Legislation and guidance**

This policy sets out rent setting measures that are in accordance with the Rent Standard published by the Regulator of Social Housing. Further guidance on rent setting is obtained from the Policy Statement on Rents for Social Housing (Ministry of Housing, Communities and Local Government website).

CPI will be taken as at September of the previous year.

## **4. Social rents**

### **4.1 Background**

As standard, the Council will charge social housing rents on all properties except those which Homes England or the Secretary of State have agreed can be let at an affordable rent. Social rent charges are set based on a formula introduced by the Government in 2001 which calculates the rent charge for a property based on its relative value, size and local income levels. The purpose of this is to ensure that across registered providers similar rents are charged for similar social rent properties.

## 4.2 Social rent setting

The Council will calculate social rents in line with Government policy ensuring that social rent is no higher than formula rent, and that property condition, size and location, and local earnings, are all taken into consideration. Formula rent is calculated as follows:

*70% of the national average rent x relative local earnings x property size*

*PLUS*

*30% of national average rent x relative property values*

Each year from 2024/25 onwards, the formula rent will be adjusted by CPI plus 1 percentage point, unless the Government specify otherwise.

Formula rent is subject to a rent cap which is pre-determined by the number of bedrooms a property has. The rent cap must be utilised when the formula rent would be higher than the rent cap for a certain size property. Each year from 2024/25 onwards, the rent caps will increase by CPI plus 1.5 percentage points.

Government policy allows flexibility to set rents at up to 5% above formula rent, however if this flexibility is utilised there must be clear rationale as to why.

## 5. Affordable rents

### 5.1 Background

Affordable rent properties are those which Homes England or the Secretary of State have agreed can be let at an affordable rent. These properties become exempt from the social rent requirements set out above.

Affordable rent charges allow for more flexibility and typically sit between social rents and private rented sector rent charges, with the purpose of enabling increased re-investment into new homes.

### 5.2 Affordable rent setting

Affordable rents must not exceed 80% of gross market rent – this must be inclusive of service charges – and a new valuation must be carried out for each new tenancy at a property to ensure the correct values are being considered. Gross market rent is taken as the rent (inclusive of service charges) which might reasonably be charged in the private rented sector for a property. Calculation of gross market rent must consider property size, location and service provision. If an affordable rent is calculated as lower than formula rent for a property, formula rent constitutes a floor for the rent to be charged.

Affordable rents can increase by a maximum of CPI plus 1 percentage point each year; however, this is not mandatory, and the Council can apply a lower increase, freeze or reduce rents if desired.

Any agreements with Homes England or the Secretary of State should be upheld when setting affordable rents. The Rent Standard Guidance issued by the Regulator of Social Housing also informs how initial affordable rents should be set.

### **5.3 Affordability checks**

The Council is committed to ensuring that affordable rent tenancies are sustainable and as such, will carry out affordability checks for all tenants offered an affordable rent property. The purpose of the check is to ensure that the rent charge is financially viable for the household to maintain in the long term and to provide any support that may be required.

## **6. Service charges**

The Council will charge service charges alongside rent where there are additional necessary services linked to a property, for example grounds maintenance, communal lighting or estate cleaning. Service charges will be identified separately to rent in social rent properties as per legal requirements, however in all properties tenants must pay any applicable service charges together with their rent.

Service charges are reviewed annually in line with the costs incurred in undertaking the services provided. Government guidelines for service charges set out that any charges should be reasonable, transparent and directly reflect the service provided. Service charges can therefore increase or decrease each year and as such are calculated separately to rents.

If a service charge is due to increase, this should be in line with rents at a maximum of CPI plus 1 percentage point, unless new or extended services are introduced which would incur an additional cost. In this instance, the Council will aim to consult with tenants before the additional cost is introduced.

## **7. Rent collection**

In a standard 52-week financial year, rent and service charges will be charged over all 52 weeks but only collected over 48 weeks. Where there are 53 weeks in a year, rent and service charges will be charged over 53 weeks and collected over 49 weeks. Rent and service charges are applied and due on the Monday of each week and should be paid within the week it is due, other than where a direct debit has been set up or an alternative payment date has been approved by the Council. Tenants in arrears are expected to pay through the rent-free week to reduce their arrears.

To illustrate how rent collection is managed over 48 weeks of the year, allowing 4 rent free weeks, please see example below:

Rent charge at 52 weeks = £93 per week

The annual charge would therefore be £4836 (£93 multiplied by 52 weeks). To establish 4 rent free weeks, this annual charge of £4836 would need to be divided by 48.

Rent charge at 48 weeks = £100.75

Over the period of a year (52 weeks), tenants are charged exactly the same amount however collecting a slightly higher rate of rent over 48 weeks enables those with a clear rent account to have four 'rent-free' weeks throughout the year.

## **7.1 Our approach**

The Council's Income Team are tasked with maximising rent and service charge collection whilst helping tenants sustain their tenancy. The Income team support tenants to do this where it's needed through the Council's specialist Financial Support Teams; the Benefit and Money Advice Team and the Training and Employment Service.

From the outset of a tenancy, the Income Team strive to make personal contact with all tenants to set out the expectations around rent and service charge payments, to understand tenants' personal circumstances and to offer early support to anyone in financial difficulty. Communication is vital to both maximising collection and supporting tenants and therefore the Income Team will utilise all contact methods available to them in a bid to establish contact. The Income team are committed to providing a fair, transparent and accountable recovery process as detailed in the Council's Rent Procedure.

A variety of payment methods are available to tenants including direct debit, standing order, internet payments and phone payments. Rent is due in advance however payment arrangements can be made with any tenants struggling to pay in this way.

The Income Team are dedicated to continually improving and regularly review both the service and the rent procedure to enhance performance.

## **8. Garage rents**

The Council will set the rents for garages on an annual basis. All garage rents are charged monthly, with payment due via direct debit in advance, paid on the 1<sup>st</sup> of each month.

Garage rents for tenants and leaseholders of the Council will not include VAT. All other garage licence holders will be charged VAT in addition to the rent charge.

## **9. Annual rent review**

An annual review of rent and service charges will take place with any new charges being subject to approval by the Council's Director of Finance and Assets. Once approved, the new rent and service charges will be implemented on the first Monday of each April, including the April following a new tenancy being granted. The Council will give tenants four weeks written notice ahead of any change in rent or service charges.

Unless the Government specify otherwise, the following annual rent changes will apply:

- For social rents, an increase of CPI plus 1 percentage point can be implemented
- For affordable rents, a maximum increase of CPI plus 1 percentage point is allowed however rents could also increase by a lower amount, be subject to a freeze or be reduced

Tenants in a 'rent capped' property will still be subjected to an annual rent change. Only at the point of the property being re-let will the new rent be set at the rent cap level.

The annual review also applies to garage rents. Garage rents for tenants and leaseholders will increase in line with social rents at CPI plus 1 percentage point. Garage rents for non-tenants can be set at the Council's discretion and will consider market rents and demand.

## **10. Review**

This policy will be reviewed every three years, unless legislative or regulatory changes require an earlier review.

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# Cheltenham Borough Council

## Rent Setting Policy – Summary

### **What is this document about?**

This summary provides an overview of Cheltenham Borough Council's (the Council) Rent Setting Policy for 2025.

### **What is the purpose of the policy?**

The policy explains how the Council sets and reviews rents for its housing stock, ensuring affordability for tenants whilst maintaining property quality.

### **What are the different types of rent?**

- **Social rent:** These rents are based on a government formula that considers property value, size and local income. These rents are subject to an annual increase of CPI plus 1%
- **Affordable rent:** These rents can be up to 80% of market rent, inclusive of service charges. These rents can increase, stay the same or reduce year on year. Tenants offered affordable rent properties undergo checks to ensure they can sustain payments.

### **Service charges**

Additional costs for services like cleaning and lighting are applied for some properties and charged with the rent. These are reviewed annually and must be transparent and reasonable.

### **Rent collection**

Rent is charged weekly throughout the year but there are four rent free weeks. Payment is expected in advance. Support is available for tenants facing financial difficulties.

### **Garage rents**

Rents for garages are charged monthly and reviewed annually. VAT applies to non-tenants.

### **Annual review**

Rent and service charges are reviewed annually, with new charges starting each April. Tenants receive four weeks' notice of any changes.

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

## 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: Talia Izzard

Service Area: Housing Services

Title: Housing Services Manager

Date of assessment: 05/11/25

Signature: *Talia Izzard***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**

Rent Setting Policy

Is this new or existing?

New or proposed

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

The policy has been developed to demonstrate how the Council will calculate, and charge rent for its housing stock.

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

Aims:

The aim of this policy is to ensure that the Council's process for setting and charging rents is fair, transparent and meets all legal obligations.

Objectives:

The policy will:

- Depict how rents will be set, charged and reviewed (including rent increases) for all properties, for both new and existing tenancies
- Demonstrate that the Council calculates, charges and maintains rent in accordance with the Regulator of Social Housing's Rent Standard and other relevant legislation
- Ensure rent charges remain affordable for the Council's tenants

Outcomes:

1. Tenants will be aware of how their rent is calculated and set, both at the beginning of their tenancy and when the rent charge is reviewed annually.
2. Viability and financial stability of the HRA will be ensured through maintaining sufficient rental income.
3. The Council will be able to maintain a good standard of housing stock and plan for future investment through sufficient rental income

Benefits:	<ol style="list-style-type: none"> <li>1. This policy should offer assurance to tenants that the process for setting and charging rents is fair and meets all legal obligations.</li> <li>2. Employees of the Council can utilise this policy to ensure correct processes are ensued when setting rents.</li> </ol>
-----------	---

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:	
This policy will determine how rent is set and charged, and as such how much rent tenants are expected to pay for their properties. Whilst this could be considered to have a possible impact on some, the process for rent setting is governed by legislative guidance that must be adhered to and is therefore conducted in a transparent, fair and uniform manner for all properties.	

**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 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?

Choose an item.

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.

--

### 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

DRAFT

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
<b>AGE</b>	Older people (60+)	Choose an item.		
	Younger People (16-25)	Choose an item.		
	Children (0-16)	Choose an item.		
<b>DISABILITY</b> A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Choose an item.		
	Sensory Impairment (sight, hearing)	Choose an item.		
	Mental health	Choose an item.		
	Learning Disability	Choose an item.		
<b>GENDER REASSIGNMENT</b>		Choose an item.		
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Choose an item.		
	Men	Choose an item.		
	Lesbians	Choose an item.		
	Gay Men	Choose an item.		
<b>PREGNANCY &amp; MATERNITY</b>	Women	Choose an item.		
<b>RACE*</b> Further information on the breakdown below each of these headings, is available <a href="#">here</a> .	White	Choose an item.		
	Mixed or multiple ethnic groups	Choose an item.		
	Asian	Choose an item.		



For example Asian, includes Chinese, Pakistani and Indian etc	African	Choose an item.		
	Caribbean or Black	Choose an item.		
		Choose an item.		
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a>	See note	Choose an item.		
<b>SEX (GENDER)</b>	Men	Choose an item.		
	Women	Choose an item.		
	Trans Men	Choose an item.		
	Trans Women			
<b>SEXUAL ORIENTATION</b>	Heterosexual	Choose an item.		
	Lesbian	Choose an item.		
	Gay	Choose an item.		
	Bisexual/Pansexual	Choose an item.		
<b>Other considerations</b>				
<b>Socio-economic factors</b> (income, education, employment, community safety & social support)		Choose an item.		
<b>Rurality</b> i.e. access to services; transport; education; employment; broadband		Choose an item.		
<b>Other (e.g. caring responsibilities)</b>		Choose an item.		

\* 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](#)

DRAFT

#### 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

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

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# Cheltenham Borough Council

## Recharge Policy

### Version control

**Document name:** Recharge Policy

Version: 2.0

Responsible officer

- Talia Izzard, Housing Services Manager

Approved by:

Next review date: September 2028

Retention period: 1 year after policy update

### Revision history

Revision date	Version	Description
September 2025	1	New policy
November 2025	2	Amendments made to mitigating circumstances and inclusion of section on damage caused by the Council following feedback from Tenant Panel.

### Consultees

#### Internal

- Housing Services division

#### External

- Tenant consultation
- Housing Committee consultation

### Distribution

Employees within the Housing Services division. Council website.

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## 1. Introduction and purpose of the policy

Cheltenham Borough Council ('the Council') is committed to ensuring that all its properties are high quality, safe and well-maintained. Whilst the Council acknowledges that most of its tenants will maintain their homes to a good standard, instances of wilful damage and neglect do sometimes occur, and the cost of such repairs will be considered rechargeable. The costs recovered from these recharges will be reinvested back into the Council's housing service to help provide long lasting homes for its tenants.

This policy outlines how the Council will identify, determine and recover the cost of repairs that are not covered by the right to repair clause in the tenancy agreement. Repairs will be deemed rechargeable when:

- The repair is the responsibility of the tenant
- Damage to a property belonging to the Council is not attributed to wear and tear and is instead deemed to be wilful, or caused by neglect, misuse or abuse by the tenant, their family or visitors to the property

- The repair is required when moving out of a property to bring it to an acceptable standard

## 2. Aims and scope of the policy

This policy will ensure the charging and collection of rechargeable repairs is undertaken in a fair, effective and transparent manner, with any recovered expenditure being reinvested back into the housing service.

To achieve this, this policy will:

- Provide clear guidelines on what repairs the Council will recharge for, and under what circumstances recharges will apply
- Explain how recharges are calculated, raised and collected – including the actions to be taken if a recharge is not paid
- Ensure that existing housing stock is maintained and preserved to acceptable standards through the reinvestment of recharge costs

This policy applies to existing and former tenants of the Council.

## 3. Legislation and guidance

The Council's tenancy agreement forms the basis for this policy. Upon signing, the tenant takes responsibility for any damage caused by themselves, any member of their household or any visitor to the property and agrees to pay any costs reasonably incurred by the Council in carrying out the repair works. Furthermore, it is noted in the tenancy agreement that any property alterations carried out without consent and approval from the Council will be recharged in instances where remedial work is required.

## 4. Identification of recharges

Rechargeable works are most commonly identified and categorised in two main ways:

1. Through a customer reporting a repair, or one of the Council's repairs operatives or contractors attending the property. Assessment of the type of repair needed, the cause of the damage and the circumstances surrounding the repair will help the Council determine whether the repair is rechargeable or not. Repairs of this nature are referred to as **rechargeable repairs**.
2. At a pre-termination visit or void inspection. These visits are undertaken by the Council's repairs operatives either prior to a tenancy terminating, or immediately after a termination. The Council's repairs operatives will identify whether any remedial works are required to the property to bring it up to a suitable standard to re-let. These repairs are rechargeable, are referred to as **void recharges** and are the responsibility of the former tenant.

On occasion a recharge may be identified through a third party attending the property, such as the Police or Social Services. This would be reported into the Council who would then follow this policy to raise and issue the repair/invoice.

#### **4.1 Rechargeable repairs**

When the Council is made aware of a necessary property repair, whether directly through a tenant, or via a repairs operative or contractor, they aim to determine at the earliest opportunity whether this repair is the responsibility of the tenant and therefore rechargeable, and if so the costings of this. This will then be relayed to the tenant before any repair work commences.

The Council is responsible for maintenance and repair work to the structure, fixtures and fittings of their properties. However, any wilful, accidental or negligent damage will be recharged. For example, lock changes, replacing smashed glass and replacing a toilet seat. In addition, any alterations made to the property by the tenant that have not been pre-approved by the Council are also deemed rechargeable. Examples of such alterations are outlined in the tenancy agreement and include things such as fitting a shower, installing a new kitchen or bathroom, removing walls and making changes to fixtures and fittings e.g. taps. There are further examples of which repairs are the tenant's responsibility and which are the Council's in the Tenant Handbook.

All tenants have the option to carry out repairs that are their responsibility themselves, however if this work is not done to an acceptable standard then the Council will undertake remedial works and this will be recharged to the tenant.

Photographs should be taken of the repair work required and used as supporting evidence for any recharges.

#### **4.2 Void recharges**

When a tenant vacates their property, any repair work required to return the property to an acceptable and appropriate standard will also be recharged – these are specifically referred to as 'void recharges.'

Prior to tenancy termination, a tenant can arrange for a representative of the Council to undertake a pre-termination inspection. The aim of this inspection is to identify any aspects of disrepair which would be the tenant's responsibility, and therefore rechargeable if not rectified before the end of the tenancy. This provides the tenant with an opportunity to remedy the damage/defects prior to the end of their tenancy and avoid recharges – however, if they do not do so, then void recharges will be issued following the end of their tenancy. All properties are void inspected (post termination when the property is empty) so even those where a pre-termination inspection has not taken place will be assessed for rechargeable repairs at the end of the tenancy period.



Common void recharges include:

- Repairs due to deliberate damage or neglect to the external and internal fabric of the building, including walls and fences (e.g. damage to internal doors, kitchen units or glass)
- Inappropriate use of fixtures and fittings
- Repairs due to unauthorised/unsafe tenant improvements
- Lock changes due to keys not being returned upon tenancy termination
- Clearance of rubbish from properties and gardens
- Removal of sheds/outhouses/other structures not approved by, or provided by the Council

#### **4.3 Out of hours call outs**

Repairs can be reported to the Council through their contact centre, which is open Monday to Friday 9am to 5pm. Should a tenant have an emergency repair outside of these hours, this can be reported through the Council's out of hours service. This service is however for emergency repairs only and as such the cost of the call out can be recharged to the tenant if it is deemed upon arrival that the repair is not an emergency and/or the tenant is misusing the service.

#### **4.4 Damage caused by the Council**

There may be rare occasions whereby damage to a property is caused inadvertently by the Council, most likely in cases of an emergency. In these instances, whether there is a recharge or not would be dependent upon the circumstances preceding the damage and therefore each case would be assessed on its own merit.

For example, if the Council needed to force entry into a property due to safeguarding or welfare concerns then it is very likely that there would be no recharge after the case has been assessed, however if the Council needed to force entry to fix a leak as there had been no successful communication with the tenant, and the leak was entering the property below, then it is more than likely that there would be a recharge for gaining entry alongside the necessary repairs to fix the leak. In both instances before determining a recharge the case would be fully investigated, including a review of previous repair history.

### **5. Mutual exchanges**

Prior to a mutual exchange taking place, both properties will be inspected by the Council. Any rechargeable repairs that are identified must be completed and paid for before final authorisation will be given for the mutual exchange to go ahead.

## 6. Mitigating circumstances

The Council acknowledges that there may be circumstances under which it is not appropriate to recharge for a repair after additional information has been obtained from the tenant or third party. Some examples are listed below:

- Repairs caused as a result of a crime, for example burglary, will not be recharged for providing the crime has been reported to the Police, a Police incident number has been obtained and provided to the Council and there is a satisfactory history of repairs at the property
- Repairs to damage caused as a result of domestic abuse
- Repairs where a tenant's mental or physical health, or age may have been a contributing factor to needing the repair, or where these factors inhibit them from carrying out repair work themselves

As such, each case will be investigated on an individual basis, previous repair history will be reviewed and discretion may be utilised to waive the recharge in part or full if deemed appropriate. Any balance that is waived will be written off following authorisation from the Council's Housing Services Manager and/or Head of Housing Services.

## 7. Recharges raised against an estate

There may be occasions where a recharge arises following a tenant passing away. In this instance, the invoice will be raised and issued to the next of kin. The next of kin will be asked to make payment to clear the recharge from the estate, or to advise the Council in writing if there are no such funds to do so to initiate the recharge being written off.

## 8. Disputes

Both current and former tenants have the right to dispute a rechargeable repair or void recharge. The Council's Income team will thoroughly investigate any disputes, including any evidence provided by the tenant to support their dispute. If a decision is made in favour of the tenant then the recharge can be waived in part or full, and the appropriate balance will be written off by the Council. If a decision is made that the recharge stands the tenant will be asked to clear the outstanding balance in full, or to make a suitable repayment plan. Should a tenant not be happy with the outcome of their dispute then they have the right to utilise the Council's complaint process.

## 9. Calculation and payment of recharges

The Council uses the National Schedule of Rates (version 8), which is a recognised standard within the industry, to determine rechargeable repair costs. This ensures a fair and consistent process based on pre-determined pricing.

When a repair is identified as being rechargeable, the tenant will be notified of this immediately and where possible, an expected recharge amount will be given. Upon completion of a rechargeable repair an invoice will be raised by the Council and posted to the tenant. The invoice will set out that payment is required in full within 14 working days otherwise contact should be made with the Council's Income Team to secure an appropriate payment arrangement. Details of how to pay by bank are provided on the invoice.

### **9.1 Debt prioritisation**

In instances where a tenant has other priority debts owing to the Council i.e. rent, court costs and former tenancy arrears, collection of recharges will come second to these unless payment to recharges is explicitly requested by the tenant, or a specific arrangement has been made.

### **9.2 Unpaid recharges**

All outstanding rechargeable repair and void recharge costs, including those with secure payment arrangements in place, will be monitored by the Council's Income team to ensure the outstanding costs are cleared as quickly as possible. If a recharge remains unpaid after the invoice is issued, or if a payment arrangement is broken, then the Council's Income team will pursue recovery through the steps outlined in the Council's Rechargeable Repairs Procedure. This will include legal methods of enforcement where appropriate.

If a tenant has any outstanding unpaid rechargeable repairs then the Council may make the decision not to undertake any further non-emergency repairs at the property until the outstanding debt has been paid. Emergency and external repairs will still take place.

## **10. Tracing**

If a former tenant has outstanding recharges and a forwarding address is not known, the Council's Income Team will try two tracing attempts. If both tracing attempts are unsuccessful and no forwarding information can be obtained then the outstanding debt should be recommended for write off.

## **11. Review**

This policy will be reviewed every three years, unless legislative or regulatory changes require an earlier review.

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# Cheltenham Borough Council

## Recharge Policy – Tenant Summary

### **What is this document about?**

This summary explains which repairs Cheltenham Borough Council (the Council) will recharge you for, how you can pay and what to do if you do not agree with the charge.

### **What is this policy about?**

Sometimes tenants cause damage to their homes. If the damage is not normal wear and tear, the Council may ask the tenant to pay for the repairs. This is called a recharge.

### **When might you have to pay?**

- You or someone in your home damages the property
- You make changes to your home without asking the Council first
- You leave the property in poor condition when you move out
- You call the emergency repair service when it's not a real emergency

### **Examples of things you might pay for:**

- Broken doors, windows or toilet seats
- Lost keys or lock changes
- Rubbish left in the home or garden
- Unsafe DIY work (for example fitting a shower or removing walls)

### **What if you're moving out?**

Before you leave, the Council can check your home. If repairs are needed and you do not fix them to a good standard, you may be charged.

### **Special cases (you might not have to pay):**

- If the damage was caused by a crime (like burglary) and you report it to the Police
- If the damage was caused by domestic abuse
- If your health or age makes it hard for you to do repairs yourself

### **How do you pay?**

The Council will send you a bill. You should pay within 14 days or contact the Income Team to make a payment plan.

**What if you do not agree with the charge?**

You can tell the Council. They will look at your case and decide if the charge is fair. If they decide it is not, they may cancel it.

**Who can you contact if you need help or more information?**

If you need further information or any support please contact the Council's Income Team:

- Telephone – 0800 408 0000
- Email – [incometeam@cheltenham.gov.uk](mailto:incometeam@cheltenham.gov.uk)
- Website – [Cheltenham.gov.uk](http://Cheltenham.gov.uk)

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

## 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: Talia Izzard

Service Area: Housing Services

Title: Housing Services Manager

Date of assessment: 05/11/25

Signature: *Talia Izzard***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**

Recharge Policy

Is this new or existing?

New or proposed

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

The policy has been developed to outline how the Council will identify, determine and recover the cost of repairs that are not covered by the right to repair clause in the tenancy agreement.

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

Aims:

The aim of this policy is to ensure the charging and collection of rechargeable repairs is undertaken in a fair, effective and transparent manner, with any recovered expenditure being reinvested back into the housing service.

Objectives:

The policy will:

- Provide clear guidelines on what repairs the Council will recharge for, and under what circumstances recharges will apply
- Explain how recharges are calculated, raised and collected – including the actions to be taken if a recharge is not paid

Outcomes:

1. Tenants will be informed as to what repairs are the responsibility of the Council, what repairs are their responsibility and as such are rechargeable, and what mitigating circumstances may result in charges being waived.
2. Employees of the Council will be able to utilise the policy to identify when a repair should be recharged and under what circumstances a recharge may be waived.



	3. The Council will be able to ensure that existing housing stock is maintained and preserved to acceptable standards through the reinvestment of recharge costs.
Benefits:	<p>1. This policy should offer assurance to tenants that the Council is committed to ensuring all its properties are high quality, safe and well-maintained and as such will recharge tenants who cause any wilful damage or neglect. The costs recovered from these recharges will then be reinvested back into the Council's housing service to help provide long lasting homes.</p> <p>2. Employees of the Council can utilise this policy when determining whether a repair is rechargeable to ensure fairness and transparency.</p>

**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:

This policy acts as a standard to determine whether a repair is rechargeable or not, as well as indicating what could be considered as mitigating circumstances. Some tenants may view this to have a positive impact as it could be seen to improve the condition of the Council's housing stock through deterring people to cause wilful or neglectful damage, or to make unauthorised adaptations whilst also recognising circumstances whereby damage occurs through no fault of the tenant. However, for others it could be seen to have a negative impact as there will be tenants who are recharged for damage they have caused, and this could happen on numerous occasions if damage is repeated.

**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

**Talia Izzard**

Completion date for Stage Two assessment

**05/11/25**

**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

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.

This policy has been reviewed by the Tenant Panel who were positive about the policy and felt that it was clear, well-structured and easy to understand. Members of the panel appreciated that the document clearly explained what a recharge is, when tenants might be expected to pay and what steps could be taken if they disagree with a charge. The Tenant Panel felt that the examples provided were helpful for residents and that the inclusion of mitigating circumstances, including examples, shows a fair and considerate approach to recharging.

The Tenant Panel did ask what happens if the Council itself causes damage to a property, for example in cases of an emergency. In acknowledgement of this, an additional section was created in the policy to outline this including examples.

### 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

DRAFT

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
<b>AGE</b>	Older people (60+)	Low negative	Older people may be negatively impacted by this policy as they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Age will be considered as a mitigating factor where it may have contributed to needing the repair, or where age inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full deemed appropriate. The policy outlines this in full.
	Younger People (16-25)	Neutral		
	Children (0-16)	Neutral		
<b>DISABILITY</b> A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Low negative	Tenants with a physical disability may be negatively impacted by this policy as their physical disability could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Physical disability will be considered as a mitigating factor where it may have contributed to needing the repair, or where a physical disability inhibits a tenant from carrying out repair work themselves. All cases are

				investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Sensory Impairment (sight, hearing)	Low negative	Tenants with a sensory impairment may be negatively impacted by this policy as they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Sensory impairment will be considered as a mitigating factor where it may have contributed to needing the repair, or where sensory impairment inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Mental health	Low negative	Tenants with mental health may be negatively impacted by this policy as their mental health could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Mental health will be considered as a mitigating factor where it may have contributed to needing the repair, or where mental health inhibits a tenant from carrying out repair work themselves. All cases are investigated on an

				individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Learning Disability	Low negative	Tenants with a learning disability may be negatively impacted by this policy as their learning disability could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Learning disabilities will be considered as a mitigating factor where it may have contributed to needing the repair, or where a learning disability inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
<b>GENDER REASSIGNMENT</b>		Neutral		
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Neutral		
	Men	Neutral		
	Lesbians	Neutral		
	Gay Men	Neutral		
<b>PREGNANCY &amp; MATERNITY</b>	Women	Neutral		
<b>RACE*</b>	White	Neutral		

Further information on the breakdown below each of these headings, is available <a href="#">here</a> . For example Asian, includes Chinese, Pakistani and Indian etc				
	Mixed or multiple ethnic groups	Neutral		
	Asian	Neutral		
	African	Neutral		
	Caribbean or Black	Neutral		
		Neutral		
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a>	See note	Neutral		
<b>SEX (GENDER)</b>	Men	Neutral		
	Women	Neutral		
	Trans Men	Neutral		
	Trans Women	Neutral		
<b>SEXUAL ORIENTATION</b>	Heterosexual	Neutral		
	Lesbian	Neutral		
	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
<b>Other considerations</b>				
<b>Socio-economic factors</b> (income, education, employment, community safety & social support)		Negative	Tenants on a low income could be negatively impacted by this policy due to being recharged for any wilful or neglectful damage.	If a tenant is recharged but does not have the financial means to pay the outstanding balance in full then a payment arrangement can be made. The policy outlines this in full.

<b>Rurality</b> i.e. access to services; transport; education; employment; broadband		Neutral		
<b>Other (e.g. caring responsibilities)</b>		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

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 EqIA should be reviewed on an annual basis. Next review due November 2026.**

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# Cheltenham Borough Council

## Empty Homes (Voids) Policy

### Version control

**Document name:** Cheltenham Borough Council Empty Homes (Voids) Policy

Version: 1.0

Responsible officer

- Matt Ward, Head of Housing Services
- John Clements, Operations Manager Responsive Repairs

Approved by: Cabinet

Next review date: October 2028

Retention period: 6 month after replacement of policy

### Revision history

Revision date	Version	Description
October 2025	1	New Policy

### Consultees

#### Internal

- Tenancy Management
- Empty Homes Teams
- Responsive Repairs
- Cabinet Member for Housing and Customer Services

#### External

- Tenants via the Tenant Panel

### Distribution

Website

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## 1. Purpose of the policy

- 1.1 This policy sets out Cheltenham Borough Council's approach to managing empty homes (void properties).
- 1.2 The purpose of the policy is to:
  - a) Set out the principles and service standards of void management to ensure efficient turnaround and minimise rental loss;
  - b) help to meet housing need by maximizing the availability of our housing stock; and
  - c) make best use of housing stock with special characteristics and assist downsizers

## 2. Scope of the policy

- 2.1 This policy applies to all council-owned housing stock managed directly by Cheltenham Borough Council and includes:
  - a) tenancy termination
  - b) Inspections
  - c) Viewings and offers
  - d) Work to void properties
  - e) Creating tenancies
  - f) Management of long-term voids

## 3. Objectives of the policy

- 3.1 The objectives of this policy are:
  - Minimise the time properties remain void.
  - Ensure properties meet the "Fit to Rent" standards before re-letting.
  - Reduce financial loss from empty properties.
  - Improve customer satisfaction and housing availability.
  - Support strategic housing goals including homelessness prevention and affordable housing delivery.

## 4. Definitions

**Void Property:** A dwelling that is unoccupied and not generating rental income.

**Major Void:** A property that requires significant repairs or refurbishment prior to re-letting. This typically includes at least one major component replacement—such as a new kitchen, bathroom, or extensive plastering works. In most cases, these works can be capitalised within the financial budgets.

**Minor Void:** A property that requires only minimal repairs or preparation before being ready to re-let. These works are generally low-cost and do not involve major component replacement.

## 5. Void Categories

- Routine Voids: Arising from natural tenancy turnover.
- Decant Voids: Required for regeneration, redevelopment or disrepair.
- Hard-to-Let Voids: Properties with low demand due to location, size, or condition.
- Temporary Furnished Accommodation voids - properties set aside for temporarily housing homeless households.

## 6. Void Management Process

### 6.1 Tenancy Termination

- 6.1.1 Full details about ending a tenancy can be found in the Tenancy Agreement, including the requirement for a tenant to provide 4 weeks written notice. Tenants who are transferring to another social tenancy (either council or another Registered Provider) may be permitted to give a reduced notice period. All decisions in this respect will need to be agreed with the council in advance.
- 6.1.2 Where the outgoing tenant has given notice and fails to leave the property after the end of the notice period legal action may be taken to remove them from the property.
- 6.1.3 The council will, wherever possible, inspect properties becoming vacant, both prior to and following the termination of a tenancy.

### 6.2 Pre-Termination Visits

- 6.2.1 The purpose of pre-termination inspections is to ensure that the outgoing tenant clearly understands which repairs are their responsibility. During the inspection, they will be advised of the approximate cost of CBC carrying out these repairs, which will be recharged to them if they choose not to complete the work themselves.
- 6.2.2 In addition, the inspection allows CBC to identify any garden, shed or parking space that is being used by the tenant and any work that may need to be scheduled in advance of the keys being returned. This enables early engagement with our contractors, helping to minimise both the cost and duration of the void period for CBC.
- 6.2.3 Once written notice ending the tenancy has been received, a pre-termination visit will be undertaken as soon as practicable. This visit will determine the condition of the property and highlight any repairs that the tenant will be required to undertake before leaving the property and where applicable, explain that the council reserves the right to recharge the outgoing tenant for any damages to the property caused by the willful neglect or arising out of unauthorised alterations to the property.

- 6.2.4 At this stage if the tenant has undertaken their own improvements, where permission has not been authorised, or where permission required reinstatement, the inspecting officer will look for damage to the property. If the outgoing tenant is advised that they need to remove the improvement works, they are liable for all costs associated with returning the property to the original state.
- 6.2.5 If the tenant is on the housing register and is transferring to another council property a pretransfer visit will be carried out. If the works are not completed during this visit the council may withdraw alternative offers of accommodation or they may be charged for the works to be undertaken on their behalf.

### **6.3 Post-Termination Inspection**

- 6.3.1 A post-termination inspection will be undertaken on all void properties within 2 working days of the property becoming void.
- 6.3.2 The purpose of this inspection will be to:
- a) Ensure the property is empty, and to remove any items that pose a risk to the health and safety of prospective tenant(s) or contractors.
  - b) Determine whether prospective tenants can be allowed to view the property.
  - c) Ensure the property is secure and change the front and back door locks.
  - d) Identify any outstanding disrepair which may be the responsibility of the previous tenant.
  - e) Arrange for electrical appliances and installations to be checked.
  - f) Identify if the property requires a pre-clean or other works before the prospective tenants can view.
  - g) Identify works and repairs to comply with the council's Lettable Standard.
  - h) Apply a risk-based approach to determining the appropriate level of security (if required).

### **6.4 Termination following the death of the tenant**

- 6.4.1 Where the tenant dies, the tenancy still needs to be terminated by the giving of 4 weeks written notice. The council may, however, agree to accept a shorter notice period.
- 6.4.2 In the instances where the tenancy has been ended due to the death of the sole tenant the person who has been properly authorised to deal with the late tenant's estate is responsible for the removal of all goods from the property. Where there is no person properly authorised to deal with the deceased tenant's estate, then the council will commence the formal legal process to end the tenancy by the service of a Notice to Quit on the Public Trustee. Once this Notice has expired, any goods

remaining in the property will be disposed of following the procedure set out in Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 which is discussed below in this policy.

- 6.4.3 The property will still be subject to a pre and post termination visit. If damage to the property has occurred owing to the wilful neglect of the deceased tenant or the carrying out of unauthorised alterations by the deceased tenant, then the council may consider pursuing the estate for the costs of making good any damages caused by the deceased tenant during the tenancy.

## **6.5 Evictions and Abandonments**

- 6.5.1 The outgoing tenant is responsible for removing all personal possessions from the property by the end of the written notice period. However, there may be some instances where the tenant fails to give notice (either because of eviction or abandonment) and belongings are left in the property or where notice has been given but belongings are still left within the property. Once the notice period has expired and the tenant has left the property, the council accepts no responsibility for any items left within the property or the land forming part of the tenancy. In such circumstances the council reserves the right to issue a formal Notice in accordance with section 41 of the Local Government (Miscellaneous Provisions) Act 1982 advising there are personal belongings within the property and that upon expiry of the notice any belongings remaining will become the property of the council and will be dealt with in accordance with section 41.

## **6.6 Recharges**

- 6.6.1 The council will recharge the tenant the cost of repairing any damage or unauthorised alteration to the property.
- 6.6.2 If the outgoing tenant does not comply with their tenancy obligations to vacate the property and leave it in a satisfactory condition with vacant possession and/or if the outgoing tenant fails to return all keys and fobs the council will charge the outgoing tenant for the cost of deep cleaning the property, and/or any costs in removing left items at the property and/or the cost of any replacement keys.
- 6.6.3 At the end of the tenancy, the council reserves the right to recover from the outgoing tenant any compensatory damages that have occurred during the period of the tenancy because of the tenant being in breach of the tenancy agreement.
- 6.6.4 The council will make every reasonable effort to contact the outgoing tenant to inform them of any outstanding items for which they may be liable to offer the tenant the opportunity to settle the matter and thereby avoiding the need for formal legal proceedings via the civil courts. The amount claimed by way of compensatory damages will be raised by way of a recharge notification to the outgoing tenant. Any recharge notifications will be noted on the debtors' system and may affect any future application for re-housing if they are not cleared.



6.6.5 Further information on recharges can be found in our rechargeable repairs policy.

## **6.7 Letting a void property**

6.7.1 The council aims to ensure that allocations are made giving full consideration of the customer needs, the property and any issues in the local area.

6.7.2 To ensure that void rent loss is kept to a minimum, the process of selecting a new tenant for a property will begin when the council is made aware that the property will be available for re-letting. Prospective tenants will be selected in accordance with the council's relevant policies and advertised via Homeseeker Plus.

## **6.8 Viewings and Offers**

6.8.1 Once a suitable applicant has been identified they may be invited to attend a viewing at the property. In exceptional circumstances where adaptations are needed, a viewing for a prospective tenant will be undertaken prior to the outgoing tenant leaving the property to minimise any delay in allocating the property.

6.8.2 Lettings Officers will inform the applicants when the void property can be viewed. This may be before, after or during void works depending on health and safety considerations. Where disabled adaptations are required, the applicants and an OT will visit the property before repair works commence and if the property is suitable, the Disabled Adaptations Procedure will be followed.

## **6.9 Creating new tenancies**

6.9.1 As soon as all essential repairs are completed satisfactorily, the prospective tenant will be invited to sign the Tenancy Agreement. The terms of the Tenancy Agreement will be explained to ensure that the tenant(s) is fully aware of the landlord and tenant responsibilities, and the consequences if conditions are breached.

6.9.2 The new tenant will also be provided with appropriate advice about:

- a) Paying their rent.
- b) Applying for benefits, if required.
- c) Setting up utilities.
- d) Reporting any repairs.
- e) Health and Safety including fire and safety.

6.9.3 Tenants will be given the opportunity to provide feedback relating to the void management and allocations process by completing a Tenant Satisfaction Survey.

6.9.4 Feedback and satisfaction will be monitored and reported in accordance with the council's performance management framework.

## **6.10 Works to void properties**

- 6.10.1 All properties will meet the lettable standard, as shown in Appendix 1. Prior to any works being undertaken the council will ensure that there is an up-to-date asbestos survey for the property.
- 6.10.2 Tenants/prospective tenants will not be given access to the property for any reason once void work has begun, due to health and safety reasons unless it is authorised by the contractor, voids supervisor or Operations Manager for Responsive Repairs.
- 6.10.3 In some instances, works to the property may be undertaken after the tenant has signed up, specifically where the works can be completed without significant disruption for the tenant, the works will not pose a significant health and safety risk to the tenant or member of their household and the tenant agrees to the works being undertaken on tenancy. External works on the property will, in the main, be undertaken after the new tenancy has started.
- 6.10.4 The council may also delay the completion of some works if the property is known to be included on a planned programme in the next 6 months.
- 6.10.5 Internal decorating may be undertaken by the council in exceptional circumstances. Exceptional circumstances may include a tenant moving into the property that is elderly or vulnerable and/or the property being in a particularly poor state of decoration. The council may offer decorating vouchers to assist with the cost of redecoration.
- 6.10.6 Some adaptations may be completed before the tenancy commences, but these will be dependent on the individual needs, must be specified in an Occupational Therapist report and be in accordance with the Disabled Facilities Grant procedures.

## **6.11 Utilities and services**

- 6.11.1 All properties will be inspected and be issued with both electrical and gas safety certification ensuring that the property is compliant with the current gas and electrical regulations. All properties will have a valid Energy Performance Certificate (EPC) in place prior to the letting with a minimum rating of between A to E to mirror the council's commitment to sustainability and compliance with minimum energy efficiency standards (MEES).
- 6.11.2 When a property has become void the council will cap the gas supply to reduce any health and safety risks. Wherever possible the supplies will also be transferred to a preferred supplier to reduce any delays in managing the void process.
- 6.11.3 During the health and safety checks the electric and gas meters at the property will be checked. Any evidence of tampering will be recorded. Tampering with meters is a criminal offence and the council will provide tenancy details to utilities companies and the Police if there is evidence that a meter has been damaged.

- 6.11.4 The gas supply will not be uncapped until the tenant confirms that they have moved into the property, to ensure that any risks of gas build up are minimised. The council aims to ensure that the gas is uncapped as soon as possible following the request of the customer. When the gas is uncapped the tenant will also be provided with the annual Gas Safety Certificate.
- 6.11.4 The council will ensure the water supply/system within each property is maintained in accordance with the Water Safety Policy.
- 6.11.5 Smoke and Carbon Monoxide alarms will be fully tested and installed where required in line with the council's Fire Safety Policy.

## **6.12 Major voids**

- 6.12.1 Where a void property requires major works, and therefore a high level of investment is needed to bring it up to an appropriate standard, then an options appraisal may be undertaken to assess whether the works should be completed, or if the property should be taken out of use. Consideration will be given to:
- a) Level of rent loss if the property is not tenanted and the impact on the Housing Revenue Account
  - b) The level of demand for the property type and area
  - c) The overall cost of the works required.
- 6.12.2 If the assessment finds that the works are financially viable, they will be completed. For properties where the assessment finds that it is not financially viable to undertake the works and there is little demand for the property type and/or area the property may be disposed of – either through sale or demolition

## **6.13 Temporary Furnished Accommodation (TFA)**

- 6.13.1 These properties are held for the temporary housing of homeless households. They contain flooring, curtains, and appliances and usually a full complement of beds, sofas, tables and chairs to make them suitable for homeless households. The Void Repairs Inspector will take note of the inventory before clearing the property so that items belonging to CBC are not disposed of, unless they are damaged. All damaged and missing items are notified to the Empty Homes Team Assistant so that recharges for the prior tenants can be arranged. The Empty Homes Team will arrange for the delivery of replacement items once the repair work is complete. The Housing Options Team will be advised of the availability of TFA properties as and when necessary.

## **6.14 Hard to Let Properties**

- 6.14.1 The priority for the council is to ensure that all homes are let as soon as possible to tenants who can sustain the tenancy. A property will be hard to let if it requires 3 offers or more to let it.

6.14.2 Additional action(s) may be taken when a hard to let property is identified to attract a suitable tenant. A combination of the following may be agreed and implemented:

- a) Additional internal works beyond the needs of the customer, including accessibility aids or adaptations
- b) Internal decoration
- c) Carpeting
- d) Support for tenants moving in

## **6.15 Adapted Properties**

6.15.1 Properties which are adapted when they become void will be let to a suitable tenant, who requires the adaptations. Decisions to remove major adaptations from properties will be made by a service manager based on all available information on the demand for the property, subject to approval from the Director.

## **7. Performance Monitoring**

7.1 The council is committed to ensuring that its repairs and maintenance services are delivered to a high standard and provide high levels of customer satisfaction. To help it do this, it will monitor and manage performance through a range of methods.

7.2 The council will measure and evaluate performance against a range of appropriate and relevant performance indicators and will benchmark itself against other social housing providers. All completed void properties will be cleaned and post inspected to ensure quality of repair works and investigate complaints in relation to the standard of work and will actively collect and analyse tenants' views on the repairs service provided, with feedback collected by staff acting independently of the delivery of the service.

7.3 Performance in relation to the void management service will be monitored through the Performance Framework. Key measures in relation to void management are:

- a) Number of void properties – maximum of 5% of total stock
- b) Average re-let time for a minor void - 15 days for works, 25 days key to key
- c) Average re-let time for a major void - 8 weeks for works, 10 weeks key to key
- d) Amount of void loss – 1% or below
- e) Average void costs.

7.4 Performance information and benchmarking data will be reported to the Cabinet Housing Committee and to our tenants.

## **8. Governance and Review**

- 8.1 The policy will be reviewed periodically to ensure it is consistent with changes in legislation and regulation. As standard, the policy will be reviewed at three yearly intervals.

## **9. Equality and Accessibility**

- 9.1 The council recognises that it provides housing for communities which include wide social diversity and is committed to providing equal access to services.
- 9.2 This policy aims to treat all customers fairly, with respect and professionalism. In line with the duty placed on the local authority under the Equalities Act 2010 specific consideration of the impact of this policy has been given to people with protected characteristics, including gender, race, age, disability, religion, sexual orientation and marital status. The approach adopted within this policy focuses on understanding individual circumstances in order to provide appropriate advice and support; this includes understanding the needs of tenants who have protected characteristics.
- 9.3 Consideration will therefore be given to language barriers, accessibility and cultural issues which may affect a tenant's ability to manage their tenancy or seek advice on problems, and resolutions which take account of the individual's beliefs and abilities.
- 9.4 The council will enable all tenants to have clear information and equal access to available services and information in a range of appropriate languages and formats will be provided when requested. This policy has been designed to be fully inclusive regardless of the ethnicity, gender, sexuality, religious belief, or disability of service users or residents.

## **Appendix 1: Lettable Standard**

We want your new home to be of a good standard. Our service aim is to provide a property which is safe, secure, habitable and clean in a timely and cost-effective manner. This standard outlines what you can expect from your new home.

### **Security**

We will make sure:

- Your doors open, close and lock freely with all handles fitted with new 5 lever locks (front and back doors).
- You have 2 keys for the front door and 2 keys for the back door to the property.
- That all window fittings are in good working order and keys will be provided for window locks where fitted.

- You are given 2 entry fob keys to be issued where there is a communal entrance door.

### **Health and Safety**

We will make sure:

- There are working smoke alarms on each floor, either battery operated or hard wired into the property.
- That Gas and electricity installations have been tested and certified as safe.
- If gas is present in the property, a carbon monoxide detector will also be installed.
- That the water supply is working correctly.
- That the property is free of rubbish, this includes the attic and any outbuildings.
- The floors are in a safe and level condition ready for you to cover.
- All stair treads, newel posts, handrails and bannisters are secure and free from defects.
- That all windows and doors meet current regulations.

### **Kitchen and bathroom**

We will make sure:

- There is a fully working supply of hot and cold water to the kitchen and bathroom
- The kitchen and bathroom floors are fitted with a cleanable vinyl tile or vinyl sheet floor covering. This will be free from stains, sealed with no rips or tears.
- Splashbacks or tiles to worktops are in place and fully sealed.
- That is either a gas or electric cooker point. (In properties where there is no gas supply an electric cooker point will be provided).
- Toilets are fully working, clean and free from staining with a new toilet seat fitted.
- That there is a cold-water feed and waste pipe for connection of a washing machine, space allowing.
- A minimum of a functional bath and /or shower, wash hand basin and toilet in the bathroom.
- That all cupboards are secure, clean and fit for purpose along with worktops sink and draining board.
- That space allowing, minimum kitchen unit provision will be as follows:-

One bedroom properties and bedsits: One sink base unit, one double wall unit and one double base unit.

Two bedroom properties: One sink base unit, one double wall unit, one double base unit, one additional double base or double wall unit.

Three/ Four bedroom properties: One sink base unit, two double base units, two double wall units



## **General**

We will make sure that:

- All internal and external doors are in good working order.
- The inside of your home is cleaned to the following standard:
  - Hard floor coverings to be swept and mopped;
  - Light fittings and switches to be wiped clean;
  - Kitchen units and sanitary fittings to be clean;
  - Door frames and skirting to be clean.
- There is a minimum of one means of fixed space heating in the form of an electric or gas heater or a radiator in the living room.
- That plasterwork is in good condition, noting that you may need to carry out some minor preparatory work to hairline cracks and nail holes before you decorate. Where a room is wallpapered and the wallpaper is intact the wallpaper will not be stripped for inspection purposes. Where wallpaper in a room is damaged all walls in that room will be stripped and any plasterwork repairs made good.
- Any non-standard items (such as a timber shed or fitted wardrobe) installed by the previous occupant to be left in the property where they are found to be functional and safe. We will ask you to sign a disclaimer stating that you understand you are responsible for the repair and replacement of any such items.

## **Garden and communal areas**

We will make sure that:

- Your garden, if there is one is safe and clear of rubbish, with no obvious trip hazards.
- That fencing that consists of post and wire will be provided on all property boundaries unless the boundary borders a public footpath, public highway or garage site. Please refer to our fencing policy if you are unsure.
- That any brick external stores are in a wind and watertight condition.

## **Decoration Vouchers**

You are responsible for the internal decoration of your new home

We may be able to help you with some of the cost if decorating is required. Your Letting Officer will advise you of any help we can give you by issuing decorating vouchers which you can use to buy your own materials.

## **Minor repairs after moving in**

To avoid causing you unnecessary delays in moving into your new home, we may need to carry out some minor repairs, such as replacement glazing after you have moved in.

We will agree any work with you and confirm approximate timescales for completing this work.





# Your new home

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The standard you can expect when you move into your rented home

**CBC service standards**

## Service statement

We want your new home to be of a good standard. Our service aim is to provide a property which is safe, secure, habitable and clean in a timely and cost-effective manner. This service standard outlines what you can expect from your new home.

### Security

**We will make sure:**

- Your doors open, close and lock freely with all handles fitted with new five lever locks (front and back doors)
- You have two keys for the front door and two keys for the back door to the property
- That all window fittings are in good working order and keys will be provided for window locks where fitted
- You are given two entry fobs where there is a communal entrance door

### Decoration vouchers

**You are responsible for the internal decoration of your new home**

- We may be able to help you with some of the cost if decorating is required. Your lettings officer will advise you of any help we can give you by issuing decorating vouchers which you can use to buy your own materials

### Health and safety

**Your safety is important to us we will make sure:**

- There are working smoke alarms on each floor, either battery operated or hard wired into the property
- That gas and electricity installations have been tested and certified as safe
- If gas is present in the property, a carbon monoxide detector will also be installed
- That the water supply is working correctly
- That the property is free of rubbish, this includes the attic and any outbuildings
- The floors are in a safe and level condition ready for you to cover
- All stair treads, newel posts, handrails and bannisters are secure and free from defects
- That all windows and doors meet current regulations



## Kitchen and bathroom

### We will make sure:

- There is a fully working supply of hot and cold water to the kitchen and bathroom
- The kitchen and bathroom floors are fitted with a cleanable vinyl tile or vinyl sheet floor covering. This will be free from stains, sealed with no rips or tears
- Splashbacks or tiles to worktops are in place and fully sealed
- That there is either a gas or electric cooker point (in properties where there is no gas supply an electric cooker point will be provided)
- Toilets are fully working, clean and free from staining with a new toilet seat fitted
- That there is a cold water feed and waste pipe for connection of a washing machine, space allowing
- A minimum of a functional bath and /or shower, wash hand basin and toilet in the bathroom
- That all cupboards are secure, clean and fit for purpose along with worktops sink and draining board
- That space allowing, minimum kitchen unit provision will be as follows:

### One bedroom properties and bedsits:

- One sink base unit, one double wall unit and one double base unit

### Two bedroom properties:

- One sink base unit, one double wall unit, one double base unit, one additional double base or double wall unit

### Three/ four bedroom properties:

- One sink base unit, two double base units, two double wall units

## Garden and communal areas

### We will make sure:

- Your garden, if there is one, is safe and clear of rubbish, with no obvious trip hazards
- That fencing that consists of post and wire will be provided on all property boundaries unless the boundary borders a public footpath, public highway or garage site. Please refer to our fencing policy if you are unsure
- That any brick external stores are in a wind and watertight condition



## Minor repairs after moving in

To avoid causing you unnecessary delays in moving into your new home, we may need to carry out some minor repairs, such as replacement glazing after you have moved in.

We will agree any work with you and confirm approximate timescales for completing this work.

## We will make sure:

- All internal and external doors are in good working order
- The inside of your home is cleaned to the following standard:
  - Hard floor coverings to be swept and mopped
  - Light fittings and switches to be wiped clean
  - Kitchen units and sanitary fittings to be clean
  - Door frames and skirting to be clean
- There is a minimum of one means of fixed space heating in the form of an electric or gas heater or a radiator in the living room
- That plasterwork is in good condition, noting that you may need to carry out some minor preparatory work to hairline cracks and nail holes before you decorate. Where a room is wallpapered and the wallpaper is intact the wallpaper will not be stripped for inspection purposes. Where wallpaper in a room is damaged all walls in that room will be stripped and any plasterwork repairs made good
- Any non-standard items (such as a timber shed or fitted wardrobe) installed by the previous occupant to be left in the property where they are found to be functional and safe. We will ask you to sign a disclaimer stating that you understand you are responsible for the repair and replacement of any such items

## How we'll review this standard

### We will:

- Use feedback from surveys, complaints and compliments
- Regularly report on how we are doing and use our Tenant and Leaseholder forums to help scrutinise our services. In addition, we will use our Tenant Satisfaction Measures and benchmarking against other providers to help shape our services to you

## We will review this standard

### When we:

- Update our policies or review our services
- Notice that your valued feedback is telling us we might need to look at things again

## How to contact us

Visit our website for the latest information at [cheltenham.gov.uk](https://www.cheltenham.gov.uk)

Call us on our freephone number **0800 408 00000**

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

## 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: Matt Ward

Service Area: Housing Services

Title: Head of Housing Services

Date of assessment: 06 November 2025

Signature:


**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**

Empty Homes (Voids) Policy

Is this new or existing?

New or proposed

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

The policy has been developed to review and formally capture the existing internal Empty Homes (Voids) process to tenants.

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

Aims:

The policy formally sets out Cheltenham Borough Council's approach to managing empty homes (void properties).

Objectives:

The purpose of the policy is to:

- a) Set out the principles and service standards of void management to ensure efficient turnaround and minimise rental loss.
- b) help to meet housing need by maximizing the availability of our housing stock; and
- c) make best use of housing stock with special characteristics and assist downsizers.

Outcomes:

The outcomes of this policy are to:

- Make the process transparent to tenants
- Minimise the time properties remain void.

	<ul style="list-style-type: none"> <li>• Ensure properties meet the “Fit to Rent” standards before re-letting.</li> <li>• Reduce financial loss from empty properties.</li> <li>• Improve customer satisfaction and housing availability.</li> <li>• Support strategic housing goals including homelessness prevention and affordable housing delivery.</li> </ul>
Benefits:	In addition to the expected outcomes, Cheltenham Borough Council tenants will also understand their rights as a tenant and the Empty Homes (Voids) process and standard.

#### 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?

**Positive**

Please provide an explanation for your answer:

The Empty Homes (Voids) Policy will improve Cheltenham Borough Council’s management of managing its empty homes leading to a better and more efficient use of its assets.

**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 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.

Best practice

A review of the existing Empty Homes Process/Proceedure

#### 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 Policy has been seen and reviewed by a group of Cheltenham Borough Council tenants.



### 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

DRAFT

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
<b>AGE</b>	Older people (60+)	Neutral		
	Younger People (16-25)	Neutral		
	Children (0-16)	Neutral		
<b>DISABILITY</b> A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral		
	Sensory Impairment (sight, hearing)	Neutral		
	Mental health	Neutral		
	Learning Disability	Neutral		
<b>GENDER REASSIGNMENT</b>		Neutral		
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Neutral		
	Men	Neutral		
	Lesbians	Neutral		
	Gay Men	Neutral		
<b>PREGNANCY &amp; MATERNITY</b>	Women	Neutral		
<b>RACE*</b> Further information on the breakdown below each of these headings, is available <a href="#">here</a> .	White	Neutral		
	Mixed or multiple ethnic groups	Neutral		
	Asian	Neutral		

For example Asian, includes Chinese, Pakistani and Indian etc	African	Neutral		
	Caribbean or Black	Neutral		
		Neutral		
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a>	See note	Neutral		
<b>SEX (GENDER)</b>	Men	Neutral		
	Women	Neutral		
	Trans Men	Neutral		
	Trans Women			
<b>SEXUAL ORIENTATION</b>	Heterosexual	Neutral		
	Lesbian	Neutral		
	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
<b>Other considerations</b>				
<b>Socio-economic factors</b> (income, education, employment, community safety & social support)		Neutral		
<b>Rurality</b> i.e. access to services; transport; education; employment; broadband		Neutral		
<b>Other (e.g. caring responsibilities)</b>		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](#)

DRAFT

#### 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

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

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# Cheltenham Borough Council

## Housing Repairs and Maintenance Policy for Tenanted Properties

### Version control

**Document name:** Housing Repairs and Maintenance Policy for Tenanted Properties

Version: 1.1

Responsible officer

- Operations Manager, Responsive Repairs

Approved by: Cabinet

Next review date: November 2028

Retention period: 6 months after replacement of policy

### Revision history

Revision date	Version	Description
October 2025	1	New Policy
November 2025	1.1	Updated following tenant and leaseholder feedback

### Consultees

#### Internal

- Housing Service Managers
- Director of Governance, Housing and Communities
- Cabinet Housing Committee

#### External

- Tenants through the Tenant Panel
- Leaseholders through the Leaseholders Panel

### Distribution

Website

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## **1. Introduction and purpose of the policy**

- 1.1 Cheltenham Borough Council (CBC) repairs service plays a crucial role in ensuring overall customer satisfaction among its tenants. High-quality repairs services significantly enhance tenants' quality of life and the enjoyment of their homes.
- 1.2 All CBC tenants will, at some point during their tenancy, access the repairs and maintenance service. It is therefore essential that repair works are completed promptly and efficiently. Repairs and maintenance represent one of the largest areas of revenue expenditure for CBC.
- 1.3 As such, cost-effectiveness is vital. Many tenants are aware that repair costs are funded directly from their rent payments and, understandably, expect a high-quality service that offers good value for money.
- 1.4 In addition to promoting tenant satisfaction, maintaining the housing stock is in the best interest of CBC and keeping them in good condition is a strategic priority.
- 1.5 This policy sets out CBCs commitment to deliver a high-quality responsive repairs service and how we will
  - deliver high-quality homes and services for tenants
  - maintain the value of our housing stock
  - ensure services meet tenants needs and expectations
  - fulfils our legal obligations as a landlord

## **2. Scope**

- 2.1 The principles and terms within this policy apply to the responsive repairs service at CBC. It applies to all homes, communal areas and garages where the council has a responsibility for repairs.
- 2.2 This policy does not cover works on empty homes (void properties), cyclical maintenance or planned maintenance.

## **3. Legislative Requirements**

- 3.1 The key pieces of legislation that are relevant to this policy are:
  - Regulator for Social Housing Consumer Standards: Safety & Quality Standard & Transparency, Influence and Accountability Standard
  - The Decent Homes Standard
  - Housing Health and Safety Rating System (HHSRS)
  - Landlord and Tenant Act 1985
  - Health and Safety at Work etc. Act 1974
  - Decent Homes Standard 2010
  - Party Wall Act 1996
  - Secure Tenants of Local Authorities (Right to Repair Regulations) 1994

- Construction (Design and Management) Regulations 2015
- Building Safety Act 2022
- The Homes (Fitness for Human Habitation) Act 2018
- Control of Asbestos Regulations 2012
- Equality Act 2010
- Work at Height Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Housing Act 2004
- Management of Health and Safety at Work regulations 1999 (as amended)
- The Gas and Safety (Installations and Use) Regulations (GSIUR) 1998 as amended
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Electricity at Work Regulations 1985
- Building Regulations 2010
- Pre-Action Protocol for Housing Disrepair
- Control of Substances Hazardous to Health (COSHH)
- Provision and Use of Work Equipment (PUWER)
- The control of Noise at Work Regulations 2005

## **4. Principles**

The following principles set out how the council will deliver a high-quality repairs service which meets regulatory requirements and maximising operational efficiency.

### **4.1 Reporting a repair**

Repairs can be reported through the MyCBH account or by calling 0800 408 0000.

An out of hours emergency repair service operates outside of normal working hours. To report an emergency call 0800 137 111. This service is for emergency repairs only, which include:

- Serious leaks or burst pipes
- Unsafe electrical wiring
- Unsecured doors or windows

We will respond to an emergency within 4 hours to make the situation safe. It may not be possible to complete the repair in full during the emergency visit, in which case a full repair will be scheduled for a later date.

If for any reason we are unable to make your home safe we may apply our Decant (required move) policy.

### **4.2 Repair appointments**

Repairs appointments are offered in fixed timeslots from Monday to Friday. Saturday appointments may be provided in exceptional circumstances

Appointments are available in the following time bands:

Morning (am) 08:00 – 12:00

Mid-morning 10:00 – 14:00

Afternoon (pm) 12:00 – 16:00

Residents may request a more specific time when booking. Where possible this will be accommodated.

If residents need to cancel or rearrange an appointment, they must contact the **repairs line**. 0800 408 0000. Should a repair be cancelled more than three times the council reserves the right to put the repair on hold and/or cancel the repair request.

### 4.3 Timescales for repairs

We will prioritise the most serious repairs based on statutory responsibility, risk and urgency and we aim to respond within the following timescales:

Emergency Repairs 24 hours

Urgent Repairs 5 working days

Routine Repairs 28 days

### 4.4 Repair responsibilities – tenants repairs

Tenants have responsibilities set out in their tenancy agreement.

Below is a summary of typical responsibilities. A full list is available in the Repairs and Maintenance Handbook.

Repair / Issue	Council (CBC)	Tenant
Gas, electricity, and water supply – up to and within the property (unless utility provider's responsibility)	✓	
Structure of the property – roof, external walls, front/back doors, windows, gutters, downpipes, drains	✓	
Communal fences (depending on property boundaries)	✓	
Outbuildings, sheds, coal bunkers (originally installed by the Council)	✓	
Existing central heating, water heaters, and fires (provided by the Council)	✓	
Internal walls, floors, and ceilings	✓	
Floor coverings in <b>kitchens and bathrooms only</b> (standard sheet vinyl)	✓	
Floor coverings in other rooms (e.g., carpet, laminate)		✓

Repair / Issue	Council (CBC)	Tenant
Sanitary fittings – plugs, chains, and toilet seats		✓
Window frames, catches, and sash cords	✓	
Chimney stacks and flues	✓	
Communal areas – lifts, stairs, pathways, play areas	✓	
Kitchen units, air vents, extractor fans (provided by the Council)	✓	
Fitting/replacing door latches, bells, spy holes, and extra locks		✓
Clearing <b>minor blockages</b> (e.g. caused by fat, wipes, or sanitary items)		✓
Internal decoration (e.g. painting, wallpaper)		✓

Note: *Floor coverings* include any materials such as carpet, laminate, tile, or vinyl.

CBC is only responsible for kitchen and bathroom flooring (wet rooms) and will provide standard vinyl sheets only.

#### 4.5 Rechargeable repairs

Where the council identifies that a repair is the tenants responsibility, we may complete the repair and recover the costs of the work from the tenant as per our rechargeable repairs policy.

If damage is caused by criminal action to a home, tenants must report this to the police and obtain a crime reference number, so this can be provided to the council, and we will arrange for the repair to be carried out without charge.

#### 4.6 Responsibilities and expectations

Residents are asked to:

- provide access to carry out works
- report repairs early so they do not cause a larger problem in the longer term.
- test their smoke and carbon monoxide alarm once a month
- tell us if they are experiencing condensation, damp and mould.
- undertake minor repairs where they are able and avoid anything which may result in blockages to pipes and drains, such as disposing of fat, oil, wipes and nappies.
- keep the inside of their home in good condition and keep the garden tidy. This includes maintaining grass, plants and tree branches within the property boundary so as not to cause nuisance to other residents.
- keep appointments or cancel with advance notice.
- treat CBC staff and contractors with respect.

- not to smoke while workers are present.
- ensure children and pets are safely away during work.
- have an adult present for the duration of the work.

The council will:

- Treat customers with respect and consideration.
  - Communicate appointments clearly
  - Introduce themselves, show ID, and explain:
    - Who do they work for.
    - Purpose, duration, and areas they'll need access to.
  - Ask tenants about the problem and get permission before moving furniture or belongings.
  - Arrive on time, prepared with tools and materials.
  - Keep the work area clean and tidy.
  - Park considerately and responsibly.
  - Never enter a home unless an adult is present.
  - Be aware of any additional needs (e.g. mobility or hearing issues).
- 
- Limit disruption; reconnect utilities the same day if turned off.
  - Avoid leaving fire or communal doors open.
  - Try to complete the repair in one visit.
  - Get permission before:
    - Using customer facilities (toilet, water, power, etc.).
    - Leaving equipment overnight.
  - If a job isn't finished:
    - Discuss and leave information setting out why
    - Arrange a follow up appointment
  - Explain repairs clearly and check customer satisfaction.
  - Show how new equipment works and leave instructions.
  - Report any additional issues noticed.

#### **4.8 Performance monitoring**

Key Performance Indicators (KPIs) and Tenant Satisfactory Measure (TSMs) are a fundamental component of CBC's performance management framework.

At CBC, KPIs are designed to:

- Serve as clear and transparent measures of performance for tenants, elected members, staff, regulators, and other stakeholders.
- Reflect the councils housing priorities as outlined in the Corporate Plan.
- Set challenging yet realistic targets that encourage continuous improvement.
- Be reviewed annually to ensure they remain relevant and suitably ambitious in a changing environment.
- Incorporate benchmarking by comparing performance with peer organizations to identify areas for improvement.

The current TSMs for the repairs service are:

- Proportion of non-emergency responsive repairs completed within the landlords target timescale
- Proportion of emergency responsive repairs completed within the landlord's target timescale



We also monitor performance against our repairs timescales.

## Repairs & Maintenance for Tenanted Properties: What Tenants Need to Know

### Purpose of the Policy

Cheltenham Borough Council (CBC) aims to provide a **high-quality, cost-effective repairs service** that keeps homes safe, comfortable, and well-maintained. Repairs are funded through rent, so value for money is key.

---

### Scope

This policy covers **responsive repairs** for your home:

It **does not** include:

- Empty homes (voids)
  - Planned or cyclical maintenance
  - safe and habitable homes.
- 

### Reporting Repairs

- **Online:** via MyCBH account
  - **Phone:** 0800 408 0000
  - **Emergency Repairs** (e.g. burst pipes, unsafe electrics):  
Call **0800 137 111** – CBC will respond within **4 hours** to make the home safe.
- 

### Appointments

- Offered Monday–Friday in time slots:
    - Morning: 08:00–12:00
    - Mid-morning: 10:00–14:00
    - Afternoon: 12:00–16:00
  - Saturday appointments in exceptional cases
  - Tenants must give notice to cancel. After 3 cancellations, CBC may pause or cancel the request.
-

## Repair Timescales

- **Emergency:** within 24 hours
  - **Urgent:** within 5 working days
  - **Routine:** within 28 days
- 

## Who's Responsible?

### **CBC is responsible for:**

- Structure (roof, walls, windows)
- Heating systems
- Kitchen/bathroom flooring
- Communal areas

### **Tenants are responsible for:**

- Internal decoration
  - Minor blockages
  - Toilet seats, plugs, chains
  - Floor coverings (except kitchen/bathroom)
  - Doorbells, locks, spy holes
- 

## Rechargeable Repairs

If a repair is the tenant's responsibility but CBC carries it out, **costs may be charged**.

If damage is due to crime, report it to the police and provide a **crime reference number** to avoid charges.

---

## Expectations

### **Tenants should:**

- Report issues early
- Allow access for repairs
- Maintain their home and garden
- Keep appointments



- Treat staff respectfully

**CBC will:**

- Communicate clearly
- Arrive on time and prepared
- Respect your home and privacy
- Minimise disruption
- Explain repairs and check satisfaction

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

## 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.

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

**a. Person responsible for this EqIA**

Officer responsible: John Clements

Service Area: Building Services

Title:

Date of assessment: 10/11/2025

Signature: *John Clements*

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

Policy

If other, please specify: Policy

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

Housing Repairs and Maintenance Policy for Tenanted Properties

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**

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

Aims:

The Responsive Repairs Policy aims to provide a clear, fair, and efficient framework for the delivery of repairs to council-managed housing stock. It seeks to ensure that all residents live in homes that are safe, secure, and well-maintained and that repairs are carried out within reasonable timescales based on the urgency of the issue. The policy also aims to support vulnerable residents, reduce inequalities, and promote tenant satisfaction.

Objectives:

This policy sets out CBCs commitment to deliver a high-quality responsive repairs service and how we will therefore essential that repair works are completed promptly and efficiently. Repairs and maintenance represent one of the largest areas of revenue expenditure for CBC. The key stakeholders are:

- Council tenants and leaseholders.
- Tenancy Services officers and repairs teams.
- Contractors and suppliers.
- Community and wellbeing teams.
- Residents' groups and tenant panels
- Vulnerable residents, including those with disabilities, older people, and families with young children.

Outcomes:	The principles and terms with <b>Page 169</b> , apply to the responsive repairs service at CBC. It applies to all homes, communal areas and garages where the council has a responsibility for repairs.
Benefits:	<ul style="list-style-type: none"> <li>• Compling to Legal requirement and Compliance</li> <li>• Deliver high-quality homes and services for tenants!</li> <li>• Maintain the value of our housing stock!</li> <li>• Ensure services meet tenants' needs and expectations!</li> <li>• fulfils our legal obligations as a landlord Compling to Legal requirement and Compliance</li> </ul>

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.	<b>Yes</b>
Do you expect the impacts to be positive or negative?	<b>Positive</b>
Please provide an explanation for your answer:	
This policy is to clearly outline CBC expectations for repair, focusing on service delivery, for all our tenants regardless of customers, Value for Money and Legislative Requirements	

**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	Choose an item.
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

**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.

CBC senior management Internal consultation with housing staff and manager

Review of best practice guidance from HQN

Legal and legislative frameworks.

Alignment with existing policies.

Reviewed by CBC SIPS team

Reviewed by Amanda Wary Safeguarding Equality & Diversity Manager

#### 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.

Discussed at senior level , r

### 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
<b>AGE</b>	Older people (60+)	Positive and negative	struggle to report repairs digitally or cope with delays in heating or mobility-related repairs. Older tenants may have mobility issues or health conditions that make it harder to cope with delays or disruptions. experience mobility issue	Provide telephone and in-person reporting options; prioritise heating, lighting, and access repairs. Flags on QL with vulnerabilities. With in the HHSRS guidance based upon the level of risk factor prioritisation of repairs where older tenants, families with young children, or young people in supported housing are affected. Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
	Younger People (16-25)	Positive	No significant negative impact identified	
	Children (0-16)	Positive	No significant negative impact identified	
<b>DISABILITY</b> A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Positive and negative	sensory, mobility, or learning disabilities may face barriers in communication or access during repairs.	communication (large print, BSL, Easy Read); provide reasonable adjustments prioritise adaptations. Contractors Positive impact – reasonable adjustments made where needed to support disabled residents. Priority repair times for equipment critical to independent living. Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
	Sensory Impairment (sight, hearing)	Positive and negative	sensory, mobility, or learning disabilities may face barriers in communication or access during repairs.	
	Mental health	Positive and negative	sensory, mobility, or learning disabilities may face barriers in communication or access during repairs.	
	Learning Disability	Positive and negative		



<b>GENDER REASSIGNMENT</b>		Positive and negative	Trans and non-binary community can suffer from Minority stress – this can impact on both their mental and physical health – they can become isolated and find it difficult to engage- CBH need to work hard to ensure that these communities feel safe and able to work with teams to ensure that the DMC can be addressed sensitively. This may mean working in partnership with local groups to ensure that the person feels safe and respected.	This may mean working in partnership with local groups to ensure that the person feels safe and respected. Flags on Q/L Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Neutral	No significant negative impact identified	
	Men	Neutral	No significant negative impact identified	
	Lesbians	Neutral	No significant negative impact identified	
	Gay Men	Neutral	No significant negative impact identified	
<b>PREGNANCY &amp; MATERNITY</b>	Women	Positive and negative	Health risks from dust, fumes, or lack of heating/hot water	Prioritise urgent repairs for expectant or new parents. Positive impact – quicker response times for households with new borns or expectant mothers to ensure a safe home environment. Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
<b>RACE*</b> Further information on the breakdown below each of these headings, is available <a href="#">here</a> . For example Asian, includes Chinese, Pakistani and Indian etc	White	Positive	No significant negative impact identified	Positive impact – repairs service accessible to all, with translation services or cultural sensitivity considerations where needed. Offer translation and interpretation services; ensure diverse workforce training
	Mixed or multiple ethnic groups	Positive	language barriers or cultural expectations may affect communication and satisfaction.	Offer translation and interpretation services; ensure diverse workforce training.
	Asian	Positive	language barriers or cultural expectations may affect communication and satisfaction.	
	African	Positive	No significant negative impact identified	

	Caribbean or Black	Positive	No significant negative impact identified	
		Positive	. No significant negative impact identified	
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a>	See note	Positive and negative	Contractors entering during religious observances could cause discomfort.	Respect cultural and religious practices; flexible appointment times.
<b>SEX (GENDER)</b>	Men	Neutral	Risk of bias or discrimination from contractors.	Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
	Women	Neutral	No significant negative impact identified	.Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
	Trans Men	Neutral		Equality and diversity training for all staff including Sub-contractors; robust complaint procedures.
	Trans Women			
<b>SEXUAL ORIENTATION</b>	Heterosexual	Positive	No significant negative impact identified	
	Lesbian	Positive and negative	No significant negative impact identified	
	Gay	Positive and negative	No significant negative impact identified	
	Bisexual/Pansexual	Positive and negative	No significant negative impact identified	
<b>Other considerations</b>				
<b>Socio-economic factors</b> (income, education, employment, community safety & social support)		Positive and negative		
<b>Rurality</b> i.e. access to services; transport; education; employment; broadband		Neutral		

**Other (e.g. caring responsibilities)**

Choose an item.

\* 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 ReportingPage 176

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

Action	Target completion date	Lead Officer

b. Public reporting

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

Please send completed EqlA’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 EqlA 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 – 16<sup>th</sup> December 2025****2025/26 Treasury Mid-term Report**

---

**Accountable member:**

Cllr Peter Jeffries – Cabinet Member for Finance and Assets

**Accountable officer:**

Jon Whitlock – Head of Finance (Deputy Section 151 Officer)

**Accountable scrutiny committee:**

Treasury Management Panel

**Ward(s) affected:**

All

---

**Key/Significant Decision:**

No

**Executive summary:**

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the treasury management activities for the first six months of this financial year and highlights compliance with the Council's policies previously approved by members in March 2025. The Treasury Management Strategy for 2025/26 has been determined by the adoption of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA Code) which requires the council to approve treasury management semi-annual and annual reports.

**Recommendations: That Cabinet:**

**notes the contents of this summary report of the treasury management activity**

**during the first six months of 2025/26.**

---

## **Implications**

### **Financial implications**

As detailed throughout this report.

**Signed off by:** Jon Whitlock, Head of Finance (Deputy s151 Officer), 01242 264354

### **Legal implications**

None arising from the report recommendations.

**Signed off by:** One Legal [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### **HR implications**

None arising from the report recommendations.

**Signed off by:**

### **Environmental and climate change implications**

The Council does have some exposure to investments in a pooled fund which has shares with oil and gas companies. This is detailed on page 7 of the report. As a responsible investor, the Council is committed to considering environmental, social, and governance (ESG) issues, and has a particular interest in taking action against climate change and pursuing activities that have a positive social impact.

**Signed off by** Climate Emergency Programme Officer, 01242 264297

### **Corporate policy framework implications**

This report contributes to the following Corporate Plan Priorities:

- Securing our future
- Quality homes, safe and strong communities
- Taking care of your money

**Signed off by:** Richard Gibson, Head of Communities, Wellbeing and Partnerships, 01242 264280

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## **1. Economic Background**

1.1 The first quarter was dominated by the fallout from the US trade tariffs and their

impact on equity and bond markets. The second quarter, still rife with uncertainty, saw equity markets making gains and a divergence in US and UK government bond yields, which had been moving relatively closely together.

- 1.2 From late June, amid a UK backdrop of economic uncertainty, concerns around the government's fiscal position and speculation around the autumn Budget, yields on medium and longer term gilts pushed higher, including the 30-year which hit its highest level for almost 30 years.
- 1.3 UK headline annual consumer price inflation (CPI) increased over the period, rising from 2.6% in March to 3.8% in August, still well above the Bank of England's 2% target. Core inflation also rose, from 3.4% to 3.6% over the same period, albeit the August reading was down 0.2% from 3.8% the previous month. Services inflation also fell from July to August, to 4.7% from 5.0%.
- 1.4 The UK economy expanded by 0.7% in the first quarter of the calendar year and by 0.3% in the second quarter. In the final version of the Q2 2025 GDP report, annual growth was revised upwards to 1.4% y/y. However, monthly figures showed zero growth in July, in line with expectations, indicating a sluggish start to Q3.
- 1.5 Labour market data continued to soften throughout the period, with the unemployment rate rising and earnings growth easing, but probably not to an extent that would make the more hawkish MPC members comfortable with further rate cuts. In addition, the employment rate rose while the economic inactivity rate and number of vacancies fell.
- 1.6 The BoE's Monetary Policy Committee (MPC) cut Bank Rate from 4.5% to 4.25% in May and to 4.0% in August after an unprecedented second round of voting. The final 5-4 vote was for a 25bps cut, with the minority wanting no change. In September, seven MPC members voted to hold rates while two preferred a 25bps cut. The Committee's views still differ on whether the upside risks from inflation expectations and wage setting outweigh downside risks from weaker demand and growth.
- 1.7 The August BoE Monetary Policy Report highlighted that after peaking in Q3 2025, inflation is projected to fall back to target by mid-2027, helped by increasing spare capacity in the economy and the ongoing effects from past tighter policy rates. GDP is expected to remain weak in the near-term while over the medium term outlook will be influenced by domestic and global developments.
- 1.8 Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would be cut further as the BoE focused on weak GDP growth more

than higher inflation. One more cut is currently expected during 2025/26, taking Bank Rate to 3.75%. The risks to the forecast are balanced in the near-term but weighted to the downside further out as weak consumer sentiment and business confidence and investment continue to constrain growth. There is also considerable uncertainty around the autumn Budget and the impact this will have on the outlook.

1.9 Against a backdrop of uncertain US trade policy and pressure from President Trump, the US Federal Reserve held interest rates steady for most of the period, before cutting the Fed Funds Rate to 3.75%-4% in October. Fed policymakers also published their new economic projections at the same time. These pointed to a 0.50% lower Fed Funds Rate by the end of 2025 and 0.25% lower in 2026, alongside GDP growth of 1.6% in 2025, inflation of 3%, and an unemployment rate of 4.5%.

1.10 The European Central Bank cut rates in June, reducing its main refinancing rate from 2.25% to 2.0%, before keeping it on hold through to the end of the period. New ECB projections predicted inflation averaging 2.1% in 2025, before falling below target in 2026, alongside improving GDP growth, for which the risks are deemed more balanced and the disinflationary process over.

## 2. Credit review

2.1 Arlingclose, the council's treasury advisors, maintained its recommended maximum unsecured duration limit on the majority of the banks on its counterparty list at 6 months. The other banks remain on 100 days.

2.2 Financial market volatility is expected to remain a feature, at least in the near term and, credit default swap levels will be monitored for signs of ongoing credit stress. As ever, the institutions and durations on the Council's counterparty list recommended by Arlingclose remain under constant review.

## 3. Treasury Management Summary position as of 31<sup>st</sup> March 2025

3.1 On 31st March 2025, the Council had net borrowing of £179.399m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.25 Actual £m
General Fund CFR	118.812



HRA CFR	95.512
<b>Total CFR</b>	<b>214.324</b>
External borrowing	204.409
- General Fund borrowing	113.316
- HRA borrowing	91.093
<b>Less : Internal borrowing</b>	(9.915)
Less: Balance sheet resources	(19.375)
<b>Net borrowing</b>	<b>185.034</b>

#### 4. **Borrowing**

- 4.1 As outlined in the treasury strategy, the Council's chief objective when borrowing has been to strike an appropriate risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective. The Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
- 4.2 After substantial rises in interest rates since 2021 central banks have now begun to reduce their policy rates, albeit slowly. Gilt yields however have increased over the period amid concerns about inflation, the UK government's fiscal position and general economic uncertainty.
- 4.3 The PWLB certainty rate for 10-year maturity loans was 5.38% at the beginning of the period and 5.53% at the end. Rates for 20-year maturity loans ranged from 5.71% to 6.30% during the period, and 50-year maturity loans from 5.46% to 6.14%. The cost of short-term borrowing from other local authorities has been similar to Base Rate during the period at 4.0% to 4.5%.
- 4.4 CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Council. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes. The Council has no new plans to borrow to invest primarily for financial return.
- 4.5 The Council currently holds debt of £38.514m in commercial investments primarily for financial return that were purchased prior to the change in the CIPFA Prudential Code.
- 4.6 No long term borrowing has been taken out in this year due to the high rates on

PWLB loans. The Council has been borrowing from the Local to Local Authority market, where rates have been much lower.

- 4.7 On the 30<sup>th</sup> of September the Council held £205.306m of loans, a increase of £897k compared to 31<sup>st</sup> March 2025. Outstanding loans on 30<sup>th</sup> September are summarised in table 2 below.

Table 2: Treasury Management Summary

	31.3.25 Balance £m	Movement £m	30.9.25 Balance £m	30.9.25 Rate %
Long-term Borrowing - GF	82.586	(5.655)	76.931	3.01
Long-term Borrowing - HRA	68.773	(1.398)	67.375	3.66
Temp Borrowing - GF	28.671	1.282	29.953	4.38
Temp Borrowing -HRA	24.379	6.668	31.047	4.38
<b>Total borrowing</b>	<b>204.409</b>	<b>0.897</b>	<b>205.306</b>	<b>3.69</b>
Long-term investments	19.375	(1.526)	17.849	5.71
Short-term investments	0.000	0.000	0.00	-
Cash and cash equivalents	0.000	8.495	8.495	4.09
<b>Total investments</b>	<b>19.375</b>	<b>6.969</b>	<b>26.344</b>	<b>4.81</b>
<b>Net borrowing</b>	<b>185.034</b>	<b>(6.072)</b>	<b>178.962</b>	

- 4.8 The balance as can be seen in Table 2 shows net borrowing has reduced by £7.754m as of 30th September 2025 compared with the balance held on 1<sup>st</sup> April 2025 due to the repayment of principal annuity loans of over £1m and a long term loan of £5m being repaid early as the lender had the option to increase the rate from 3.95% to over 7%. It was decided to repay the loan after seeking advice from Arlingclose first and to take out short term borrowing to cover this. Cash balances are higher due to a grant payment received in advance of expenditure.
- 4.9 Short-term borrowing costs have reduced in line with Base Rate and short-dated markets. At the start of the financial year, short term rates were close to 5%, but since then we have had two further rate cuts in May and in August 2025, the shorter term rates reverted to generally around 4.40%. Arlingclose predict one more interest rate cut, either before the end of December or in the new year to 3.75%. For the first half of this financial year the Council has borrowed an average of £55.419m at a rate of 4.56%.
- 4.9 The Housing Revenue Account (HRA) will re-imburse the General Fund for their share of the debt costs, which will see a re-alignment to the revised budget for 2025/26.

4.10 The outstanding loans on 30th September 2025 are summarised in Table 3 below.

Table 3: Borrowing Position

	31.3.25 Balance £m	2025/26 Movement £m	30.9.25 Balance £m	30.9.25 Rate %
PWLB- GF	79.761	(1.934)	77.827	3.01
PWLB- HRA	57.698	(0.12)	57.579	3.61
Banks (LOBO)- GF	1.519	(1.519)	0	-
Banks (LOBO) - HRA	3.481	(3.481)	0	-
Banks (fixed-term) -GF	2.704	0	2.704	3.85
Banks (fixed-term) -HRA	6.196	0	6.196	3.85
LA's (short-term) - GF	28.671	1.282	29.953	4.38
LA's (short-term) - HRA	24.379	6.668	31.047	4.38
<b>Total borrowing</b>	<b>204.409</b>	<b>0.897</b>	<b>205.306</b>	<b>3.70</b>

4.11 LOBO loans: The Council did hold £5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. In May 2025, the lender did opt to increase the loan from 3.95% to over 7%. The Council decided to repay the full loan at no cost, and this has replaced this with short-term debt.

## 5. Investments

**5.1** The CIPFA Treasury Management Code now defines treasury management investments as those investments which arise from the Council's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use during business.

**5.2** The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held and money borrowed in advance of need. During the six-month period the council's investment balance ranged between £16m and £31m due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.25 Balance	Net Movement	30.9.25 Balance	30.9.25
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	£m	£m	£m	Rate of Return %
Money Market Funds/ Call Accounts	0	8.495	8.495	4.09
Pooled Funds	7.000	-	7.000	5.24
Other investments	10.693	0.232	10.849	5.39
<b>Total Investments</b>	<b>17.693</b>	<b>4.580</b>	<b>26.344</b>	<b>4.91</b>

- 5.3 Both the CIPFA Code and Government Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment.
- 5.4 After a sustained period of high interest rates, central banks began to reverse course towards second half of 2024. The Bank of England delivered its first rate cut of the financial year in May of 2025 and cut it by a further 0.25% in August, taking the Base Rate to 4%.
- 5.5 Global trade tensions easing, resilient profits, optimism on artificial intelligence, interest rate cuts, rising gold prices, and other factors contributed to equity markets generally performing strongly across the half year despite economic uncertainties. The likes of the S&P 500 in the US and FTSE 100 in the UK hit all-time highs during the period.
- 5.6 Fixed income (bond) markets remained volatile as investors weighed political risks alongside concerns over fiscal sustainability. While not matching the strength of equities, corporate bonds generally achieved positive returns. However major longer-dated government bonds saw a rise in yields over the period (meaning prices fell), particularly in the UK where concerns over fiscal issues and sticky inflation saw 30-year gilt yields reaching highs not seen since the late 1990s.
- 5.7 The gradual improvement in UK commercial property continued. Capital values recorded marginal gains, while total returns were driven largely by rental income.
- 5.8 Overall, while volatility was elevated throughout, most mainstream asset classes provided positive returns to investors over the first half of the 2025/26 financial year, with equities leading the way and fixed income and property also making a positive contribution.
- 5.9 £7m of the Council's investments are held in externally managed strategic pooled equity, multi-asset and property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds have generated an average total return of

5.18% for the first 6 months of this financial year which is used to support services in year. Because the Council's externally managed funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rate.

5.10 Further to consultations in April 2023 and December 2024 MHCLG wrote to finance directors in England in February 2025 regarding the statutory override on accounting for gains and losses in pooled investment funds. On the assumption that when published regulations follow this policy announcement, the statutory override will be extended up until the 1st April 2029 for investments already in place before 1st April 2024. The override will not apply to any new investments taken out on or after 1st April 2024. The Council may need to set aside a reserve to mitigate the impact of the statutory override not being extended and unrealised losses on pooled investment funds are required to be recognised.

Table 5: Pooled Funds

FUND NAME	Initial Investment	1 April 2025 Fund Value	30 <sup>th</sup> Sept 25 Fund Value	Dividend s paid out in 2025/26 as at 30 Sept	Gain / (Loss) for 2025/26	% Returns For 2025/26	Gain / (Loss) to Initial Principal
	£	£	£	£	£	%	£
CCLA Property Fund	3,000,000	2,649,166	2,696,920	60,295	47,754	4.95	(303,080)
Schroders Income Maximiser Fund *	2,000,000	1,640,687	1,780,246	79,392	139,559	7.91	(219,754)
CCLA BW Cautious Fund	2,000,000	1,870,964	1,858,142	22,969	(12,822)	4.20	(141,858)
<b>Total</b>	<b>7,000,000</b>	<b>6,160,817</b>	<b>6,335,308</b>	<b>162,656</b>	<b>174,491</b>	<b>5.24</b>	<b>(664,692)</b>

- \* The Schroders Income Maximiser Fund has purchased shares within the oil and gas industry, which accounts 2.96% of the total amount invested in the fund (3.04% Sept 2024). This equates to £59,200 of the original £2m invested into the fund by this council (£60,800 Sept 2024). The Fund Manager is looking to ease out of investing within the oil and gas industries which has reduced from 14% in September 2021. The dividend returns are currently returning close to 8% for the first half of this financial year. There are no plans at present to sell this investment as the fund is valued below the initial investment, which would need to be funded by revenue. As opportunities to support the climate ambitions of the Council arise, they will

be considered. However, the treasury management function is controlled by statute and by professional guidelines and the first priorities of treasury must remain security, liquidity, and yield.

## 6. Economic Outlook for the rest of 2025/2026

Table 7: Interest rate forecast

	Current	Dec 25	Mar 26	Jun 26	Sep 26	Dec 26	Mar 27	Jun 27	Sep 27	Dec 27	Mar 28	Jun 28	Sep 28
<b>Official Bank Rate</b>													
<b>Upside Risk</b>	0.00	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>Central Case</b>	4.00	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
<b>Downside Risk</b>	0.00	-0.25	-0.25	-0.50	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00

- 6.1 Inflation remained at 3.8% in September, but the expectation was for the CPI rate to peak around 4% this month and remain elevated into next year. The rise is largely the result of higher food and regulated prices, and labour costs. Services inflation remains elevated but has eased recently. Inflation expectations have picked up, but this is likely largely the result of the noticeable rise in food prices.
- 6.2 Spare capacity has opened up in the labour market and wage growth is slowly moderating, which should place further downward pressure on services inflation.
- 6.3 Underlying GDP growth remains subdued. While 2025 has been relatively strong, this was partly due to one-off factors.
- 6.4 Business investment is lacklustre and private sector output is constrained by weaker domestic demand and spending. Ongoing uncertainty over the global outlook is still discouraging capital investment, particularly in the manufacturing sector.
- 6.5 As the government struggles to meet fiscal rules amid a seeming lack of market confidence, fiscal consolidation is likely in the next Budget. This may place downward pressure on consumption and therefore economic growth.
- 6.6 Our view remains that the risks to growth are weighted to the downside. While upside risks to inflation remain over the short-term, these wane into the second half of 2026. The MPC's stance, however, suggests the chance of a Q4 reduction in Bank Rate has declined.

## 7. Compliance

7.1 The Head of Finance (Deputy S151 Officer) reports that all treasury management activities undertaken during the first six months of 2025/26 complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy.

Table 8: Debt Limits

	30.9.25 Actual £m	2025/26 Operational Boundary £m	2025/26 Authorised Limit £m	Complied? Yes/No
Total debt	205.306	294.000	304.000	Yes

7.2 Council approved in March 2025 the authorised borrowing limit and operational boundary limit are increased to the new levels as shown above in table 8. Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

## 8. Treasury Management Indicators

8.1 The Council measures and manages its exposures to treasury management risks using the following indicators.

**Security:** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	30.9.25 Actual	2025/26 Target	Complied?
Portfolio average credit rating	A+	A-	Yes

**Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. This indicator covers the risk of replacement loans being unavailable, not interest rate risk. The upper and lower limits on the maturity structure of all borrowing were:

	<b>30.9.25 Actual</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Complied?</b>
Under 12 months	31.42%	50%	0%	YES
12 months and within 24 months	3.60%	50%	0%	YES
24 months and within 5 years	23.17%	100%	0%	YES
5 years and within 10 years	21.58%	100%	0%	YES
10 years and above	20.23%	100%	0%	YES

8.2 Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

8.3 Liability Benchmark - This new indicator compares the Council's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £10m required to manage day-to-day cash flow.

	<b>31.3.25 Actual £m</b>	<b>31.3.26 Forecast £m</b>	<b>31.3.27 Forecast £m</b>	<b>31.3.28 Forecast £m</b>
Loans CFR- GF	118.812	142.083	138.331	134.726
Loans CFR- HRA	95.512	90.385	108.296	138.153
<b>Total Loans CFR</b>	<b>214.324</b>	<b>232.468</b>	<b>246.627</b>	<b>272.879</b>
External borrowing	204.409	214.864	239.641	268.160
Internal (over) borrowing	9.915	17.604	6.986	4.719
Less: Balance sheet resources	(19.375)	(32.755)	(22.986)	(21.719)
Investments (new borrowing)	19.603	15.151	16.000	17.000
<b>Net loans requirement</b>	<b>194.949</b>	<b>199.713</b>	<b>223.641</b>	<b>251.160</b>
Plus: Liquidity allowance	10.000	10.000	10.000	10.000
<b>Liability benchmark</b>	<b>204.949</b>	<b>209.713</b>	<b>233.641</b>	<b>261.160</b>
<b>Existing Net Borrowing</b>	<b>186.716</b>			



## **9. Consultation**

- 9.1 Arlingclose the Council's treasury advisors have supported officers in preparing the treasury activities over the first 6 months of this financial year.
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### **Performance management – monitoring and review**

The budget position will continue to be monitored by the Finance team throughout the year and a revised budget will be presented to the December Cabinet with the 2026/27 draft budget proposal.

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### **Report author:**

Andrew Sherbourne, Treasury Management Accountant

### **Appendices:**

1. Risk 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 the assumptions made within the strategies change, then the aspirations within the capital programme may become unaffordable	ED Finance and Assets	3	2	6	Accept and Monitor	The Treasury Management Strategy and Prudential and Treasury Indicators reflect various assumptions of future interest rate movements and Government support for capital expenditure. These will be continually monitored and any necessary amendments will be made in accordance with the Strategy	ED Finance and Assets	Ongoing
	If the assumptions made within the strategies change, then the projected returns and the return of the initial investments may not be received.	ED Finance and Assets	3	2	6	Accept and Monitor	The Treasury Management Strategy and Prudential and Treasury Indicators reflect various assumptions of future interest rate movements and Government support for capital expenditure. These will be continually monitored and any necessary amendments will be made in accordance with the Strategy	ED Finance and Assets	Ongoing

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 thorough due diligence is not undertaken when pursuing PRS schemes, the Council may not meet all of the criteria set out within its capital and investment strategies.	ED Finance and Assets	4	2	8	Accept & Monitor	Due diligence is of paramount importance. All of our investments have individual business cases that are subject to thorough risk assessment and stress testing and we also stress test the whole housing to ensure all risks are captured and properly controlled. Where appropriate to the size and scale of the project we also commission independent technical, legal, accounting, risk management, property, taxation advice	ED Finance and Assets	Ongoing

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