



**Gloucester
City Council**

Cabinet

Meeting: Wednesday, 9th March 2016 at 6.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. James (Leader of the Council and Cabinet Member for Regeneration and Economy) (Chair), Dallimore (Deputy Leader and Cabinet Member for Communities and Neighbourhoods), Noakes (Cabinet Member for Culture and Leisure), D. Norman (Cabinet Member for Performance and Resources), Organ (Cabinet Member for Housing and Planning) and Porter (Cabinet Member for Environment)
Contact:	Atika Tarajiya Democratic Services Officer 01452 396127 atika.tarajiya@gloucester.gov.uk

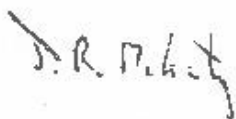
AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	MINUTES (Pages 7 - 12) To approve as a correct record the minutes of the meeting held on 10 February 2016.
4.	PUBLIC QUESTION TIME (15 MINUTES) The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to: <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers

5.	<p>PETITIONS AND DEPUTATIONS (15 MINUTES)</p> <p>To receive any petitions or deputations provided that no such petition or deputation is in relation to:</p> <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
6.	<p>CULTURAL STRATEGY (Pages 13 - 32)</p> <p>To receive the report of the Cabinet Member for Culture and Leisure concerning the proposed draft Cultural Strategy 2016-2026.</p>
7.	<p>CULTURAL STRATEGY UPDATE: JULY - DECEMBER 2015 (Pages 33 - 58)</p> <p>To receive the report of the Cabinet Member for Culture and Leisure concerning progress made in achieving the Cultural Strategy's targets from July to December 2015.</p>
8.	<p>RUGBY WORLD CUP FINAL REPORT (Pages 59 - 64)</p> <p>Report of the Cabinet Member for Regeneration and Economy concerning the outcomes of the Council's Host City project as part of the Rugby World Cup 2015 (RWC) celebrations and the ongoing legacy priorities.</p>
9.	<p>VOLUNTARY AND COMMUNITY SECTOR FUNDING 2014-16 AND PROPOSAL FOR 2016-17 FUNDING (Pages 65 - 88)</p> <p>To receive the report of the Cabinet Member for Communities and Neighbourhoods outlining how grant funding has been allocated for the period 2014 to 2016 and the proposed approach for 2016 to 2017.</p>
10.	<p>APPRAISAL OF COMMUNITY BUILDING IN KINGSWAY (Pages 89 - 114)</p> <p>To receive the report of the Cabinet Member for Communities and Neighbourhoods concerning the effects of Community Building using the Asset Based approach in Kingsway.</p>
11.	<p>MUSEUMS SERVICE COLLECTING POLICY 2016-2020 (Pages 115 - 180)</p> <p>To receive the report of the Cabinet Member for Culture and Leisure concerning seeking approval for the policy which defines how, why and what the City's museums collect.</p>
12.	<p>FINANCIAL MONITORING QUARTER 3 REPORT (Pages 181 - 194)</p> <p>To consider the report of the Cabinet Member for Performance and Resources concerning financial monitoring report details including budget variances, year-end forecasts, and progress made against agreed savings targets for the 3rd quarter ended 31st December 2015.</p>

13.	<p>TO PROCURE AND AWARD A CONTRACT FOR THE SUPPLY OF TEMPORARY STAFF (Pages 195 - 198)</p> <p>To receive the report of the Cabinet Member for Performance and Resources seeking Cabinet authority to conduct a joint EU compliant tender process with Gloucestershire County Council for the award of a new 4 year contract (3 year initial term with an option to extend for a year) for the supply of temporary staff commencing 1st August 2016.</p>				
14.	<p>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) SIX MONTHLY REPORT ON USE OF RIPA POWERS (Pages 199 - 208)</p> <p>To receive the report of the Cabinet Member for Performance and Resources concerning the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA).</p>				
15.	<p>COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEDULE (Pages 209 - 294)</p> <p>To receive the report of the Cabinet Member for Housing and Planning seeking approval of the Community Infrastructure Levy – Draft Charging Schedule for public consultation purposes.</p>				
16.	<p>INTERIM PLANNING POLICY FOR MOBILE CATERING UNITS (Pages 295 - 306)</p> <p>To receive the report of the Cabinet Member for Housing and Planning seeking approval for an interim planning policy for mobile catering units to be used for development management purposes, prior to the completion of the City Plan.</p>				
17.	<p>GLOUCESTER CITY COUNCIL AND GLOUCESTERSHIRE COUNTY COUNCIL SHARED SERVICES PROGRAMME: CO-LOCATED PROPERTY SERVICE (Pages 307 - 316)</p> <p>To receive the report of the Cabinet Member for Regeneration and Economy seeking authority to co-locate both Gloucester City and Gloucestershire County property teams within Shire Hall, to enable consideration of a full shared property service over the forthcoming 12 months.</p>				
18.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>To resolve:-</p> <p>“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended”.</p> <table border="0" data-bbox="236 1928 1458 2103"> <thead> <tr> <th data-bbox="236 1928 496 1966">Agenda Item No.</th> <th data-bbox="619 1928 1147 1966">Description of Exempt Information</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 2000 379 2033">19, 20, 21</td> <td data-bbox="619 2000 1390 2103">Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).</td> </tr> </tbody> </table>	Agenda Item No.	Description of Exempt Information	19, 20, 21	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
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19.	<p>KINGS QUARTER</p> <p>To consider the report of the Cabinet Member for Regeneration and Economy concerning Kings Quarter (TO FOLLOW).</p> <p>PLEASE NOTE: THIS REPORT WILL BE PUBLISHED IN A SEPARATE SUPPLEMENT WHEN IT IS AVAILABLE, BUT IS EXEMPT FROM DISCLOSURE TO THE PRESS AND PUBLIC.</p>
20.	<p>BAKERS QUAY, GLOUCESTER (Pages 317 - 326)</p> <p>To receive the report of the Cabinet Member for Regeneration and Economy concerning Bakers Quay, Gloucester.</p>
21.	<p>DISPOSAL OF LAND AT ST OSWALDS AND TESCO LEASE VARIATION</p> <p>To consider the report of the Cabinet Member for Regeneration and Economy concerning the disposal of land at St Oswalds and the Tesco lease variation (TO FOLLOW).</p> <p>PLEASE NOTE: THIS REPORT WILL BE PUBLISHED IN A SEPARATE SUPPLEMENT WHEN IT IS AVAILABLE, BUT IS EXEMPT FROM DISCLOSURE TO THE PRESS AND PUBLIC.</p>



Jon McGinty
Managing Director

Date of Publication: Tuesday, 1 March 2016

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Atika Tarajiya, 01452 396125, atika.tarajiya@gloucester.gov.uk.

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



CABINET

MEETING : Wednesday, 10th February 2016

PRESENT : Cllrs. James (Chair), Noakes, D. Norman, Organ and Porter

Others in Attendance

Jon McGinty, Managing Director

Ross Cook, Corporate Director

Jon Topping, Head of Finance

Tony Wisdom, Democratic Services Officer

APOLOGIES : Cllr Dallimore

90. DECLARATIONS OF INTEREST

No declarations were made on this occasion.

91. MINUTES

The minutes of the meeting held on 13 January 2-016 were confirmed and signed by the Chair as a correct record.

92. PUBLIC QUESTION TIME

There were no questions from members of the public.

93. PETITIONS AND DEPUTATIONS

There were no petitions or deputations.

94. MONEY PLAN 2016-21 AND BUDGET PROPOSALS 2016-17

An amended version of the report had been circulated which reflected details of the final Local Government Finance Settlement for 2016/17 that had been announced by the Secretary of State on Monday 8 January.

Cabinet considered the amended report of the Cabinet Member for Performance and Resources which set out proposals for the Council's Money plan 2016 -21 and budget proposals for 2016/17.

CABINET
10.02.16

Councillor Norman (Cabinet Member for Performance and Resources) highlighted key areas of the report including:-

- Section 4 which set out the objectives of the Money Plan.
- Section 5 which provided details of the Local Government Finance Environment.

He drew Cabinet's attention to the Government's confirmation of transitional relief for 2016/17 and 2017/18 (worth £10,000 per annum) and to a change to the Council Tax increase to whichever was the greater of a 2 per cent increase or a flat £5 increase.

He advised that failure to implement the increase would result in the Council falling below the Government's assumptions regarding locally raised income. Should Council Tax not be increased by the suggested £5 the Council would need to identify a further £500,000 of savings.

The proposed increase would generate additional income of £60,000 per annum which would be placed in reserves to offset any identified savings not achieved the year.

He outlined the new core spending measure and noted that by the end of this parliament it was intended that all government grant would be replaced by local retention of business rates.

He advised that it was intended that the Council would continue to be a member of the reformed Gloucestershire Business Rates Pool.

He drew Cabinet's attention to the cost pressures totally £942,000 detailed at Appendix 2 of the report and the savings identified at Appendix 3.

In conclusion, he thanked the residents of the City who helped the Council achieve its highest ever return in respect of community involvement by either completing our on-line or hard copy surveys.

Councillor Organ (Cabinet Member for Housing and Planning) thanked the team who had prepared the report which he believed would provide a clear way forward for the Council.

Councillor Noakes (Cabinet Member for Culture and Leisure) echoed the thanks to Councillor Norman and the finance team. She believed that City residents would understand the need for a £5 increase in the City portion of Council Tax.

Councillor Norman advised Councillor Porter (Cabinet Member for Environment) was advised that the Council would have the opportunity to agree to a four year settlement by October but he could not recommend agreement until further details had been received.

RESOLVED TO RECOMMEND TO COUNCIL:

1. That the proposals for the 2016/17 budget included in this report be approved.

CABINET
10.02.16

2. That the implementation of the target budget reductions set in the Money plan 2016/2021 be approved.
3. That it be noted that consultation has been undertaken on budget savings proposals to achieve the level of savings required in 2016/17.

95. FESTIVALS AND EVENTS PROGRAMME

Cabinet considered the report of the Cabinet Member for Culture and Leisure which sought approval for the proposed events, support and associated budgets for the 2016/17 Festivals and Events Programme.

Councillor Noakes (Cabinet Member for Culture and Leisure) presented the report and advised that the budget remained the same as last year. She drew Cabinet's attention to Armed Forces Day which had proved to be particularly popular and to the History Festival which had drawn in some of the Council's partners. Specific events for the coming year included the 90th Birthday celebrations of HM The Queen and the 150th anniversary of the birth of Beatrix Potter were expected to bring economic benefits to the City.

Councillor Organ thanked Councillor Noakes for the report and noted that these events were becoming increasingly effective. He stated that it was difficult to prove the effectiveness of marketing activities but much could be achieved working with partners and sponsors.

Councillor Norman welcomed the intention to vire funds between the events listed if required to make more effective use of the budget. He would fully support the proposals but noted the need to account for every penny in future.

Councillor James (Leader of the Council and Cabinet Member for Regeneration and Economy) believed that the programme had delivered good value in terms of economic impacts. He noted that the diverse programme included such events as the 800th anniversary of the coronation of King Henry III, HM The Queen's 90th Birthday and the Retro Festival would make 2016 a special year.

(CHECK WITH TD) RESOLVED THAT:

1. It be noted that the criteria set out in paragraph 6.3 of the report are still relevant and should form the basis of any strategic decision making when planning future events and festivals;
2. The outcomes of the 2015/16 Events Programme, as set out in Appendix 1, be noted;
3. The 2016/17 programme of Council funded and supported events as set out in Appendix 2 of the report be approved;
4. The Civic Events Budget for 2016/17 be noted; and

**CABINET
10.02.16**

5. Authority be delegated to the Corporate Director in consultation with the Cabinet Member for Culture and Leisure to authorise the movement of funds between the events listed in Appendix 2.

96. GROWING GLOUCESTER'S VISITOR ECONOMY

Cabinet considered the report of the Cabinet Member for Culture and Leisure which presented members with an update on progress achieved against the Growing Gloucester's Visitor Economy Action Plan during 2015.

Councillor Noakes outlined some of the key areas of the report and that it was very much a living document. She noted the change to a blue, red, amber green classification system and stated that the strategy would be revised and a new action plan would be produced next year.

Councillor Organ welcomed the report noting that the gathering of data would assist in identifying areas of risk or those requiring improvement.

Councillor Norman asked if the shortage of hotel rooms and the lack of large venues and event spaces.

Councillor Noakes referred to the forthcoming Cultural Strategy which had identified the need for a new multi-purpose venue that needed to be sustainable. She also recognised the shortage of hotel rooms.

Councillor James mentioned several potential developments and stated that he believed there was a need for more upmarket hotel accommodation.

RESOLVED that:

1. The achievements made in delivering the Growing Gloucester's Visitor Economy Action Plan during its first year of publication be noted;
2. It be noted that the planned activities by various partners are recognised as contributing to the 'Growing Gloucester Visitor Economy' aim and objectives; and
3. The Action Plan be further reviewed and updated on an annual basis, so as to reflect the actions achieved and to identify and agree future actions.

97. GREEN TRAVEL PLAN UPDATE & STAFF BUSINESS TRAVEL PROJECT

Cabinet considered the report of the Cabinet Member for Environment which provided an update on the positive progress made in respect of The Green Travel Plan (2014 -18) and outlined the intention to undertake a Staff Business Travel Project in order to develop a Fleet Options Appraisal Report for future consideration.

**CABINET
10.02.16**

Councillor Porter (Cabinet Member for Environment) drew cabinet's attention to the reductions in costs sine 2010/11 and some of the measures that had been implemented at paragraphs 3.4 and 3.5 of the report.

Councillor Norman referred to the proposals for joint procurement and maintenance and questioned whether there would be any real benefits as the Council only operated a small number of vehicles.

Councillor Porter acknowledged that there would be opportunities to make savings but they would not be large amounts.

RESOLVED that:

1. The contents of the report be noted, and
2. The positive progress in respect of green travel initiatives be endorsed

Time of commencement: 6.00 pm
Time of conclusion: 6.40 pm

Chair

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Meeting:	Overview and Scrutiny	Date:	7 March 2016
	Cabinet		9 March 2016
	Council		24 March 2016
Subject:	Cultural Strategy		
Report Of:	Cabinet Member for Culture & Leisure		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	Yes
Contact Officer:	Ross Cook, Corporate Director		
	Email: ross.cook@gloucester.gov.uk	Tel:	39-6276
Appendices:	1. Cultural Strategy 2. Indicative Outline Budget for the Cultural Board		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report presents the proposed draft Cultural Strategy 2016-2026, for the City of Gloucester. The Strategy identifies 6 key objectives and informs Council of the establishment of a Cultural Board.

2.0 Recommendations

2.1 **Overview and Scrutiny Committee** is asked to note the work to date and make any comments on the proposed Cultural Strategy prior to its adoption.

2.2 **Cabinet** is asked to **RECOMMEND** to Council that

- (1) the Cultural Strategy 2016 - 2026 be adopted;
- (2) the Council notes the establishment of a new Cultural Board, as set out in paragraphs 3.5 – 3.7;
- (3) the Council authorises the Corporate Director to enter into an agreement with the formed Cultural Board on terms approved by the Council Solicitor to deliver the Cultural Strategy on behalf of the Council for the period 2016- 2018; and
- (4) appoints the Cabinet Member for Culture and Leisure as the Council’s nominee on the new Cultural Board.

3.0 Background and Key Issues

- 3.1 The current Cultural Strategy was adopted in 2007 and has delivered a number of key projects and set a clear path for how culture is delivered in the City. However, with that Strategy now coming to the end of its natural life, we have been working on a revised Strategy for the period 2016 – 2026.
- 3.2 To help deliver this, an Interim Cultural Board was established in 2015 and Festivals and Events International (FEI) were appointed as consultants to draft the strategy, including carrying out consultation with all interested groups and individuals. The consultation took a number of different forms, including focus groups, workshops and face to face discussions. Further details of the Consultation process is set out in Appendix G of the consultant's report. The attached Strategy is formed from the final report provided by FEI.
- 3.3 Having carried out a reflective review of the current cultural offer within the City, including a benchmarking exercise of existing activity, as well as a thorough challenge to the expectations and deliverability of cultural activity in the City for the next ten years, the draft Strategy identifies 6 clear Objectives –
- Objective 1 – Develop Artists and Arts Organisations
 - Objective 2 – Broaden the Cultural Offer
 - Objective 3 – Develop a Vibrant City Centre
 - Objective 4 – Develop Audiences
 - Objective 5 – Put Gloucester on the Cultural Map
 - Objective 6 – Make Things Happen
- 3.4 The report seeks approval of the Cultural Strategy 2016 – 2026 and associated Action Plan, but also acknowledges that this cannot be delivered by the City Council alone and Section 5 of the Strategy sets out how it should be delivered.
- 3.5 Key to this is the establishment of a Cultural Board that will be tasked with the delivery of the Strategy and identifying partners to deliver this together for the first 2 years of the Strategy. The City Council will not be responsible for setting up the Board, but will be one of the equal partners and will look to work with the Board to deliver the Strategy. The Board will consist of approximately twelve people and the opportunity to apply to join the Board will be advertised . An Independent Chair will also be advertised for and will be appointed. It is proposed that the Cabinet Member for Cultural and Leisure be appointed as the City Council's representative.
- 3.6 It is proposed that the Board should be set up as a Charitable Incorporated Organisation (CIO) and as such will be able to seek external funding and support. An indicative outline three year budget for the Board is attached at Appendix 2.
- 3.7 The Indicative budget identifies required income for year one, from the Arts Council and the City Council. As part of the City Council's 2016/17 budget setting, a sum of £20,000 has been identified to support the establishment of the new Cultural Board. An agreement between the City Council and the Cultural Board is necessary to deliver the Objectives set out in the Cultural Strategy for the period 2016-18 following which the Board will continue to operate as a private independent company. It is also proposed that the following services in kind will be provided by the Council to help establish the Board:

- HR support- £4,000
- Marketing- £8,000 (from the Communications contractual arrangement with the County Council)
- Administration- £5,000
- Accommodation/utilities - waive licence fee of £4,500
- Stationery- £800
- Accountancy- £1,000

3.8 It is noted that the indicative budget includes the employment of a Director to help shape and deliver the Strategy.

3.9 In addition to the Council's commitments, the Board will be seeking further financial support and in-kind support.

4.0 Alternative Options Considered

4.1 The existing Cultural Strategy could be refreshed with a revision of objectives identified. However, it is felt that a new Strategy and the establishment of a new Cultural Board is the right vehicle to build on the cultural offer in the City and to ensure that Gloucester is firmly on the map

5.0 Reasons for Recommendations

5.1 The current Cultural Strategy requires renewing and updating, and having carried out a significant consultation exercise, a new Strategy has now been produced and is presented to Cabinet and on to Council for approval.

5.2 It is acknowledged that the City Council cannot deliver the Strategy alone, and so it is proposed to support the establishment of a Cultural Board. The City Council will be one of the key partners and will look to set up an agreement with the Board for the delivery of the objectives set out in the Strategy in the early years.

5.3 This is the path recommended by The Arts Council who have supported Gloucester City Council with £15,000 towards the work required to produce the new Strategy and who have indicated further financial support towards the setting up of a Cultural Board and the employment of a Director.

6.0 Future Work Conclusions

6.1 Following adoption of the Cultural Strategy, the Council will work with partners to formally establish the Cultural Board and to then set up the required agreement with the Board to deliver the objectives set out in the Strategy for the period 2016-18.

7.0 Financial Implications

7.1 The City Council has already agreed to set aside £20,000 in 2016/17 and 2017/18 towards the establishment of the Cultural Board and to enable funding from the Arts Council of £100,000 to be delivered in the City. In addition, the Council will seek to offer some payments in kind and all necessary agreements will need to be concluded before any payments are made.

(Financial Services have consulted in the preparation of this report)

8.0 Legal Implications

- 8.1 The delivery of the objectives in the Cultural Strategy 2016- 2026, if adopted, will be the responsibility of the Council.
- 8.2 It is proposed that the Council provides £20,000 financial support to a newly created company to deliver the objectives for the first 2 years of the Strategy. It is possible for this Council to provide support to the company by entering into a contractual arrangement for the delivery of specified objectives in the Strategy and a Licence to occupy in respect of accommodation (as a benefit in kind). As the contractual sum is below the EU procurement threshold, the Council may support this company without first going out to tender. It is important to note, however, that the Council cannot provide on- going support without complying procurement legislation and the Council must also be mindful of the constraints imposed by the State Aid requirements.
- 8.3 Although the company is an independent private company, in which the Council has no direct interest, it is proposed that the Council has the right to nominate 1 councillor to the Board. It will then be possible for the council nominee to promote the interests of the Council on this Board.

(One Legal have consulted in the preparation of this report)

9.0 Asset Based Community Development

- 9.1 Many of the Cultural activities across the City are delivered by community groups and organisations based. The Strategy looks to build on those strengths and to support community lead events.

9.0 Risk & Opportunity Management Implications

- 9.1 The decision to support the establishment of the Cultural Board and then commissioning it to deliver the Cultural Strategy means that the Council will relinquish some of the control as to how this will be delivered. Whilst this could be seen as a risk, it is felt that entrusting the Board to deliver this will create greater opportunities for culture in Gloucester.

10.0 People Impact Assessment (PIA):

- 10.1 A PIA screening review was undertaken. It did not identify any potential or actual negative impact. For this reason, a full PIA is not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 None.

Sustainability

11.2 None.

Staffing & Trade Union

11.3 None.

Background Documents: None

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Gloucester City Council

GLOUCESTER'S CULTURAL VISION AND STRATEGY 2016 - 2026



PUTTING CULTURE
AT THE HEART OF
GLOUCESTER FOR
THE GOOD OF ALL



CONTENTS

FOREWORD

OUR VISION

KEY FACTS ABOUT GLOUCESTER

CULTURE IN GLOUCESTER

THE STRATEGY

DELIVERING OUR CULTURAL STRATEGY





Gloucester is clearly a city 'on the up' but we still have a long way to go to have the cultural offering that residents deserve, not just for their own enjoyment and wellbeing but also for the economic benefit of the city.

That is why the City Council has been instrumental in setting up a Culture Board. It knows that it can't act alone to develop culture in our city. It is also vital that we develop culture alongside the bricks and mortar regeneration which is already underway.

I'd like to thank the key players who worked so hard to produce this updated cultural strategy which will help continue the cultural growth in Gloucester. The new Culture Board will have a lot of work to do to deliver the aspirations identified, but by continuing to work in partnership with the support from Arts Council England as well as so many local organisations, then surely culture will be at the heart of the city for the good of all. I'm sure you're as excited about the future as I am.

Lise Noakes
Cabinet Member for Culture and Leisure
Gloucester City Council



Gloucester is a city with a famous history: what this strategy aims to do is ensure that it also enjoys a famous future.

The city council understands the transformative role culture can play in our lives: it creates jobs and economic growth; it builds stronger communities; it offers hope and aspiration to children and young people; it puts places on the map.

The key to this strategy will be effective partnerships. As well as the city council, the university, the cathedral, the business community, the city's arts organisations and its schools and colleges – all have a role to play in making Gloucester an exceptional place to live, work and play. We look forward to playing our part in making those partnerships, and that exciting future, become a reality.

Phil Gibby
Area Director, South West, Arts Council England



OUR VISION

Putting Culture at the Heart Of Gloucester for the Good of All.

We are committed to making Gloucester a better place to live, work and play by engaging and empowering local communities and leaders to transform the city.

Gloucester will be known for its distinctive culture; which will be innovative and excellent, quirky and edgy, diverse and community-based with a strong focus on young people.

DEVELOPING OUR STRATEGY

Gloucester is changing, things are happening, but we have not yet realised our cultural potential; too often seen as a cultural desert and poor relation to our neighbours, we recognise that we have a long way to go. This ten-year cultural plan is a positive statement of our ambition, building on the strengths of our diverse communities and pointing to the opportunities for development of culture in the City.

This strategy is integrated with the City Council's other strategic plans, particularly the City Vision 2012-2022 and the Regeneration and Economic Development Strategy whose vision is that 'Gloucester will be a flourishing, modern and ambitious City which all residents can enjoy'.

A cultural plan cannot be delivered by the City Council alone and we have developed our vision and strategy after consultation with a wide range of artists, arts organisations, community leaders and the public. Without these people, groups and organisations the scale of change envisaged will be impossible to achieve. We need to develop new ways of working which will ensure that the whole community is engaged in developing culture in Gloucester.

OUR DEFINITION OF CULTURE

For the purpose of this strategy the term Culture focuses on arts and heritage and is used to describe activities such as the visual arts, music, the performing arts, crafts, the creative industries, the arts-science interface and the provision of facilities and services such as theatres, museums and galleries, cinemas, community halls and archives in addition to the protection of the historic environment and the inclusion of artworks in the public

realm. Sports and leisure, whilst vitally important are not so underdeveloped, and are not therefore included in this current strategy.

WHY CULTURE MATTERS TO GLOUCESTER

Culture should never be a privilege; it is a birth right that belongs to us all ... and if you believe in publicly-funded arts and culture, as I passionately do, then you must also believe in equality of access, attracting all, and welcoming all.

- David Cameron, Prime Minister, January 2016

Great cities are defined by their culture. They are defined by their history; through their local heritage, museums and archives, historic buildings, festivals, food and local traditions. But a great city is also defined by its contemporary culture; its artists and arts venues, film and music, photography and crafts, fashion and design, and its buzzing restaurants, pubs and night clubs.

Great cities are also defined by their ambitions for the future.

The arts, culture, and creative industries are widely acknowledged for their positive impact on the economy and society. Employment in the the creative industries is recognised by the Department for Culture Media and Sport (DCMS) as one of our most powerful tools in driving growth. The latest economic growth figures released by DCMS confirm that the creative industries are booming, growing by 8.9 per cent in 2014, almost double the wider UK economy's growth as a whole. The creative industries were worth £84.1bn to the UK economy in the year 2013-2014, up from nearly £77bn the year before, with employment also up by 5.5 per cent to 1.8 million jobs.



Economic development

Culture is a vital component of economic growth. The number of jobs in the creative and digital sector elsewhere in the country is well documented and often strongly connected to the cultural sector. Culture helps to attract visitors and investment, creates jobs and generates economic activity. Culture is important as a means of attracting and retaining talent and as part of a high quality education experience that helps to attract further and higher education students.

Community regeneration

Culture can be an important tool in community regeneration projects. It can bring communities together, attract investment and help to foster a strong sense of place and identity. Culture can also improve health and education and whilst enhancing the economic profile of an area, can

help ensure that these changes are sustainable. Increasingly, the arts and culture are also used to foster social inclusion, promote mental health and wellbeing, and inspire children and young people. Across all public services from education to health, from inward investment to community, culture can act as a catalyst for human and city regeneration and growth.

A way of life

We believe there is a real opportunity for culture to increase the liveability of Gloucester, from providing entertainment and intellectual pursuits, to expertise in areas such as heritage and inclusion. We also want the intrinsic value of culture and creative learning to be at the heart of our community. We believe that culture should be integral to the way we do things in Gloucester as part of the core fabric of our city; we believe in culture as a way of life.

When I arrived in Gloucester in 1981, I thought it was a cultural desert. How things have changed in recent years with the introduction of concerts and festivals (Tall Ships, History, Food, Street performances etc.) throughout the year. Keep going Gloucester and make our city a centre of cultural excellence!

John Smith, Resident of Longlevens



KEY FACTS ABOUT GLOUCESTER

HISTORY

- Gloucester has been variously described as "The Gateway to the West" and "The Crossroads of England"
- It is the cathedral city and county town of Gloucestershire located in the South West of England. The City lies close to the Welsh border, and is on the River Severn, approximately 32 miles (51 km) north-east of Bristol, and 45 miles (72 km) south-southwest of Birmingham
- In 1827 Gloucester became a port city following the completion of the Gloucester and Sharpness canal. On completion it was then the longest, deepest and widest ship canal in Britain. The Docks contains fifteen Victorian warehouses which make up what is Britain's most inland port and are now a major tourist attraction
- Gloucester was home to iconic manufacturing firms including the Gloucester Aircraft Company and Fielding & Platt
- The City contains 707 listed buildings including 37 Grade I's
- The City is the birth place of Robert Raikes, the founder of the Sunday School Movement and John Stafford Smith, who composed the American National Anthem
- The historic Roman streets, magnificent Norman Cathedral and Victorian Docks have been used for various films and TV productions including Harry Potter and Doctor Who. Disney recently shot scenes for the sequel to Alice in Wonderland at the Docks.

DEMOGRAPHICS

- The City has a population of 123,439 (ONS Mid-Year Population Estimates 2012). It is the most populated conurbation within the County of Gloucestershire and has the highest population density
- Gloucester will experience the greatest population growth of all county districts, expected to increase by 20.1% or 23,800 people between 2010 and 2035
- Gloucester is a relatively young city with 25% of the population aged 19 and under (highest in the South West) and 39% under 30. The City is expected to experience the greatest increase of Gloucestershire's

districts in the number of children and young people between 2010 and 2035, with an increase of 16.4%

- It is a diverse City, the black and minority ethnic population (BME) stands at 9.8% with approximately 100 languages and dialects spoken.

EDUCATION

- The City boasts high performing schools and over 17,000 college and university students
- It is home to top education providers including further and higher education campuses for the University of Gloucestershire, the University of the West of England and Gloucestershire College
- Over 30% of Gloucester's working age population has achieved NVQ level 4 or higher.

ECONOMY

- Gloucester is home to world leading advanced engineering companies providing cutting edge technical products and services e.g. Prima Dental
- Gloucester has a strong finance and insurance cluster including being the location for the HQ of the specialist insurance company Ecclesiastical Insurance Group
- Gloucester has the headquarters of EDF Energy, one of the largest energy companies in the UK
- The City supports a growing cluster of information security, web hosting, CAD/CAM development, defence communications and security, ICT infrastructure development and IT content management businesses
- The City has a strong independent retail and leisure sector with over 100 independent city centre shops
- Gloucester attracts 5.9 million visitor trips each year. Annually, visitor spend is £207 million
- The City's physical regeneration continues apace, having secured over £700 million of private sector investment, and Objective 7 of the Council's 2016 Regeneration and Economic Development Strategy is to 'Recognise and Improve the City's cultural offer; hand in hand with the successful regeneration of the city'.

CULTURE IN GLOUCESTER

Gloucester is, in many ways, a vibrant progressive city that is forging ahead with an exciting redevelopment and regeneration programme. The Gloucester Docks development has been largely successful and is now attracting 5 million visitors a year. Further regeneration projects are in train, notably the redevelopment of the areas known as Blackfriars, the Kings Quarter, the University's Oxstalls Campus and the Cathedral's Project Pilgrim.

However, with respect to cultural provision, Gloucester lags behind cities of similar size and status, nor does it compare especially well with regional neighbours. This is evidenced, in part, by not having any organisation, venue or performing company that is included in Arts Council England's National Portfolio. There is, despite some new and notable exceptions, a real lack of high quality arts and cultural provision in the City; the night-time economy, outside the new Docks, is generally underdeveloped; heritage interpretation, despite some outstanding assets and investment, does not yet provide an exciting visitor experience; and the cultural sector generally is underdeveloped, fragmented and feels undervalued.

The extensive research and consultation exercise, undertaken as part of our planning, has confirmed this assessment and a willingness to help lead the required change. It has also identified a very positive range of activity, organisations and community events on which to build for the future, including:

- Gloucester's Music Scene: one of the City's strengths ranging from the Three Choirs Festival, the Gloucester Blues Festival, the SportBeat Music Festival to a diverse pubs and clubs sector. Music training and development is delivered strongly by organisations like Music Works and Gloucester Academy of Music
- History and Heritage: with its 700 listed buildings, historic Roman streets, magnificent Norman cathedral and Victorian docks, Gloucester has some of the best heritage assets in the country, many the subject of successful Heritage Lottery Fund bids. The annual History Festival and Heritage Open Days are growing significantly and the City has four main museums with potential to develop
- Festivals and Events: Gloucester has some extraordinary public spaces in which to stage events and Marketing Gloucester and Gloucester Quays organize a large range

of successful events, supported with funds from the Council, including the biennial Tall Ships and the Victorian Christmas Market

- Strike a Light Festival: of new, cutting edge theatre and dance is now staging its sixth edition and runs two festivals a year (April and October). Developing as a producer that supports artists, recently supported Marketing Gloucester in the delivery of the cultural programme of the Rugby World Cup in Gloucester
- Inclusive Art and Dance: championed by G-Dance and Art Shape through initiatives like the Arts Inc Academy, designed for disabled and disadvantaged young people, giving them access to an exciting arts programme alongside their non-disabled peers
- Gloucester Cathedral: for many the heart of the City, the Cathedral stages over 110 cultural events a year including the hugely popular Crucible sculpture exhibition organised by Pangolin Gallery. It is currently embarking on a 10 year programme of regeneration and community engagement
- University of Gloucestershire: has recently opened a new performing arts and events venue at its Oxstalls campus and plays an active part in the cultural life of the city. It plans a significant increase in the number of students based in Gloucester's Oxstalls Campus
- Gloucester Guildhall and Blackfriars Priory: managed by the City Council these two venues present an increasingly vibrant programme of music, comedy, film, visual arts, dance, theatre and events at capacities up to 400
- Create Gloucestershire: made up of over 130 members and associate members from across the county's arts and cultural sector who think, research, test and share ideas to encourage arts to become "everyday" in Gloucestershire
- Gloucestershire Arts Council: a thriving creative community, including individual practitioners, small businesses, small professional organisations, amateur and voluntary groups making use of community venues like the King's Theatre, the Olympus Theatre and St Barnabas Hall.



THE STRATEGY

OBJECTIVE 1 DEVELOP ARTISTS AND ARTS ORGANISATIONS

Develop artists and arts organisations so as to build the cultural and creative industries

- Attract and nurture creative people to the city, developing a creative factory of talent whilst acting as a catalyst for growth in the hospitality sector and the creative industries
- Create affordable workplaces for artists and micro-arts organisations to develop new work in the City as equally important to big bricks and mortar projects
- Develop the quality of the Guildhall and Museum's programmes to attract a broader audience and releasing the potential of our cultural venues for innovation, entrepreneurial development and fundraising
- Invest in Gloucester's existing artists and arts organisations who can produce high quality work and the leaders who can deliver

ACTION

1. Develop an arts, culture and creative industries hub and incubator in one of the City's many underutilised buildings
2. Consider an alternative delivery model such as a charitable Trust for the Council-run cultural venues - the Guildhall, Blackfriars Priory, the City Museum and Art Gallery, the Folk Museum - to release their potential for innovation, entrepreneurial development and fundraising
3. Encourage grass-roots community arts activity that works with the NHS and others to deliver health and wellbeing outcomes
4. Develop a Cultural Leadership Group to ensure a future generation of cultural leaders in the city
5. Fundraise to support investment in high quality projects and fundraising capacity building in the sector

Gloucester has so much to offer culturally. To see people working collaboratively and to see artists making work from Gloucester and touring it nationally is so exciting. Gloucester is on the cusp of becoming a city with a high cultural offer, where work is programmed, where festivals are common place, where young people have consistent and high quality activities in their city and Gloucester residents are able to affordably access brilliant arts on their doorstep.

Sarah Blowers, Strike a Light

OBJECTIVE 2 BROADEN THE CULTURAL OFFER

Broaden the cultural offer to support social and economic development

- Improve the quality of life of the people of Gloucester by increasing cultural provision and participation, leading to increased social cohesion, civic pride, confidence and ambition and ultimately improved health and wellbeing
- Ensure that the City's cultural plans match the ambition of its physical regeneration and are embedded at the heart of the Regeneration and Economic Development Strategy and the G-First Local Enterprise Partnership
- Ensure that proper cultural infrastructure is in place for the long-term to enable the City to benefit fully from the regeneration improvements, thereby realising the full economic and social benefits that cultural regeneration can achieve
- Support young people to develop their musical talent and participation by investing in a place for them to develop, rehearse and record new work and learn new skills
- Build partnerships with national cultural organisations that have the potential to bring large-scale projects to the city whilst home grown infrastructure matures

ACTION

6. Work closely with the Council's Economic Development team, the Media and Culture Group of G-First LEP and Marketing Gloucester to ensure that cultural planning is aligned
7. Scope the potential for a new large-scale arts and cultural venue in the city centre that could also be used as space for other commercial activity
8. Make contact with national cultural organisations that have the potential to bring substantial projects to the city, particularly for young people and in the areas of music and heritage
9. Support the development of Gloucester Carnival as the most inclusive carnival in the UK and create a greater sense of community ownership and quality
10. Support Gloucester based arts organisations like G-Dance and ArtShape to collaborate further, making inclusive art and dance programmes for the community

THE STRATEGY

OBJECTIVE 3 DEVELOP A VIBRANT CITY CENTRE

Develop a vibrant city centre full of cultural activity and things to do

- Encourage all communities, and particularly young people and families, to use the city centre as a safe and enjoyable focal point to their lives, building a sense of place and community
- Find a better way of telling Gloucester's heritage and history story involving our museums, tourist information centre and other attractions, including consolidating the expected impact of Project Pilgrim

ACTION

11. Commission a regular programme of high quality outdoor arts events, including street arts and parades, using the city's fantastic outdoor spaces
12. Review the current programme of events and festivals supported by Marketing Gloucester and the Council to ensure they meet the objectives of this strategy, including economic impact, pride in the city and community cohesion
13. Scope the potential for a new visitor orientation centre in the city centre that could include the Tourist Information Centre and heritage interpretation involving the museums

OBJECTIVE 4 DEVELOP AUDIENCES

Develop audiences who enjoy the new cultural opportunities being created

- Build audiences for new cultural developments by stimulating local appetite and demand for quality cultural experiences through a long term audience development strategy
- Attract visitors to Gloucester's new high quality cultural activity

ACTION

14. Map out and raise investment for a long term audience development strategy that sits alongside the developing cultural infrastructure
15. Work with Marketing Gloucester to develop a cultural tourism marketing strategy and campaign, collaborating with neighbouring towns and regions, to promote the existing and newly developed, quality, heritage and cultural attractions of the City

OBJECTIVE 5 PUT GLOUCESTER ON THE CULTURAL MAP

Put Gloucester on the cultural map by developing high profile events

- Develop distinctive Signature Events that raise the image and profile of the city to attract visitors, building on our strengths in heritage and music
- Consider bidding for UK City of Culture 2025 as a Major Event to inspire the sector and the City, acting as a beacon to signal the cultural regeneration of Gloucester

ACTION

16. Invest in and develop one or two existing Growth Events, and encourage the creation of new events with potential, into a small portfolio of nationally significant Signature Events. Examples include the existing Strike a Light Festival, the Gloucester History Festival and a potential Folk Festival
17. Evaluate the potential investment required and return on investment to develop a bid for UK City of Culture in 2025 as a Major Event to inspire the sector and the City, acting as a beacon to signal the cultural regeneration of Gloucester



OBJECTIVE 6 MAKE THINGS HAPPEN

Make things happen to continue the momentum for change

- Develop a new way of making things happen where people feel involved and create the right level of cultural leadership in the city who can deliver
- Bring together Gloucester's thriving creative community, empowering them to collaborate effectively and take charge of developing their own cultural future
- Develop and implement a fundraising plan to support the initiatives in this strategy, commissioning and funding local arts organisations to deliver

ACTION

18. Set up a Cultural Partnership consisting of a wide Cultural Forum and led by a Culture Board acting as a Taskforce to make things happen
19. Develop an online platform to support and advocate for the development of the cultural and creative sector to engage and build creative and art based communities and to promote cultural activity in Gloucester similar to the Creative Assembly websites of Torbay, Swindon and others
20. Apply for funding from Arts Council England and other fundraising to support the strategy



This cultural strategy cannot be delivered by the City Council alone and must involve a wide range of artists, arts organisations, partner organisations and community leaders if it is to be successful.

It is these people, groups and organisations who will have to bring about the change to which we aspire and a new way of working which we believe will engage the whole community in developing culture in Gloucester.

We intend to set up a new cultural partnership to bring together all of these groups and to delegate delivery of this Strategy to them. This will be a strategic development organisation, facilitating and fundraising for projects and then creating partnership or commissioning for delivery. This partnership will consist of two distinct elements; the Cultural Forum and the Culture Board.

THE CULTURAL FORUM

The Cultural Forum will be a vital part of the partnership whose purpose is to support the development of culture in Gloucester; contribute to the strategy of the Culture Board and to receive updates on its delivery. This will be an open, self-selecting group of those with an interest in the success of culture in Gloucester. It will involve representatives from the broad culture sector and the public. The Forum will meet twice a year with meetings organised and chaired by the Culture Board. One of these will be an annual meeting, open to the public, where the Culture Board provides a progress report to the Forum.

THE CULTURE BOARD

This will be the leadership group tasked with delivering this strategy by identifying partners and holding them to account to deliver what has been agreed. This will include working with such organisations as the City Council, Marketing Gloucester, the Cathedral and University as well as a whole range of smaller organisations. A group of approximately twelve people with an Independent Chair and a nominated representative of the Council, they will act as the trustees of a proposed new charitable organisation that will manage the cultural partnership. An open call for trustees will be made with a formal appointments process. A key role of the Board will be fundraising, from both the



public and private sectors, to support the development of this Strategy with delivery commissioned from existing and new cultural organisations in Gloucester.

Having undertaken an appraisal of the options for delivery of this cultural partnership we have concluded that a new Charitable Incorporated Organisation or CIO is the right vehicle to achieve our aims of leadership by the sector; focusing on the City of Gloucester; effective fundraising and rapid progress towards our goal of putting culture at the heart of Gloucester for the good of all.

DIRECTOR

The partnership will engage a full-time Director to raise funds directly, support the fundraising work of the Board, develop cultural activity through partnership and oversee the day to day administration of the Forum and Board. It is expected that one of the members of the new partnership will host the Directorship and a small office.

RESOURCES

This strategy has been prepared on the basis that there will be limited funding available from the local authority and partnership funding will be essential if the strategy is to be successful. Ultimately the partnership will be self-financing, raising substantial funds for delivery of the strategy's development projects, and supporting its own core costs. Seed funding will be required for the first three years and Arts Council England (ACE) have indicated that this might be available. Gloucester City Council and other partners will need to match fund any investment from ACE, some of which can be value-in-kind support.

Potential partners and those involved in the Interim Culture Board to date include:

- Arts Council England
- Gloucester Cathedral
- University of Gloucestershire
- G-First Local Enterprise Partnership
- Gloucestershire County Council
- Developers and major employers

It is also important to support cultural developments through the planning system by taking note of the National Planning Policy Framework which seeks to support local strategies that deliver community and cultural facilities in response to demand, and by using instruments like Section 106 agreements and the Community Infrastructure Levy.

A Business Plan for delivery has been prepared.

MONITORING AND REVIEW

This is a long-term plan for the successful cultural regeneration of Gloucester. We will monitor activity on an on-going basis against the Objectives and Actions from a formal review carried out annually by the Cultural Forum and Culture Board. These reviews will also examine the local, regional, national and international context to make sure that the vision and strategy remain valid.

PROGRAMME

Given the long-term nature of some of the projects and our starting point, this strategy is defined over a 10 year period, although it will be important to deliver a significant amount of activity in the first three years. Setting up the partnership and recruiting the director are important first steps. The strategy will be assessed against the following milestones to ensure progress is made to deliver the cultural regeneration of Gloucester:

Coordinating and having shared responsibility for a joined up cultural strategy is something that has been missing from Gloucester. Art and culture creates social cohesion, bringing people together from a wide range of backgrounds and abilities. It's crucially important for the city to have cultural events and activities continue. It lifts peoples' spirits and creates pride in the city.

Cath Wilkins, Director Of GDance



Activity and Year (April to March)	Year 1 2016/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23	Year 8 23/24	Year 9 24/25	Year 10 25/26		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1 Develop an arts, culture and creative industries hub and incubator	█	█	█	█	█	█	█	█	█	█	█	█
2 Consider an alternative delivery model for the Council run cultural venues	█	█	█	█	█	█	█	█	█	█	█	█
3 Encourage grass-roots community arts activity to deliver health and wellbeing outcomes	█	█	█	█	█	█	█	█	█	█	█	█
4 Develop a Cultural Leadership Group to ensure a future generation of cultural leaders in the city	█	█	█	█	█	█	█	█	█	█	█	█
5 Fundraise to support investment in high quality projects from Gloucester artists and organisations	█	█	█	█	█	█	█	█	█	█	█	█
6 Work closely with economic development colleagues to ensure that planning is aligned	█	█	█	█	█	█	█	█	█	█	█	█
7 Scope the potential for a new large-scale arts and cultural venue	█	█	█	█	█	█	█	█	█	█	█	█
8 Make contact with national cultural organisations that have the potential to bring projects to the city	█	█	█	█	█	█	█	█	█	█	█	█
9 Support the Carnival Arts Partnership in its vision to develop Gloucester Carnival	█	█	█	█	█	█	█	█	█	█	█	█
10 Support Gloucester based arts organisations making inclusive art and design programmes for the community	█	█	█	█	█	█	█	█	█	█	█	█
11 Commission a regular programme of high quality outdoor arts events, including street arts and parades	█	█	█	█	█	█	█	█	█	█	█	█
12 Review the current programme of events and festivals to ensure they meet the objectives of this strategy	█	█	█	█	█	█	█	█	█	█	█	█
13 Scope the potential for a new visitor orientation centre in the city centre	█	█	█	█	█	█	█	█	█	█	█	█
14 Map out and implement a long term audience development strategy	█	█	█	█	█	█	█	█	█	█	█	█
15 Work with Marketing Gloucester to develop a cultural tourism marketing strategy and campaign	█	█	█	█	█	█	█	█	█	█	█	█
16 Invest in and develop a small portfolio of nationally significant Signature Events	█	█	█	█	█	█	█	█	█	█	█	█
17 Evaluate and develop a bid for UK City of Culture in 2025	█	█	█	█	█	█	█	█	█	█	█	█
18 Set up a cultural partnership consisting of a wide Cultural Forum and Culture Board	█	█	█	█	█	█	█	█	█	█	█	█
19 Develop an online platform to support and advocate for the development of the cultural and creative sector	█	█	█	█	█	█	█	█	█	█	█	█
20 Apply for funding from Arts Council England and other fundraising to support the strategy	█	█	█	█	█	█	█	█	█	█	█	█

Photo credits:
Gloucester Citizen
Marketing Gloucester Ltd
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Lise Noakes
Tony Hickey
Mark Freshney
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APPENDIX 2

Gloucester Culture Board						
Indicative Outline Budget						
2016-2019		Year 1	Year 2	Year 3		
£		2016/17	2017/18	2018/19		
Expenditure						
Start up costs						
Legal costs		7,500	v			
Director & Board recruitment		4,000	v			
Director & Board recruitment		3,500				
	Sub-Total	15,000		-		-
Marketing						
Design		5,000	v			
Website		4,000				
Printed materials		5,000				
Launch Event		3,000	v			
	Sub-Total	17,000		17,500		17,500
Staff						
Director		50,000		51,000		52,000
Administrator		5,000	v			
Telephone		500				
Travel		1,000				
	Sub-Total	56,500		57,500		58,500
Overheads						
Office rental		4,000	v			
Utilities		500	v			
Stationary		800				
Accountancy		1,000	v			
Bank charges		67				
IT support		300				
	Sub-Total	6,667		6,667		6,667
Fundraising						
Fundraising costs		-		5,000		
	Sub-Total	-		5,000		5,000
Total Fixed Costs		95,167		86,667		87,667
Contingency		4,758		4,333		4,383
Fixed costs plus Contingency		99,925		91,000		92,050
Project Costs						
Commissions		20,000		250,000		500,000
	Sub-Total	20,000		250,000		500,000
Total Expenditure		119,925		341,000		592,050
Income						
Arts Council England		50,000				
Gloucester City Council - cash		20,000				
In kind support		30,000	v			
Partner 3		-				
Partner 4		-				
Sub-Total core funding		100,000		100,000		100,000
Fundraising		20,000		250,000		500,000
Total Income		120,000		350,000		600,000
Surplus/Deficit		75		9,000		7,950

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Meeting:	Cabinet	Date:	9 March 2016
Subject:	Cultural Strategy Update: July – December 2015		
Report Of:	Cabinet Member for Culture & Leisure		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Lucy Chilton – Visitor Services Manager		
	Lucy.chilton@gloucester.gov.uk	Tel:	396570
Appendices:	1. Cultural Strategy Achievements from July to December 2015		
	2. Cultural Strategy Planned Activities from January to June 2016		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To update Members on the progress that has been made in achieving the Cultural Strategy's targets from July to December 2015.
- 1.2 In addition to the achievements made, an action plan has been produced to show the Cultural Strategy Planned Activities from January through to June 2016. The aim of this is to ensure that the Cultural Strategy aims and objectives are achieved and to identify areas that may need further work.

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that:
 - (1) Achievements made in delivering the Cultural Strategy from July to December 2015 be noted.
 - (2) The planned activities by various stakeholders as contributing to the Cultural Strategy aims and objectives be noted.

3.0 Background and Key Issues

- 3.1 Cabinet was last updated on progress about the Cultural Strategy action plan six months ago in order to provide an effective feedback mechanism on how well the city was achieving its cultural targets.
- 3.2 It was agreed that the format of the update was to be changed to include the planned activities for the next 6 months by all city partners. This will inform and update Cabinet and will highlight any potential gaps in fulfilling the aims of the strategy.

3.3 This update presents the achievements from July to December 2015, based on the planned activities provided in the previous update as well as partners planned actions for January to June 2016.

3.3 The strategy proposed seven distinct action areas over a ten-year period – starting in 2007. The seven areas are:

- Making sense of the city centre – creating an attractive and vibrant city centre.
- Rethinking heritage and cultural tourism – improving access, visibility and quality of heritage facilities with a particular emphasis on the water/maritime history.
- Raising the stakes for creativity – making provision for the growth in creative industries.
- Broadening Gloucester’s excellence in sport.
- Enjoying and supporting diversity.
- Planning for a ‘transformational’ project.
- Marketing and promoting Gloucester.

A full version of the strategy can be viewed on the City Council’s website at <http://www.gloucester.gov.uk/resident/planning-and-building-control/planning-policy/Pages/Evidence-Base.aspx#culturalstrategy>

3.4 Progress over the last six months has been significant and varied. This update is in no way comprehensive, but does indicate the extent of activity taking place in our city.

3.5 **MAKING SENSE OF THE CITY CENTRE**

This strand of the Cultural Strategy is about physical improvements to the city centre and its buildings, as well as the interpretation and animation of the city and its public realm. This strand is about linking up various areas of the city including the Docks and city centre and providing public art of iconic status which leave strong impressions on visitors and residents.

3.6 **RETHINKING HERITAGE AND CULTURAL TOURISM**

The second strand of the Cultural Strategy looks to improving access, visibility and the quality of heritage facilities and attractions in the City. There is a real appetite for heritage and cultural tourism, not only from visitors but also our residents. To address this interest, a range of initiatives and projects have been developed that increase residents’ pride in their City.

3.7 **RAISING THE STAKES FOR CREATIVITY**

Raising the stakes for creativity is about increasing opportunities for participating in arts including increasing activity in our schools and developing creative industry workspace in the City.

3.8 **CONSOLIDATING GLOUCESTER’S REPUTATION FOR SPORTING EXCELLENCE AND PHYSICAL ACTIVITY**

This element of the Cultural Strategy requires the right balance between developing world class provision of sporting facilities and achievement with access for all. Gloucester has the lowest participation rates in sport in the County and therefore, increasing participation is important.

3.9 ENJOYING AND SUPPORTING DIVERSITY

Gloucester is home to a large number of community groups representing different faiths, cultures, genders and generations. Being one of the most diverse cities in England, it's important that all communities feel as though they are involved in the life of the city.

3.10 PLANNING FOR A TRANSFORMATIONAL PROJECT

The Cultural Strategy suggests that the transformational project should be of international importance and be based on a strong public and private partnership. At the time of developing the Cultural Strategy in 2007, it was not clear what this project should be; only that it should put Gloucester on the map. A number of smaller projects could be described as transformational.

3.11 MARKETING AND PROMOTING GLOUCESTER

The consultees involved in helping to create the City's Cultural Strategy felt that Gloucester should make more of what already existed in the City and that the cultural message should be woven into Gloucester's marketing approach. The new cultural image that the consultees refer to is set out in strands 2 and 3 of the Cultural Strategy; however, they include making our heritage and culture more accessible and developing Gloucester's image as being a cool place to be.

In tandem with this, residents should feel involved in their City through regular communications and public events. They also advised that Gloucester's brand should be significantly improved. This was one of the purposes in the creation of Marketing Gloucester who have worked in consultation with partners to develop a brand for the City.

3.12 Appendix 1 shows the Cultural Strategy Achievements from July to December 2015.

3.13 Appendix 2 shows the Cultural Strategy Planned Activities due to take place from January to June 2016.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 The current Cultural Strategy does not consider the skills that are available within the communities of Gloucester. It is clear that from some of the activities described that the communities within Gloucester have the necessary skills and assets to contribute to Gloucester's cultural activities.

4.2 The newly established Gloucester Culture Board will be able to determine the strengths held within the community and establish how the community can help deliver the strategies aims and objectives.

5.0 Alternative Options Considered

5.1 Not applicable for this report.

6.0 Reasons for Recommendations

6.1 The progress made during the last six months has been significant and has contributed to achieving the objectives of the Cultural Strategy.

7.0 Future Work and Conclusions

- 7.1 The second half of 2015 saw more work than ever before taking place in the city, which contributed to the existing Cultural Strategy, particularly as a result of the activity associated with being a Rugby World Cup host city. The City Council and Marketing Gloucester were the key drivers in this but aided by a number of other groups and organisations. Further analysis of the impact of the Rugby World Cup is taking place and a final report will be presented in March. Gloucester is now building on the legacy from the RWC to ensure that 2016 is another great year in Gloucester with a cultural offering for all.
- 7.2 The review of Gloucester's Cultural Strategy is underway. The interim Gloucester Culture Board is receiving much support from the Arts Council; they have granted £15,000 towards the cost of a consultant to help us with the work and they attend many board meetings. Consultants FEI with Nick Dodds were appointed and started work in November. By the end of 2015, they had carried out all the scoping and discovery work and had conducted 27 in depth interviews with key representatives in the city. Workshops and a survey for wider consultation in January were also put in place. Initial feedback of the consultant's findings revealed a surprising consensus of opinion.
- 7.3 The Cultural Strategy is scheduled for adoption by Council in March 2016. A Gloucester Culture "Board" will also be established from April with membership to be agreed but to include representation from business.
- 7.4 An 'Art of Listening' project will run from January to March 2016 which is being organised by Create Gloucestershire as an opportunity for artists to "look beyond what might be happening; to contribute to desired outcomes; and to achieve another level of insight". This work will feed the setting up of a Culture Forum which will accompany the Culture Board after the new strategy is in place.
- 7.5 This report will be the last one of its kind until the new Culture Board is fully established. The Culture Board will be responsible for providing the 6-monthly update once operational.

8.0 Financial Implications

- 8.1 There are no financial implications relating to this report at this stage.
(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

- 9.1 There are no legal implications relating to this report.
(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

- 10.1 None at this stage. Appropriate risk management will be undertaken for each project as they arise.

11.0 People Impact Assessment (PIA)

- 11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.
- 11.2 A People Impact Assessment will be completed in conjunction with the new Cultural Strategy which will be produced by the Gloucester Culture Board.

12.0 Other Corporate Implications

Community Safety

- 12.1 Gloucester City Safe has the sole intention of facilitating the reduction of crime, disorder and anti-social behaviour which can blight both day and night time economies. The work of the partnership supports the delivery of this strategy.

Sustainability

- 12.2 Sustainability issues will be addressed within individual projects within the action plan.

Staffing & Trade Union

- 12.3 Not applicable.

Background Documents: None

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Appendix 1 – Cultural Strategy Achievements from July to December 2015

ACTION	PARTNER	ACTION TO DATE
MAKING SENSE OF THE CITY CENTRE		
<p>Continuing with the new displays in several of the Folk Museum’s key galleries and upstairs City Museum galleries to help both local and national visitors make sense of the story of Gloucester’s history. This will allow artifacts that have previously been in stores to be out on display and the history that is highlighted to better represent Gloucester’s diverse communities.</p>	<p>Gloucester City Council Museums</p>	<p>Behind the scenes we have been working hard to improve the Price Memorial Hall galleries on the first floor of the City Museum, which includes changing displays, repainting cases and getting new interpretation panels. At the Folk Museum, work on the displays started up again at the end of the busy summer season to refresh galleries and display cases. This includes a new 1950s sitting room and 1960s kitchen which are currently in progress. We have received a grant from the Arts Council for new State of the Art display cases for the top floor of the Folk Museum which will feature exciting items that will be on loan from National Museums in London.</p>
<p>A plaque has been prepared to commemorate the famous Methodist preacher, George Whitefield, who was born in Gloucester 200 years ago last year. The plaque will be fixed under the archway to the former St Mary de Crypt School, where he was a pupil. A further plaque has been commissioned for the Old Crown Inn, Westgate Street. It will explain the pub’s role as the headquarters for the military governor of Gloucester, Lt.-Col. Edward Massie, during the Siege of Gloucester. It is hoped to have this in place by Gloucester Day.</p>	<p>Gloucester City Council Environmental Planning</p>	<p>There are decorating works to be completed and a large notice board to be removed before the Whitefield plaque is fixed. A quote has been obtained for this initial work and the contractors have been instructed.</p> <p>The Massie plaque was fixed in time for the Gloucester Day celebrations.</p>
<p>Dendrochronological dating of the Folk Museum will allow the story of a key city centre historic building to</p>	<p>Gloucester City Council Museums</p>	<p>Samples have been taken and we are currently awaiting the report.</p>

be better understood. The results will be publicized to raise the building's profile and also to inform tours and information panels in the building itself.		
Interpretation panels will be installed in the Folk Museum garden to highlight features such as the (miniature) Tudor Knot garden that complement the building.	Gloucester City Council Museums	These are now in place.
A new interpretation board is being drafted for Eastgate Chamber and interpretation boards will be erected at Kimbrose and the Spa.	Gloucester City Council Environmental Planning	The boards in Kimbrose and the Spa have been erected. The Eastgate Chamber board is currently at the manufacturers to enable installation in January.
Gloucester City Council are looking at holding an awards ceremony in October 2015. The last one was held in 2012. Awards will be given for completed schemes since then under a variety of headings i.e. Best New Building, Best Major Restoration & Most Improved Public Area. Nominations will be sought over the summer months.	Gloucester City Council Environmental Planning	An awards ceremony was held on the evening of 18 th November in the Civic Suite North Warehouse. Around 80 people attended to see 6 winner awards given and 6 commendations. The awards received publicity by the Citizen and also via social media.
By the end of the year it is anticipated that three further property grants will be awarded for no's 61 and 63 Southgate St, plus no 141. Four projects will have begun on site at 65, 150 & 152 Southgate St and 7 Priory Place. The project at no 57 Southgate St should be completed. A small works fund has been agreed with the project funders Heritage Lottery and will be promoted offering grants of up to £5,000 for standalone repair and re-instatement of features.	Gloucester City Council Environmental Planning	Projects have been delayed and the grants have not yet been awarded. It is anticipated that this will happen within the next 6 months. Works at no 7 Priory Place and no 65 Southgate Street have been completed. Works at no 57 are due to be completed by the end of March 2016. Two small works grants have been offered to no 59 Southgate St for a traditional shop front and repairs to the historic clock. Grant applications are being worked up for 61-63, 77 and 136-138 Southgate Street. The owner of 141 is considering working with a housing organisation to deliver the scheme.
Marketing Gloucester has been working on the City	Marketing	All map displays in the city were re-skinned

<p>Centre map displays for used during the Rugby World Cup. The thirty double sided displays will have the Rugby World Cup Fanzone and Kingsholm Stadium clearly marked in preparation for visitors here specifically for the tournament. The vinyl's for the displays will be applied in early August and will revert back after the tournament.</p>	<p>Gloucester</p>	<p>before the tournament. The design incorporated the new Community Toilet Scheme information. Vinyl stickers to cover the Fanzone location are due to be applied in January 2016.</p>
<p>Marketing Gloucester will be applying to install 6 digital signs around the city as per the Tourism Strategy.</p>	<p>Marketing Gloucester</p>	<p>The digital signs have been granted planning permission.</p>
<p>Blackfriars will host its largest ever guided tour in September, when over 90 Architectural Historians are visiting the site to learn about its history.</p>	<p>Gloucester City Council Blackfriars</p>	<p>The event was a huge success and the feedback has been extremely positive.</p>
<p>The Neighbourhood Management team at Gloucester City Council have been working with the University of Gloucester to pull together content for the screens at the Rugby World Cup fanzone. The team will be pulling together content including current affairs, how the city is preparing for the event, sports journalism and match analysis along with interviewing local residents, players and supporters. A Gloucester Stories competition will be run to capture people stories about Gloucester to show city pride and increase the buzz around the city.</p>	<p>Gloucester City Council Community Engagement</p>	<p>The University of Gloucestershire pulled together various content for the large screen in the fanzone. Students provided round ups of the previous week in relation to the RWC, provided match analysis in both the city centre and the fan zone and took the opportunity to get the local/visitor views of the city. It was really positive and satisfying to show all the above on the large screen and to share with those in the fan zone. 11 Gloucester Stories were shown on the large screen in the fanzone. The winner was the Gordon League Rugby Club. Each entry helped showcase the city.</p>
<p>The 'WOW Rugby' summer blockbuster exhibition will be held at the City Museum during the summer, with the Rugby World Cup trophy tour on the 16th July.</p>	<p>Gloucester City Council Museums</p>	<p>The 'WOW Rugby' exhibition featured Gloucester rugby memorabilia, items showing the history of the game of rugby, and portraits of Gloucester rugby players past and present by local artist Russell Haines. It was hugely successful with 14,700 people coming to see</p>

		it over the four months that it was on, including 1,600 people who came to see it when the Rugby World Cup trophy was on display on the 16 th July.
RETHINKING HERITAGE AND CULTURAL TOURISM		
A detailed architectural lighting design is being developed for St. Nicholas Church (Westgate Street). Listed Building Consent will be sought during the autumn with the installation of the scheme subject to funding next year.	Gloucester City Council Environmental Planning	Scheme has been developed for St Nicholas but there is a lack of funding to implement entire scheme. It is intended to submit a Listed Building application but works will not be completed unless further funding is committed.
The Folk Museum will be hosting the Cotton Motorcycle Rally in August celebrating this major aspect of Gloucester's Industrial heritage and opening it up to a tourist audience that may have been previously been unaware of its links to Gloucester.	Gloucester City Council Museums	The Cotton Motorcycle rally brought 350 visitors into the Folk Museum. Two Cotton Motorcycles are currently on display including one that was in the TT rally on the Isle of Man in the early 1960s.
Both of Gloucester's Museums will be taking part in the Gloucester History Festival and national Heritage Open Days through talks, tours and family orientated activities to help Gloucester's heritage come alive for our residents and tourists. The Museums are also helping support the Heritage Open Days at other city venues through outreach, loans and pooling of resources.	Gloucester City Council Museums	The Heritage Open Days attracted 1400 visitors into the museums over the four days, many of them coming along to see our beautiful museum buildings. Visitors to the City also benefited from object loans to the Civic Trust at St Michaels Tower and a Museum presence at Llanthony Priory. A loan of WW1 items to a Hempstead Church played a part in the village's HLF funded World War One project, which later saw the Museum involved in Hempsted Primary's week long activities on the project. As part of this project the City Council Museums held 9 outreach sessions, 19 museum sessions and 4 long loans for Kingsholm Primary School.
Through the THI an education pack is being	Gloucester City	Pupils have undertaken visits to the museums

<p>produced working with Kingsholm Primary School, encouraging year 6 pupils to investigate historic buildings in the city linked to the historical development of Gloucester. Pupils will also be undertaking workshops with the Museums and with the Civic Trust looking at various aspects of Gloucester's history.</p>	<p>Council Environmental Planning</p>	<p>and utilised outreach collections exploring different aspects of Gloucester's history. The Civic Trust undertook tours of the Docks in November. The Education Pack is being produced. A teacher was employed in October to develop the resources and provide the curriculum links.</p>
<p>A re-lighting scheme for St. Mary de Crypt Church has been designed, costed and a detailed scheme agreed. A local contractor is now in the process of ordering all of the necessary lighting equipment with installation to commence in July. The project involves a series of waterproof, toughened LED up lighters which will highlight the stone piers and walls, as well as the decorative main church doorway.</p>	<p>Gloucester City Council Environmental Planning</p>	<p>Scheme completed.</p>
<p>The Folk Museum will be hosting Apple Day in October, again celebrating a key aspect of Gloucester's Agricultural and Cultural heritage. There are few places in Britain that a horse drawn cider mill can be viewed in action.</p>	<p>Gloucester City Council Museums</p>	<p>The annual Apple Day, held on 24th October at the Folk Museum, was as popular as ever despite the rain, with more than 350 people coming to see Fergus the horse pulling the stone apple crush and trying their hand at apple related activities.</p>
<p>Gloucester History Festival Committee will be delivered in September. There has been a concerted effort to increase the profile of the event by attracting better known speakers. BBC historians Dr Janina Ramirez and Tom Holland, plus Nicholas Soames MP – grandson of Winston Churchill. Tickets will become available from the end of July.</p>	<p>Marketing Gloucester</p>	<p>The Gloucester History Festival Committee has now become the Gloucester History Committee (as of Dec 2015) to incorporate history events outside the main festival i.e. Henry III and Aethelflaed 2018. Heritage Open Days saw a small decline in visitor numbers however, MGL carried out an analysis on other top 5 HOD cities. Janina Ramirez, Tom Holland and Nicholas Soames saw the highest attendance figures for the 2016 festival.</p>

		Janina Ramirez is already back on board for 2017 festival.
The annual History Festival will take place at Blackfriars in September, with the largest program so far and an extension of the talks to one weekend date on Sunday 20 th .	Gloucester City Council Blackfriars	Attendance at the Blackfriars Talks increased overall from the previous year, with the talks by Janina Ramirez, Tom Holland and Nicholas Soames being the best attended. There was not too much difference in the figures for the Phil Moss talk on the Sunday compared to weekday events.
Launch of the Folk Museum 'Sweet Shoppe'.		Gloucester Folk Museum launched the 'Museum Sweet Shoppe' in the old ironmongers shop in the Folk Museum garden. The shop features old fashioned sweets in jars served the old fashioned way with staff dressed in historic costume. It gives adults an opportunity to relive school days by trying sweets such as lemon drops or rhubarb and custard sweets, and shows children how sweets used to be before mass marketing of branded sweets.
RAISING THE STAKES FOR CREATIVITY		
Both Museums will host the Arts Council funded 'Scriptorium' plays, written by local playwrights and performed by local companies. The project provides paid work for local directors, actors and playwrights, and gives them the opportunity to produce plays about Gloucester-specific events, to increase awareness of Gloucester's historical wealth.	Gloucester City Council Museums	Three Scriptorium Playwright Workshop plays were held in the museums on the 24 th and 25 th July, with two showings of each play, attracting more than 500 visitors in total.
As part of the THI, Gloucester City Council is working with the Young Gloucestershire, the College and Woodchester Mansion to repair section of walls at St Mary De Crypt Church. The next phase will be completed in October. Three training courses will be	Gloucester City Council Environmental Planning	The second section of repairs to the walls was completed in October. The workshops on timber window repair, roof lights and a property maintenance day were held successfully.

run for conservation professionals and for property owners funded by the Heritage Lottery THI scheme. The first taking place in June and July on timber windows and roof lights, the others in October on property maintenance.		
Strike a Light and Marketing Gloucester have teamed up to deliver a range of cultural activities over the Rugby World Cup. Performances include the Red Hot Chilli Pipers, the Kapa Haka Tale and Haka Day Out by Corey Baker Dance, Joji Hiroti and Taiko Drummers, a rugby flash mob in conjunction with Avant Garde Dance and Ensemble Rustavi.	Marketing Gloucester	£85,000 of funding was secured from the Arts Council England to deliver the RWC Cultural Programme. This was branded under the Festival of Rugby (along with the Scrumpty Trail). An estimated 400,000 visitors participated in Gloucester's Festival of Rugby events over 3 months.
Kings House creative hub is planned to open September 2015 with areas for performance and visual arts practioners. This has been driven by Marketing Gloucester with much support from various departments of Gloucester City Council.	Marketing Gloucester	The King's House Creative Hub has been put back to Q1 of 2016.
An interim Gloucester Culture Board has been formed with key partners coming together to consider how the city ensures that culture is at the heart of the city, for the good of all. They are working towards an updated Cultural Strategy for Gloucester which will involve a great deal of consultation with groups and individuals across the city. A fully constituted Gloucester Culture Board will then be set along with an accompanying Cultural Forum.	Gloucester City Council / Marketing Gloucester / City Partners	Ongoing. FEI consultants are working with us to complete a revised strategy to go to council for adoption in March 2016. An 'Art of Listening' project will run from January to March 2016 which is being organised by Create Gloucestershire which will feed the setting up of the Culture Forum which will also accompany the Culture Board after the new strategy is in place.
The Gallery space at Gloucester Guildhall will play host to less traditional watercolour exhibitions and display more vibrant and varied artwork that will appeal to a wider age range – young artists may be encouraged to exhibit their work in turn.	Gloucester City Council Guildhall	In November we hosted street artist YTAK which was extremely popular.
Gloucester Guildhall are working on holding more	Gloucester City	Over the past six months we were focussing

immersive one-off film screening experiences, akin to Secret Cinema, which is a format younger people are familiar with – offering innovative cinema not available elsewhere in Gloucester.	Council Guildhall	more on growing our core cinema audience and promoting our new schedule, however, we plan to resurrect this in the future.
A more concerted effort to schedule films that the other cinemas in Gloucester are not showing, but that have been culturally acclaimed – residents won't have to travel to Bristol to see high quality niche cinema.	Gloucester City Council Guildhall	We have paid close attention to what other cinemas are showing and have been more calculating with our marketing to make sure we fill any gaps in the city's offering.
There will be a further three theatre companies performing shows at Blackfriars between July and December – Ignite Theatre, Tyger Productions and IKProductions.	Gloucester City Council Blackfriars	Theatre has been a big success at Blackfriars with the venue proving to be an ideal setting – particularly for outdoor theatre.
CONSOLIDATING GLOUCESTER'S REPUTATION FOR SPORTING EXCELLENCE AND PHYSICAL ACTIVITY		
Sportbeat is returning for its third year in Plock Court. The now established music festival, combined with various sports will have a focus on rugby along with big music names such as The Fratellis, De La Soul, Grandmaster Flash and Jaguar Skills.	-	This year's event was again successful attracting approximately 8,000 attendances over the weekend.
Marketing Gloucester is planning a weekend of fun filled Rugby activity at Gloucester Park on the 18 th July. Activities include a youth touch rugby tournament, skills sessions for children	Marketing Gloucester	'Rugby in the Park' took place in Gloucester Park. Gloucester Rugby's kicking coaches, Rugby Tots, O2 Touch and Old Richians provided free skills sessions.
The City Museum's WOW Rugby exhibition will highlight opportunities for people to get involved in the sport of Rugby regardless of their skills or fitness levels. Care will be taken to champion it as an accessible and inclusive sport.	Gloucester City Council Museums	The exhibition, seen by 14,700 people, included photographs from local school and community teams of varying abilities and achievements.
Oxstalls is working on a bid to host monthly county training which will provide further opportunities to the most talented, and determined Gloucestershire children to access our program.	Aspire	Oxstalls secured the monthly county training programme and approximately 24 young talented tennis players, between the ages of 8 and 18 years old, attend monthly sessions at the Centre. This has further cemented the

		partnership between the Gloucestershire LTA and Aspire.
Oxstalls will be hosting the National Wheelchair championships in December 2015.	Aspire	Oxstalls once again hosted the National Wheelchair Championships (this being the 8 th occasion). The event was well received by both the players and the LTA and they have confirmed Oxstalls as the venue for the 2016 Championships.
GL1 will be trialling the concept of a crèche with a local provider on Eastgate Street on Tuesdays in the summer holiday's to see if there is a demand for the product, linking in with Health and Fitness classes and junior programmes.	Aspire	The trial was held during the summer holidays and unfortunately there was little response to the initiative.
Marketing Gloucester have been liaising with Visit England, Visit Britain and others to maximize the impact of the Rugby World Cup, using above and below the line channels in multiple languages to promote Gloucester. The city is recognized as being in the top 12 Towns and Cities for Sport in the country.	Marketing Gloucester	MGL hosted a RWC press trip with Visit Britain with six journalists from Japan and Argentina. Gloucestershire made the shortlist of 6 for Visit England's Home of Sport campaign. MGL produced a 'What to See and Do during the RWC' guide in multiple languages that was distributed county-wide and at other host cities.
On the 5 th September, there will be a ball pass and spectacular in Gloucester city centre to celebrate our BiG year for the Rugby World Cup.	Marketing Gloucester	The Ball Pass event was a great success with thousands of people lining the streets, wanting to take part. The route went past the Cathedral where several choirs sang and the ball was finally kicked through the goalposts on the green. Junior players then passed the ball to Kingsholm to be used in the Japan v Georgia friendly. Japanese TV filmed the entire event as they were present for the friendly game.

ENJOYING AND SUPPORTING DIVERSITY		
The sixth Underground Festival provides an opportunity for local bands to perform on stage across three stages in Gloucester Guildhall. The Festival will take place on the 26 th and 27 th September.	Gloucester City Council Guildhall	2015's Underground Festival was the most successful yet with more than 400 people attending. The majority of the audience were aged 16-21 and there were more than 10 local acts on the line-up.
Barton & Tredworth Cultural Fayre is in its 3 rd year and each year it gets better and better. The 22 nd August will see a celebration of cultures in Barton and Tredworth, providing free food, entertainment and performances. The fayre provides residents with a taste of the lives of their neighbours from other cultures.	Gloucester City Council Community Engagement	The Cultural Fayre was very successful with community stands from 11 different cultures providing food for others to sample. Entertainment was provided from the Chinese, English, Afro Caribbean and Asian communities and an impromptu performance from the Czech Roma community, giving an array of colour and variety throughout the afternoon.
PLANNING FOR A TRANSFORMATIONAL PROJECT		
Heritage Lottery Schemes within Gloucester – Stage 2 submissions are due for Project Pilgrim, Discover Decrypt and Llanthony Priory.	Gloucester City Council Environmental Planning	Stage 2 applications have been submitted to the HLF for Project Pilgrim and Llanthony Priory. Discover Decrypt have delayed their submission to the spring to allow for further time to fundraise.
The planning applications for a number of high profile sites in the city including the Prison, Bakers Quay and the Bus Station are due.	Gloucester City Council Environmental Planning	Planning permission has been granted for the Bus Station. Bakers Quays and Prison sites are still on-going. Development work on the Blackfriars master plan and Fleece sites has commenced.
MARKETING AND PROMOTING GLOUCESTER		
'The World in Union' is this year's theme at Gloucester Carnival. Marketing Gloucester in conjunction with the Gloucester Carnival Arts Partnership provides an inclusive approach, welcoming all cultures and social groups to participate.	Marketing Gloucester	The carnival was seen as the best one for a number of years. There was a focus on live music with many bands, DJs and dancers taking part along the route. The inclusive approach attracted businesses such as Over Farm Market and organisations such as

		Increase The Peace and Artists Collaborate.
Gloucester hosts its first Classic and Retro Festival where the gate streets will overflow with nostalgia from classic cars, vintage fashion and music.	Gloucester City Council	The City and Folk Museums took part in this event with staff dressed in vintage clothes demonstrating Victorian Washday on the Saturday and Wartime Britain on the Sunday. The event was well received and saw the streets packed with vintage vehicles.
Marketing Gloucester, in conjunction with Team MSB are organising Gloucester in Union, an afternoon of dance and music with local youth acts and the Jam Collective.	Marketing Gloucester	Despite being moved to the Guildhall due to the weather, the event still proved popular with a wide range of people.
Marketing Gloucester has supported events which appeal and are derived from our diverse community, including carnival, music in the park and the Schools Scrumpty competition which engaged 10,000 children across the city's schools.	Marketing Gloucester	MGL delivered on these projects and also worked with schools and artists for the 2015 Christmas Lantern Procession.
Marketing Gloucester created the brand 'Gloucester 2015 – Our BiG Year' to encapsulate the wealth of activity taking place during the city's year in the spotlight. The umbrella brand allows MGL, Gloucester City Council and other third parties to tie in with events and initiatives taking place this year with the Rugby World Cup, the Scrumpty Sculpture Trail and History festival along with lantern procession all achieving the goals of promoting the city. The brand has been supported by local media, event organisers and other organisations.	Marketing Gloucester	The brand was used on various event/festival publicity throughout the year including leaflets, banners flags, bunting, balloons, badges and mugs. Many organisations such as Gloucester City Council, Gloucester Citizen, and Hudson Sports also adopted the branding. Stagecoach introduced the logo on to their livery for their fleet of no. 12 buses. The Citizen produced an 'Our BiG Year' collectors issue looking back on a busy 2015.
Marketing Gloucester will continue to organise familiarisation trips for coach operators and group tour operators, domestic and foreign press – particularly during the Rugby World cup period.	Marketing Gloucester	MGL and the TIC organised a familiarisation trip in July to coincide with the Gloucester Quays Food Festival, prompting excellent feedback from Group Travel Organisers.

		MGL organised a press trip for Argentinean and Japanese sports and travel writers a month before the RWC. Received excellent feedback and follow up articles as demonstrated by the numbers of fans visiting the city from those two countries.
There is a schedule of PR in press, on radio and TV as well as above the line promotion that will continue to promote the city, including a 100,000 'What to do and see' brochure and the 200,000 Scrumpty Trail leaflet distributed through distributors.	Marketing Gloucester	MGL brought in a PR consultant during Tall Ships and RWC to produce additional PR content. 100,000 'What to see and do' brochures were produced along with 140,000 Scrumpty leaflets.
Gloucester Guildhall has recently released a new hires brochure, which is incorporated with the facilities available at Gloucester Blackfriars and Gloucester Folk and City Museums. In addition to this on Tuesday 10 th November, the Guildhall will be hosting an open evening to promote the facilities available throughout the venue.	Gloucester City Council Guildhall	The open evening was well attended and we have since secured new business directly from it. The new hires brochure is proving to be a crucial tool in promoting our hires offer and it has been very well received.
The Blackfriars team are currently planning their next internally run event, Blackfriars Choir Festival for Christmas, which is due to be held on Saturday 21 st November.	Gloucester City Council Blackfriars	The Christmas event was a raging success. It was completely sold out and it proved what we all suspected, that Blackfriars is a superb setting for a choir concert. Plans for next year are already afoot.
In October Gloucester Guildhall is hosting the city's first 'Glostoberfest', bringing a slice of Bavarian brilliance to the city centre. There will be music, food and one-off beers for the inaugural event. The aim is to build it year on year and capitalise on the ever growing desire for beer and ale in the city.	Gloucester City Council Guildhall	Glostoberfest was another huge success and tickets were sold out. We have already had enquiries for next year's event, with one customer wanting to buy 100 tickets for their company.
Deans Walk Arts Project will celebrate Gloucester being a host city. Local artists an older and young peoples clubs have worked together to create a	Gloucester City Council Community	The older peoples clubs from the Gloucestershire Rural Community Council shared their memories of Gloucester and

<p>mural based on their memories of the city, where both the artists and young people will then interpret and paint onto the wall. The intergenerational work is pushing boundaries between the two age groups and giving all a taste of new hobbies or skills. The project will be funded by local businesses with residents taking the lead.</p>	<p>Engagement</p>	<p>input their ideas of what should appear on the wall. Young people from the Aston Project and Great Expectations (which is run by the police) interpreted the visions of the older people and worked with street artists to do the mural.</p>
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Appendix 2 – Cultural Strategy Planned Activities from January to June 2016

ACTION	PARTNER
MAKING SENSE OF THE CITY CENTRE	
‘Museums After Hours’ – both the City and Folk Museums will be opening until 9pm for one night only during February and April, enabling those that cannot make the standard opening times the opportunity to visit and discover all about Gloucester and what’s so great about both Museums.	Gloucester Museums
As part of the annual Residents Weekend, the Folk Museum is getting involved by offering Tudor building tours.	Gloucester Museums
By the end of June 2016 it is anticipated that five further grants will have been awarded to properties at Albion House, 136-138 Southgate Street, 151 Southgate Street, 125 Southgate Street and 6 Priory Place. Works should have been completed at 57, 59 and 150-152 Southgate Street.	Gloucester City Council Environmental Planning
The Eastgate Chamber board will be installed in January. (Since production of this report, the interpretation board has now been installed).	Gloucester City Council Environmental Planning
The William Henley plaque at 5 Eastgate Street is going to be repainted.	Gloucester City Council Environmental Planning
Works are planned to re-decorate the underside of the archway to the former St Mary de Crypt School, once completed a new plaque to George Whitefield will be fixed to the side wall. In addition, the old school plaque will be removed, cleaned and re-fixed at a lower level. A new light will also be installed within the archway as part of the public realm improvements.	Gloucester City Council Environmental Planning
The emerging Public Realm Strategy sets out ways to improve the legibility and circulation within the city centre, including improving links between key city centre uses and transport hubs. A draft will be circulated for comments/consultation.	Gloucester City Council Environmental Planning
A townscape character analysis is being produced for the city, this will build upon the word profiles which were developed for the City Plan and will establish the key characteristics and design qualities that define Gloucester’s unique local distinctiveness in a formal manner. The work, once completed will be used in assessing planning applications and will also be used as part of the evidence base for the forthcoming City Plan.	Gloucester City Council Environmental Planning
Applications have been made for digital information boards/signage at various	Marketing Gloucester Ltd

locations across the city.	
Gloucester Blackfriars has now become a fully established wedding venue in the heart of the city and is going from strength to strength with 10 weddings confirmed from January to June.	Gloucester Blackfriars
Gloucester Guildhall's rebrand will see a stronger and more prominent street presence making it much clearer to passersby the location of the venue.	Gloucester Guildhall
RETHINKING HERITAGE AND CULTURAL TOURISM	
Every Saturday from the 1 st April, a new interactive experience can be found at both the City and Folk Museums where staff will be dressed in historic costume, wandering the galleries, talking to visitors and bringing the museum collections to life.	Gloucester Museums
The City Museum & Art Gallery welcomes an exhibition called 'A Tudor Child' from March through to July.	Gloucester Museums
'Public Art in Gloucester Centre' (<i>title still to be confirmed</i>) is a Culture Club talk by Jenny Williams being held at the City Museum in April. This talk will look at statues, monuments and mosaics across the city.	Gloucester Museums
May 2016 at the City Museum will see a Culture Club talk on 'Cotton Motorbikes and Cross Manufacturing' with Rodney Cross. The Cross Manufacturing Company is still a family owned business started by Rodney's dad Roland C. Cross in 1924. It was formed into a Limited Company in 1938 and from the very small early beginnings in the mid-1920's now employs about 500 people on three sites (Head Office in Bath and 2 factories in Devizes).	Gloucester Museums
The Town Heritage Initiative Education Pack will be launched in February 2016 whereby year 6 students will be encouraged to visit the city's museums, the archives and on site in Southgate Street. This will be promoted and supported through the THI later in the year, in partnership with the Civic Trust.	Gloucester City Council Environmental Planning
Works are well underway at the Waterways Museum within Gloucester Docks, spending £1m of Heritage Lottery Funding.	Gloucester City Council Environmental Planning
Options appraisal currently being undertaken for 26 Westgate Street and possible relocation of Tourist Information Centre.	Gloucester City Council Environmental Planning
Review of public access to Kings Walk Bastion is ongoing.	Gloucester City Council Environmental Planning
The City Archaeologist is working towards putting together interpretation panels	Gloucester City Council

and tours for the forthcoming archaeological investigations within the Greater Blackfriars area.	Environmental Planning
The City Archaeologist has three public talks planned for this period to societies.	Gloucester City Council Environmental Planning
The City Archaeologist is working with the Gloucestershire Wildlife Trust in relation to a further bid for funding for a community archaeological project at Robinswood Hill.	Gloucester City Council Environmental Planning
Gloucester Heritage Forum is growing from strength to strength and attended by Marketing Gloucester and other city partners. There are a number of events over the next three years planned around anniversaries including Henry III, Beatrix Potter, Civil War and Aethelflaed.	Marketing Gloucester Ltd
RAISING THE STAKES FOR CREATIVITY	
Complete the new Cultural Strategy and put in place a Culture 'Board' and forum. This will be vital in securing financial support from outside the council to improve the cultural offering in the city.	Gloucester City Council Interim Culture Board
Open Kings House as an Art and Culture Hub.	Gloucester City Council Marketing Gloucester Ltd
'European Art Quilts VII', is a fascinating collection of 47 works showcasing the medium of art quilting as a form of modern art. The exhibition has toured all over Europe and this exhibition in Gloucester is the first time it has been shown in Britain. The exhibition at the City Museum & Art Gallery ends in March 2016. There will be two adult textile workshops to coincide with this exhibition.	Gloucester Museums
The final two sections of the boundary walls at St Mary de Crypt Church will be completed in March/April 2016. This is being undertaken as a training opportunity in working with stone and lime render. It is hoped that young people will be recruited to the training through Young Gloucestershire and the Princes Trust, in addition to the students from Gloucester College. Workshops for property owners, architects and contractors will be organised to include working with lime, conservation of historic ironwork and basic principles of conservation for example.	Gloucester City Council Environmental Planning
A building wrap is proposed for the elevation above Paddy Power and B&M on Southgate Street which aims to recreate the façade of the Georgian hotel which stood on that site up until the 1960's.	Gloucester City Council Environmental Planning
A re-lighting scheme for the Guildhall is planned, with the existing lights to be	Gloucester City Council

replaced by energy efficient and longer-lasting LED lights, which will highlight the notable features of the listed building.	Environmental Planning
A re-lighting scheme for St. Oswald's priory is planned, which could see the numerous individual up lighters replaced by two or three LED floodlights, which would both light the overall monument and potentially allow colour-changing effects to be applied.	Gloucester City Council Environmental Planning
Where possible, Gloucester Guildhall will continue to offer support slots on music gigs to local acts. We want to give young musicians something to aspire to. We are constantly looking for new talent and will happily give opportunities to those acts that deserve it.	Gloucester Guildhall
The Guildhall Cinema will be launching a new strand of programming focusing on local film makers, providing them with the opportunity to have their films screened publicly at the Guildhall, as well as trying to encourage and inspire film-making talent in the city by accompanying screenings with talks from other local filmmakers.	Gloucester Guildhall
CONSOLIDATING GLOUCESTER'S REPUTATION FOR SPORTING EXCELLENCE AND PHYSICAL ACTIVITY	
The Folk Museum will have a new permanent gallery on the ground floor called 'Gloucester at Play' which will feature historical items of sport and leisure related to Gloucester. The City Museum & Art Gallery will have a new 1950s and 60s gallery which will include sporting items related to Gloucester.	Gloucester Museums
The Folk Museum are showing an exhibition called '125 years of Gloucester City Cycle Club' from April to July.	Gloucester Museums
Oxstalls will see the British Universities and Colleges Sports National Cross Country Championships being held in February 2016.	Aspire
GL1 will welcome the British Water Polo Championships in February 2016.	Aspire
ENJOYING AND SUPPORTING DIVERSITY	
Exhibition 'Roots', by artist Febby Mpundu is a collection of portraits inspired by a journey to Zambia. Febby has explored her personal identity, by better understanding the heritage and culture of the area. The subjects are unknown to onlookers, and yet their intimate gazes and slight expressions are reaching out and connecting beyond the art. The work reveals information about these people from their clothes, their hair, and the murky background. The personalities featured in	Gloucester Museums

the portraits were strangers to the artist at first, but working with them created a connection that will last for a long time to come. Held at the City Museum until February 2016.	
'Local Heroes' exhibition, by Churches for Change. Celebrating the local people that are making a difference to our community through their voluntary work. Many (but not all) are from the Black and Minority Ethnic community. The exhibition is in the Folk tearooms until April 2016.	Gloucester Museums
Paws on Patrol will be held in Gloucester Park for dog owners to join the well known scheme to be the eyes and ears of their community and encouraging those members who report issues of concern to the Council and Police. Dates are still to be confirmed but will happen in May/June.	Gloucester City Council Community Engagement
PLANNING FOR A TRANSFORMATIONAL PROJECT	
Heritage Lottery Schemes within Gloucester – Stage 2 submissions are due for Discover Decrypt in March. Stage 1 bid is being prepared for St Nicholas Church by the Churches Conservation Trust.	Gloucester City Council Environmental Planning
Decisions will be made on HLF submissions for Llanthony Priory and Project Pilgrim if successful works will be commencing in the summer of 2016.	Gloucester City Council Environmental Planning
Planning decisions will be made for a number of high profile sites in the city including the Prison and Bakers Quay.	Gloucester City Council Environmental Planning
The Bus Station has been granted planning permission and works are due to commence in the spring/summer.	Gloucester City Council Environmental Planning
In partnership with the County Council, work is ongoing regarding the Greater Blackfriars sites and a master plan is being developed by consultants.	Gloucester City Council Environmental Planning
The emerging public realm strategy could play a significant role in enhancing large areas within the historic core of the city, as well as raising the level of quality for the city centre.	Gloucester City Council Environmental Planning
Detailed studies on the Fleece, a grade I listed complex is being tendered to be completed in the next 6 months this includes condition and structural surveys.	Gloucester City Council Environmental Planning
Officers are entering discussions with Historic England regarding a new scheme for Gloucester City to be designated as a "Heritage Action Zone". If designated would allow additional funding for larger scale heritage projects to be undertaken.	Gloucester City Council Environmental Planning
MARKETING AND PROMOTING GLOUCESTER	
Rebranding and relaunch of the City Museum & Art Gallery and Folk Museum.	Gloucester Museums

SoMAC 2016 is a two month promotion of Music Arts and Culture that will be inaugurated in Summer 2016.	Marketing Gloucester Ltd
Marketing Gloucester will be launching a new and improved website for www.thecityofGloucester.co.uk during the first quarter of 2016.	Marketing Gloucester Ltd
In partnership with the Tourist Information Centre, Gloucester will be represented at the British Tourism & Travel Show at Birmingham NEC - the UK's premier exhibition of its kind.	Marketing Gloucester Ltd
Gloucester Guildhall has recently undergone a rebrand and this is being rolled out over the next six months. Improving the image of the city's premier venue can only benefit Gloucester as a whole and help entice more people to the area.	Gloucester Guildhall
The annual events at Gloucester Blackfriars are bringing more and more people into the city and are putting Gloucester on the map as a host for quirky events. There is a Herofest in February and The CAMRA Beer Festival in April which are always hugely popular, and a new addition this year is a Gin Festival in June which will undoubtedly be another hit.	Gloucester Blackfriars
The formation of a centralised hires team here at Gloucester Guildhall (dealing with hires for Gloucester Guildhall, Gloucester Blackfriars and the Museums) will really push the city forward as a beacon for meetings/conferences and corporate events.	Gloucester Guildhall
Gloucester Guildhall, Gloucester City and Folk Museum, Gloucester Tourist Information Centre, Gloucester Blackfriars and the Crematorium are welcoming a new streamlined box office/retail system enabling ease of purchase, increased income and a much better online presence.	Cultural Services



Meeting:	Overview and Scrutiny Cabinet	Date: 7 March 2016 9 March 2016
Subject:	Rugby World Cup Final Report	
Report Of:	Cabinet Member for Regeneration & Economy	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Ross Cook, Corporate Director	
	Email: ross.cook@gloucester.gov.uk	Tel: 39-6972
Appendices:	None	

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To provide Members with a summary of the outcomes of our Host City project as part of the Rugby World Cup 2015 (RWC) celebrations and to note the ongoing legacy priorities.

2.0 Recommendations

2.1 Overview and Scrutiny is asked to note the outcomes of being a RWC Host City and the ongoing legacy priorities that have evolved since that time.

2.2 Cabinet is asked to **RESOLVE** that the outcomes of being a RWC Host City and the ongoing work of the RWC Legacy Group set up to ensure a real legacy is achieved be noted.

3.0 Background and Key Issues

3.1 The City of Gloucester was extremely proud to be chosen to be a RWC Host City, and the whole city came out in support of the once in a lifetime opportunity for the city. 10,000s people visited the city throughout the tournament period, with approximately 50,000 people visiting the Fanzone and many more visiting the city and watching the matches at Kingsholm.

3.2 The success of being a Host City was well documented at the time, and the city received worldwide coverage, particularly on the day that Scotland played Japan at Kingsholm. The whole city showed itself off to the world audience and truly put Gloucester on the map.

3.3 The Fanzone was a major success and the investment of bringing the tournament to the city far exceeded all expectations. The city centre was awash with visitors

and events such as the Scrumpty Trail and the Cultural Programme, all bringing the whole city alive.

3.4 Since the tournament has finished, the legacy work has continued and the momentum of bringing the RWC to Gloucester has seen numerous opportunities for further investment in the city. This report highlights some of the results of being a Host City, as well as setting out some of the current and future projects that have come to fruition as a result of the tournament coming to Gloucester.

3.5 Legacy Priorities

3.5.1 In the build up to the commencement of the tournament, the RWC Project Board identified three legacy priorities –

- Putting Gloucester on the Map
- Improved Sporting Facilities
- Increasing Involvement / Volunteering

3.5.2 These priorities have already seen considerable investment in the city as a result of being a Host City, and many more of the social and economic benefits will become clearer in the months and years to come. A full Economic Impact report for the whole England2015 tournament is awaited and Gloucester is to be used as a case study. We will publicise this report as soon as it is available.

3.6 Investments and Improvements – Ongoing Legacy

3.6.1 As detailed above, there have already been a number of significant investments and improvements that came about as a result of being a Host City. This work will continue, and below are some of the key outcomes to date.

3.6.2 Sporting Facilities – We have already seen the investment being made by University of Gloucestershire and the plans to redevelop their Oxstalls Campus. This will see much improved sporting facilities on the site and neighbouring Plock Court and Bakers College. In addition, the plans to create a new Sports Hub at Blackbridge are taking shape and a community engagement programme will soon commence. Prior to the RWC, the City Council supported the Gloucester Citizen “Sporting Legacy” programme that saw £30,000 from three Councils, being given to sports clubs across all three areas.

3.6.3 The RWC saw a considerable amount of Inward Investment within the city with a number of well-known businesses opening in the city in advance of the tournament starting. During the tournament, we were able to welcome a number of potential investors to see what Gloucester can offer, and this has helped reinforce the message that Gloucester is open for business. Furthermore, by firmly putting Gloucester on the map, we have seen continued interest from countries such as Japan, who will be hosting the 2019 RWC and are keen to work with the city and learn from our experiences.

3.6.4 Hosting such a high profile Sporting Event has also resulted in a number of new sporting events being organised in the city. The Gloucester 10K has now become a key event in the runner’s diary and there are plans to hold a new Triathlon and Gloucester City Marathon in 2016. A number of rugby related events such as

Rugby in the Park and Gloucester Rugby's Beach Rugby tournament will be exciting additions to the sporting diary. All of these and many more sporting events are encouraging more people to get involved and given them the opportunity of trying a new sport and getting fit. The RFU and GRFU used the RWC to encourage more people to take up rugby, whether as players, officials, club officials or supporters. We hope to see further investment and outcomes from this in the coming years.

- 3.6.5 Being a Host City also saw some improvements being made at Kingsholm Stadium, including improved floodlights and new media facilities, as well as improvements to the ground, including reusing the artificial grass that was used at the Fanzone.
- 3.6.6 Throughout the tournament, the city experienced a number of new cultural activities, which was supported by over £80,000 of Arts Council funding. This saw international artists such as the Red Hot Chilli Pipers, Argentinian Dancers, a performance of the Haka, amongst a number of exciting new acts, performing in the city and has helped to create an increased cultural appetite that is being taken forward by the newly formed Cultural Board and soon to be published Cultural Strategy, that will set out the city's vision and priorities for Cultural activities over the next 10 years.
- 3.6.7 As part of the cultural programme, the city has seen a rise in the number of professional Street Art installations. This followed the success of the Paintjam event held in 2014 and this will continue to be a key part of both the cultural offer, including a new event in 2016, but also to continue to improve the city Street-scene.
- 3.6.8 The RWC brought forward a number of physical improvements across the city. This included the repainting of many items of street furniture and the four bins installed outside of Kingsholm that depicted images of each of the teams playing during the four Gloucester matches. There were further improvements, such as the resurfacing of Kingsholm Road and the introduction of new lamppost banners, the sprucing up of many parks and open spaces, as well as changes to the Train Station and surrounding areas. Ongoing improvements were made to Kings Square such as new paving and improvements. We are now looking at further improvements to Kings Square, including the feasibility of installing a permanent Big Screen.
- 3.6.9 Clearly being a Host City has put Gloucester on the world map and we have seen a significant increase in tourist activity both during and since the tournament took place. The Scrumpty Trail was a huge success and plans for further trails are being considered as well as seeing Scrumpty form part of other events and celebrations across the city. The positive economic impact for the tourist and service sector will no doubt be felt for many years to come. To assist with this, we were pleased to receive funding to provide "Welcome Host Training" to a large number of people working in the Service Sector, such as Taxi Drivers and Catering staff. Gloucester Museum held its "WOW Rugby" exhibition throughout the tournament, including items such as the Invictus poems signed by Francois Pienaar, which were auctioned for charity raising over £1,000 for local charities. This has helped to create ongoing support and interest in all of the Museums across the city.
- 3.6.10 The number of Volunteering opportunities both during and since the tournament has seen a continued interest and pride in the city and across many different

communities. Many residents got involved during the tournament, whether as official “Pack” volunteers, as well as helping at the Fanzone, across the city, hosting community events and getting more involved with their local sports and community groups. The City Council supported a number of community events during the RWC and will continue to support communities through our grants scheme.

3.6.11 One of the notable successes during the RWC was the Community Film Project that saw a number of Community Groups produce short films about their community and being proud of coming from Gloucester. The films were shown on the Fanzone Big Screen throughout the tournament.

3.6.12 Of course the successes of being a Host City could not have been achieved by any one organisation alone, and was built on fantastic partnership working. This has cemented relationships with a number of key partners and will ensure that partnership working is fundamental to the way we work in the future. We would like to put on record our thanks to everyone who was involved in making this event such a success.

4.0 Alternative Options Considered

4.1 Being a RWC Host City was an unqualified success and this was down to the way the project was run and the commitment and hard work of many individuals and groups. The decision to bid to be a Host City was a major consideration due to the costs involved. However, it was a huge success and the benefits of doing this will no doubt be felt by the city for many years to come.

5.0 Financial Implications

5.1 The Council set itself an extremely tight budget to deliver this project, and whilst a number of minor issues remain to be resolved, we are projecting that the whole project will have been delivered within the budget set. This has been achieved by careful management of the expenditure and looking at alternative funding and reduced / removal of unnecessary costs wherever possible.

(Financial Services have been consulted in the preparation of this report)

6.0 Legal Implications

6.1 The City Council has delivered all aspects of the Host City Agreement it had with England Rugby and so there are no outstanding legal implications.

(One Legal have been consulted in the preparation of this report)

7.0 Risk & Opportunity Management Implications

7.1 The main risks of being a Host City were exceeding the budget of £350,000 and any potential negative media coverage. However, the event was delivered within budget and was such a success and all media coverage was extremely positive about the city and our residents who took the tournament to their hearts.

8.0 Asset Based Community Development

- 8.1 The success of being a RWC Host City was in no small part achieved by the support and commitment of many local community groups who set up numerous events and activities to help promote and celebrate everything Gloucester can offer. This showed just what amazing communities we have across the city and the assets they have available to them to create such community spirit.

9.0 Other Corporate Implications

Community Safety

- 9.1 None identified

Sustainability

- 9.2 None identified.

Staffing & Trade Union

- 9.3 None identified.

Background Documents: None

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Gloucester City Council

Meeting:	Cabinet	Date:	9 March 2016
Subject:	Voluntary and Community Sector Funding 2014-16 and proposal for 2016-17 funding		
Report Of:	Cabinet Member for Communities and Neighbourhoods		
Wards Affected:	All		
Key Decision:	Yes	Budget/Policy Framework:	No
Contact Officer:	Verona Vidal, Partnership and Engagement Officer		
	Email: verona.vidal@gloucester.co.uk	Tel:	396612
Appendices:	1. Allocation of funding to community groups 2014-16		
	2. Community grants guidance 2016-17		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To outline how grant funding has been allocated for the period 2014 to 2016 and the proposed approach for 2016 to 2017.

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that:

- (1) The allocation of grant funding for the period to March 2016, as set out in Appendix 1, is noted.
- (2) The process and criteria for the allocation of grant funding, as outlined in appendix 2, be approved for 2016-17
- (3) The grant monies are split as detailed in paragraph 3.8.
- (4) The remaining ABCD (Your Gloucester) budget is carried forward to 2016-17.

3.0 Background and Key Issues

- 3.1 Gloucester City Council's voluntary and community sector grants have provided financial assistance to voluntary and community sector organisations in the city of Gloucester for many years.
- 3.2 A total budget of £592,000 was allocated for community grants for the period: 2014-16. This was split as follows:

	2014-15	2015-16
Grants for community groups	£119,000	£119,000
Service level agreements for advice centres	£192,000	£142,000
Support for asset based community development (ABCD – Your Gloucester)	£20,000	

- 3.3 In addition, the following budgets were allocated in 2014-15 and 2015-16:
- (i) Members Community Fund - £36,000 per annum
 - (ii) Youth grants (funded by Gloucestershire County Council) - £50,000 per annum
- 3.4 To support the Rugby World Cup and Kings House start-up, £15,000 was identified from within existing grants and under spends of member's allocation fund.
- 3.5 It is recommended that the remaining ABCD (Your Gloucester) budget is carried forward to 2016-17 to continue to support asset based community development. This amounts to £14,000 to cover the whole of the city of Gloucester.
- 3.6 Appendix 1 details how funding was allocated to voluntary and community groups and organisations during 2014-16.
- 3.7 For the period: 2016-17, it is proposed that the criteria for awarding grants are as outlined in appendix 2. These are set in accordance with ABCD principles and have been updated to reduce the maximum grant that can be applied for from £15,000 to £10,000 to encourage more and newer groups to apply
- 3.8 It is proposed that the grant monies for the period: 2016-17 are split as follows:
- (i) Funding for additional community builder - £30,000
 - (ii) Members Community fund- £42,000
 - (iii) Community grants - £47,000
- 3.9 The funding for the community builder is to support ABCD priority. A separate report on outcomes for the Kingsway community builder will be available.
- 3.10 The member's community fund above is in addition to the £36,000 already allocated. Therefore, each member will be allocated an increased fund of £2,000 per annum rather than £1,000 per annum. The increase from £36,000 to £42,000 takes into account that there will be three additional members from May 2016.
- 3.11 The reduction in community grants will be offset by an increase in the member's Fund, as well as continued advice and assistance from the partnerships and engagement team.
- 4.0 Asset Based Community Development (ABCD) Considerations**
- 4.1 The criteria for awarding grants have been set in accordance with the ABCD approach. To be successful applications must demonstrate that they use the strengths and assets that they already have, that there is a real desire from a group

or community for the project and that one of the outcomes is that more people are engaged in social action. .

- 4.2 A review of the outcomes and monitoring arrangements of funded organisations will be carried out to assess whether the ABCD approach is being supported in the delivery of social action and that this is value for money.

5.0 Alternative Options Considered

- 5.1 Consideration could be given to cease offering grants. However some groups would not be able to meet and or grow community social action and the council recognises the value grants offer to the voluntary and community sector and the social action this helps to generate.
- 5.2 Grant funding is an investment into communities. These financial investments support associations which reduce social isolation, encourage physical activity and other outcomes. Consideration should be given to aligning the Community Grants with commissioning that also seeks to achieve these outcomes in partnership with Gloucestershire County Council and other partners.
- 5.3 Discussions have been held with grant officers in other Gloucestershire districts to ascertain the direction of travel within their organisations to help inform our proposals.

6.0 Reasons for Recommendations

- 6.1 Community grants offer support to a wide number and range of groups that have a positive impact on the well-being of residents within their neighbourhoods.

7.0 Future Work and Conclusions

- 7.1 Reviews of the work done by groups who have been allocated funding during 2015-16 will continue and will help to inform on outcomes and how to deliver grants in future years.
- 7.2 The partnerships and engagement team will continue working with groups and individuals to connect with other funding opportunities and connecting them to others with the same aspirations.
- 7.3 A number of workshops have been held with communities and it is proposed that these will continue into the next financial year. The outcome of the workshops is to identify more groups of people coming together to share their skills and time to do more in their communities for greater well – being. The outcome of this is to reduce the call on services.
- 7.4 The allocation of grant funding will be kept under constant review. If alternative ways of allocating the money to better support the ABCD approach are identified or the sum of money for grants changes significantly then a report will be presented to Cabinet to determine any changes to how the fund is allocated.

8.0 Financial Implications

- 8.1 The tables below show a comparison of the grants allocation during 2015-16 and the proposed allocation for 2016-17:

Gloucester City Council funding:

	2015-16	2016-17
Service level agreement	142,000	142,000
Community grants	119,000	47,000
Community builder	0	30,000
Members Community Fund	36,000	78,000
TOTAL	297,000	297,000

Other sources of funding:

	2015-16	2016-17
Support for ABCD	20,000	15,000 (carried forward from 2015-16)
Youth grants (funded by Gloucestershire County Council)	50,000	50,000 (pending decision of Gloucestershire County Council)
TOTAL	70,000	65,000

- 8.2 The grants awarded for the period 2014-16 are within the budgets agreed by Council for that period. The budget to be set by Council in February 2016 will confirm the grants allocations for the financial year 2016-17.
- 8.3 The reduction in community grants will be mitigated by an increase in the member's community fund, from £1,000 to £2,000 per member during 2016 -17

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

- 9.1 The Council has a wide variety of statutory powers to award grants to voluntary and community groups.
- 9.2 The guidance, criteria and process adopted by the Council demonstrates that decisions to award grants are taken in a fair and transparent manner. Also, the written documentation of the award ensures that a successful organisation understands their obligations and the terms upon which the grant has been awarded.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

- 10.1 Removing or reducing funding could have an impact on the number of projects delivered and the support that communities need to develop and encourage more social action.

10.2 There are opportunities to use smaller funds that will grow community action through ABCD, for example hiring a venue is relatively low cost but has a high value in assisting groups to meet.

11.0 People Impact Assessment (PIA):

11.1 People impact assessments will be carried out as part of the application and assessment process.

12.0 Other Corporate Implications

Community Safety

12.1 The work done through community projects can help increase social interactions and add to a feeling of security thus reducing the fear of crime.

Sustainability

12.2 Grant funding does not directly encourage sustainability of groups who are dependent on the income. However, if grants are seen as occasional investments and groups have a plan around this concept; this will create opportunities around a skill sharing economy within the voluntary and community sector.

Staffing & Trade Union

12.3 Not applicable

Background Documents: None

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Appendix 1

Allocation of Funding to Voluntary & Community Groups/Organisations 2014 - 2016

Organisation and Type	Project description	Yr 1	Yr 2	Total Award
Abbeydale Community Association	Weekly artwork course for children aged 7 – 13yrs. 18 children attended and artwork displayed within centre	£1,700	£1,700	£3,400
Age Concern St Hilda's Lunch Club	3 x weekly meals and contribution towards transport. Provides companionship which reduced isolation for 44 people	£2,000	£2,000	£4,000
Barnwood Community Partnership	Admin, insurance and running costs	£1,183	£1,183	£2,366
G.A.R.A.S (Gloucestershire Action for refugees & Asylum Seekers	3 x volunteers teaching @ 6hrs per day X 3 days per week for 40 weeks 1 x volunteer to help access volunteering opportunities 2 x volunteers to help access volunteering opportunities	£4,674	£4,674	£9,348
G.A.V.C.A (Gloucestershire Association for Voluntary & Community Action)	56 Groups supported to date with issues include funding advice, bid assistance, joint working, volunteering, organisational development, starting & closing a group, mentoring and job advertising	£15,000	£15,000	£30,000
Gymnasion/Friendship Café	Funding towards Centre Mangers post to work on plan to revive the centre as a full time youth & community centre for all	£13,165	£13,428	£26,593
Matson & Robinswood Community Partnership	Contributions towards room hire, 2 x newsletters and a summer trip. Supporting 2 x local planning	£1,000	£1,000	£2,000

	groups and future work include development of welcome pack and signage for new estates			
Play Gloucestershire	Provide free community based holiday play days in wards, reclaim green spaces for play, encouraging young people to volunteer and encouraging healthy active lifestyles to over	£9,910	£10,207	£19,117
Rainbow Social Club	Contribution towards running costs of social club for people with learning difficulties	£4,000	£4,000	£ 8,000
Community Connexions(formerly Third Sector Services)	Contribution towards providing door to door community transport. 125 hours of volunteer drivers time within Gloucester City and 600 residents who have mobility difficulties to libraries, hospitals, shopping and day centre	£15,000	£15,000	£30,000
Kingsholm Neighbourhood Partnership	Provided engagement opportunities for over 50 people in Rugby World Cup, Centenary of World War 1 and planning issues	£1,000	£1,000	£2,000
Together in Matson	Young people planned and organised a Christmas event attended by 600 people. 3 x weekly youth club attended by 250 young people. Summer day trip. Soft outcome include confidence, self- esteem,	£15,000	£15,000	£30,000
Barton & Tredworth Neighbourhood Partnership	Room hire for meetings, admin and discretionary seed grants to informal groups i.e. Czech Romany Childrens Party,	£1,815		£ 1,815
Black Elders Day Centre	Provide fitness and activity sessions to prevent falls	£600		£ 600
Friends of Saintbridge Pond	Provide equipment and training for young people to use a less invasive method of vegetation maintenance programme	£1,565		£1,565
Gloucestershire Bangladeshi Women's Group	Contribution towards providing a range of culturally appropriate activities	£2,225		£ 2,225

Gloucester FM	We estimate GFM has potential listenership of over 20,000 this is based on the number of BME living in Gloucester and the number of hits per month on GFM website.	£14,640		£14,650
Gloucester Street Pastors	Contribution towards volunteer patrol scheme covering the city centre on Fri and Sat 22.30pm and 4.00am on Fri and Sat to reduce crime and disorder and support to those who need it	£3,000		£ 3,000
Hucclecote Community Association	To provide free youth drop in facilities for young people aged 11-18 twice per week. No other similar facility in area	£7180		£ 7,180
Saintbridge Allotment & Gardens Association	Contribution towards equipment and resources for intergenerational growing project between older members of saintbridge allotment and Gloucester Academy School	£440		£440
Tuffley Community Centre	Refurbishment of a regularly used kitchen used by various groups and residents in the area	£3,000		£3,000
Churches 4 Change	Working with St James Church to set up a befriending scheme		£2,000	£ 2,000
Gloucestershire Deaf Association	Contribution towards a café and bingo board games club for local people run by a core group of up to 7 deaf sign language users		£2,493	£ 2,493
St James City Farm (Grow Gloucester Project)	Equipment and resources for allotment and cookery project using the farms allotment and other disused green spaces in the city		£1,850	£ 1,850
Gloucestershire Bike Project	Provide series of free bike maintenance workshops with adults aged 55 plus. Volunteer peer support to set up own groups		£2,500	£ 2,500
Ebony Carers	Contribution towards venue hire and resources to provide regular exercise and healthy eating sessions with isolated carers		£1,290	£ 1,290
Europa European	Contribution towards fortnightly drop in sessions		£2,496	£ 2,496

Alliance	for those originally from Eastern European Communities ie help with skills, language and job skills training			
Sharp Life & Learning Skills	Contribution towards equipment and resources for an enterprise group with students who have learning difficulties, to cultivate fruit and vegetables for distribution to people in the local area within walking distance of the project		£2,500	£ 2,500
Abbeydale Senior Citizen	Contribution towards older volunteers running activities with older people to reduce isolation by providing a diverse programme		£600	£ 600
Roots Coffee & Community CIC	Contribution towards room hire and resources for community meals with families, older people etc. who live in the area		£1,836	£ 1,836
Active Connections	Increase confidence to take part in physical activity locally and increase awareness of local activities for families and over 55's		£2,400	£ 2,400
Kingfisher Treasure Seekers	Equipment and resources towards establishing a new hospitality team to provide opportunities for residents and young people to gain events management and hospitality experience		£2,500	£2,500
Kingfisher Tredworth	Equipment and resources towards toddler groups and the only TWINS group in Gloucester		£2,440	£2,440
Strike a Light	Contribution towards ACE bid to find and develop emerging BAME artists		£1,000	£1,000
Gloucestershire Chinese Resource Centre	Contribution towards venue hire and start - up costs for new arts group to share skills and reduce isolation		£400	£ 400
Longlevens Ladies FC	Contribution towards developing a ladies team to increase participation and learning opportunities i.e. coaching skills		£862	£ 862
Longlevens AFC	Contribution towards football related training for		£380	£ 380

	current members			
Together in Matson	Contribution towards community engagement activity organised by young people for young people		£850	£ 850
Festival and Events – to support rugby world cup				
Longlevens Rugby Football Club	Support for fans to watch matches and give local residents opportunity to connect			£1,000
Josie's Melting Pot	Community coming together and partners able to promote café, services and activities			£ 500
Chinese Resource Centre	Promote the link with Japan in RWC, Chinese and English Community			£ 407
Churches 4 Change	Contribution towards series of community events			£1,000
St James School	Class work and sports day linked to RWC			£ 320
The Nelson Trust	Support to the recovering community to celebrate RWC			£ 562
Get Up and Go	Encouraging people to come together to use existing sports facilities			£ 400
Roots Coffee and Community CIC	Series of events to engage Kingsholm residents and wider community with RWC			£ 805
GL Communities	Wide collaboration to ensure RWC bringing different people together			£ 450
Kingfisher Treasure Seekers	Innovative idea to run salsa dance workshops leading to Salsa Street Party in City centre			£1, 000
All Nations Community Centre	Supporting parent volunteering and inclusion in the RWC			£ 820
Gordon League RFC	Host multiple events in the run up and during RWC			£ 986.01
Gloucestershire BME	Carers, parents, extended family and local			

Focus Group	volunteers organising Community Fun day with Rugby related theme			£ 488
Total amount allocated during 2014 to 2016				£237,001
	Service Level Agreement			
Citizen Advice Bureau		£84,304	£62,015	£146,034
Gloucester Law Centre		£103,020	£75,812	£178,832
G.A.R.A.S		£4,064	£4,064	£4,064
Total amount allocated during 2014 to 2015				£333,279
	ABCD – Your Gloucester			
No Limits	Workshops that will provide social connections for people who are known/referred to the organisation. Also lonely or isolated/have clinical or non – clinical mental health concerns workshops around job skills & other services as required by attendees, e.g. healthy eating/health advice	n/a		£370
Flutterbucks Nursey	Help with relocation costs to Kingsway	n/a		£250.
Andrew Thorn Storybook project	Collecting stories written by residents.	n/a		£300.start-up costs.
The Kingsholm & St Oswalds “ Little Winter Knit”	Participants will be learning to crochet, sew or knit and sharing any skills they have in these crafts. They will also drink tea together, share ideas about their local community and hopefully become a peer support group, in time.	n/a		£280 plus a Big Knit starter pack
The Kingsholm Community Christmas Market	Kingsholm Community Market – Attendance of around 150 people during the day and another 50 for the band night, coach and horses. At least 2	n/a		£500

	were first time stallholders. Staff from the electrical shop volunteered their time, local shops gave goods for prizes. Volunteers face painted, organised carol singing. Connections made resulted in attending the knitting project. Positive feedback from residents which can be viewed on social media site			
Project Advent Fenster or living Advent	Decorate a window according to their own taste and creativity. Each participant deciding on how much effort you want to put into it. Not worrying about people's expectation. Just agreeing to spread some light (and colour) throughout advent in our neighbourhood.	n/a		£300
Philip Street Community Garden	<p>St Philips Court is a sheltered housing complex for elder people, directly outside the front of the building are a large number of brick built raised beds. These beds have been left uncared for, they have become severely overgrown and an eye sore to all of the community. Currently unable to establish who is responsible for these beds and it would appear that no-one wants to take responsibility for the maintenance of these beds.</p> <p>As a result residents at STPH have decided to lead a project clearing the beds themselves and restoring the beds to their former glory</p>	n/a		£500
Crafty Ladies	Following a successful taster course using recyclable arts and crafts – developing a 12 week	n/a		£500

	course, led by peers to continue to develop their concept of crafts which they can continue at home			
Kingsway and Quedgley Conservation	To hold two pond dipping events which will form the basis of continued seasonal collaborations with both primary school and childminding services in the area, to take more responsibility for local conservation and at the same time encourage community connections	n/a		£500
Kingsway Runners	Building on the momentum and volunteer capacity – train new leaders to cope with the growing number of participants whilst encouraging others to take up exercise and reap the benefits.	n/a		£500
Quedgley and Kingsway Men's Shed	Provides a space for Men to make connections, feel productive and valuable to the community.	n/a		£500
The Beacon	Facilitate weekly group which encourages effective coping strategies as well as activities to help build confidence should they wish to participate	n/a		£500
Total amount allocated to date				£4, 920
Youth Activities Grant (Gloucestershire County Council)				
Organisation and Type	Project Description	Yr 1	Yr 2	Total Award
Gloucester Blazers Wheelchair Basketball Club	Provides opportunity for disabled young people seeking a physical activity in a safe environment	£2,500	£2,500	£5,000
St John's Ambulance	Provides first aid for primary school children	£2,500	£2,500	£5,000
Gloucestershire Bike Project	Series of bike building workshops and outdoor pursuits days	£2,500	£2,500	£5,000

Old Richians Rugby Football Club	Purchase portable foodlights to enable 200 boys and girls to engage in sporting and training activities during the evening sessions	£2,044		£2,044.
Gloucester FM (GFM)	Contribution towards application to become registered accredited trainers to train young people in media production	£2,125		£2,125
ReachOut!	Summer activities and street work with young people	£2,000		£2,000
Together in Matson	Weekly Youth club	£2,500	£2,500	£5,000
MY:UK	Weekly Youth Club	£2,410	£540	£2,950
Glo-Active Saturday Starz	Fortnightly club for disabled young people	£2,500	£2,500	£5,000
Furniture Recycling Project	Continuation of funding to increase hours to further develop project to provide mentoring, advice and guidance to young people	£2,500		£2,500
Churches for Change	Run youth activities over 4 sites over the school holidays	£2,500	£2,500	£5,000
Gloucestershire Chinese Resource Centre	Intergenerational awareness, healthy eating and Getting advice.	£1,000		£1,000
Friendship Cafe	Single sex swimming sessions	£1,700	£1,000	£2,700
Glo – Active Street Beat	Weekly dance youth club	£1,940		£1,940
Roots CIC	After School club	£2,381		£2,381
Gay-Glos	Weekly Youth Club activities	£1,100	£1,500	£2,600
Create Gloucestershire/Strike a Light	Deliver workshops for young people culminating in a performance. Also targeting development of young BME artists	£2,300	£2,490	£4790
Kingfisher Treasure Seekers	Youth club, Alcohol free live music and Music workshops	£2,250	£2,181	£4,481
38 th Longlevens Scout Group	Contribution towards purchasing camping equipment	£500		£500

Glos'shire Dance	Contribution towards disabled arts programme for young people	£2,460	£2,380	£4,840
Gloucestershire City Supporters Trust	City wide football roadshows during school holidays		£2,249	£2,249
15 th Gloucester (St Peters) Sea Cadets	Powerboat safety training for 3 leaders and waterproof equipment		£724	£724
BuzzBeat	To turn music studio at chequers into a digital recording studio. Run by and for young people		£2,369	£2,369
Active Connections	Development of young volunteer to mentor and support young people		£2,500	£2,500
Gloucestershire Deaf Association x 2	Youth clubs for younger and older young people		£3,656	£3,656
Gloucestershire Youth Mini Bike Project	Provide safe, controlled environment for using mini/pit bikes		£1,800	£1,800
Gloucestershire Young Carers	Run activity based respite support for senior young carers		£2,400	£2,400
Longlevens Ladies FC	Set up an Under 12's girls football team by providing 3 summer football events		£1,645	£1,645
Street Beat	Weekly dance group	£1,000		£1,000
Young Gloucestershire	Weekly youth club		£2,500	£2,500
The Venture: White City Youth Council	Bespoke Youth Club	£2,251.2		£2,251.20
	Develop Youth Council		£2,000	£2,000
Total Amount allocated to date				£90,000
	Members Community Fund-2014 - 2015			
Member - Cllr				
Beeley	Hucclecote Girls Guide			£991.96
Bhaimia	Benches for Ayland Gardens and St James Park			£1,000
Brown	Hucclecote Girl's Guide, 5 th Gloucester Boys Brigade and Gloucester and District U£A			£996.98
Chatterton	Increase the Peace			£1,000

Dallimore	Clean up Lower Tuffley Lane, Podsmead Community Association, Charlies; Bowls Club mower, Josie's Café			£1,000
Dee	Curtains for St Barnabus Church			£1,000
Field	Rose garden improvements, Christmas Crafts at Kingsholm, kingsholm bins			£1,000
Gilson				£0
Gravells	Abbeydale Rovers Football Club			£1,000
Haigh	Wiggly Worm project			£1,000
Hanman	Chairs, tables, fridge for Tuffley Community Association			£992.02
Hansdot	Benches for Ayland Gardens and St James Park			£1,000
Hilton	Rose gardens improvements, Kingsholm bins			£1,000
Hobbs	Glos Mini Bike project, rainbows and Golden Years			£990
James	Longlevens Football Club			£1,000
Lewis	Multiple Sclerosis			£1,000
Llewelyn	ReachOut – Quedgeley community choir			£1,000
Lugg	Junior Warden Scheme and Gazebo for White City CAG			£778
McLellan	Vibe Youth, Hucclecote Girls Guide, Friends of Barnwood Arboretum			£1,000
Mozol	Quedgley Parish Council			£1,000
Noakes	Scouts Event			£1,000
Norman	Chatterbox at St James Church, Chit Chat at St James Church, Equipment for Quedgeley PC			£994.99
Organ				£0
Patel	City Farm, Widden School, Info Buzz			£1,000
Porter	Longlevens Football Club			£1,000
Pullen	Increase the Peace			£950
Randle	Dog bin stickers, Emmaus, St Oswalds,			£1,000

	Hucclecote Playgroup			
Ravenhill	Abbeydale Rovers Football Club			£1,000
Smith	Mini Moto and Soft Play			£1,000
Taylor	Abbeydale Rovers Football club			£1,000
Toleman	Carpets for playgroup, gates for lawn assoc and repairs to village hall			£950
Tracey				£0
Williams	Event at Longlevens Holy Trinity Church and Junior/infant school			£1,000
Wilson	Hucclecote Girl Guides, Hucclecote Community Association			£1,000
Witts	Lonsdale Church			£1,000
Witts	Lonsdale Church			£1,000
Total				£32,643.02



Community Grants Guidance 2016 – 2017

Part 1 Guidance

Who can apply?

We will only consider funding organisations as follows:

- a voluntary, community organisation or social enterprise that is/intending to run activities in Gloucester for at least 12 months;
- be non-profit making (any funds raised must be used towards furthering the aims and objectives of your organisation);
- have a constitution setting out your organisation's aims and how you operate; or alternatively an organisation with policies in place has agreed to be accountable for the funds on your behalf
- operate to the benefit of Gloucester and its people, and normally be located within the city;
- be able to provide annual accounts and an annual report for the last financial year or a 12 month financial budget;
- have a bank or building society account in the name of your organisation which needs at least two signatures on each cheque. The two signatories on any one cheque cannot be related or live at the same address;
- If you are applying for more than £5,000 be formally regulated or registered, for example: a registered charity or company limited by guarantee.

We will not consider applications from / for:

- statutory bodies or individuals;
- companies that exist to trade for profit;
- organisations which promote political parties;
- organisations which could reasonably be expected to obtain sufficient funds from other sources or members' subscriptions;
- organisations whose principle area of activity is outside the City, or whose aims and objectives are not specifically directed at residents of the City of Gloucester;
- organisations whose annual expenditure exceeds £100,000 **and** that have more than 6 months of unrestricted reserves (this includes designated reserves);
- national organisations with no specific local brief;
- deficit funding;

Part 2 Guidance

In answering the questions in Part 2, we only want information about your specific project for which you seek funding, not your organisation in general.

Gloucester City Council wish to support the voluntary and community sector and will fund projects using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

There are five questions in Part 2:

Questions 1-3

Given the high number of applications we receive for community grants we would recommend that you must be able to demonstrate that your project can answer yes to at least one of these questions to be able to be considered for a grant.

Those applications which answer yes to two or three are more likely to be considered.

We will not consider applications that answer no to all of these questions, and we recommend that you seek alternative sources of funding.

Question 1 – this question seeks to show that your project will really make a difference in your community and will demonstrate diversity and inclusion.

Question 2 – this question is about whether the project is going to give skills and training to support the group or community. We want to see passionate people in our communities given the training and support for them to become more active in their communities.

Question 3 – this is about whether the project will increase the amount of volunteer hours either through leading groups or helping out. Volunteers underpin our communities and we want to support those passionate people to give their time and skills.

Questions 4 and 5

Question 4 is about whether people are passionate about the project you want to fund with your grant. We are keen to see where you have utilized all the skills and opportunities you have before applying for a grant. This is about using the assets that already exist in your group. Gloucester City Council wish to support the voluntary and community sector using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

Question 5 is about whether you've developed a partnership with another community organisation. In doing this you can use equipment and skills that are already there. We are keen to promote partnerships and skill sharing across the community.

Part 3 Guidance

How much can I apply for?

You can apply for up to £10,000 during 2016/17. We will not award any further funding than this for any one single project, we will accept more than one application per organisation; however, we wish to support as many groups as we can. The project must be completed by 31 March 2017)

What will we pay for?

We will pay for your project costs, however, we will give higher priority to those projects that we are a match funder. We do expect you to secure funding from other sources as well. We will not fund applications made retrospectively.

What else do I need to know?

If you also need funding from other sources, please include the details in your application, it must have been secured before our funding will be released.

If the total cost of your project is greater than the amount you've applied for from the City Council, you must have secured the shortfall before we can pay your grant. You must provide proof of how you have achieved this.

What is the deadline for application?

Completed applications must be received by **5pm Friday 1st April 2016**. Any late applications will not be considered.

How to apply?

Complete all the sections of the application form. (NOTE Please do not send in any additional information with your completed application form)

Once you have completed the form in full please either email it to grants@gloucester.gov.uk

If you complete the form by hand, please post to

Partnership & Engagement Team,
Gloucester City Council,
The Docks,
Gloucester,
GL1 2EQ

What happens next?

When we receive your application we will check your application against the criteria and that your project is something we can support. We will then use a scoring system to help us decide which projects to fund.

We'll give higher priority to applications that:

- clearly show what difference it will make to peoples' quality of life and wellbeing;
- there is evidence that the programme will work and there is a clear desire people want it and you've used people's strengths and assets;
- fit strongly with our Grant aims and Council Plan 2014-17 outcomes

Applications will be prioritised on this basis. To help the council better understand the impact of local projects, applicants may be invited to a decision making panel.

What happens if we offer you a grant?

If we offer you a grant it will be on the condition that you accept the terms of our conditions of grant aid and send us some documents that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents.

Our standard conditions of grant aid are in the application pack. The additional information required if you are offered a grant will be –

- **Accounts** - We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form** – If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements** - We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document** - Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisation's signed and dated constitution
- **Equal Opportunities Policy** - we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months
- **Safeguarding Policy** – we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months

Celebrating success

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

We will also need you to provide us with monitoring information, telling us how you spent the grant and what you achieved with it. You will need to have systems in place so you can evidence that your work is making the differences you expect. We will confirm what is required if we offer you a grant towards the end of the financial year/s.

Support

If you require any support in applying for a Community Grant, please contact Gloucester City Council on: 01452 396 612.

Please note all grants are subject to Member Call-In.

Other sources of grant funding

Members Allocation Fund – Your City Councillor has a Members Allocation Fund. You could contact your City Councillor and discuss a possible grant from them. To find your local Councillor use this link <http://democracy.gloucester.gov.uk/mgFindMember.aspx>

Active Together – if your group or project increases how active people are you could apply for an Active Together grant from your County Councillor by following this link <http://www.gloucestershire.gov.uk/activetogether>

Healthy Together – if your group will reduce health inequalities, you could apply for a Healthy Together grant, by following this link <http://www.gloucestershire.gov.uk/healthytogether>

Your Wellbeing - If you require a small grant of up to £500 to improve physical or mental health and wellbeing, you can apply to the City Council for a Your Wellbeing Grant. You can do this by e-mailing us at grants@gloucester.gov.uk and put Your Wellbeing Grant in the subject title of the e-mail, or call us on 01452 396 266.

Sports England – there are small grants for sport available from <http://www.sportengland.org/media/32977/Small-grants-guide.pdf>

Other sources – you can find a comprehensive list of other grants at <http://www.glosvcsalliance.org.uk/wp-content/uploads/2014/12/Funding-Opportunities-Bulletin-Issue-144-January-2015.pdf>

If in doubt, drop us a line. We are here to support your organization not just through grants but helping you develop new skills, finding the right connection or many other things that can help your organization!



Meeting:	Cabinet	Date:	9 March 2016
Subject:	Appraisal of Community Building in Kingsway		
Report Of:	Cabinet Member for Communities and Neighbourhoods		
Wards Affected:	Kingsway		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Gareth Hooper, Senior Partnership and Engagement Officer		
	Email:	gareth.hooper@gloucester.gov.uk	Tel: 39-6266
Appendices:	1. 'Asset-Based Approaches in Gloucestershire – A summary of current research'		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To provide an overview of the effects of Community Building using the Asset Based approach in Kingsway. This report gives a general overview of what has been achieved. Personal interviews have been conducted with people in the community and these are to follow.

2.0 Recommendations

2.1 Cabinet is asked to **RESOLVE** that

- (1) The contents of the report be noted
- (2) The City Council continues to use an asset based approach to service delivery

3.0 Background and Key Issues

3.1 The City Council adopted Asset Based Community Development (ABCD) in 2012. ABCD is a model of community development that puts citizens and communities at the heart of decision making and focusses on the assets and relationships that exist in communities before deciding what intervention may be required.

3.2 To enable relationship building, which is the primary step in ABCD, it requires a Community Builder. A Community Builder has the role of nurturing relationships in the community with the aim that those relationships build into local associations.

3.3 In 2014 Gloucester City Council, the Office of the Police and Crime Commissioner (OPCC) and Green Square Group contributed £6K, £30K and £3K respectively to fund the salary and on-costs of a Community Builder for 25 hours per week for two years in Kingsway.

- 3.4 The two year role concludes in April 2016 and this report provides an overview of the activity that has occurred in Kingsway. A follow up report will be provided which qualitatively assess the impact through personal interviews of people who have formed relationships and associations through Community Building.
- 3.5 The Community Builder had no agenda for Kingsway. Though the funding was primarily to address Anti-Social Behaviour in Kingsway, it was clear from the outset that there can be no agenda and that the community will determine its priorities alongside the Community Builder.
- 3.6 The Community Builder has connected people in Kingsway and as a result the following associations, amongst others, have formed:

Kingsway and Quedgeley Men's Shed – This is formed of 10-20 local men of a range of ages. The aim of the group is to share and use manual skills and provide a social setting to do so. The group is to soon be housed in its own Portakabin on land provided by the OPCC.

Kingsway Runners – This is formed of 150 people of all abilities who run recreationally around Kingsway every Monday. As well as the organised run training they hold social events. The group is free to join making it accessible to all.

Kingsway Cycling – This is a group of 10-15 cyclists that ride together every Sunday, as well as hold social events.

Kingsway Park Run – This event runs weekly and is set up and run by volunteers from Kingsway Runners. Each week 10-20 volunteers run the event and it attracts up to 175 runners per week. There are several anecdotes of the improved fitness people have got from doing this in Kingsway and local businesses are taking the chance to improve trade too.

Kingsway Choir – 20 people have come together to sing regularly in Kingsway

- 3.7 Other groups and activities that have happened in Kingsway as a result of community building are:

Wildlife and pond dipping days – these have been attended by approximately 40 families.

Kingsway's Got Talent – Attendees and performers total approximately 50 people

Kingsway Snappers – 5 people formed a photography club

Gaming Club – 5 people formed a club around war games

- 3.8 The implementation of ABCD is only partly around relationships in communities. The significant limb within ABCD is that agency agenda is driven by or in partnership with community. The method of co-production is valuable to work with communities.
- 3.9 With limited resource the number of associations and relationships in Kingsway has been significant. The qualitative work to follow will give detail on the personal

contributions these groups have made to personal lives. Anecdotally, there are several examples where people have found friendships after long periods of social isolation, lost weight and become active and have found support in times of poor mental health. All of these outcomes match those of the CCG, County and City Councils.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 The process of Community Building is built solely on the principles of ABCD.

5.0 Alternative Options Considered

5.1 The alternative options to Community Building and ABCD are numerous. Social policy has many forms. The most attractive qualities of ABCD are that it builds upon what exists in communities and nurtures relationships rather than takes an approach of providing more resource without thoroughly understanding what community wants and can do for itself with the appropriate incentive, power or freedom.

6.0 Reasons for Recommendations

6.1 ABCD is an approach seeing greater inclusion and increased belief in people's individual behaviours to achieve outcomes in communities. Good community life and personal wellbeing comes from having good quality relationships and self-confidence and self-belief to prevent reliance on services. The examples in Kingsway clearly link with the outcomes of the CCG, City and County Councils. Therefore, it is recommended that the City Council, in association with its partner agencies, continue with the implementation of ABCD throughout the organisation.

7.0 Future Work and Conclusions

7.1 A consistent approach to working with communities is needed. Progress is being made to form a multi-agency Community Building Working Group. This will ensure all agencies are taking a consistent approach to the implementation of ABCD and values can be shared and challenged. A meeting with partners has already taken place and this may well be the precursor to that group.

7.2 Enabling Active Communities is a County Council project which will encompass the Community Building projects in Gloucester City

7.3 There is a plan in place to remove the Community Builder from Kingsway over the next 6 months. This is intentional so that the community does not become dependent and can grow together.

8.0 Financial Implications

8.1 At this stage, there are no financial implications.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

9.1 At this stage, there are no legal implications.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 As mentioned in the appended report, ABCD comes with the predictable risks of handing more power to communities. However, the report also highlights the opportunities this presents.

11.0 People Impact Assessment (PIA):

11.1 The ABCD approach has no agenda for change or impact other than that determined by community. ABCD is wholly about inclusivity and the community are at the centre of the decision making.

11.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, there a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 The work done through the project can help increase social interactions and add to a feeling of security, thus reducing the fear of crime.

12.2 Studies have shown that increased social connections and community projects can add to a feeling of security in communities as well as lower crime (Australian Bureau of Statistics, 2002)

Sustainability

12.2 ABCD is about creating interdependent relationships which function on community assets and therefore are as sustainable as they community wish them to be

Staffing & Trade Union

12.3 None identified

Background Documents: None

ASSET-BASED APPROACHES IN GLOUCESTERSHIRE – A SUMMARY OF CURRENT RESEARCH

An overview of the evidence for the impact of asset-based approaches on health and wellbeing, drawing on national and international research.

The second part of this report will follow in February 2016 and will consist of original research into the effects of these approaches in Gloucestershire specifically.

Author: Philip Williams

Contents

EXECUTIVE SUMMARY 3

SECTION 1 - INTRODUCTION 4

 I. Introduction 4

 II. Asset-Based Community Development 5

 III. Asset-based Approaches to Health 6

 IV. Criticisms of Asset-based approaches 7

SECTION 2 - SUMMARY OF EVIDENCE 8

 I. A model for understanding the evidence base for asset-based approaches 8

 II. Social Connectedness 9

The Impact of Social Connectedness on Health and Wellbeing 9

 III. Social Capital 12

The Relationship between Social Capital and Health and Wellbeing 12

 IV. Community Capital and Health and Wellbeing 13

 V. Conclusion - the evidence for the impact of Asset-based approaches on Health and Wellbeing 16

APPENDIX I: OVERVIEW OF RESEARCH TO FOLLOW 17

 I. Kingsway & Quedgeley Men's Shed 17

 II. Kingsway Runners 18

 III. Kingsway Cycling 18

 IV. Kingsway Parkrun 19

 V. Research Methodology 19

APPENDIX II: BIBLIOGRAPHY 20

EXECUTIVE SUMMARY

- This report provides a summary of current research on the impacts of asset-based approaches on health and wellbeing. to follow in February 2016 will be a piece of original research applying this research in looking at the impacts in Gloucestershire specifically.
- Asset-based approaches are now a prominent feature of international and national policy, particularly in the fields of community development and health. Public and voluntary sector organisations are adopting asset-based approaches as a way of meeting the dual challenges of rising demand and increasing financial pressure on the public sector and in designing more ‘people-centred’ services.
- A key element of asset-based approaches is the emphasis on connecting people and increasing ‘social connectedness’. Social isolation and loneliness have been shown to be as significant predictors of poor health as obesity, smoking and moderate alcohol abuse. Similarly, increased social connections have been shown to have a significant positive effect on survival rates. This body of research presents a strong case for the positive impact of asset-based approaches.
- Another key element of asset-based approaches is the belief that long-lasting change can only happen if individuals and communities are given the space and opportunities to use their assets for mutual benefit. Traditional ‘deficit models’ of public service, it is argued, often prevent this, focusing instead on ‘passive service delivery’. This focus on encouraging individuals and communities to drive change and action broadly aligns with the concepts of ‘social capital’ and ‘community capital’. There is now significant evidence that both of these concepts have a significant relationship on a wide range of aspects of health and wellbeing.
- This report suggests that a model using these linked concepts of ‘social connectedness’, ‘social capital’ and ‘community capital’ is the best way to understand the varied evidence base for asset-based approaches. There is compelling evidence that for each of these concepts there is potential for a significant impact on health and wellbeing and that asset-based approaches are one way that these impacts can be achieved.
- Despite this compelling evidence, there remains some debate about whether social capital and social connections *cause* good health or are partially the result of it, and further long-term research is needed to clarify this relationships. There also remain concerns that asset-based approaches do not address the underlying structural issues that cause health inequalities and social issues and so must remain only one solution rather than a ‘fix-all’.

SECTION 1 - INTRODUCTION

I. Introduction

Across the public sector, financial pressure and rising demand are the new norm. There is a growing consensus that in order for all public bodies to meet this challenge, there are fundamentals of the public sector in the UK that need to be re-assessed and challenged. A cluster of ideas that could loosely be termed 'asset-based approaches' form a central plank of this agenda. These approaches are based on a critique of what has been termed the 'deficit model' of public service, challenging the model of social welfare that has largely defined public services in the UK since 1942, when Beveridge identified the five 'Giant Evils' of society to be tackled.

This 'deficit model' understands communities and individuals primarily through the problems they face, for example, their unemployment, ill health, poverty or crime. As such, the role of traditional public services is one of attempting to solve and prevent these problems - to improve people's lives through fixing their problems. In contrast, the asset-based model argues that people should be understood primarily through their existing strengths, capacities, skills and resources, and that these should form the basis for improving their lives. From this understanding, the role of the state becomes not fixing problems, but supporting people and communities to build the capability to improve their own lives.

There is now a general agreement on the importance of asset-based approaches to the future of the public sector, with endorsement at a national and international level. The development of asset-based approaches to health have been recommended in the recent NHS Five Year Forward Plan and, with the support of the Chief Medical Officer, form a central part of health policy in Scotland. Their growing adoption by local authorities and the wider public sector have been further encouraged through high-profile national reports such as the LGA's *"Glass Half Full"*, Nesta's *'People Powered Health'* campaign and the RSA's *'Connected Communities'* project.¹ In Gloucestershire itself, there has been a growing movement in support of asset-based approaches, with the development of a cross public sector 'Enabling Active Communities' strategy, the Barnwood Trust's 'You're Welcome' community building project, and investment by the Police, health services and local authorities into community building roles.

However, among the public, professionals and academics there is often a healthy skepticism about the supporting evidence for an 'asset-based approach' and the desire for a clearer picture of its impact and implementation, especially in comparison to more traditional approaches.

There has been an explosion of research in this area over the last few decades, and perhaps most of all it is the sheer range of topics this research covers that makes a summary of the evidence for asset-based approaches difficult. This report is an attempt to summarise this

¹NHS England, *Five Year Forward View*, 2014; Foot & Hopkins,, *A Glass Half Full*, 2010; *Health in Scotland: Annual report of the CMO*, 2009.

evidence base as the foundation for original research into the impact of asset-based approaches in Gloucestershire, to follow February 2016.

Section 1 of this report provides a brief overview of asset-based methodologies and the development of asset-based approaches in the key areas of community development and in health.

Section 2 of this report provides a summary of current research and debate, with a focus on the impact of asset-based approaches on. In the context of this report, 'wellbeing' is taken to cover what Hubbert refers to as 'the combination of feeling good and functioning well', socially, physically and mentally.² A model for understanding the impact of asset-based approaches is suggested using the three inter-linked concepts of social connectedness, social capital and community capital.

Section 3 of this report provides an overview of the original research to follow in February 2016 that will draw on this evidence review.

II. Asset-Based Community Development.

Asset-Based Community Development (ABCD), developed in America by John McKnight and John Kretzmann in the early 1990s, is founded on the belief that the traditional deficit model of working with communities is counter-productive. It argues that the traditional emphasis of public organizations and agencies on the weaknesses within communities and on 'fixing' their problems has led inevitably to 'dependency' on external agencies, creating 'client communities' or 'environments of service' rather than self-supporting communities.³ To McKnight and Kretzmann, the traditional model of service delivery provides no opportunity for individuals and communities to develop their own capacities and so prevents the development of more resilient, engaged and self-supporting communities. ABCD is founded on the belief that: 'every single person has capacities, abilities and gifts... and living a good life depends on whether those capacities can be used'.⁴ By placing the use and development of these capacities, or assets, as the basis for community development Kretzmann and McKnight argue that a relationship of dependency is avoided and, furthermore, that these strengths, often missed by a deficit-based approach, can form the basis for sustainable, long-term change. In other words: 'communities are never built from the top down, or from outside in'.⁵

Kretzmann and McKnight divide their concept of "assets" within a community into five groups as the basis for their approach:

The **individuals** of a community and their respective strengths and abilities

The informal **associations** within a community, such as peer groups or clubs

² Huppert, *Psychological wellbeing: evidence regarding its causes and consequences*, 2009.

³ Kretzmann & McKnight, *Building Communities from the Inside Out*, 1993.

⁴ Kretzmann & McKnight, *Building the Bridge from Client to Citizen*, 1998.

⁵ Rans & Green, *Hidden Treasures: Building Community Connections*, 2005 ; Kretzmann & McKnight, 1993.

The **institutions**, whether public, private or charitable working within a community

The **physical assets**, such as land, buildings and finances available to that community

The **connections** and relationships that exist between individuals in a community

The first step in ABCD is identifying and 'mapping' these assets alongside the community. The work of 'community building' is then to help build relationships between individuals to connect people's assets and support them in using them to improve their lives and those of their community. As Kretzmann and McKnight write: the key is 'to locate all of the available local assets, to connect them with one another in ways that multiply their power and effectiveness, and to harness those local institutions that are not yet available for local development'.⁶

Underpinning this approach is the concept of 'community capacity', the 'ability of communities to solve their collective problems and improve or maintain their wellbeing'.⁷ Kretzmann and McKnight's argument is based on the belief that intervention by external agencies largely *decreases* community capacity through fostering dependency, whilst encouraging communities to utilise their assets *increase* community capacity.⁸

III. Asset-based Approaches to Health

Outside of community development, health is the area where asset-based approaches have had their greatest impact. Following a similar approach to ABCD, asset-based approaches for health reject a wholly deficit-focused model as the basis for health care. Traditionally, it is argued, health services have focused on identifying health problems and designing interventions to alleviate them, leading to an inevitable focus on ill-health and deficiencies. As Rotegard writes: 'the primary emphasis of problem orientated care is on professional observations and interventions on behalf of the individual with little focus on enhancing the individual's strengths and capabilities'.⁹ This results, it is argued, in dependency on service delivery as people become passive recipients of care.¹⁰

In contrast, asset-based approaches to health aim to identify and build the protective factors that support health and wellbeing, the 'health assets' of individuals or communities. A health asset in this context refers to: 'any factor or resource which enhances the ability of individuals, communities and populations to maintain and sustain health and wellbeing' and act as 'protective and promoting factors to buffer against life's stresses'.¹¹ Asset-based approaches to health are often based on the idea that many of the key determinants of health lie within the social context of people's lives and, as such, the health assets identified often extend beyond

⁶ Kretzmann & McKnight, 1993.

⁷ Chaskin, *Building Community Capacity: a definitional framework*, 2001.

⁸ Kretzmann & McKnight, 1998.

⁹ Rotegard et al, *Health Assets: A Concept Analysis*, 2010.

¹⁰ Foot & Hopkins, 2010.

¹¹ Morgan and Ziglio, *Revitalizing the evidence base for public health: An assets model*, 2007

those considered in traditional health interventions and can include, education, employment, social networks, level of community organisation and relationships with external agencies.

As with ABCD, asset-based approaches to health often focus on encouraging not just individuals but communities to become more active agents. One of the key protective factors of health is seen to be an engaged and connected community that is not just a passive recipient of care, but able to advocate for itself and its members. As Professor Marmot writes in his influential review of 2010, displaying the considerable influence of asset-based approaches: 'effective local delivery [of health services] requires effective participatory decision-making at local levels. This can only happen by empowering individuals and local communities'.¹²

IV. Criticisms of Asset-based approaches

Despite the general acceptance of the importance of asset-based approaches, there are a number of criticisms levelled at them at a theoretical level. Perhaps the most persuasive is that while adopting an asset-based approach may have benefits for individuals and communities, it does little to address the structural economic, social and political inequalities that underlie social problems and may be the root cause of problems within a community. A focus so wholly on assets, it is argued, can easily leave the root causes of unequal distribution of assets among individuals and communities unaddressed.¹³

Similarly, some have seen the opposition to external intervention by the state and other agencies as placing too much responsibility on individuals and communities for social problems that they may not have caused, or may be unable to affect. Critics of asset-based approaches often see it as an approach that shifts the responsibility for tackling social problems from the state to individuals, with the most sceptical critics, especially those in the USA, seeing it as a convenient 'smokescreen' for the retraction of essential public services, rather than a radical new direction that benefits communities.

In the UK this argument has had less impact, as the adoption of asset-based approaches has been gradual, often building around existing services rather than replacing them entirely. As an example of the approach often pursued: 'The adoption of asset based approaches will not on their own tackle health inequalities and should therefore be... one component in a multi-faceted approach to accentuating positive capability and encouraging the participation of individuals and communities in the health development process'.¹⁴

¹² Marmot et al, *Fair Society, Health Lives: The Marmot Review*, 2010, p.15.

¹³ Emejulu, "What's the matter with ABCD?", 2015.

¹⁴ McLean, *Asset Based Approaches for health improvement*, 2011, p.12.

SECTION 2 - SUMMARY OF EVIDENCE

I. A model for understanding the evidence base for asset-based approaches

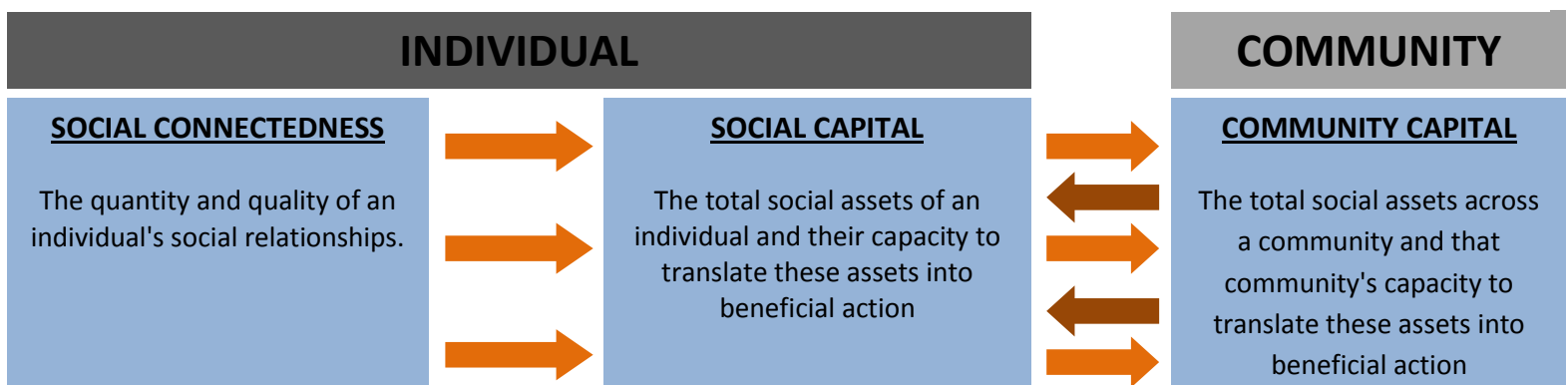
The vast range and complexity of activities that could be classed under the label of 'asset-based approaches' makes a general summary of the evidence base a difficult task. There are however a number of elements that are central to all asset-based approaches and around which much research is clustered. As we have seen, once assets are identified, all asset-based approaches emphasise first of all the forming of social contacts, and second of all the encouragement of individuals and communities to use their assets for mutual benefit:

These key concepts broadly align with three interlinked areas of research that have seen significant growth in the last decade:

- 1) **social connectedness** - the level of social connection of an individual, whether measured for quantity or quality
- 2) **social capital** - the social assets available to an individual that can facilitate positive change or action
- 3) **community capital** - the total social assets available to a community that can facilitate positive change or action

For each of these areas, it is possible to review the evidence base for their links and impacts on wellbeing and health, and thus suggest the potential impacts of adopting asset-based approaches. The interlinked nature of these concepts also broadly matches the methodology of asset-based approaches (see fig. 1.1 below): as assets are identified, social connections are built (**social connectedness**). Through these connections, the opportunity and capacity for individuals to make positive changes in their life increase (**social capital**). Once enough individuals are connected and engaged, the potential for communities to create positive change also increases (**community capital**). The following sections provide a summary of the research exploring the relationships between these key concepts and health and wellbeing

Fig. 1.1 Relationship between social connectedness, social capital and community capital



Through increasing their level of social connection (their 'social connectedness'), people increase their capacity to draw on social assets for positive change (their 'social capital').

The more individuals with high social capital connected in a community, the greater that community's capacity to use these assets to create positive change ('community capital'). This in turn increases the range of social assets available to members of that community further increasing their 'social capital'.

II. Social Connectedness

Social Connectedness is a broad term that refers to the social relationships an individual has, whether measured in quantity or quality. The impact of people's social relationships on their health has become a prominent feature in UK and global public policy, with the high-profile National Campaign to End Loneliness receiving recognition and support from the Prime Minister and other senior political figures. This commitment has also received legislative backing, with the Care Act giving councils the legal responsibility to tackle social isolation and loneliness. Gloucestershire is one of a number of councils working to implement this locally by mapping levels of social isolation and loneliness. Internationally, a recent commission led by Nicolas Sarkozy tasked to identify the limits of current indicators of economic and social progress concluded that social connections and relationships should be a key measure of quality of life globally.¹⁵

This policy shift is largely a result of the rapid growth of published studies exploring the effects of both high and low levels of social connection. Asset-based approaches place these social relationships at the heart of their philosophy and understanding their impact can form a key base of evidence for their use in policy. While there is general agreement that social connectedness can have a significant impact on health and quality of life, this impact is often complex, hard to explain and non-uniform

The Impact of Social Connectedness on Health and Wellbeing

The importance of social connections to health is not a new discovery. Since a 1988 review of five large-scale studies concluded that there was a significant link between social relationships and mortality, the role of social relationships in health has been largely accepted.¹⁶ Robert Putnam, one of the foremost writers on community and social connection, felt confident enough in 2000 to write that: 'in none is the importance of social connectedness so well-established as the case of health and wellbeing'.¹⁷ Despite this, the background to this field of research has been a growth in the evidence suggesting that the level of social connection in post-industrial societies is actively decreasing as a result of a range of factors, from reduced intergenerational living, greater social mobility to delayed marriage and dual-career families.¹⁸

Major recent studies have highlighted the relationship between levels and quality of social contact and a wide range health outcomes, including mortality itself. A meta-analysis of 148 studies in 2010 found that for those with 'stronger' and more frequent social contacts, there was a 50% increased likelihood of long-term survival versus those with 'weaker' or fewer relationships. The research concluded that lack of social contact was as an equivalent risk

¹⁵ Stiglitz et al, *Report by the Commission on the Measurement of Economic Performance and Social Progress*, 2009.

¹⁶ House, Landis and Umberson, *Social Relationships and Health*, 1988.

¹⁷ Putnam, 2000.

¹⁸ See: McPherson & Smith-Lovin, *Social Isolation in America*, 2006; Putnam, R.D., *Bowling Alone: the Collapse and revival of American community*, 2000.

factor to smoking 15 cigarettes a day or moderate alcohol abuse.¹⁹ Perhaps more surprisingly, the meta-analysis showed lack of social contact actually exceeded both physical activity and obesity as a reliable predictor of mortality. A further study from 2014 following 2,101 adults supported these claims, finding lack of desired social contact to have almost twice the impact of obesity in predicting premature death.²⁰ There is now convincing evidence for a significant relationship between social connectedness and a wide-range of health outcomes, including: accidents, suicides, strokes, infectious disease, neo-plastic and cardiovascular disease, heart disease, self-reported mental health, and even all-cause mortality.²¹

Despite this, it is more difficult to find evidence that the relationship between social connection and health is a causal one.²² For example, it is not hard to see how ill-health might negatively affect one's level of social connection or one's ability to make new social connections. A number of studies have attempted to control for this through a variety of means, with largely promising, though often complex, results. An important study looking specifically at the UK retired population found that once initial health status had been controlled for, there was a large variance in the effect of social connection. For those with *poor health* at retirement, social connection had a large effect in maintaining health. For those with already *good health*, social connection had little additional effect on health or wellbeing. However, the study also found that 'life-time shocks' such as widowhood or bereavement had a greatly reduced negative impact on health for those with more social connections, whatever the initial quality of health at retirement.²³

This study aligns with one theory put forward to explain the reasons for the effect of social connections on health, that of the 'stress buffering effect'. This suggests that social relationships provide the resources to help moderate negative effects on health, whether through purely social support or the resources relationships can bring.²⁴ A further theory, the 'main effects model' suggests that social relationships themselves might actively encourage healthy behaviours through encouraging 'conformity to social norms'. A 30 year longitudinal study of obesity found that an individual was 57% more likely to become obese if close social contacts become obese, and that 'unhealthy behaviours' could 'spread' through a network of social contacts.²⁵ While this research shows a negative element to social connectedness, the reverse also holds true: social contacts play a central role in forming our perception of 'healthy behaviours' and are potentially a powerful tool for positive health change. There is strong evidence that smoking, alcohol and obesity interventions are far more effective when they help shift an individual's social connections to include more 'role models of healthy behaviour', for

¹⁹ Holt-Lunstad, Smith and Layton, *Social Relationships and mortality risk*, 2010.

²⁰ Caccioppo, *Rewarding Social Connections Promote Successful Aging*, 2014.

²¹ See: Smith, *Social Connectedness and Retirement*, 2010.

²² For a discussion of the debate about causality see: Durlauf, *On the Empirics of Social Capital*, 2002

²³ Smith, 2010.

²⁴ Holt-Lunstad, Smith and Layton, 2010.

²⁵ Christakis & Fowler, *The Spread of Obesity in a Large Social Network over 32 Years*, 2007.

example through connecting people with local sports or support groups.²⁶ Research conducted by the RSA found that this can hold true even for those with the most complex needs, suggesting that increasing social contact was one of the key elements of positive recovery from addiction.²⁷

Thus, the potential health and wellbeing effects of social connectedness are two-fold: on the hand there is the positive impact on mental and physical wellbeing for the individual and on the other is the potential for relationships to support happy and healthy lifestyle choices across a social network or community. This is not to say, however, that the importance of social connection to health is unproblematic. The process through which social contacts affect health are still poorly understood, and some academics argue that measures of poverty or social status are still far more effective in understanding ill health.²⁸ Similarly, due to the sheer range of possible outcomes, those interventions specifically aiming to increase social contact in communities often have difficulties in addressing specific issues such as health inequalities. For example, a recent RSA project aiming to encourage social contact found that those with significant barriers, such as long-term disabilities, were the least likely to report an improvement in wellbeing as a result.²⁹ As such equally important to exploring the potential of social connectedness, is the task of making sure that its limits are understood.

Asset-based community development and asset-based approaches take social connections as the fundamental element of their approach, with social connections the 'currency of building strong community'.³⁰ As seen in Section 1, the building of relationships across a community is seen to be the key activity of community building. With the now significant evidence for the link between social connection and physical and mental health and wellbeing, it is this element of the approach that has perhaps the most convincing evidence base. For all the more political motivations of ABCD and related approaches, the focus on building social connection within a community has the potential for a significant positive effect across a wide range of outcomes. However, ABCD and other approaches do not just aim to increase social connectedness for its own sake, but to create a community of individuals and assets that can mobilize itself for positive change. As such, the concept of 'social connectedness' is not sufficient to explore their potential impact. What is needed is a concept that includes this element of 'intentional action' and the broad terms of 'social capital' and 'community capital' are such concepts.

²⁶ Wing & Jeffrey, *Social Support for Weight Loss and Maintenance*, 1999; Malchodl et al, *Effects of peer counselling on smoking cessation*, 2003; McKnight & McPherson, *Peer Intervention Training for High School Alcohol Safety Education*, 1986; Wechsler et al, *Adverse Impact of Heavy Episodic Drinkers on Others*, 1995.

²⁷ Daddow & Broome, *Whole Person Recovery: A user-centred systems approach to problem drug use*, 2010.

²⁸ Ottman, Dickson & Wright, *Social Connectedness and Health: A Literature Review*, 2006.

²⁹ Parsfield et al, *Community Capital: The Value of Connected Communities*, 2015.

³⁰ Rans & Green, 2005

III. Social Capital

'Social capital' is a controversial term that is still hotly debated by academics and researchers. Indeed, economist Ben Fine describes it as 'a totally chaotic, ambiguous, and general category that can be used as a notional umbrella term for almost any purpose'.³¹ This is however, also its greatest strength; as a concept it promises to bundle the elements of a 'successful community' into a single package, and the difficulty of representing this in a single clear definition has led it to be used in a range of different contexts.³² The common thread between all these uses, however, is that at its most basic, social capital is a short hand for the social assets of individuals that can facilitate positive change or action. *Social connectedness* is a measure of the quantity or quality of social contact, but *social capital* is a measure of the capacity to transform those social relationships into beneficial action.

Robert Putnam, the most influential writer on social capital, defined it as 'the features of social organization such as networks, norms and social trust that facilitate co-ordination and co-operation for mutual benefit'.³³ However, Putnam's focus on formal associations as the main expression of 'social capital' has been largely replaced by a greater emphasis on looser social networks and the shared 'values' and networks that enable people to work together. This broadening is reflected in the questions used by the UK's Office for National Statistics to 'measure' social capital covering: levels of community trust, membership of groups (either informal or otherwise) and level of social contact. The adoption of social capital into UK public policy is part of a similar shift globally, with the WHO and the UN both arguing that the development of social capital should be a key objective of all governments.³⁴

The Relationship between Social Capital and Health and Wellbeing

With the growing prominence of asset-based approaches and their focus on encouraging individual and community action, a significant body of evidence about the health and wellbeing impacts of 'social capital' is now available. In terms of impacts on health, this research has largely looked at the role social capital can play in protecting and maintaining the health and wellbeing of individual and there is a general consensus that social capital has statistically significant, positive relationships with a wide range of mental and physical health issues.³⁵ A systematic literature review by the Glasgow Centre for Population Health, looking at children and adolescents specifically, found that around half of international peer-reviewed studies found a positive relationship between social capital and a wide range of health and wellbeing outcomes, from measures of mental health, to levels of physical activity, to poor health behaviours such as smoking or alcohol abuse (see Fig.2.1 for a full summary of results).³⁶ In a

³¹ Halpern, *Social Capital*, 2005, p.13. For a full summary of the critiques of 'social capital' see: Fine, *Theories of Social Capital*, 2010.

³² For overview of development of 'social capital' as a concept see: McPherson et al, *The Role and Impact of Social Capital*, 2013, p.2.

³³ Putnam, 2000.

³⁴ Rocco & Suhrcke, *Is Social Capital Good for Health?*, 2012

³⁵ McLean, J., 2011, p.6 ff.

³⁶ For full list of studies see: McPherson et al, *The Role and Impact of Social Capital*, 2013, p.38.

major study using data from the British Household Panel Survey, a research team from Bath University also found a positive association between the ONS's measures of social capital and a variety of measures of general mental and physical health and wellbeing.³⁷

Fig 2.1 Summary of systematic literature review of relationship between social capital and health and wellbeing in children and adolescents, reproduced from: McPherson et al, *The Role and Impact of Social Capital*, 2013.

	Mental Health: (depression, anxiety, stress)		Health Promoting behaviours: (nutrition, physical activity, body image and weight status, dental health)		Health Risk Behaviours: (tobacco, alcohol, drug, sexual health)		General health and wellbeing	
Total investigated associations	173		48		165		61	
Positive	84	48.6%	27	56.3%	68	41.2%	35	57.4%
Inconclusive	30	17.3%	4	8.3%	37	22.4%	7	11.5%
Negative	6	3.5%	2	4.2%	6	3.6%	2	3.3%
None	51	29.5%	15	32.3%	54	32.7%	17	27.9%

However, as with social connectedness, due to the nature of the subject there is often a great degree of uncertainty about whether social capital can cause good health or is merely a result of it. A number of studies have attempted to solve this problem by controlling for different factors. A recent study that controlled for 'community level heterogeneity', i.e. differences of culture, socio-economic class, education or religion, in Eastern Europe found a comparable positive effect.³⁸ The two most critical in-depth studies of the causal relationship between social capital and health, were unable to reject the possibility of a causal link between the two.³⁹

IV. Community Capital and Health and Wellbeing

Social capital is often referred to as something possessed by an individual, but in reality is something created only in interactions and relationships with others. It is thus possible to talk of two broad types of social capital; individual social capital, the social assets of a single individual, and community social capital, the totality of social assets created by individuals within that community. It is this second concept that is often referred to as 'community capacity' or 'community capital'. As Chaskin has defined it: 'community capacity is the interaction of human, organizational and social capital existing within a given community that

³⁷ Sessions, Yu and Wall, *Social Capital and Health*, 2011.

³⁸ D'Hombres et al, 2010.

³⁹ Folland, *Does 'community social capital' contribute to population health?*, 2007 ; D'Hombres et al, *Does Social Capital Determine Health?*, 2010.

can be leveraged to solve collective problems or improve and maintain the wellbeing of a given community'.⁴⁰

The relationship between community capital and health has been much researched, the most famous and striking example being that of Rosetto, a town in eastern Pennsylvania. Rosetto, settled by Italian immigrants from a single home-town in 1882, displayed a remarkable level of ethnic and social homogeneity, and was defined as a community by its cohesive family relationships, strong religious communities and emphasis on community social life. Studied extensively from 1935-1985, Rosetto displayed a remarkable mortality rate for heart attacks that was significantly lower when compared to neighbouring communities that lacked the same levels of social cohesion, even when controlling for other factors: the so called 'Rosetto effect'.⁴¹ In the final decades Rosetto was studied, this cohesive community life began to fragment, as a new generation adopted the 'Americanized' ways of modern society slowly cutting many of the close ties of community of the previous generation. Researchers predicted a consequent reduction in the 'Rosetto Effect' and were proved correct as a sharp rise in the mortality rate for heart attacks brought Rosetto in line with its neighbours. While only a single study of a particular situation, the story of Rosetto suggests the potential impact of a cohesive and connected community on the health of its inhabitants.

A major recent international study for the World Health Organisation has further explored this relationship between 'community social capital' and individual health. In a similar manner to the ONS in the UK, the study used a survey of level of social trust as a proxy indicator for individual social capital to compare against levels of self-reported health and wellbeing across 14 European countries.

As can be seen in Fig. 2.2 below, the positive relationship discussed above is once more replicated. More importantly, this study also examined the relationship between *individual* social capital and *community* social capital. Community social capital, here defined as an average score across a given population, once controlled for, had no impact beyond that of individual social capital on health or wellbeing. In other words, living in a connected and resourceful community does you no good if you are not yourself connected within that community. However, community capital did have a significant effect in enhancing the benefits of individual social capital; in other words, if you are part of a 'connected' community, the greater your connections within that community, the greater the effects on your health and wellbeing.

What this study suggested is that one major benefit of asset-based approaches is their focus on forming individual relationships and increasing social capital across a community. By focusing on developing the social capital of individuals there is potentially health and wellbeing benefits

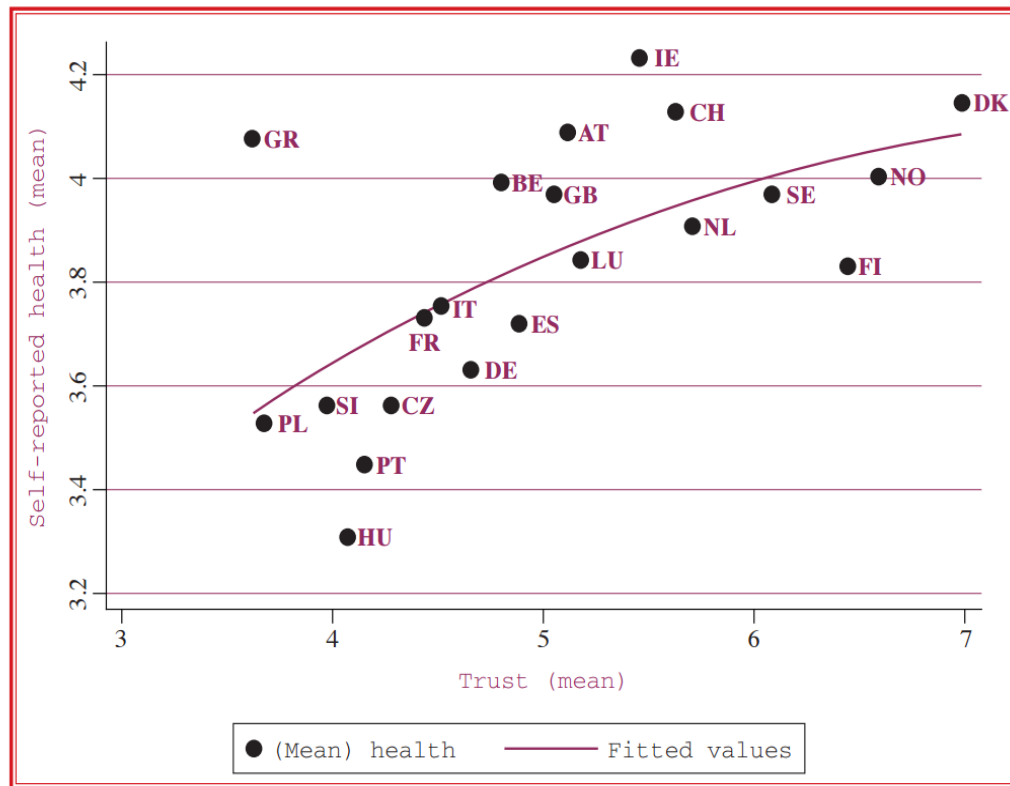
⁴⁰ Chaskin, *Defining Community Capacity*, 1999, p.4.

⁴¹ Egolf et al, *The Rosetto Effect: A 50-year Comparison of Mortality Rates*, 1992.

not just for the individual, but also for the wider community through an increase in community capital. In turn, research suggests that community capital can reinforce and increase the health benefits of social capital for the individual.

Perhaps the study's most interesting conclusion however is that through the concept of community capital, place and community are central to encouraging health and wellbeing. A public health intervention that improved the social capital of a large number of individuals in one community would have an enhanced effect through the reinforcing effect of *community* social capital. A public health intervention that improved the social capital of the same number of individuals located in *different* communities would not produce this same enhancement. This effect is potentially further strengthened by the impact of social networks on encouraging 'healthy behaviours' as discussed previously.

Fig. 2.2 Health and Trust in 21 European Countries, 2002 (reproduced from Rocco and Suhrcke, 2012)



Note: AT = Austria; BE = Belgium; CH = Switzerland; CZ = the Czech Republic; DE = Germany; DK= Denmark; ES = Spain; FI = Finland; FR = France; GB = the United Kingdom; GR = Greece; HU =Hungary; IE = Ireland; IT = Italy; LU = Luxembourg; NL = the Netherlands; NO = Norway; PL = Poland;PT = Portugal; SE = Sweden; SI = Slovenia.

V. Conclusion - the evidence for the impact of Asset-based approaches on Health and Wellbeing

The above summary of current research, while not exhaustive, gives a broad picture of the current evidence in support of asset-based approaches. There is a general consensus and convincing evidence that social connectedness, social capital and community capital all have the potential for significant impacts on health and wellbeing. These impacts are however wide-ranging and often unpredictable or non-uniform. A handful of promising studies suggest the relationship between these concepts and health is in part a causal one, but the lack of longitudinal data and long-term studies prevents a conclusive answer currently being drawn.

Despite this, asset-based approaches do present a compelling approach that promises to realise these potential benefits to wellbeing. The prominence given to individual relationships and forging links across communities will inevitably increase the social connectedness of individuals. Similarly, the focus on encouraging people to drive change and action gives the opportunity for the building of social capital, or the capacity to use their social resources for benefit. The belief of both ABCD and asset-based health approaches that communities must also be able to drive change and action themselves further provides the opportunity for the building of community capital. Community capital can in turn enhance and reinforce the health benefits of social capital and social connectedness. As we have seen, these three approaches have the potential for significant impacts on health and wellbeing. A further advantage of ABCD lies in its place-based nature. Current research suggests this has the potential to multiply any health and wellbeing benefits throughout the social networks in a community.

However, despite the growing evidence in support of this approach, there are still a number of unanswered questions. As the RSA comments, adopting asset-based approaches requires a fundamental shift of control from public sector professionals to individual citizens, 'that will take the certainty out of delivery and raise very real concerns about safeguarding and risk', perhaps a challenge worth meeting but one that will need to be considered carefully.⁴² The outcomes realised for individuals and communities are also often unpredictable, resisting being strictly directed or commissioned. If asset-based approaches are to be adopted at any scale across the public sector, a new approach to commissioning, evaluating and monitoring will be required that can adapt to the unpredictable nature of community and one willing to accept an increased level of risk and uncertainty. However, if this challenge is met, current research suggests the benefits could be significant with the potential to help people and communities increase their social, physical and mental wellbeing in a way traditional interventions often fail to do so.

⁴² Conway, *Combating Loneliness and Connecting Communities*, 2015.

APPENDIX I: OVERVIEW OF RESEARCH TO FOLLOW

The second half of this report is to follow, and will provide a summary of original research into community groups in Gloucester and their impact on the lives of communities and individuals. This research is currently being undertaken and will be completed during February 2016. This research will seek to apply this national and international research to a Gloucestershire context to not only explore whether the impacts suggested by the research are being realized locally, but to also provide local case studies of the potential benefits of, or barriers to, implementing asset-based approaches to aid commissioners and policy-makers.

As discussed, one of the potential advantages of an ABCD approach is its place-based nature and as such this research has mainly been focused on the area of Kingsway within Gloucester. A community builder has been in place in Kingsway for almost a year employing an asset-based approach to help connect people within Kingsway and support the development of community groups and other community action and initiatives. Four major community groups have been established through this work, whether through the direct involvement of the community builder or more indirect support, and it is these four groups that the research will focus on. The following is a brief summary of each of the groups and their reason for inclusion in the research.

I. Kingsway & Quedgeley Men's Shed

*"Having a **healthy body and a healthy mind** can be based on many factors including **feeling good about yourself**, being productive and valuable to your community, connecting to friends and **maintaining an active body and an active mind**. Becoming a member of a **Kingsway and Quedgeley Men's Shed** gives a Man that safe and busy environment where he can find many of these things in an atmosphere of **old-fashioned mateship**, and, importantly, there's no pressure. Men can just come and have a yarn and a chat if that is all they're looking for!"*

Founded in May 2015 by the community builder and a number of interested residents, the group now has a regular attendance of between 10-20 local men of a range of ages. A number of projects have been undertaken by the group including: the building of furniture and work-benches, as well as the construction and putting up of hand-made bird boxes around the community. Currently based in Quedgeley Village Hall, with the support of the community builder and funding from the Police and Crime Commissioner, the group is now arranging for the use of land and the purchase of a port-a-cabin to provide dedicated wood-working and social space.

The Men's Shed is one of a few groups aimed specifically at men in the Quedgeley and Kingsway area, providing a social group, the chance to develop new skills and the potential for projects to benefit the community.

Research focus: Work with members of the Men's Shed will focus on the impact of the social focus of the group, as well as the opportunities for developing new skills, working as a team and undertaking community projects. The Men's Shed is an especially interesting group from a public health perspective as older men are typically a 'hard-to-reach- group for many health interventions.⁴³

II. Kingsway Runners

"The community running club for members of Kingsway and the surrounding area - all abilities welcome"

Initially set up with the support of the community builder and interested residents, the group is now run by volunteers and members of the community. The group meets every Monday with a range of group runs and coaching for all levels from beginners to more experienced runners. The group is free to join and take part in and has a large number of attendees with beginner groups reaching 30-40 individuals and around 150 regular attendees total. The group also holds social events and other activities such as the printing of club hoodies.

Research focus: Interviews with members of Kingsway Runners will focus on first of all the impact of the group on physical and mental wellbeing, and second of all the impact of the social and community aspects of the group. As discussed in Section 2, self-directed social relationships can be powerful motivators for improving health and wellbeing, and this will be explored in Kingsway.

III. Kingsway Cycling

"A friendly local community cycling club for all ages and abilities"

Set up after a number of residents expressed a wish for a cycling group, the community builder supported the founding members to establish the group. With three different level groups riding every Sunday, the group has a regular attendance of between 10-15 cyclists and regular online and face-to-face social events.

Research focus: Interviews with members of Kingsway Cycling will focus on the impact on physical and mental wellbeing. The impact on social relationships will also be considered as the group has a lively social side with weekly meet-ups at a local pub and online discussion group. Cycling arguably has a higher barrier of entry to running due to the cost of the required kit and so provides an interesting example of the potential benefits of more 'niche' community groups.

⁴³ Pringle, *Researching Physical Activity and the Health of Hard to Reach Men*, 2011.

IV. Kingsway Parkrun

"Chat to other like-minded folk over a cup of tea or coffee and become a part of this running community phenomenon that is parkrun - please come and join us!"

Set up and ran by local volunteers initially with the support of the community builder, Park Run in Kingsway now sees around 100-175 people attending each Saturday morning, as well as a team of between around 10 - 20 volunteers. The event emphasises the fun and social aspect of running, encouraging people new to running, those with prams, dogs or small children and even those who prefer just to walk the course. After each event, attendees are encouraged to stay for tea and coffee to meet other members of the community. The group currently has plans to seek funding to make the course more accessible for those with disabilities, as well as to make the course a more permanent part of the park.

Research focus: Interviews with attendees of Park Run in Kingsway will focus on the impact on their physical health, and due to the emphasise of the event on those new to running, will focus on those new to physical activity and impact of social relationships on wellbeing. The emphasis on a community aspect to the event will also be explored. Interviews with the organisers and volunteers of Park Run will focus on the impact setting up and running the group has had, especially in terms of their ability to change things for the better for their community.

V. Research Methodology

Due to the nature of the subject, the methodology will be mainly qualitative using one-to-one interviews with community members and workshops with small groups. The aim of this research will be to evaluate the impact of asset-based approaches on 'wellbeing' in its broad sense for individuals and community in Gloucester, and, informed by the current evidence base, the two key focuses of the research will be:

- 1) **The effect of community involvement on 'wellbeing'** - this will cover a wide range of factors for physical, mental, emotional and social wellbeing and health
- 2) **The effect of community involvement on 'social capital' and 'community capital'** - this will cover the skills, relationships, abilities and resources that people and communities can bring to bear to improve their lives

The four groups chosen as part of the study cover a wide range of age ranges, activities and purposes to give a broad picture of the potential impact of asset-based approaches. Interviews are being undertaken with volunteers from each of these groups as well a suggested list of participants drawn up with the community builder to cover a range of demographics, outcomes and experiences. These interviews will be supported by surveys to capture wider responses from the community.

All participants will be informed fully of the purpose of the research as well as how their interviews may be used. The final report will be fully anonymous and no personal or contact details of individuals will be given.

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Meeting:	Cabinet	Date: 9 March 2016
Subject:	Museums Service Collection Development Policy 2016-2021	
Report Of:	Cabinet Member for Culture and Leisure	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Angela Smith, Museums Service Manager	
	Email: angela.smith@gloucester.gov.uk	Tel: 396119
Appendices:	1. Collection Development Policy 2016-2021	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The report replaces the Museums Service’s Collection Development Policy 2010-2015. Museums are required to follow Collection Development Policy templates produced by Art Council England (ACE). The first template was produced in 2010, updated in 2011 and then a new template produced in 2014 with additional sections to replace all previous versions. The current draft of the Museums Service Collections Development Policy uses the ACE 2014 template as it must do if it is to retain its Accreditation status.

- 1.2 The template ‘has been provided to support museums to produce a robust and effective policy, relevant to their collections and statement of purpose. The template policy includes standard clauses that all museums should include. Any changes to the template clauses must not reduce the requirement. Many template clauses relate to the legal responsibilities of museums as directed through Acts of Parliament, or International Conventions to which the UK is signatory. Legal advice has been sought in the development of the standard clauses within the template’ (quoted from ACE Accreditation guidelines).

- 1.3 The Policy defines very clearly how, why and what the museums collect and it is used as a tool for managing the collections to ensure that everything the City Council owns in its museums can be justified. It also shapes what the museum collection will be like in the future, what can be acquired and what can be disposed of. It is a fundamental requirement for Museum Accreditation and hence for grant applications.

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that the policy, set out in Appendix 1, be adopted.

3.0 Background and Key Issues

- 3.1 In the past, some Museums had a 'no-refusal' policy for donated items. This led to the acquisition of large collections that had little relevance and depended upon the whims and enthusiasms of individual curators. Collection Development Policies were introduced twenty years ago to bring collections into focus: to strengthen the good and to eliminate the bad and/or the irrelevant. Moreover, an effective Collection Development Policy prevents adjacent Museums collecting from the same geographical areas.
- 3.2 A good Collection Development Policy is, therefore, essential to the proper management of the Council's collections. A Collection Development Policy sets out what Gloucester Museums collect and, by implication, what they do not collect. It enables staff to accept items as suitable to collections or to reject them as being unsuitable. It is a powerful tool when dealing with public donations and enables officers to refuse items without giving offence. It identifies areas where collections are incomplete. It helps to ensure that collections are focused on the core purpose of the service which is to tell the 2000 year story of Gloucester to all communities and visitors.
- 3.3 The current emphasis of the Collection Development Policy is responsible acquisition and the proper management of collections. That means that even if an item should fall within the scope of the Collection Development Policy, its size or the potential difficulties in conserving the item could prevent its acceptance by the Museums' Service.
- 3.4 In practice, in the current phase of the Council's collections, the emphasis is upon rationalisation and refocusing through careful management. The collections consist of some two hundred thousand items and not all of them are relevant or sufficiently provenanced to be of use. Some require special care that the Council does not have the resources to provide.
- 3.6 Rationalisation of the collections is a process which identifies which objects in the collection should be kept and which should be disposed of. Disposal of museum objects is done following the procedure set out by the Museum Association and Arts Council England to ensure that it is done fairly and ethically. Museums that do not follow MA and ACE guidelines are at risk of losing their Accreditation status which will subsequently prohibit them from applying for funding.

4.0 Asset Based Community Development Considerations

- 4.1 The Service has volunteers who work behind the scenes supporting David Rice, the City Museum curator, on various projects, for example inputting collection information into the museum object database, researching items in the collection for display and exhibition, and talking to visitors in the galleries about the displays. We have work experience placements most weeks through the school year who help Sarah Orton, the Folk Museum curator, with activities, events and school sessions.
- 4.2 As stated in the Policy, there are two levels of accessioning, the highest level is to accession (i.e. take legal ownership of) an object into the main museum collection, which will afford it the highest level of care. These objects have intrinsic historical value and many are fragile and rare; they are only used for display and their

environment must be strictly controlled. Objects in the main museum collection may be loaned to other museums and venues that undertake to appropriately care for them for example there are museum objects on display at the volunteer-run Jet Age Museum and St Mary de Crypt Church. Other objects, which do not meet the standards of the Collection Development Policy, can be accessioned into the handling, or education collection. These can be used in activities, events and school sessions in the museums, taken to outreach sessions, for example in schools or care homes. They are also used in community events around the City, for example in 2016 they will be used in the Hucclecote Show and the Retro festival. Objects in the handling collection can be loaned to schools and community groups.

5.0 Alternative Options Considered

5.1 The Policy has been written using a template provided by Arts Council England. Alternative options would be to not make any changes to the previous version or to not adopt a Collections Development Policy. If either of these options were agreed, Arts Council England would withdraw our Accreditation status.

6.0 Reasons for Recommendations

6.1 An agreed Collections Development Policy is a fundamental requirement of Museums' Accreditation. Without Accreditation the Museums Service would not be able to seek external funding or apply for loans of objects. If we lost Accreditation, it is likely that the Council would have to repay back part or all of any recent grants.

6.2 The Collections Development Policy will enable rationalisation of the collection to be carried out. It will also give staff the tools needed to refuse unsuitable gifts of objects and acquire objects of historical or cultural importance to the City and its communities that would otherwise be lost.

7.0 Future Work and Conclusions

7.1 The Collections Development Policy is a document that has been produced as a requirement of ACE's Museum Accreditation and will be used as a guide for ongoing rationalisation of the Collection.

7.2 A separate Action Plan will be produced which will outline rationalisation of the Collection to date, and specify how the work will be carried out, with timescales.

7.1 The policy will be reviewed in 2021

8.0 Financial Implications

8.1 If the Policy is approved, it will form part of the Museum Service's obligation to Accreditation, thereby allowing the service to apply for external funding. If the Policy is not approved, the Service would lose Accreditation and would not be able to apply for external funding, it would also be likely that the Council would have to repay part or all of any recent grants.

8.2 The policy contains statements relating to disposal of objects by gift or sale. These statements must be included in the policy before the Arts Council Accreditation

Board and Museum Association Ethics Committee will consider giving permission for the museum to dispose of objects by sale.

(Financial Services have been consulted)

9.0 Legal Implications

9.1 The policy provides guidelines to ensure that officers remain within current legislation concerning the trade in endangered species, the disturbance of human remains and the disposal or acquisition of material without the owner's consent. The guidelines are pre-prescribed by Arts Council England and have been appropriately applied within the policy as applicable to the museum's collections.

(One Legal have been consulted)

10.0 Risk & Opportunity Management Implications

10.1 Failure to approve the Collection Development Policy will mean that Museums' Accreditation will not be granted and external funding cannot be sought.

11.0 People Impact Assessment (PIA):

11.1 It was considered whether the policy would affect how visitors are treated when they offer items to the museums for their collections and whether there would be impact on a particular group.

11.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 None.

Sustainability

12.2 None.

Staffing & Trade Union

12.3 None.

Background Documents: None

GLOUCESTER MUSEUMS SERVICE

Collections Development Policy

March 2016 – March 2021

Ver.3.3



Name of museum: Gloucester Museums Service

Governing body: Gloucester City Council

Date on which this policy was approved by governing body: *tbc*

Policy review procedure: September 2020

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: March 2021

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Contents

	<i>Page</i>
1 Relationship to other Relevant Policies & Plans	5
2 History of the Collections	
2.1 Gloucester Public Museum, Southgate Street 1860-1873	7
2.2 Gloucester County Museum, Brunswick Road 1873-1895	8
2.3 The Gloucester Museum, Brunswick Road 1896-1931	9
2.4 Gloucester City Museum & Gloucester Folk Museum 1932-1938	11
2.5 Gloucester City Museum, Gloucester Folk Museum & Gloucester Regimental Museum 1939-1959	14
2.6 Gloucester City Museum & Art Gallery, Gloucester Folk Museum, Gloucester Regimental Museum and Gloucester Archaeology Unit 1960-1973	17
2.7 Gloucester City Museum & Art Gallery, Folk Museum, Regimental Museum, Transport Museum & Archaeology Unit 1974-1979	20
2.8 Gloucester City Museum & Art Gallery, Folk Museum, Transport Museum and Archaeology Unit 1980-1990	22
2.9 Gloucester City Museum & Art Gallery, Folk Museum, Transport Museum and Archaeology Unit 1991-2003	26
2.10 Gloucester City Museum & Art Gallery, Folk Museum and Heritage Team 2004-2010	29
2.11 Gloucester City Museum and Folk Museum 2011-2015	30
2.12 Overview of Collections Development 1860-2015	32
3 An Overview of Current Collections	
3.1 Natural History	33
3.2 Archaeology	35
3.3 Numismatics	38
3.4 Art	39
3.5 Social History	41
3.6 Education	43
4 Themes and Priorities for Future Collecting	
4.1 Natural History	44
4.2 Archaeology	45
4.3 Numismatics	47
4.4 Art	49
4.5 Social History	50
4.6 Education	

	<i>Page</i>
5 Themes and Priorities for Rationalisation and Disposal	52
5.4 Natural History	53
5.5 Archaeology	53
5.6 Numismatics	54
5.7 Art	54
5.8 Social History	54
5.9 Education	55
6 Legal and Ethical Framework for Acquisition and Disposal of Items	56
7 Collecting Policies of other Museums	56
8 Archival Holdings	
8.1 Archaeology	56
8.2 Other Collections	57
9 Acquisition	57
10 Human Remains	58
11 Biological and Geological Material	58
12 Archaeological Material	58
13 Exceptions	59
14 Spoliation	59
15 The Repatriation and Restitution of Objects and Human Remains	59
16 Disposal Procedures	59

1 Relationship to other relevant policies and plans of the organisation

1.1 The museum's statement of purpose is:

- To be recognised as a quality service appropriate for one of Britain's most important historic cities

This vision of the museums service was adopted by Cabinet on January 7th 2004, Cabinet further decided that the Museums Service should:

- Tell the story of Gloucester clearly
- Change displays and exhibitions more frequently
- Provide more activities and relevance for children
- Improve marketing to gain the fullest public awareness and participation

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museums service has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museums service recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
- extensive prior consultation with sector bodies has been undertaken
- the item under consideration lies outside the museums service's established core collection

2 History of the Collections

2.1 Gloucester Public Museum, Southgate Street 1860-1873

The collections originated with a collection of *'scientific specimens'* and *'apparatus'* formed by the Gloucester Scientific and Literary Association from 1838. At present nothing is known about this collection.

In 1860 the Association opened a public museum in rooms above the Black Swan, Southgate Street with Mr John Jones as Honorary Curator. The President of the Cotteswold Naturalists' Field Club in his annual address of 1860 described the ethos of the museum as *'to extend the love of scientific enquiry'* by providing *'ready access by the masses of the people to such sources of mental gratification and improvement as are presented in a well ordered and well selected collection of natural objects.'*

There appears to be little documentation of collections surviving from this period, it seems that the exhibits were a mixture of specimens loaned to and owned by the Association.

In 1864 John Jones resigned and was replaced by Mr William C. Lucy, a local geologist and businessman. £200 was raised by public subscription to purchase Jones' collection of fossils for the museum.

Key acquisitions 1860-1873 include:

- Mummy, coffin and sarcophagus of Pedeamun presented by Edmund Hopkinson 1851
- Marine shell collection presented by Sir William Vernon Guise 1860
- Cased bird collection presented by Thomas Barwick Lloyd-Baker 1860
- Local fossil collection purchased from John Jones 1864

Key disposals 1860-1873 include:

There is not sufficient documentation known at present to identify disposals

2.2 Gloucester County Museum, Brunswick Road 1873-1895

On 9th April 1870 Thomas Gambier Parry launched a public appeal to fund *‘the establishment of a museum of antiquities and practical science, a school of the arts of design painting and architecture, and a school of science ... for the benefit of all classes equally.’* He noted that although *‘a very good nucleus of county and other geology already exists’* in the museum, *‘collections of antiquarian and scientific objects of much value have been offered to it, if proper room and guardianship can be found for them’.*

A plot of land on Brunswick Road was purchased and the Gloucester Scientific and Literary Association formed a trust known as the Gloucester Science and Art Society to build and manage the schools and museum.

In April 1873 the new *‘County Museum and Schools of Science and Art’* was opened by the Lord Lieutenant of Gloucestershire, Earl Ducie. In his official address Gambier Parry stated that *‘The primary object of the museum is to afford space and protection for valuable objects of scientific and historical interest, illustrative of the natural history and antiquities of this County and City. It proposes further to supply, so far as room may be afforded for collections of a wider scope, the means of study and illustration for students of the Scientific and Art Schools’.* The Gloucestershire Chronicle reported that Earl Ducie stated that *‘he entirely agreed with Mr Gambier Parry’s views that the museum ought to be almost, if not entirely, one for local objects’ and that ‘firmness would be required on the part of the committee, and some little forbearance on the part of those who presented articles; one must exercise a wise discretion in rejecting, and the other must be content to receive back with a good grace articles that the committee might feel they could not accept as suitable to the museum.’*

William C. Lucy continued as honorary curator throughout this period.

Key acquisitions 1873-1895 include:

- Tombstones of Rufus Sita and Philus, artefacts from Stancombe Park Roman Villa, the Woodchester stoup and medieval Limoges enamel crozier presented by Mrs Frances M. Purnell 1873
- Pleistocene faunal remains and stone tools from King Arthur’s Cave Herefordshire presented by H.M.’s Commissioner of Woods and Forests 1874
- Fragment said to be from the stake at which Bishop Hooper was burnt presented by William P. Price M.P. 1877
- The Birdlip Mirror presented by John Bellows 1880
- Part of a printing press used by Robert Raikes of Gloucester presented by Miss Newall 1888
- Till used in Jemmy Wood’s shop acquisition undocumented before 1891
- Mounted tiger skin presented by Gordon Canning before 1891

- Anglo-Saxon standing cross fragment from St. Oswald's Gloucester by Charles Bossom 1891
- Portrait, local geological specimens, books and drawings presented by William C. Lucy 1893
- Herbarium of Dr Gustavus St. Brody presented by William C. Lucy 1893

Key disposals 1873-1895 include:

There is not sufficient documentation known at present to identify disposals

2.3 The Gloucester Museum, Brunswick Road 1896-1931

From the 2nd January 1896 The Gloucester Corporation assumed ownership of the museum, schools and its collections.

In 1900 the collections were placed in temporary storage so that the museum rooms could re-open as a reference library. A sub-committee of the Technical Education Committee was appointed to consider the future development of the museum. Sidney Savory Buckman, noted geologist and Secretary of the Cotteswold Naturalists' Field Club, was asked to advise the committee which went onto adopt his recommendations. These are reproduced in full in the 1908 'Report on the Gloucester Museum', but of particular relevance are the following parts:

'As the County Town of the shire, Gloucester should possess a museum to serve the purposes of the whole county as well as particular the particular needs of the City itself. In such a museum should be collected all specimens and relics which would illustrate not only the city and county history from the earliest times, but also their present day aspects. And to such a museum as a kind of focus for the county all such specimens and relics should gravitate from various parts of the shire, except in cases where the claims of a local town may be greater.'

'as geology is important in connection with the county industries which affect the greatest number of people, as the Museum obviously cannot cover all ground at once, and as there is good geological material ready for the purpose, it seems desirable that the county geology should thus be a very strong feature of the Museum.'

The collections were to be arranged and labelled according to the following divisions:

- Archaeology (local artefacts of all periods and *'other remains from places more or less contiguous'* this includes ethnographic items)
- Geology (local material to *'illustrate the geology of the county'*)
- Zoology (including non-local specimens)

Gilbert H. Dutton, Assistant Curator of the Cardiff Museum, was appointed to arrange the contents of the museum and become its curator on the understanding that he give not less six weeks in the year to the work of the museum.

In 1904 the Technical Education Committee passed the following resolution:

'That is desirable that in the future management of the museum, the first object should be to make the collections as perfectly illustrative as possible of the natural history and archaeology of the County, and that the collections be arranged accordingly'

Although the museum had re-opened to the public on 15th December 1902, now in the Price Memorial Hall, the 'Museum Report' of 1908 indicates that the collections were still not arranged to the satisfaction of the Committee and that some were still in storage.

Dutton had resigned in 1905, and was not replaced. Mr W. Lock Mellersh of Cheltenham provided voluntary assistance 'dealing with the collection of birds' and other aspects of the zoology collection including the entomology specimens.

In 1910 Mr A. Gordon Thacker, a zoologist with particular interest in human evolution, was appointed Curator and commenced cataloguing the collections. Assistance seems to have been provided by various honorary advisors in botany, geology and zoology. The collections were now divided into archaeological, geological, zoological and botanical departments. Thacker also introduced the first Accessions Register.

Having been away on war service, A.G. Thacker resigned in 1920 to be replaced by Charles Upton who had previously been the honorary geology advisor. He died in 1927, Captain R.B. Dent took over in 1928. Although having a scientific background, Dent created new sections in the catalogues for ceramics, coins and medals and ethnography.

William St.Clair Baddeley, an important local archaeologist, was a prolific donor of archaeological and historic artefacts throughout this period. By 1929 he had become chairman of the Museum Management Committee.

Key acquisitions 1896-1931 include:

- Collection of Roman artefacts from Gloucester bequeathed by John Bellows 1902
- Collections of mounted specimens, undocumented purchased 1905-1909
- Collection of Roman artefacts from Gloucestershire presented by William St.Clair Baddeley 1911
- Collection of Celtic, Roman and medieval coins presented by Mr T.G. Barnett 1913
- Collection of British and local lepidoptera presented by Cllr C.Granville Clutterbuck 1915
- Collection of minerals and local fossils presented by Frederick Sessions 1918
- Hoskold collection of Ancient South American artefacts presented by the Cotteswold Naturalists' Field Club 1920
- Collection of Ancient Egyptian antiquities presented by Mr T Dyer Edwards 1922

- Skull of the 'Birdlip Lady' presented by Cheltenham Art Gallery & Museum 1926
- Upton Collection of fossil molluscs presented by Charles Upton 1914 remainder purchased 1928
- Customs Scrubs Roman sculptures purchased from Miss T. Davies 1929
- Collections of birds' eggs and entomological specimens presented by Mr E. Lifton 1929

Key disposals 1896-1931 include:

- Quantities of mounted specimens from the zoological department that were not sufficiently 'local' or 'educational', 1910-1911
- Quantities of molluscs that did not contribute to a 'good and complete general reference collection', 1920
- There is not sufficient documentation known at present to identify the majority of disposals in this period

2.4 Gloucester City Museum & Gloucester Folk Museum 1932-1938

Captain Dent resigned in October 1931 and the post of Curator was offered to Miss Mariel Russell on a six-month contract in March 1932. Chosen for her archaeological expertise, she set to work cataloguing the Roman material.

On 5th April 1932 the Museum Committee resolved that:

'This museum should adopt a definite policy with regard to acquisitions, accepting duplicate, foreign or irrelevant material only on condition that it is allowed to be put on the list of exchange material... Further that the present situation would be considerably improved if certain classes of objects at present in the museum were at once put on the said list of exchange material. That the Committee should be guided in its selection of exchange material by the consideration that this museum is mainly, and should remain primarily, a collection of objects of local interest, so as far as to form, in time, an illustration to the history of the county and city of Gloucester.'

'...that the following objects and classes of objects should be gradually dispersed either by exchange, or in return for solid cash with which to purchase more suitable exhibits, always provided that no object actually leave the museum until the Museum Committee shall have considered and determined thereon.

- 1) *All objects relating to the natural history of foreign lands*
- 2) *The Egyptian collection*
- 3) *All ethnographic material with the possible exception of the Hoskold Collection, which is more or less complete in itself*
- 4) *Oriental antiquities and objects of art*

It is further suggested that in exchange for these the Museum be prepared to accept from private sources or other museums:

- 1) *Objects relating to local natural history to fill gaps in the present local collections*
- 2) *Local archaeological material*
- 3) *Local bygones and out-of-date agricultural implements etc.*

Further that the friendly assistance of experts in the various subjects should be invoked to enable more exact lists of the gaps to be made and circulated, along with the list of exchange material, to other museums and private collectors.'

Just before she left, Muriel Russell wrote of the Museum Committee: *'I am now busy conducting a campaign on such reprobates to try to show them how museums SHOULD be built up, but I have small hopes of any success.'*

Charles Green was appointed from Salford Museum in July 1932 to the post of Curator. He was an archaeologist and commenced a series of archaeological excavations around the city under the authority of the Museums Committee with the finds becoming part of the museum's collections. By 1934 Green was able to report *'considerable progress'* in the preparation of a serial catalogue and card index system so that *'the whole of the Museum's material will be immediately available for inspection'*.

In 1933 Gloucester Corporation acquired the historic buildings at 99 and 101 Westgate Street, thought at the time to have been Bishop Hooper's last lodging before execution, in order to preserve them. A special sub-committee was convened to recommend potential uses for the buildings including as a venue for *'exhibiting objects of antiquarian interest connected with Gloucester.'* They recommended against its use as a museum because it was not in a central location. However by July 1934 the Corporation had asked Charles Green to suggest a scheme for using No.99 as a museum. He reported that *'I am satisfied that we can here build up a Folk Museum on modern lines'*. His scheme required the active acquisition of additional objects to complete the following themed displays:

- Prints and pictures of Old Gloucester
- Bishop Hooper relics
- Old Gloucester trades and crafts
- Cotswold agricultural appliances and work

The intention was to have period room settings, but Green considered that it would be impossible to acquire sufficient original items and suggested that *'good reproductions'* might have to be sought instead.

Gloucester Folk Museum opened to the public in October 1935. At this time Dr Oliver H Wild was working voluntarily on the collections as a naturalist and *'student of bygones'*. Having been elected to the Museum Committee in April 1935, he became a prolific donor of artefacts relating to rural Gloucestershire life and crafts.

The Corporation established a fund in November 1935 *'to be called the 'art fund' to provide for the purchasing of any pictures, sculptures or other objects of art or interest'*.

In 1938 the rationale of the collections and the two museums was summed up by Green as the City Museum being *'reserved for natural science and early history as evidenced by archaeological material'* but *'quite arbitrarily'* excluding material after the Norman conquest. *'The avowed purpose of the [Folk] Museum is to display a 'Folk Collection' more particularly relating to Gloucestershire. To some extent this is being done, but there is in practice a lack of understanding of what this means. Even after lengthy explanations, influential friends of the museum slip back into the mental habit of regarding it as a collection of 'Bygones' and it has been quite impossible to limit accessions to 'Folk material'.*

Key acquisitions 1932-1938 include:

- Lantern clock by Jasper Lugg of Gloucester presented by Mrs Drummond Robertson 1934
- The 'Bon Marche Head' and other finds from Bon Marche site, Gloucester donated by Messrs J.R.Pope and Sons 1934-35
- Collection of Gloucester and Gloucestershire mint pennies bequest from Mr T.G. Barnett 1935
- Mounted Old Gloucester Breed Cow 'Daisy' purchased 1935
- Mounted game trophies and birds principally collected in India presented by Colonel Deane Drummond 1935
- Paintings and prints from the civic collection including Robert Dowling's 'Siege of Gloucester' and contemporary portrait of Robert Raikes presented by the Gloucester Corporation 1936
- Archaeological finds from Gloucester Quay presented by the Gloucester Corporation 1936
- Collection of agricultural and domestic objects presented by Dr Oliver H. Wild 1936
- Oil painting 'Gloucester Old Spot' by William Painter of Northleach presented by Dr Oliver H Wild 1937
- Isaacs Collection of African game heads presented by Mr F.W. Isaacs 1938

Key disposals 1932-1938 include:

- Non local material from the Guise Mineral Collection 1932
- Non-local material from the Bellows Archaeological Collection 1932
- 'Considerable quantities' of archaeological, zoological, geological, ethnographic and historical material, including Native American artefacts to the Cranmore Ethnographic Museum 1932
- Australasian, Asian and South American ethnographic material given to Pitt Rivers Museum 1936

2.5 Gloucester City Museum, Gloucester Folk Museum & Gloucester Regimental Museum 1939-1959

The Gloucester City Museum was requisitioned under the Emergency Powers (Defence) Act on the 9th September 1939 requiring removal of the collections. A concession was obtained for the large items fixed to the walls such as the Roman tombstones and cases of taxidermy specimens in the balcony cases to remain under the protection of sandbags and timber. The rest of the collections were distributed among the basements and outbuildings of the Folk Museum and Gloucester Guildhall. However objects from either museum identified as particularly fragile, such as the herbaria and the Tidswell ceramics collection, were sent for storage out of the city at The Court Eldersfield and Northmoor House Rendcomb. Objects deemed to be the most valuable, such as the silver plate, went to a bank vault in Gloucester. The Birdlip Mirror was loaned to the British Museum.

In the absence of Charles Green on war service, Dr E.S. Ellis Chairman of the Museums Committee assumed the position of Honorary Curator. He had much assistance from the Gloucester businessman Owen F. Parsons, especially with the numismatics collections. Over the coming decades Parsons became a prolific donor of all kinds of material relating to the history of Gloucester and a long-serving volunteer.

Green and the City Museum were released in 1946. He set to work reviewing the wartime accessions, returning the collections and preparing the building to re-open for February 1947. By August 1948 Charles Green had gone and was replaced as Curator by John Neufville Taylor, Fellow of the Zoological Society and previously of Portsmouth Museum.

In 1949 the Museums Committee approved a declaration for the future development of the Folk Museum. They resolved that: *'the general aims of the Folk Museum shall be to collect, conserve and exhibit material relating to the folk life of Gloucester and the surrounding areas and to gather all available information relating to the collections. The Folk Museum shall be developed as the centre of information and material relating to the corporate life and historical development of the City of Gloucester, and the bygone trades, crafts, industries and domestic life of Gloucester and the surrounding areas.'* *'The period covered by the Folk Museum collections shall be from 1500. The other periods are covered by the collections at the City Museum, Brunswick Road.'* At this time the City Museum's contents were styled as: *'archaeology, geology, botany and natural history of Gloucestershire and of English pottery, glass and silver'*.

An arrangement was made between the Gloucestershire Regiment and the Corporation over the regimental collections then at their depot. These were to be a *'permanent loan and remain the property of the Regiment, the City has accepted full financial responsibility for the museum, which is administered as a branch of the City Museums Department'*. The Corporation's tenant was asked to leave No.103 Westgate Street, adjacent to the Folk Museum, and the building became the Gloucester Regimental Museum opening on 10th June 1950. A doorway was made in the party wall to link the two museums. It was intended that *'in the eyes of*

citizens and visitors alike, [the Regimental Museum] will form an additional branch of the City Museums Department.'

A 1949 grant from the Carnegie Foundation allowed for the complete re-arrangement of the City Museum displays with new cases and *'modern methods of display'*. This was completed incrementally in tandem with a re-arrangement and new cases at the Folk Museum until the City Museum closed for three months in to re-open in time for the 1953 Coronation.

From his appointment Neufville Taylor had been tasked with the *'complete reorganisation of the collections'*. The catalogues and registers were to be reviewed and checked against exhibits, *'in almost every instance previous entries have had to be re-written, and the work of uniting 'floating' descriptions with nameless specimens has not been easy'* he reported in 1950. By 1954 the accessioned collections were catalogued according to the following divisions:

- Archaeology
- Books
- English Antiquities / Folk
- Geology
- Numismatics
- Photographs
- Schools
- Zoology

The regimental collections were accessioned separately. The schools collection of material for loan was experimented with from 1948 but established in 1952 in the hope that dedicated education staff and funding would be provided, although this never materialised.

During the 1950s the Curator received much specialist advice and assistance from volunteers including Kenneth D. Pickford, Dr G.W.T.H. Fleming and Mr A.F. Peacey who reorganised the bird's eggs, botany and entomology collections respectively. An *'Assistant-in-Charge of Archaeology'*, Miss D.M. Rennie, was appointed in June 1951. Her role was both to curate the archaeology collections at the City Museum and oversee excavations in the City. In 1954 she was replaced by Miss M.D. Craster who in turn was replaced by Alan G Hunter in July 1957.

In 1949 Neufville Taylor and Owen Parsons made the first of many visits to home of Stanley Marling of Amberley near Stroud to select objects from his collection of *'period furniture, glass, silver and other art objects'* to be bequeathed after his death. The Museums committee were concerned that *'a suitable home must be prepared for this important collection.'* From as early as 1951 the insertion of a second floor into the City Museum appears on agendas as the *'Marling Floor'*. The museum closed and the exhibits were removed to the basement in February 1957 so that the exhibition space could be divided into two storeys. The museum reopened in April 1958, the ground floor displayed archaeological and natural history specimens while the upper floor had the Tidswell ceramics collection, the numismatics collection and objects loaned from the Victoria and Albert Museum. Visitors were informed that: *'this floor will eventually house the collection of paintings, furniture and fine art which Lt. Col. Stanley Marling of Amberley is leaving to the Museum.'*

Key acquisitions 1939-1959 include:

- Giant deer skull with antlers presented by Morgan Phillips Price 1939
- Tidswell Collection of English ceramics bequest from Katherine Anne Tidswell 1939
- Painswick Hoard of gold coins purchased 1941
- The Alfred & Louise Powell Gloucester Wedgwood bowl presented by Alderman H.G. Williams 1944
- Archaeological archive from the Burn Ground Hampnett presented by Colin Anderson 1946
- The 'Dymock Curse' purchased 1947
- Frampton Volunteers band instruments presented by Mrs Clifford 1948
- William Corsley of Gloucester silver apostle spoon presented by the National Art Collections Fund 1950
- Gloucester Old Spot pig 'Chedworth Pansy' presented by the Trustees of the late W. Piffe Brown 1951
- Baldwin Collection of Gloucestershire tokens purchased 1953
- 'Bishop Hooper' mace transferred from Gloucester Corporation 1955
- Lloyd Baker, Day and Montgomery herbaria presented by Mr J.W. Haines and the late Mrs E.M. Day 1954
- Roman altars from Lower Slaughter presented by Mr L.J. Farnworth 1958
- Rev. Witts Mineral, Geological and Herbaria Collection presented by Major-General F.V.B. Witts and the Misses Witts 1958
- Roman sarcophagus and contents from Trevor Road Hucclecote presented by Messrs James Jones and Henton 1958
- Remainder of the Bourton-on-the-Water Bronze Age axe hoard presented by Lieutenant Colonel W.E.K. Coles 1958
- The twelve portraits of Gloucester's Tudor benefactors transferred from the Gloucester Corporation 1959

Key disposals 1939-1959 include:

- Non-local coins and tokens given to various museums 1943
- Lion skin sold 1944
- Hoskold Collection of South American artefacts given to Pitt Rivers Museum and Museum of Archaeology Anthropology Cambridge 1947
- Elephant's skull and large model warship given to Bristol Museum 1948
- 150 tokens '*forwarded to the appropriate museums*' other coins from the collections gathered for exchange '*for others of local interest*' 1949
- Collection of South American archaeological artefacts given to Pitt Rivers Museum 1950
- Levantine and Greek archaeological material, German and Flemish Renaissance decorative artworks given to Liverpool Museum 1950
- Indian, Burmese and South American ethnographic material given to Liverpool Museum 1951
- Ancient Egyptian material, including mummy of Pedeamun, given to Liverpool Museum 1953
- Indian sculpture given to National Museum of Wales 1954

- Halls Collection of African and New Guinean ethnographic material given to Pitt Rivers Museum 1954
- Isaacs Collection of African game heads (in poor condition) destroyed 1959

2.6 Gloucester City Museum & Art Gallery, Gloucester Folk Museum, Gloucester Regimental Museum and Gloucester Archaeology Unit 1960-1973

In June 1960 Mr R.D. Abbott, previously of Leicester Museum, was appointed to the new post of Deputy Curator. In June 1965 the role was taken by John F. Rhodes. He had joined the museum straight out of university when he replaced Alan Hunter as Archaeology Assistant in 1962.

From about 1960 all of the catalogues were rewritten in typescript registers, the original manuscript catalogues they replaced being disposed of as the work progressed. The collections were now divided into the following divisions:

- Archaeology
- Folk
- Geology
- Numismatics
- Zoology

Although not given a separate catalogue, a distinct 'costume collection' is referred to in reports and correspondence. Objects representing Gloucester's industrial and urban past are gradually acquired for the Folk collection to sit alongside the rural crafts and traditional 'folk-life' material. Books, educational materials and photographs were to be treated separately and no longer accessioned.

Stanley Marling died in April 1963. As John Neufville Taylor wrote; the Marling bequest '*added a completely new section to the collections*'. An Art catalogue was introduced to record fine and decorative works of art. Objects considered to be art were reassigned from the Folk collection in an arbitrary manner therefore the Folk collection still contained paintings considered to be of local but not artistic interest, and the Tidswell Collection of ceramics was split between the two collections. Substantial advice was received from Arthur Negus of Bruton Knowles auctioneers.

The Corporation had approved proposals to extend the City Museum by building two art galleries in January 1963. The top floor of the museum was cleared in November 1964 for the galleries to be constructed. November 1965 saw the opening ceremony of what was now Gloucester City Museum & Art Gallery. The following year an informal panel of artists and critics including Donald Milner and Sir John Rothenstein was established to advise on the development of the art collection. Through personal connections the museum could acquire works and exhibitions via the Arts Council and the Contemporary Art Society.

The 1960s saw the Folk collection gradually acquire more objects representing Gloucester's industrial and urban past to sit alongside the rural crafts and more traditional 'folk-life' material. A Folk Life Assistant, Mr R.J. Malden was appointed in August 1966. He was replaced in March 1970 by Miss J.H.S. Minay, both were assisted by Brian Frith as the Honorary Local History Advisor. From 1968 a garage

was rented in the Morelands match factory complex for the purpose of allowing large items to be acquired for the Folk collection such as a Gloucester horse tram recently discovered.

The natural history collections were joined in December 1965 by the Jourdain National Collection of British Birds' Eggs on *'long term loan'*. Like the Regimental collection these were documented separately from the accessioned material. A Natural History Assistant, David I. Dartnall was appointed in January 1966. A previous *'sparsity'* of natural history acquisitions was noted and he went out to actively collect geological specimens. The purchase of a deep freeze later in 1966 allowed the active acquisition of fresh zoological specimens that could be sent to a taxidermist. Non-local mounted specimens were incrementally replaced with local examples.

Throughout this period the city centre was substantially redeveloped resulting in an increasing number of archaeological projects conducted by museum staff. To reduce the pressure on the Deputy Curator a Field Archaeologist post was created and Henry R Hurst appointed to it in August 1968. By 1972 Gloucester Archaeology Unit had been created to undertake fieldwork in the city. This operated as a division of the City Museum. The archaeological material they generated was accessioned by Unit staff. The intention was that this material would then be catalogued by Museum staff as part of the post-excavation publication process.

The Regimental Museum collections continued to be accessioned separately. However from September 1963 they were incorporated into the Gloucester Museums Committee's collections as an *'indefinite loan'*. At the time a regimental trustee wrote: *'it seems improbable that any future change of policy on behalf of the military authorities would lead to the withdrawal of this loan'*.

All of the museums' collections were subject to a re-boxing programme to save space over this decade. Material appears to have been disposed of without records being made. The lack of storage space was acute, even the second art gallery completed in 1965 was actually used for archaeology and natural history collections storage until 1972. Despite this, material continued to be collected in increasing volume as it was expected that the Art College would eventually vacate their rooms on the Brunswick Road site in favour of the City Museum, and the Folk Museum would be able to expand into the buildings and land behind. The first part of this land was purchased in 1967.

John Neufville Taylor retired as Gloucester Museums Curator in March 1973.

Key acquisitions 1960-1973 include:

- Steeple cup and cover presented by Stanley S. Marling 1960
- The Cross Hoard of 13,000 Roman coins presented by Alexandre Ltd & H. Samuel Ltd 1960
- Contents of Field's wheelwright's shop Winson, bequest of W.W. Field 1960
- Contents of Joe Price's blacksmith's shop Gloucester presented by the Price family 1961
- 'Daniel Lysons' portrait by Sir Thomas Lawrence the bequest of C. B. Trye 1961
- Marling collection objects of 733 fine and decorative arts objects the bequest of Stanley S. Marling 1963
- Long-case clock by Richardson Peyton of Gloucester purchased 1964
- Watercolours of Bourton-on-the Water and Gloucester by Thomas Colman Dibdin bequest of C.D. Ransford-Collett 1964
- Archaeological archive from the Bon Marche site Gloucester presented by the Directors of Bon Marche Ltd 1964
- 'Beast IX' sculpture by Lynn Chadwick purchase with 50% V&A grant 1965
- Gloucester Corporation's collection of 90 paintings and prints transferred to the care of the museums 1966
- 16 models of aircraft made by the Gloster aircraft Company presented by Gloster Whitworth Aircraft Ltd 1966
- Archaeological archive from the New Market Hall site Gloucester presented by the Gloucester Corporation 1966
- Archaeological archive from the Gloucester College of Art site presented by the Gloucester Corporation 1966, 1967, 1968
- The John Moore collection of 3,000 lepidoptera specimens presented by Mrs Moore 1967
- Massinger silver flagon by William Corsley of Gloucester purchased with 50% grant Department Education & Science Fund 1967
- Cirencester hoard of 12 silver spoons purchased with 50% grant Department Education & Science 1967
- Archaeological archive from the Berkeley Street site Gloucester presented by the General Post Office 1969
- 13th century closing ring from St Nicholas Church Gloucester purchased with 40% grant National Art Collections Fund 1971
- Archaeological archive from the Kingsholm Close site presented by the Gloucester Corporation 1972
- Puppets and paintings by George W. Simmonds presented by Eve Simmonds 1972
- 'Musician with a Sarod' by Krishen Khanna presented by the Contemporary Arts Society 1972
- Collection of purses presented by E. Pole Stuart 1973

Key disposals 1960-1973 include:

- Thirteen barometers from the Marling Bequest sold 1963
- Twelve items of furniture and clocks from the Marling Bequest sold 1965
- Large quantity of non-local archaeological material transferred to the education collections 1966
- Paintings 'not worth the cost of repair' destroyed 1967
- Two Mexican masks given to the Pitt Rivers Museum 1967
- Twenty six items of furniture and clocks from the Marling Bequest sold 1968
- Quantity of non-local taxidermy specimens destroyed before 1970
- Four rhinoceros horns sold 1970

2.7 Gloucester City Museum & Art Gallery, Folk Museum, Regimental Museum, Transport Museum and Archaeology Unit 1974-1979

The Local Government Act (1972) came into force on April 1st 1974. The Gloucester Corporation was abolished and Gloucester City Council created as a district of Gloucestershire. The county authority chose not to create a county museums service, leaving each district responsible for its own arrangements. The Gloucester museums and their collections passed into the ownership of Gloucester City Council.

Later that year the Council appointed John Rhodes Director of Museums, and Malcolm J Watkins, a graduate of the University of Leicester Museums Studies course, as Archaeology Assistant.

In 1975 substantial investment was made in equipping the City and Folk Museum workshops so that museum objects could be conserved. A conservation laboratory was established in the City Museum. Nigel Cox, previously a field archaeologist, was appointed Conservation Assistant.

Work on a new archaeology gallery to occupy space vacated in the City Museum by the Art College began in 1974. This was completed in 1978. Within the Archaeology Unit Carolyn Heighway and Patrick Garrod continued to conduct excavations after the departure of Henry Hurst. Pat Garrod had been a frequent donor of artefacts in his own right since the 1950s, however in this period until the closure of the Unit he was recognised as a leading authority on Gloucester's archaeology and was highly influential in the formation of the archaeology collections at source. The post-excavation processing of archives generated by the Unit was neglected. This material was never catalogued as intended so in practice there developed two archaeology collections: one consisting of material generated in excavations by the Unit, which was based in the Old Fire Station at Bearlands from 1976; the other consisting of all archaeological material acquired before 1974 and archaeological material acquired after that date from sources other than the Unit.

The art collections were to be curated by the Museums Director. One of his first tasks in 1974 was to purchase artworks for display in the civic offices.

A new Folk Life Assistant, Stuart Davies, was employed from April 1977. From this point onwards, material acquired for the folk collection was accessioned separately.

Ambitious plans were drawn up for the expansion of the Folk Museum. It was expected that the Lloyd Baker agricultural collection would eventually come to the Folk collections, by 1980 however this had gone to the Corinium Museum as the Cotswold Countryside Collection. Nevertheless large items were acquired for projected displays at a larger Folk Museum such as a Monmouthshire farm wagon and the contents of a wheelwright's shop from Chipping Sodbury both accessioned in 1975. As late as 1978 the Museums Director wrote *'the [Folk] collection can only grow therefore we need as much storage space and display space as possible'*. The 'Gloucester Transport Museum' opened in 1976, this was a vehicle display from the Folk collection in the Old Fire Station at Bearlands. A first phase of extensions on the Folk Museum site was completed in 1979 after the Cider House was acquired for conversion to mixed storage and display use.

The loan of the Regimental collections finally ended in 1979 so that an independent museum could be formed, later to be The Soldiers of Gloucestershire Museum.

The Museums' first written collecting policy was adopted by the Leisure Committee, the governing body, in 1978. It stated that the Council would develop:

- a *'comprehensive collection'* of zoological, botanical, geological and archaeological material from Gloucestershire
- a *'representative collection'* of social history and numismatic material from Gloucestershire
- a *'choice collection'* of *'European fine art and of English applied art selected for quality but with emphasis on Gloucestershire artists and subjects'*.

However objects which *'relate intimately to the towns of Cheltenham, Cirencester, Stroud or Tewkesbury or which taking into account administrative areas and museum facilities, may be more appropriately acquired by another museum authority within the county'*. *'In the case of extreme conflict between neighbouring museum authorities, the minimum geographical collecting area adopted by the Council will be the ancient area of the City as defined by the charter of 1626, namely the present City together with the parishes of Brockworth, Brookthorpe, Churchdown, Down Hatherley, Elmore, Harescombe, Hartpury, Highnam, Hucclecote, Longford, Longlevens, Maisemore, Norton, Pitchcombe, Sandhurst, Twigworth and Upton St. Leonards'*.

The Art, Archaeology and Natural History collections' acquisition criteria was further refined by the Leisure Committee in 1979. They resolved that *'the City Museum and Art Gallery restrict future collections to those items having a direct relationship to the City excepting special items which the Committee may consider acceptable'*.

The Folk collections were not given the same geographical restriction.

At the same time the Leisure Committee directed that the museums conduct a survey of the existing collections, including the Folk collections, *'with a view to their*

refinement and the disposal of items which are not likely to receive attention or be displayed in the foreseeable future’.

Key acquisitions 1974-1979 include:

- Archaeological archive from the Northgate and Eastgate sites presented by Halford & Hampton’s and Scottish Amicable Life Assurance Society 1974
- Archaeological archive from the St.Oswald’s Priory site presented by the Gloucester Corporation 1975
- ‘A Rare Specimen’ painted by James Walker Tucker presented by Mrs C.M. Tucker 1975
- Archaeological archive from 1 Westgate Street presented by William & Gyn’s Bank 1975
- Berkeley Vale herbarium presented by Bryan F. Annis 1975
- Light farm wagon and Monmouthshire wagon purchased 1975
- Collection of British earthenware and porcelain decorative objects bequest of Mrs M.B. Jacques 1976
- Collection of tools and crafts equipment from Munday and Morris ironmongers of Tetbury presented by Mr Eastland 1976
- ‘Newnham-on-Severn from Dean Hill’ painted by William Turner of Oxford purchased with 40% grant from National Art Collections Fund and V&A 1977
- Archaeological archive from Frocester Court Roman Villa presented by Eddie Price 1978 with subsequent deposits in 1980s & 1990s

Key disposals 1974-1979 include:

- Eleven industrial tools transferred to the Acton Scott Museum 1977
- Archaeological archive from Tewkesbury (acquired in 1972) transferred to Tewkesbury Museum 1979
- 110 cubic feet of archaeological animal bone and 13 cubic feet of archaeological building material destroyed 1979
- 63 taxidermy specimens transferred to the John Moore Museum 1979
- Two ploughs transferred to Shropshire County Museum 1979
- Plough transferred to Cotswold Countryside Collection 1979

2.8 Gloucester City Museum & Art Gallery, Folk Museum, Transport Museum and Archaeology Unit 1980-1990

Alongside the collections review, curatorial responsibilities were re-considered and the recommendations enacted by April 1980. John Rhodes remained Director of Museums, but the Folk Life Assistant post, Stuart Davies had gone in May 1979 and was replaced by a Deputy Curator and Keeper of Local History position occupied by Chris Morris previously of Huntingdon Museum. The Conservation Assistant, Nigel Cox, became Museums Conservator. The Natural History Assistant, David Dartnall, was Keeper of Natural History and the Archaeology Assistant, Malcolm Watkins, became Director of Archaeology. There was a recognition of his role in managing the Archaeology Unit, responsibility for monuments such as the King’s Bastion,

Llanthony Priory and Eastgate Chamber as well as curatorial duties for the archaeology collections.

More storage space became available in 1980 as the Regimental Museum moved out of the Folk Museum buildings, and the College of Art finally vacated the City Museum building. For the next fifteen years it was expected that the museums' storage capacity would increase as a resource centre would be built to house the stored archaeology collections and Archaeology Unit at Llanthony Priory and the Folk Museum would be expanded to the rear. However as it turned out only a small temporary store was made at Llanthony and only part of the redevelopment plans for the Folk Museum (the dairy, ironmonger's and wheelwright's shop) were carried out.

The Museums' Director reported back on the collections review in 1980. Although thirty nine works of art were identified for disposal, it seems that only eight artworks actually left the museums along with four Folk items and sixty three Natural History specimens. This was by 'indefinite loan' rather than by gift on the grounds that outright disposal would '*harm future development of the museum service*'. Thirteen cubic feet of archaeological material was '*thrown away*' and it was stated that '*the Council has not provided and does not intend to provide space for the permanent retention of [animal bone]*'.

Folk Museum Attendant Leonard Lee was convicted in 1981 for the theft of about 120 objects from the Folk Museum collections. These were the items that the police could recover, however it was thought that many other objects were stolen by Lee over a period of several months. Poor documentation and location recording meant that it could not be established exactly how many objects had been stolen.

A qualified conservator, Louise Allen, was employed from 1985 replacing Nigel Cox who became Assistant Curator of the Folk Museum.

In 1985 the collecting policy for the Natural History and Archaeology collections were revised to encompass the whole county. It was argued that as the other museums in Gloucestershire had no specialist staff for these disciplines, and two districts had no museum at all, that important material would not be preserved. These policies now stated:

'The City Museum and Art Gallery will develop and maintain a detailed collection of archaeological material from the District and representative collections of archaeological material from the County of Gloucestershire in recognition of the central role of Gloucester during the past'

'that officers be empowered to use their professional discretion to build a collection that will increase the status of the City Museum service in the eyes of the general and the specialist public'

'The natural history department of the City Museum and Art Gallery will concentrate on collecting natural history objects and records, which have a special relevance to the City of Gloucester, but will also develop and maintain a representative collection of natural history material from the County of Gloucestershire.'

'Officers will be empowered to use their professional judgement and expertise to fill gaps in other collections'

Correspondence of a later date reflecting on this period reveals that the Gloucester museums' county-wide role had been *'an informal agreement between local curators which certain museums refused to adopt'*.

Large objects continued to be retained and acquired for planned expansion of the Folk Museum despite the demolition of the large objects store to build the carpenter's shop in 1985. The contents of this store went to the National Waterways Museum's facility until they needed the space in 1988. Then a vacant chapel in Tredworth Cemetery was offered by the Council.

By 1987 the Folk Museum collections had been reorganised according to the Social History Industrial Classification (SHIC) system divided by Community Life, Domestic Life, Personal Life and Working Life. This represented a shift towards considering the collection in terms of social history and people rather than crafts and folklore.

From 1986 attempts were made to record the Natural History collection digitally, first with dbase then with MODES, but these records remained partial and were not maintained. At the same time computer databases, MODES and Paradox, were introduced to replace the manual indexes and catalogues for the Folk collections.

The prospect of applying for Registration status under the Museums and Galleries Commission (MGC) Registration Scheme stimulated an unsuccessful proposal for Collections Manager and Curatorial Assistants posts to be created on the following grounds:

'the Director of Museums has neglected curating the art collection in order to manage museum projects, notably Llanthony Priory, while the Archaeology Director has neglected curating the archaeology collections in order to manage the Excavation Unit, the Deputy Curator/Keeper of Natural History has spent more time on dinosaur finds than on other aspects of his collections'

Both the Folk and City Museums separately achieved Registration status in July 1990. It had been necessary to re-write the collecting policies to follow the MGC guidelines. Now a single Acquisition and Disposal policy for both museums covering all of the collections which were divided as:

- Natural History
- Archaeology (including ancient coins)
- Numismatics (medieval and later coins)
- Art (decorative and fine art)
- Social History (working, domestic, family, community and personal life, topography and transport)
- Education (to be considered as separate from the accessioned collections)

Acquisitions were restricted to:

'The City of Gloucester, including the in-shire defined by charters of 1483-1627. The County of Gloucestershire, not normally including objects which relate intimately to the towns of Cheltenham, Cirencester, Newent, Stroud or Tewkesbury or which, taking into account administrative areas and museum facilities, may more appropriately be acquired by another museum authority.'

For the first time there a caveat was stated for acquisitions:

'The Council will not acquire any item likely to be beyond its capabilities and resources to house and conserve' such as large transport items. 'The Council will not acquire unprovenanced or non-local items except for temporary exhibition or to fill gaps in type collections. It will not acquire duplicates unless required for the education collection or another specific purpose'

The Disposals Policy prescribed an ethical method of disposal, but gave no criteria or strategy for the selection of objects.

Key acquisitions 1980-1990 include:

- Watercolours by John Kemp transferred from the Gloucester College of Art 1980
- 177 domestic items used to teach domestic science presented by Gloucestershire College 1980
- Blacksmithing equipment used in the Kempley Forge presented by the family of Jack Smallman 1980
- Contents of Twigworth cobbler's workshop presented by Mrs Summers 1981
- Dairy equipment (166 items) used at Old Court Farm Stone presented by Victoria Evans 1981
- Archaeological archive from the Gambier Parry Lodge (Coppice Corner) site presented by Shottery Estate Ltd 1983
- Archaeological archive from the Gloucester Castle (Commercial Road) site, including the Gloucester Tables Set presented by Gloucester City Council 1983
- Archaeological archive from Sale's Lot Long Barrow Withington presented by the estate of Helen O'Neil 1983
- Watercolours, long-case clock, ceramics and furniture bequest from Joyce McGowen Kennedy 1985
- Drawing of Gloucester Cathedral interior by Wenzel Hollar presented by Mrs A.P. Squire 1985
- Oil painting 'Gloucester Quay' by Edmund Niemann purchased with 50% grant from Museums & Galleries Commission 1985
- City of Gloucester official weights and measures purchased 1985
- Puppet theatre staging and props made by George W. Simmonds presented by the executors of Eve Simmonds 1985
- Dairy equipment (86 items) presented by Mrs E.M. Keith 1986
- Shoemaker's tools and equipment (77 items) from Barton Street workshop presented by Mrs O.W. Vallender 1986
- Leatherworker's tools and equipment from Cheltenham (230 items) presented by Margaret Carpenter 1987
- Gloucester Cobbler's workshop contents (125 items) presented by Mr H. Fursier 1987
- Palaeontology archive from the Hornsleasow Quarry including early mammal teeth presented by Huntsmans Quarries 1987-1988
- Archaeological archive from the Bank of England site Southgate Street presented by Pearce Developments Ltd 1989

- Pocket watch of the poet W.E. Henley purchased 1990

Key disposals 1980-1990 include:

- About 120 objects stolen from the Folk collection 1980
- Luggage barrow transferred to Banbury Museum 1980
- Paintings of Sir Henry and Lady Lingen transferred to Hereford Museum 1984
- Painting of the Berkeley Mausoleum transferred to the Jenner Museum 1985

2.9 Gloucester City Museum & Art Gallery, Folk Museum, Transport Museum and Archaeology Unit 1991-2003

In 1994 a restructuring process began *‘to reinvigorate and develop the Gloucester City’s Museums Service’*, creating new displays at the City and Folk Museums and turning Llanthony and Blackfriars Priors into *‘living history centres... combining museum collections, state-of-the-art interpretation, living history, crafts and performance’*.

The post of Museums Director was lost with John Rhodes taking early retirement. The museums became the responsibility of a newly created ‘Head of Museums and Cultural Services’ whose portfolio combined them with the City Council’s performing arts venues. Amanda Wadsley, previously of Leicestershire Museums, took up this position in December 1994. By 1996 the new structure was in place with the City Museum, Folk Museum and Archaeology Unit becoming separate cost centres, each with its own manager and responsible for the curation of their own collections.

Chris Morris was Folk Museum Manager, Linda Coode previously of Blaise Castle Museum was City Museum Manager and the Archaeology Unit Manager was Richard Sermon a field archaeologist. The Folk Museum collections were looked after by the Collections Officer - Social History, Nigel Cox, while Louise Allen the Collections Manager of the City Museum did the same there alongside the Collections Officer – Archaeology Sue Byrne, previously a finds specialist in the Archaeology Unit. The Director of Archaeology Malcolm Watkins no longer had direct responsibility for collections or museums issues as the role became solely concerned with general heritage strategy and planning within the City Council. From 1997 the collections at the Unit (archaeological material recovered by the Unit) were cared for by the Finds Trainee Rachel Atherton under the tutelage of Sue Byrne. A post of Collections Officer – Natural History was created but the City Museum’s natural historian, David Dartnall had taken early retirement in 1996 and the post remained vacant until it was deleted some years later. The natural history galleries at the City Museum were redisplayed in 1998 by Sue Swansborough, a natural historian, brought in as Museum Manager for a short period of absence by Linda Coode.

It was expected that large spaces would become available for permanent storage when Blackfriars and Llanthony became collections resource centres. In the meantime temporary solutions were sought for the storage of large and bulky material which continued to be acquired. A hut leased by the Crickley Hill Archaeological Trust in a wartime American army hospital at Ullenwood was used as

an archaeology store until 1994 when E&J Printer's, a former commercial building on Ladybellgate Street, was acquired for demolition by the Council and loaned to the Museums as an archaeology store. It was understood that not only this building, but the Old Fire Station housing the Transport Museum and Archaeology Unit would eventually be sold by the Council for redevelopment.

A new Acquisitions and Disposals Policy in 1997 gave more than geographical criteria for collecting. The art collections were to be of 'high' or 'outstanding' quality. Material 'illustrating the social history of natural history and collecting in Gloucestershire' would be acquired for the natural history collections. For the social history collections there was still an emphasis on 'crafts' and 'trades' however Gloucester's heavy engineering heritage was to be addressed and 20th century items of costume, domestic and family life especially sought. Objects relating to 'arable farming', 'mental health', 'inland waterways' and the 'Arts and Crafts movement' were not to be collected as were specialisations for other museums in Gloucestershire. In 2002 deposition guidelines were introduced for the archaeological collections that required objects to have a proper transfer of title agreement, be marked with accession numbers and properly prepared for long-term storage, however these guidelines were not followed by the Archaeology Unit.

Staff and specialists, including the Area Museum Council conservators, assessed the condition of the City Museum's collections between 1996 and 1997. The lack of a clear division in collections responsibility between the Archaeology Unit and the City Museum was highlighted. A need for improvement was identified for all of the collections, particularly in storage conditions and documentation to bring them up to the MGC recommended standards of collections care.

Both the Folk and City Museums achieved full Registration under the MGC's Phase II Scheme in March 1998, however the latter's status was subject to action on documentation. To address this, a temporary Documentation Officer post was created to which David Rice, previously of Bruce Castle Museum, was appointed in March 1999 and this eventually became an established post. A programme of resolving the permanent loans was commenced and a team of volunteers recruited to create an inventory of the City Museum's collections. Since this time this time volunteers have had an important role at both museums in both documentation, especially digitalisation, and collections care, especially the maintenance of mechanical objects. Some of the longest serving volunteers include: Tony Hall, Tony Sale, Christine Stanbanks, Helen Thorne, Terri Sowerbutts, Bob Stanbanks, Sue Simmonds, Antionette Bowesman, Andy Hampton, Tim Vessey and Elizabeth Sargeant.

Key acquisitions 1991-2003 include:

- Cotton motorcycle of 1922 purchased with 50% grant from the Museums & Galleries Commission PRISM fund 1991
- Archaeological archive from the Ladybellgate Street (Blackfriars cemetery) site presented by Gloucester City Council 1991
- Blockley Plesiosaur skeleton purchased with 50% grant from the Museums & Galleries Commission PRISM Fund 1992
- Price micromoth collection presented by Mr Leslie Price 1993

- BMX bike given to Aaron Powell presented by Mr & Mrs Powell 1993
- Archaeological archive from the Lower Quay Street site presented by Peter Holder 1993
- Archaeological archive from the Quedgeley Olympus Park site presented by Robert Hitchins Developments 1994
- Taynton Corpus Christi purchased with 50% grant from the Museums & Galleries Commission V&A purchase fund 1995
- 'The Black Dog' carved sign from the Black Dog Inn presented by Stroud District Museum 1996
- Newent Anglo-Saxon gold thrymsa coin purchased with 50% grant from the Museums & Galleries Commission V&A purchase fund 1999
- Leyland Metz turntable fire appliance 'Old Gloster' purchased 1999
- Civil War period backsword found at Churchdown purchased 2001
- 'Les Enfants' oil painting by P.J. Crook presented by P.J. Crook 2002

Key disposals 1991-2003 include:

- Underground railway carriage presented to the London Transport Museum 1993

2.10 Gloucester City Museum & Art Gallery, Folk Museum, and Heritage Team 2004-2010

By 2004 the plans for new collections resource centres and museums at Llanthony and Blackfriars Priors had been abandoned. That year a strategic review was implemented that reaffirmed the collections as a single entity and placed an emphasis on public access. The new post of Heritage & Museums Manager was established to oversee the whole service. Andrew Fox, previously at Grimsby Museums, was appointed to the post at the end of 2005. Chris Morris became the Facilities and Operations Manager to run the museums, and Richard Sermon did the same for the 'historic environment' and monuments as Heritage Team Manager. The Heritage Team consisted of a Historic Environment Officer and two Community Heritage Officers charged with engaging the public in Gloucester's archaeology. Within the museums a Collections Care Manager, Louise Allen, was responsible for the care of all collections working with the Documentation & ICT Officer, David Rice until 2007 when Angela Smith previously of Stroud Museum and Gloucestershire Archives with an expertise in natural sciences took over. The new post of Life-Long Learning & Access Officer was vacant until filled in January 2008 by Sarah Orton previously of Northampton Museum. The natural history collections were to be curated by a Natural History Access Officer but the post remained vacant and was eventually deleted. The curation of the art and natural history collections was shared between Louise Allen, David Rice and Angela Smith. The social history collections were curated by the Social History Access Officer, Nigel Cox, based at the Folk Museum and the archaeology collections curated by the Archaeology Access Officer, Sue Byrne with Rachel Atherton previously of Archaeology Unit job-sharing until 2007 then David Rice, based at the City Museum. However throughout this period the status of the archaeology collections as a whole remained ill-defined in practice as the Heritage Team retained possession of the Archaeology Unit's documentary archives but no longer took a role in the care of the finds archives.

The temporary arrangement to occupy the E&J Printers building as a museum store was finally ended in the autumn of 2004 when the structure was scheduled for demolition. The collections stored within were moved to a nearby former BT telephone exchange acquired by the City Council for eventual demolition as part of the same regeneration scheme. In November 2009 the Old Fire Station housing the Transport Museum, archaeological stores and the Heritage Team was sold by the City Council. The Heritage Team moved to new offices in the City Museum taking with them the documentary archives from the archaeology collection. The archaeological finds stored were relocated to the City Museum and BT building. The contents of the Transport Museum were disposed of or sent to the latter.

The uncertainty over long-term storage capacity prompted commencement of a disposals programme. Criteria for assessing objects was drawn up in 2008, the disposal and transfer of objects commenced in 2009.

The long-standing conflicts with other museums' collecting areas was resolved by agreement in 2007 and codified in the otherwise substantially unchanged Collecting Policy of 2009. Guidelines for the pre-deposition preparation of archaeological archives were established in 2006 and a deposition fee introduced in 2010.

Key acquisitions 2004-2010 include:

- 'Baker Challenge Shield' 1902-1905 for rugby presented by Cheltenham Art Gallery & Museum 2004
- Archaeological archive from London Road (mass grave) site presented by McCarthy & Stone (Developments) Ltd 2004
- Set of four silver communion mugs 'Gloucester Independent Meeting' purchased with 70% grants from Museums & Galleries Commission V&A purchase fund and The Art Fund 2005
- Collection of objects relating to Jemmy Wood of Gloucester presented by Derek Meadows 2005
- Eight clocks of various types bequest from Malcolm M.J. Jennings 2006
- 'Gloucester Park' oil painting by Edward Smith bequest from Michael John Hurd 2007
- Fifteen drawings of Clapham, Gloucester by Bob Rowland given by Bob Rowland 2007

Key disposals 2004-2010 include:

- Undocumented archaeological bulk finds, infested taxidermy specimens, contaminated geological bore samples destroyed when E&J Building cleared 2004
- Two 18th century tanning vats and lead cistern stolen from Tredworth Chapels 2005
- Pair of prison cups presented to Corinium Museum 2005
- 189 uncollected identifications and contaminated environmental samples destroyed 2007
- 33 boxes of archaeological material recovered outside of the collecting area transferred to other museums 2008
- Human remains (3,000 individuals) loaned to the care of universities 2010
- The City Charters deposited with Gloucestershire Archives 2010
- Mounted Cotswold lion sheep presented to Community education group 2010
- Four taxidermy specimens destroyed due to infestation 2010

2.11 Gloucester City Museum and Folk Museum 2011-2015

A major Heritage Lottery Fund project to transform the educational facilities of both museums was completed in the summer of 2011. The ground floor of the City Museum was refurbished with new displays, shop and café, and an education building was constructed at the Folk Museum. This resulted in the loss of storage space at both sites. At the same time the BT Building store had to be vacated for demolition. Alternative accommodation was found so that from 2010 the collections stores were: City Museum, Folk Museum, basement of Gloucester Library (adjacent to the City Museum), Tredworth Chapel, Eastern Avenue Depot and Gloucester Market, all owned by Gloucester City Council none which have any planned change of use.

The service was restructured at the end of 2011 to produce a more 'visitor focussed model'. With the new staffing structure in place by April 2012, the curatorial team comprising of the following people each specialising in a particular area of skills:

- Museums Manager, Angela Smith (collections)
- City Museum Curator, David Rice (collections)
- Folk Museum Curator, Sarah Orton (education)
- Business Development Officer Vicki Hopson (exhibitions, retail & marketing) previously a Museums Assistant at Gloucester Folk Museum.

The whole team now works across both sites with all collections. The Museums Assistants, primarily overseeing the front of house, also now work across both sites and have received training in collections care.

The same 2012 restructuring disbanded the Heritage Team so that the documentary component of the archaeology collections were returned to the City Museum and the care of the curatorial team. In 2014 a project funded by English Heritage was completed to bring the archives of the principal sites inherited from the Heritage Team up to a professional standard for storage.

The museums were awarded Accreditation status under the revised guidelines in 2013.

Over 2014 plans were prepared, initially for a potential Heritage Lottery Fund project, to redevelop what both Museums offer visitors. This process is informing the development of the collections as new displays and exhibitions will be developed. The City Museum will tell the story of Gloucester, its natural history and communities up to and including the present day. The Folk Museum will focus on particular periods, people and aspects of daily life. The themes here will include: Victorian collectors, Gloucester's sporting passions, costume and fashion, Tudor bedroom, the Second World War and 1960s front room.

Key acquisitions 2011-2015 include:

- Substitute cheese used in cheese rolling events in World War 2 presented by Mr J. Jeffries 2011
- Unique 'SILIACPINC' Gloucester penny of William I purchased 2013
- Jemmy Wood of Gloucester's deed box purchased with a donation from Dr Royse Murphy 2014
- Rugby Challenge Cup and The Combination Trophy presented by the Gloucester Combination 2014

Key disposals 2011-2015 include:

- 162, mostly undocumented, social history objects destroyed due to deterioration beyond use or repair 2011
- Horse tram presented to Oxford Bus Museum Trust 2011
- Seven boxes of archaeological unstratified bulk finds destroyed 2012
- Ball winding machine presented to The Museum in the Park Stroud
- Figurehead of the *Prince Victor* ship presented to F Hunter 2012
- Horn working archive including rhinoceros horn returned to original owner 2013
- Two manual fire engines returned to original donors 2012
- Collection of stoneware jars returned to original donor 2015
- 126 boxes of archaeological bulk finds destroyed on specialist advice as part of the Archives Enhancement Project 2015
- Ten boxes of archaeological building material destroyed on specialist advice 2015
- Leyland Metz turntable fire appliance 'Old Gloster' presented to the 16TL Preservation Group 2015
- Mounted song thrush and hedge sparrow specimens presented to John Moore Museum Tewkesbury 2015

2.12 Overview of Collections Development 1860-2015

Originally the collections were almost exclusively concerned with science and the natural world in general. Antiquities were added to the collections and the focus became Gloucestershire specimens. By the 1930s archaeology had come to be seen as the most important collection and objects representing Gloucestershire trades, crafts and bygone life were being acquired for the new Folk Museum. From the 1950s a collection of European fine and decorative artworks was acquired for the new art galleries, however by the late 1970s only local artworks were being acquired. Up until the 2000s it was anticipated that museum facilities would expand and the collections were grown accordingly although the active collecting of natural history material had ceased, the folk collection had a greater emphasis on social history and across all collections only material from the City of Gloucester and the immediate surrounding area was now accepted. A process of reviewing all existing collections was begun in earnest in the 2010s.

3 An Overview of Current Collections

Core collections are identified by an asterix: *

Most of the figures for object numbers are approximate as the collections with large numbers of small objects such as archaeology and natural history have only been documented to box and group level at this stage.

3.1 NATURAL HISTORY

- The specimens described below have mostly been collected in the field from Gloucester and Gloucestershire unless otherwise stated.
- The specimens mostly originated in private collections formed by local collectors in the 19th to mid 20th centuries. With the exception of the birds and mammals, the original collectors' labels and documentation have for the large part been retained making them a valuable resource for the study of scientific investigation as well as the past ecologies of Gloucestershire. This material forms the most comprehensive and important collection in the county.
- All of the material is owned by the museums' governing body other than six items which are on loan. None of the collections are in digital form.

Botany:

Herbaria* including the archive of the Definitive Flora of Gloucestershire (1948) and the collections of Gustavus A.O. St. Brody and E.M. Day (3068 sheets have been included in the national 'HerbariaUnited') project: 16,000 specimens

Entomology:

British beetles*: 6,000 specimens

British butterflies*: 3,000 specimens

British moths* including the collection of Leslie Price, especially strong in microlepidoptera: 14,000 specimens

Other British insect groups*: 2,000 specimens

Biology:

British birds*: 564 specimens

British mammals*: 150 specimens

British land and freshwater molluscs*: 2,000 specimens

Marine shells, collected world-wide: 6,000 specimens

British birds' eggs* collected prior to the Wild Birds Protection Act 1954: 1,000 specimens

Geology:

British fossils*, especially strong representation of material from the Cotswold oolitic limestone formations, including the Charles Upton collection of 5,000 brachiopods, the assemblage of microfossil and early mammal remains from Hornsleasow and the Rev. Edward Witte collection of limestone slate fossils: 11,000 specimens

Pleistocene megafaunal remains* from the Gloucester gravels and the Rev. Symonds collection from King Arthur's Cave: 500 specimens

British rock samples*, including the William Lucy collection of Pleistocene gravels and erratics: 1,000 specimens

Minerals, collected world-wide: 2,000 specimens

Un-accessioned Collections:

This material is not suitable for accessioning because the way it is used exposes it to damage and loss. The specimens do not satisfy the criteria of the collections policy or duplicate accessioned material and have not gone through the acquisition process where transfer of title documentation is available.

- Library, especially strong in local journals, 19th and early 20th century publications: 1,000 books
- Reference material, especially the bones of common British mammals and birds, used to identify archaeological and other specimens: 6 boxes of specimens
- Correspondence with museum staff and volunteers relevant to local ecology and its investigation covering most of the 20th century: 1 filing cabinet

Relevance to the museums' statement of purpose:

The natural history collections are of very high quality. They enable the story, both natural and human, of Gloucester to be told through exhibition, activities and research.

Many of these collections contain specimens which have not been collected locally but form comparative and illustrative material that gives context to the more local material from the natural history and other collections. For example specimens of other beetles seen alongside the Gloucester musk beetle give context to it, and specimens of metals may illustrate the alloying processes carried out by the Gloster Aircraft Company.

The natural history collections appear to contain some material which is not relevant to the museums' statement of purpose. Further investigation is needed, but these items include:

- Specimens in the entomology collection that have deteriorated beyond use

and sensitive specimens for which the museum is not able to provide high-quality care

- Non-local undocumented and duplicate specimens in the geology collection

3.2 ARCHAEOLOGY

- The majority of these collections were acquired from excavations by professional archaeologists and as such the provenance and context is well documented. A relatively small number of objects were acquired as single finds or from antiquarian collections.
- Gloucester was one of only four *coloniae* in Roman Britain, the site of an Anglo-Saxon royal palace and in the Middle Ages was recognised as one of the most important towns in the kingdom. The archaeological collections are a unique resource for the study of this rich heritage.
- Around 1% of the archaeology collections were found outside of Gloucestershire.
- All of the material is owned by the museums' governing body other than 121 objects which are on loan.
- The key strengths of the collections are described below.

Prehistory*:

Iron Age mirror and associated grave goods from Birdlip

Human remains from the Nymphsfield and Sale's Lot Neolithic long barrows

Hoard of Bronze Age Axes from Bourton-on-the-Water

Group of 'Celtic' sculpted stone heads from Cinderford

Roman*:

Human remains from Gloucester's Roman cemeteries including the London Road mass grave

Stone sculpture including tombstones from Gloucester such as that of Rufus Sita, architectural fragments from Gloucester such as the gorgon antefix, and religious imagery from Gloucestershire such as the Gloucester 'Attis' bust, Northgate Street 'Mercury and Rosmerta' plaque, Bisley and Lower Slaughter shrine groups.

Kiln-groups from Brunswick Road, Kingsholm Road and Berkeley Street

Military equipment, including the Kingsholm helmet cheek-piece, from the legionary fortresses at Gloucester and Kingsholm

Excavation archives from the Colonia of Gloucester. Individual finds of importance include the Parliament Street bottle, Southgate Street equestrian statue fragments and silver buckles of the 'Kingsholm Goth'

Excavation archive from Frocester Court Villa, including the goblet of engraved glass

The antiquarian collections of John Bellows and John Bransby Purnell

Anglo-Saxon & Medieval*:

Saxon sculpture including the St Oswalds standing crosses and grave cover fragments and the Newent Pillow stone

The complete 11th century game of tables from Gloucester Castle

Human remains from Gloucester Blackfriars, St Owens and St Oswalds cemeteries

Excavation archives from the medieval city of Gloucester. Individual finds of importance include the organic material from No.1 Westgate Street and the Quay.

The 13th century cast bronze closing ring from St. Nicholas Church Westgate Street

The 13th century champlevé enamelled crozier from the collection of Purnell Bransby Purnell

Post Medieval*:

Human remains from the Southgate Chapel and Infirmary cemetery.

Military equipment relating to the siege of 1643

Ethnography:

Miscellaneous tools, mostly of stone, collected in the 19th and early 20th century from Africa, Asia, Oceania and the Americas: 99 objects

Scale of Collections:

Documentary Archives including digital records stored on various media including floppy disk and cd: 400 boxes

Coins: 30,000 objects

Metalwork: 10,000 objects

Organic (wood, leather etc.) 1,000 objects

Worked stone 1,000 objects

Ceramics 50,000 objects

Bone (worked) 2,000 objects

Bone (animal) 10,000 objects

Bone (human): 3,000 individuals represented

Un-accessioned Collections:

This material is not suitable for accessioning because the way it is used exposes it to damage and loss. The specimens do not satisfy the criteria of the collections policy or duplicate accessioned material and have not gone through the acquisition process where transfer of title documentation is available.

- Library, especially strong in local journals and 20th century publications:
1,000 books

- The Gloucester Type Fabric Series, a reference collection of ceramic samples used to identify archaeological finds: 400 bags of sherds
- Correspondence with museum staff and photographs concerning archaeology in Gloucestershire and its investigation: 2 filing cabinets

Relevance to the museums' statement of purpose:

The archaeology collections are of very high quality. They enable the story of Gloucester to be told through exhibition, activities and research.

Many of these collections contain artefacts which have not been collected locally but form comparative and illustrative material that gives context to the more local material from the archaeology and other collections. For example a complete bronze spearhead from Herefordshire gives context to a spearhead fragment from Kingsholm and the Purnell crozier may illustrate the lost wealth of the Gloucester monasteries.

The archaeology collections appear to contain some material which is not relevant to the museums' statement of purpose. Further investigation is needed, but these items include:

- Material that would be more appropriate in the collections of other Gloucestershire museums
- Environmental and organic samples that have become contaminated or have deteriorated beyond use
- Unstratified and archaeologically undiagnostic finds from excavations
- Large fragments of worked stone for which appropriate long-term care cannot be ensured.

3.3 NUMISMATICS

- Most of the specimens described below (80%) were collected in the field from Gloucestershire, but many are from antiquarian collections, the most important being those of Thomas G. Barnett and Thomas Gambier Parry.
- Most of the categories below contain some unique specimens
- All of the material is owned by the museums' governing body other than 19 specimens which are on loan. None of the collections are in digital form.

Roman imperial coins*: 15,000 specimens

Roman coin Hoards* from Gloucester Cross, Oldcroft and New Market Hall: 15,000 specimens

Products of the Gloucestershire mints* (Gloucester, Berkeley and Winchcombe 10th-13th centuries): 183 specimens

Gloucestershire 17th century tokens*, including a rare die and a paper archive recording every known type: 750 specimens

Gloucestershire 18th-19th century tokens*: 270 specimens

Gloucestershire commemorative medals*: 120 specimens

Gloucestershire seals (casts & matrices)*, 13th-19th centuries: 60 specimens

English coins*, 14th-20th centuries, including 9 rare dies: 800 specimens

17th century coin hoards* from Westgate Street and Painswick: 200 specimens

Reckoning counters*, 13th-15th centuries: 60 specimens

Coin weights*, 17th-18th centuries: 70 specimens

Un-accessioned Collections:

This material is not suitable for accessioning because the way it is used exposes it to damage and loss. The specimens do not satisfy the criteria of the collections policy or duplicate accessioned material and have not gone through the acquisition process where transfer of title documentation is available.

- Library, especially strong in mid 20th century publications: 100 books
- Correspondence with museum staff and volunteers concerning numismatic items within Gloucestershire and their investigation: 2 filling cabinet drawers

Relevance to the museums' statement of purpose:

The numismatic collections are of very high quality. They enable the story of Gloucester to be told through exhibition, activities and research.

The specimens were acquired because they were produced or found locally or were from the cabinets of local collectors. Undocumented specimens form comparative and illustrative material that gives context to the material from other collections. For example a farthing die seen alongside a Gloucester farthing may illustrate the manufacturing process while the coins representing an artisan's wage can give context to objects from a Gloucester shop.

The numismatics collections do not appear to contain material which is not relevant to the museums' statement of purpose.

3.4 ART

- The art collections' greatest strengths are in depictions of Gloucester and Gloucestershire and works by local artists. Of particular note are the early 17th century portraits of Gloucester benefactors, one of the two best civic collections in the country, and the unique collection of puppets by William and Eve Simmonds of Far Oakridge.
- All of the material is owned by the museums' governing body other than five items which have been loaned in. These are the J.M.W Turner and Francesco Guardi paintings which are exhibited under the terms of the Conditional Tax Exemption Scheme. None of the collections are in digital form.

The existing collection consists of the following type and quantities of material:

Sculpture, including works by Lynn Chadwick and William Simmonds:
55 pieces

Oil and Tempera Paintings*, including works by Thomas Gainsborough, Philip Wilson Steer, Richard Wilson, Edward Burra, Walter Sickert, Sir Thomas Lawrence, Adriaen Van der Werff, Francesco Guardi, Johannes Vosterman and Charles Gere: 205 paintings

Water-colours and Drawings*, including works by J.M.W. Turner, Joseph Farington, William Fleetwood Varley and a collection of Gloucestershire scenes by Thomas Colman Dibdin: 242 works

Fine Art Prints, including etchings by Walter Sickert: 56 prints

Gloucestershire Topographical Prints*, including historic maps and sets of engravings by Samuel Lysons and Jan Kip: 256 prints

English Ceramics, including the Gloucestershire Bowl by Alfred and Louise Powell for Wedgwood, and the Katherine Tidswell collection of rare Staffordshire figures and important examples of tin-glazed earthenware: 287 pieces

Silver, including work by William Corsley of Gloucester and the Cirencester Hoard of spoons: 307 pieces

Glass, including a collection of pieces decorated by James Giles: 204 pieces

Clocks, Watches, Sand-glasses and Barometers, including the most complete collection of work by Gloucestershire clockmakers in the county, clocks by Christopher Pinchbeck, Richard Peyton of Gloucester and barometers by Daniel Quare: 177 items

Furniture, particularly strong in Queen Anne style London pieces: 115 items

Un-accessioned Collections:

This material is not suitable for accessioning because the way it is used exposes it to damage and loss. The specimens do not satisfy the criteria of the collections policy or duplicate accessioned material and have not gone through the acquisition process where transfer of title documentation is available.

- Library, contains some rare early 20th century books collected by Stanley Marling: 200 books
- Correspondence between museum staff, art historians and artists, index cards recording works of Gloucestershire artists: 1 filing cabinet

Relevance to the museums' statement of purpose:

The art collections are of high artistic quality. They are strong in the representation of the city and its environs so enable the story of Gloucester to be told through exhibition, activities and research.

The collections contain some artworks which do not have a local connection. The artistic merit of these works serves as inspiration for craft activities in which the public participate, especially children. They also form comparative and illustrative material that gives context to the more local artworks. For example a wine glass, cooler and strainer seen alongside the glass debris from the cellar of the Gloucester Bell Hotel gives context to it, and the landscapes of Richard Wilson and Thomas Gainsborough illustrate the Romantic style William Marlow wanted to achieve in his view of Gloucester.

The art collections appear to contain some material which is not relevant to the museums' statement of purpose. Further investigation is needed, but these items include:

- Pieces of furniture and barometers for which the museums are not able to provide high-quality care
- Decorative art objects that do not have a local connection whose function is served by other objects in the collection.

3.5 SOCIAL HISTORY

- The objects described below have mostly been made or used in Gloucester and Gloucestershire, unless otherwise stated, and range in date from the 16th to the 21st centuries. They form a unique resource for the study of past communities in the area.
- As one of the first social history collections to be established in Britain, it is especially rich, particularly in the representation of rural and urban crafts of the early 20th century and before.
- All of the material is owned by the museums' governing body other than 57 loans. None of the collections are in digital form.
- The key strengths of the collections are described below.

Working Life*: 9,450 objects

Pin-making in Gloucester, a nationally important collection

Arable and dairy farming equipment especially from the Vales of Berkeley and Gloucester, the dairying collection is particularly strong

Lower Severn fishing industry, a unique collection

Tools and equipment from a wide range of traditional trades and crafts, those of the blacksmith, shoemaker, and signwriter are the best represented since the acquisition of the contents of the Price, Farmer and Stephens workshops respectively

Material relating to wholesale and retail distribution, that of the ironmonger and butcher are the best represented

Objects relating to Gloucester's manufacturing industries, the largest collections include bell founding (Rudhalls), engineering (Kell & Co) and match manufacture (Moreland & Sons)

Two Cotton racing motorcycles made in Gloucester

A Dursley Pedersen bicycle

Collection of model locomotive steam engines made by Arthur Trotter of Coleford

Domestic and Family Life*: 7,882 objects

These collections are important for the breadth of the range of objects represented, with those relating to food, drink, toys and laundry being the most numerous

Early wood and leather domestic objects collected by Stanley Marling

Horn items of the 18th and 19th centuries

Toys of the 19th and 20th centuries

Personal Life*: 3,655 objects

Costume and accessories made and worn in Gloucestershire, including a good series of 19th-20th Century dresses (some published)

Embroidered agricultural smocks and samplers

Objects relating to the Gloucester eccentric millionaire Jemmy Wood, martyred Bishop John Hooper and social campaigner Robert Raikes

Community Life*: 2,984 objects

A good county-wide collection illustrating customs, traditions, superstitions including the 'Dymock Curse', friendly societies, police (loan), weights and measures and medical and dental practices.

Gloucestershire standard weights and measures 1824-1891

Judicial robes of Sir Matthew Hale 1671-1675

Band instruments and colours from the Frampton Volunteers of 1798

Munitions, clothing and letter of Charles I relating to the Siege of Gloucester 1643

Horns said to be from the cow from which Dr Jenner extracted the first vaccine lymph

Un-accessioned Collections:

This material is not suitable for accessioning because the way it is used exposes it to damage and loss. The specimens do not satisfy the criteria of the collections policy or duplicate accessioned material and have not gone through the acquisition process where transfer of title documentation is available.

- Library, especially strong in early 20th century trade manuals and catalogues: 1,000 books
- Correspondence with museum staff and photographs concerning social history in Gloucestershire and its investigation since the 1930s, this includes a particularly rich resource for the history of pin making: 4 filing cabinets

Relevance to the museums' statement of purpose:

The social history collections are rich and diverse. They enable the story of Gloucester to be told through exhibition, activities and research.

Many of these collections contain artefacts which have not been collected locally but form comparative and illustrative material that gives context to the more local material from the social history and other collections. For example Georgian sugar nippers illustrate Gloucester's 18th century sugar refinery and pin making machinery from Birmingham gives context to the pin making debris found below the floorboards of the Folk Museum.

The social history collections appear to contain some material which is not relevant to the museums' statement of purpose. Further investigation is needed, but these items include:

- Collections of printed books that are duplicated in other public collections and would be more appropriate as handling material

- Large objects, such as industrial machinery, for which appropriate long-term care cannot be ensured
- Objects that have deteriorated beyond use and are duplicated in other public collections.

3.6 EDUCATION

- The purpose of this collection is to help the museums achieve the vision for the service outlined above (1.1) through engaging members of the public, particularly families and children.
- The objects in this collection are for public handling so are liable to damage and loss, and may be stored in insecure and environmentally unstable conditions. Therefore this collection does not contain accessioned material because accessioned objects require a higher level of care as the museum has pledged to preserve them.
- The objects were either acquired specifically for this collection or were de-accessioned from the other collections. In cases where objects are donated for educational use the donor is informed of the different standard of care that these objects receive.
- All of the material is owned by the museums' governing body. None of the collection is in digital form.
- The collection contains both genuine and replica objects. None fulfil the criteria for the accessioned collections. The key strengths of the collection are described below.

Archaeological material, particularly stone tools and pottery: 1,200 objects

Natural history specimens, particularly fossils and mounted and cased animals: 250 specimens

Social history objects, especially Victorian and Second World War domestic material: 200 objects

Relevance to the museums' statement of purpose:

The education collection enables the story of Gloucester to be told by engaging members of the public, particularly families and children, with historic and natural specimens.

It does not appear to contain material which is not relevant to the museums' statement of purpose.

4 Themes and Priorities for Future Collecting

4.1 NATURAL HISTORY

The Museums' vision for the development of the natural history collections:

- The natural history collections will be developed as a unique source of knowledge about the natural environment of Gloucester and the people who have studied it, as both aspects form an integral part of the story of Gloucester.
- They will not be developed as a countywide collection as has been the case in the past. They are to be seen as a resource to be used in conjunction with Gloucestershire material in other museums and public bodies.
- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities as well as study by the wider scientific community.

What will be collected and why:

- Natural history material directly related to the City of Gloucester that is not duplicated elsewhere in the collections so that it will assist in telling the story of Gloucester. Anything collected outside of the City of Gloucester will only be acquired in exceptional circumstances such as to provide context to existing objects or where they form part of a collection by a local collector and the material would not be more appropriate in another museum or public body.
- Botanic, invertebrate and taxidermy specimens will only be considered if they are scientifically or historically important and do not present a hazard to the existing collections. This is because their vulnerable nature requires special care.
- Rocks and minerals will only be considered if they are scientifically or historically important specimens. This is because the existing collections appear comprehensive enough to tell the story of Gloucester.

Material that will not be collected:

- Material for which the museums cannot provide an appropriate level of care, including very large specimens or specimens preserved in liquids. Such material would prevent compliance with the statement of purpose above (1.1).

- Bird's eggs will not be acquired as the museums staff are not equipped to ensure that they have been collected in an ethical and legal manner.
- Material that is in contravention of any law or treaty as described below (11.1).

4.2 ARCHAEOLOGY

The Museums' vision for the development of the archaeology collections:

- The quality of the archaeology collections will reflect Gloucester's status as one of Britain's most important historic cities.
- They will be developed as a unique source of knowledge about the growth and people of Gloucester as well as the people who have studied it as both aspects form an integral part of the story of Gloucester.
- They will not be developed as a countywide collection as has been the case in the past. They are to be seen as a resource to be used in conjunction with Gloucestershire material in other museums and public bodies.
- It is not intended that they will duplicate archives that are cared for by the Archaeology Data Service (ADS).
- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities as well as study by the wider academic community.

What will be collected and why:

- Archaeological material directly related to the City of Gloucester that is not duplicated elsewhere in the collections so that it will assist in telling the story of Gloucester. Anything collected outside of the City of Gloucester will only be acquired in exceptional circumstances such as to provide context to existing objects or where they form part of a collection by a local collector and the material would not be more appropriate in another museum or public body.
- Archaeological archives will only be considered if they were generated in the City of Gloucester (including Barnwood, Longlevens, Matson, Hempsted, Hucclecote, Quedgeley) or one of the following parishes: Ashleworth, Badgeworth, Brockworth, Chaceley, Churcham, Churchdown, Down Hatherley, Forthampton, Great Witcombe, Hartpury, Hasfield, Highleadon, Highnam, Innsworth, Lassington, Longford, Maisemore, Minsterworth, Norton, Prinknash Park, Rudford, Sandhurst, Tirley, Twigworth.

- Archaeological archives will only be considered if they are presented in the form specified by the latest version of the Gloucester City Museums Deposition Guidelines. This will enable them to be better preserved and used.
- Bulk finds will only be considered if they have been subjected to a selective disposal process by the excavator, more detail can be found in the Gloucester City Museums Deposition Guidelines. This is because long-term storage space is limited.
- Human remains will only be considered if they do not require a licence under the Human Tissue Act 2004, and have been recovered with a Coroner's Licence from the Ministry of Justice that does not require reburial. See below (10.1).

Material that will not be collected:

- Material for which the museums cannot provide an appropriate level of care, including very large or waterlogged objects. Such material would prevent compliance with the statement of purpose above (1.1).
- Material whose recovery has contravened any legal procedures as described below (12.1-2).
- Ethnographic material will only be considered if it relates directly to the life of a local collector. In such exceptional cases the object(s) will be seen as part of the Social History collection.

4.3 NUMISMATICS

The Museums' vision for the development of the numismatic collections:

- The quality of the numismatic collections will reflect Gloucester's status as one of Britain's most important historic cities.
- They will be developed as a unique source of knowledge about the growth and people of Gloucester as well as the people who have studied it, as both aspects form an integral part of the story of Gloucester.
- They will form a comprehensive type series of the coins and medals manufactured or commissioned in the City of Gloucester
- They will not be developed as a county or national type collection as has been the case in the past. They are to be seen as a resource to be used in conjunction with Gloucestershire material in other museums and public bodies.

- The numismatic material in the Social History and Archaeology collections will be incorporated into the numismatics collection so that everything can be considered together.
- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities as well as study by the wider academic community.

What will be collected and why:

- Numismatic material directly related to the City of Gloucester that is not duplicated elsewhere in the collections and will assist in telling the story of Gloucester. Anything collected outside of the City of Gloucester will only be acquired in exceptional circumstances such as to provide context to existing objects or where they form part of a collection by a local collector and the material would not be more appropriate in another museum or public body.
- A second example of each important coin or medal, where necessary, so that both the obverse and reverse can be shown together in displays.
- Material relating to Gloucester's banking heritage as this is an important part of the city's story but appears under-represented in the existing collections.
- Hoards in their entirety in preference to pieces split from hoards as there is more value in studying the group than individual items.

Material that will not be collected:

- Material whose recovery has contravened any legal procedures as described below (12.1-2).

4.4 ART

The Museums' vision for the development of the art collections:

- The quality of the art collections will reflect Gloucester's status as one of Britain's most important historic cities.
- The art collections will be developed both as a unique source of knowledge about the artists and craftspeople of Gloucester and how the city and life relating to it has been depicted and interpreted by artists, both these aspects form an integral part of the story of Gloucester.
- Although they will not be developed as a county or national collection as has been the case in the past, in exceptional circumstances non-local works may be acquired that enable works already in the collections to be better

understood and interpreted. The collections are to be seen as a resource to be used in conjunction with material in other museums and public bodies.

- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities as well as study by the wider academic community.
- They are intended to act as a source of inspiration for contemporary artists and people engaged with the creative culture of Gloucester furthering the goals of the Gloucester Cultural Strategy of 2007.

What will be collected and why:

- Fine and decorative artworks directly related to the City of Gloucester that will assist in telling the story of Gloucester and enhancing its cultural life. Works not relating to the City of Gloucester will only be acquired in exceptional circumstances such as to provide context to existing material or where they form part of a collection by a local collector and the material would not be more appropriate in another museum or public body.
- Contemporary artworks reflecting Gloucester's rich creative culture as these appear under-represented in the existing collections.

Material that will not be collected:

- Works for which the museums cannot provide an appropriate level of care, including very large objects or pieces that require high levels of maintenance or specialist installation. These would prevent compliance with the statement of purpose above (1.1).
- Works where there is evidence that spoliation has taken place as defined below (14.1).

4.5 SOCIAL HISTORY

The Museums' vision for the development of the social history collections:

- The quality of the social history collections will reflect Gloucester's status as one of Britain's most important historic cities.
- They will be developed as a unique source of knowledge about the growth and people of Gloucester as well as the people who have studied it, as both aspects form an integral part of the story of Gloucester.
- They will not be developed as a countywide collection as has been the case in the past. They are to be seen as a resource to be used in conjunction with Gloucestershire material in other museums and public bodies.
- It is not intended that they will duplicate material that is cared for by the Gloucestershire Archives, Soldiers of Gloucestershire Museum or Gloucester Waterways Museum.
- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities as well as study by the wider academic community.

What will be collected and why:

- Social history material directly related to the City of Gloucester that is not duplicated elsewhere in the collections so that it will assist in telling the story of Gloucester. Anything produced and used outside of the City of Gloucester will only be acquired in exceptional circumstances such as to provide context to existing objects or where they illustrate significant aspects of life in Gloucester that would not otherwise be represented and the material would not be more appropriate in another museum or public body.
- Material relating to Gloucester's engineering heritage other than agricultural machinery, particularly of the 20th and 21st centuries, would be welcomed as this important aspect of the city's development is under represented in the existing collections.
- Material relating to the ethnically diverse communities who have made Gloucester their home, particularly during the 20th and 21st centuries, would be welcomed as this important aspect of the city's development is under represented in the existing collections.

- Material recovered in the course of archaeological projects will be incorporated into the archaeology collections so that the documentary and finds archives remain complete and receive the appropriate specialist care.

Material that will not be collected:

- Material for which the museums cannot provide an appropriate level of care, including very large objects. Such material would prevent compliance with the statement of purpose above (1.1).
- Objects that are intended to be kept in a working condition as long-term maintenance cannot be guaranteed.
- Anything that may present a health risk such as objects that contain unsealed asbestos or unidentified medicines and chemicals.

4.6 EDUCATION

The Museums' vision for the development of the education collections:

- The education collections will be developed as a unique educational resource to be used for the benefit of both children and adults that will assist the museum to fulfil its vision described above (1.1).
- They will facilitate the attainment of new skills, knowledge, emotional and social experiences as well as promoting a wider understanding of Gloucester's rich heritage and natural environment.
- These are unaccessioned collections distinct from the accessioned collections. The way in which individual objects are intended to be used makes them subject to loss and damage so these collections will not have the same level of long-term care as the accessioned collections.
- The presumption is that material will not be acquired unless its usefulness can be justified.

How the collections will be used:

- They will provide material for public display and activities, often involving direct handling of objects, in both formal and informal learning settings.
- Objects may be loaned into the temporary care of others, such as schools or community groups.

What will be collected and why:

- Material that can be related to the history or natural environment of Gloucester and programmes of learning planned by museum staff to meet the vision described above.
- Duplicates of objects in the accessioned or educational collections may be acquired where necessary so that they may be handled and utilised by groups of users concurrently.

Material that will not be collected:

- Material whose size or robustness would limit its use for the uses described above.
- Objects that would meet the criteria for accessioned collections as described in any section above or in the policy of another public institution.
- Anything that may present a health risk such as objects that contain hazardous materials or sharp edges.
- Anything whose recovery has contravened any legal procedures as described below (11.1, 12.1-2).

5 Themes and Priorities for Rationalisation and Disposal

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 Disposals will only be undertaken for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation) or for sound curatorial reasons where the material is not relevant to the criteria in this policy.

5.4 NATURAL HISTORY

The rationalisation of these collections is not a priority during the period of this policy. This is because the collections are not being added to significantly, and the condition of the specimens is stable.

In recent years there has been an increased emphasis on producing in-house exhibitions and a greater range of public activities such as science days and the 2014 'Wow!' exhibition in which the breadth of the collections including non-local elements have proved especially useful.

Areas that will be considered for rationalisation at a future date:

- Duplicate material in the unaccessioned collections, especially among the animal bone reference collection. These specimens may be more appropriate in the education collections or in the collections of other institutions.
- Duplicate non-local specimens in the geology collections. Some of these specimens may be more appropriate in other institutions. Many are bulky so disposal will enable the remaining collections to be better stored.
- Duplicate local rock and mineral specimens. These have little scientific value and are bulky so disposal will enable the remaining collections to be better stored.
- Duplicate mollusc specimens without field collection documentation as these have little scientific value.
- The marine shells collection will be reviewed after the specimens have been investigated for conservation and local and scientific significance. These specimens are very vulnerable to damage and may be better cared for in another institution or may have lost any relevance to the museums' statement of purpose. This is a large collection so disposals will enable the remaining collections to be better stored.
- The biology, botany and entomology collections will be reviewed after the specimens have been investigated for conservation and local and scientific significance. These specimens are very vulnerable to damage and may be better cared for in another institution or have lost any relevance to the museums' statement of purpose. These are large collections so disposals will enable the remaining collections to be better stored.

5.5 ARCHAEOLOGY

It is anticipated that Gloucester's importance as a historic city and its plans for redevelopment will generate large quantities of locally and nationally significant excavated material over the period of this policy and beyond. Therefore the rationalisation of the existing archaeological collection is a high priority in order for future collections to be accommodated.

Areas that will be considered for rationalisation during the period of this policy:

- Unstratified excavated material that is not of exceptional intrinsic interest or archaeological significance. Mostly consisting of building materials, these finds are bulky so disposal will enable the remaining and future collections to be better stored.
- Environmental and organic samples that have little archaeological or scientific value through contamination or lack of documentation. This material is bulky so disposal will enable the remaining and future collections to be better stored.

Areas that will be considered for rationalisation at a future date:

- Stratified excavated material that is not of exceptional intrinsic interest or archaeological significance. This will be mostly unworked stone, building materials, industrial waste, residual animal bone, post-medieval glass and ceramics representing a large volume of material so that disposal will enable the remaining and future collections to be better stored. This area has not been prioritised because the documentary archive for each site must be put into order before specialist advice can be sought.
- Material relating to sites outside of the geographical collecting area described above (4.2) that would be more appropriate in other institutions. The principal sites being the Frocester and Boughspring Villas. This material has not been prioritised as it will be addressed when all of the relevant museums have an integrated collections rationalisation plan in place.

5.6 NUMISMATICS

The museum does not intend to dispose of any of these collections during the period covered by this policy. This is because their condition is stable, and although it is anticipated that they may be added to significantly, the resources occupied are small.

5.7 ART

Rationalisation is a high priority within these collections because they contain vulnerable objects requiring a level of care that the museums will not be able to provide in the long term without a negative impact upon the fulfilment of the vision for the museums as described above (1.1).

Areas that will be considered for rationalisation during the period of this policy:

- Furniture that does not relate to Gloucester, this material is bulky and requires environmental conditions to be maintained at a high level of stability for display or storage.
- Clocks, watches, sand-glasses and barometers that do not relate to Gloucester, this material requires environmental conditions to be maintained at a high level of stability for display or storage. Some objects, especially the clocks, are bulky, some, especially the barometers, contain hazardous materials.
- Silver, glass and ceramics that do not relate to Gloucester, this material requires a high level of security for display or storage.

Areas that will be considered for rationalisation at a future date:

- Paintings, drawings and prints that do not relate to Gloucester whose role in fulfilling the service's vision (1.1) may be represented by other works within the collection. This material requires a high level of security and environmental stability. Some objects, especially oil paintings, are bulky.

5.8 SOCIAL HISTORY

The vision for the museums described above (1.1) anticipates that these collections will be significantly added to during the period of this policy and beyond. Rationalisation is a high priority within these collections because they contain bulky objects that restrict accommodation for future collections and vulnerable objects requiring a level of care that the museums will not be able to provide in the long term without a negative impact upon the fulfilment of the vision.

Areas that will be considered for rationalisation during the period of this policy:

- Material in the Working Life collections that has deteriorated beyond reasonable repair and especially large bulky objects. Such material may include farm wagons, industrial and agricultural machinery and equipment.
- Material in the Domestic and Family Life collections that does not relate to Gloucester and requires environmental conditions to be maintained at a high

level of stability for display or storage. Such material may include wassail bowls and tea caddies from the Marling bequest.

- Material in the Personal Life collections that does not relate to Gloucester and requires environmental conditions to be maintained at a high level of stability for display or storage. Such material may include items of costume that are duplicated within that collection.
- Material in the Community Life collections that has deteriorated beyond reasonable repair and especially large bulky objects. Such material may include school desks, benches and pumping equipment shown to be associated with the Leyland Metz fire appliance.
- Printed Books in the Working, Domestic and Family, Personal and Community Life collections that are duplicated in other institutions as these are bulky and require environmental conditions to be maintained at a high level of stability for display or storage. Such material includes magazines, text books, children's books, statutes and instruction books.

Areas that will be considered for rationalisation at a future date:

- All material that does not relate to Gloucester whose role in fulfilling the service's vision (1.1) may be represented by other objects within the collections. This material has not been prioritised as the galleries of the Folk Museum are being re-displayed over the period of this policy, the process of which will better inform the consideration of rationalisation.

5.9 EDUCATION

The museum does not intend to dispose of any of these collections during the period covered by this policy. This is because the educational activities of the museums are under development to better reflect the needs of visitors, users and the aspirations of the service.

6 Legal and Ethical Framework for Acquisition and Disposal of Items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting Policies of other Museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museums/organisations:

- *Gloucestershire Archives*
- *Soldiers of Gloucestershire Museum*
- *Gloucester Waterways Museum*
- *The Wilson- Cheltenham Art Gallery & Museum*
- *Museum in the Park – Stroud District (Cowle) Museum*
- *Corinium Museum*
- *Dean Heritage Centre*
- *Nature in Art*
- *John Moore Museum*
- *Tewkesbury Museum*
- *Jet Age Museum*

8 Archival Holdings

8.1 ARCHAEOLOGY

The museum intends to acquire archival material such as photographs, drawings, and manuscript and digital matter as the documentary element of archaeological archives within the accessioned archaeology collections.

Archival material, including digital data, not presented in the form stipulated by the 'Guidelines for the Deposition of Archaeological Archives at Gloucester City Museum' will not be accepted.

The museum cannot provide long term care for digital material. Therefore it will have been submitted to the Archaeology Data Service (ADS) by the depositor where appropriate and digital only archives will not be accepted.

The care and acquisition of archaeological archival material is guided by the Archaeological Archives Forum 'Guide to Best Practice' (2011).

8.2 OTHER COLLECTIONS

The museum will not usually accept archival material, other than for the archaeology collection as described above, and will direct the depositor to the Gloucestershire Archives. However it is anticipated that there will be exceptional circumstances where it is more appropriate for the archival material to be cared for by the museum. Instances include collector's notes and field observations associated with natural history specimens, and instruction documents and photographs associated with social history objects. the acquisition and care of such material will be guided by advice from the Gloucestershire Archives.

9 Acquisition

- 9.1 The policy for agreeing acquisitions is:
Only the Museums Manager, Gloucester City Museum Curator and Gloucester Folk Museum Curator are authorised to give agreement for accessioning material. In exceptional circumstances, designated Museum Access Officers may be delegated to accept material after the appropriate training.
- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human Remains

- 10.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and Geological Material

- 11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological Material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).
- 12.3 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to Gloucester City Museums by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of Gloucester City Council, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of Objects and Human Remains

15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

16 Disposal Procedures

16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This

may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.

Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

Disposal by exchange

- 16.12 The museum will not dispose of items by exchange.

Disposal by destruction

- 16.13 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.14 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.15 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.16 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.17 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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Meeting:	Overview and Scrutiny Cabinet	Date:	7 March 2016 9 March 2016
Subject:	Financial Monitoring Quarter 3		
Report Of:	Cabinet Member for Performance and Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Andrew Cummings, Management Accountant		
	Email: Andrew.cummings@gloucester.gov.uk	Tel:	396231
Appendices:	1. Progress against savings targets 2. Capital monitoring 3. Income Targets		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 For Cabinet to note the financial monitoring report details including budget variances, year-end forecasts, and progress made against agreed savings targets for the 3rd quarter ended 31st December 2015.

2.0 Recommendations

2.1 Overview & Scrutiny Committee is asked, subject to any recommendations it wishes to make to Cabinet, to **note** the contents of the report.

2.2 Cabinet is asked to **RESOLVE** that

- (1) The savings achieved in year to date total £1.002m be noted.
- (2) The forecast year end position which is currently for a reduction to the Council’s General Fund balance of £244k be noted. This is an improvement of the Quarter 2 position of £278k.
- (3) The actual and expected levels of income for the Council shown at Appendix 3 be noted.
- (4) The details of specific budgetary issues identified by officers and the actions being taken to address those issues be noted.
- (5) The current level of Capital expenditure as shown on Appendix 2 be noted.

3.0 Background and Key Issues

- 3.1 The figures contained within this report forecast the year end position. This is based on the actual expenditure to the end of quarter 3 which is then forecast forwards based on budget monitoring meetings between service managers and financial services staff. The year-end forecast is the best estimate at the current time of the year-end position on the Council's General Fund.
- 3.2 The estimated reduction in the General Fund balance would still ensure that the general fund balance remains above the Council's stated minimum of position of £1.6m.
- 3.3 A summary table below shows the projected position for each service area as well as the change in projected variances since the Quarter 2 position.

4.0 Whole Council Summary

- 4.1 The forecast position for the end of the year is a reduction of the Council's General Fund by £244k. This is an improvement from the forecast performance at Quarter 2 of £278k.

Council Total	2015/16 Budget	Year End Forecast	Variance	Change since Q2
Corporate Director - Vacant	3,383	3,404	21	(59)
Corporate Director - Ross	6,187	6,924	737	31
Regen and Economic Development	(508)	(469)	39	79
Finance and Business Improvement	3,196	2,813	(383)	(115)
Funding and Corporate Adjustments	(12,226)	(12,428)	(202)	30
Total	32	244	212	(34)

- 4.2 This position reflects the current level of savings achieved, as well as new financial pressures identified during 2015/16, and any areas which are expected to be under their budget for the year. At this stage of the financial year it is considered to be unlikely that any new savings with a significant in year financial impact will be discovered. Where service managers have identified opportunities to limit expenditure against budgets in the upcoming quarter this has been included within the year-end forecast.

5.0 Corporate Director 1

Corporate Director 1	2015/16 Budget	Year End Forecast	Variance	Change since Q2
Planning	454	439	(15)	-14
Legal and Democratic Services	1,100	991	(109)	-108
Communications	125	120	(5)	1
Housing Services	761	730	(31)	8
HR	346	248	(98)	4
Guildhall and Museums	422	685	263	29
Catering Review and Cultural Strategy	0	19	19	19
Internal Audit	175	172	(3)	2
Total	3,383	3,404	21	(59)

- 5.1 The position for the directorate as a whole is forecast to now be overspent by only 21k. The majority of service areas within the directorate are forecast to be underspent or within their budget. These savings, however, have both offset by the budgetary pressure created by the Guildhall and Museums savings targets.
- 5.2 The significant improvement in the Legal and Democratic Service relates to income received from Central Government. In 2014/15 the Council made a provision for costs, of over £100k, incurred in reimbursement of previously collected fees for land searches. This was the result of a legal ruling which impacted Councils nationally. The Council has now received grant funding from Government to help fund this cost. As a full provision was made in 2014/15 the grant funding in 2015/16 can be taken to the General Fund to compensate for the loss incurred last year. The land searches service has now been transferred to the planning service but is reported here against legal services to ensure full consistency with the monitoring early in the year.
- 5.3 The Guildhall has been using income generation as the primary means of achieving the savings target of £150k in year. There has been some success in this approach as many of the Guildhall functions have seen a significant increase in income generated. For example revenue generated from ticket sales for the Cinema and live events is currently forecast to be approximately 10% up on 2014/15. Another notable success is the income generated by Blackfriars Priory which has currently generated £15k more than in 2014/15. The current position at the Guildhall is a forecast overspend of £71k which would represent £79k of savings achieved against the target.
- 5.4 The Guildhall Bar and Cafe is performing significantly better than in 2014/15. A surplus of £20k is currently forecast when last year's position was to only break even. However, the Bar is budgeted to make a surplus of £58k so this improvement still represents a budget pressure for the Council. It is hoped that recommendations from the Catering Review will alleviate this pressure in 2016/17.
- 5.5 The Museums have been able to make little progress in achieving the savings target of £132k for the year. There has been an increase in income for the year but this has been offset by the increased costs of advertising and publicity incurred to generate the income. The expected year end position for the Museum is an

overspend of £159k (including the savings target). As the recommendations of the Commercial Services Review and the ongoing Cultural Strategy are implemented these will form a key factor in delivering the savings target for 2016/17.

- 5.6 Two significant pieces of external work have been undertaken in 2015/16. The first is the Catering Review intended to advise the Council of possible actions to improve the performance of catering services and the second is the, still ongoing, Cultural Strategy. These are shown separately on this report at their estimated cost for the year as they do not directly relate to only one service. Their costs were not known when the Quarter 2 monitoring report was produced.
- 5.5 The HR Service is still forecasting a significant saving of £98k for the year. This is as a result of the high level of vacancies carried within the team before the transfer of the service due to the County Council. This shared service will deliver annual savings of approximately £56k from the 2016/17 year onwards which have been included in the recent Council Money Plan.
- 5.7 Within planning and development there are has been a significant increase in income received as a result of planning applications. The current forecast is that this income may be as much as £150k in excess of the budget for the year. This money is currently being used to fund extra costs in year relating to the review of the Joint Core Strategy, carrying out the City plan and the use of Temporary Staff in management positions. The service as a whole is therefore expected to be underspent by only £15k, in spite of this income increase.

6.0 Corporate Director 2

Corporate Director 2	2015/16 Budget	Year End Forecast	Variance	Change since Q1
Neighbourhood Services	4,523	5,293	770	156
Environmental Planning and the Countryside Unit	427	418	(9)	(3)
Voluntary Sector	381	374	(7)	3
Shopmobility	4	58	54	3
Cem and Crem	(857)	(971)	(114)	(89)
Markets	(212)	(143)	69	5
Contact Centre	753	693	(60)	(14)
TIC	151	182	31	(4)
Public Protection	1,017	1,020	3	(26)
Total	6,187	6,924	737	31

- 6.1 A significant overspend is still expected on this directorate but the overall position has changed only slightly since the Quarter 2 forecast.
- 6.2 The significant change since Quarter 2 relates to Neighbourhood Services. This is as a result of the final years savings from the Amey contract, and staff restructuring being known for the year. No further savings are expected from the Amey contract for 2015/16 but significant savings are expected in 2016/17 and are currently being explored with Amey. In the time since the Quarter 2 report a number of workshops have been held between Members, Council Officers and Amey Senior Management

to continue to work towards delivering the savings targets required of the partnership. In addition to this, the restructuring of the Neighbourhood Services team has now been completed and although generating only a small saving this year will deliver the full £100k savings target in the next financial year.

- 6.3 Within the Neighbourhood Services line is the previously reported issue where the Council has to compensate Amey for a loss in income suffered from the sale of recyclable materials. The estimated shortfall at this time is £320k. This is in line with the estimates made at Quarter 2. Amey are providing regular updates on the income received and these are being scrutinised by Officers. Work will be undertaken with Amey at the year end to agree the final amounts payable. .
- 6.4 The markets service expected overspend has increased slightly to £69k. This remains the result of no significant savings projects having yet been completed towards the £50k savings target as well as forecast shortfalls against the income budgets for both the Eastgate Market and Hempsted Market. Income achieved at Eastgate market is expected to be higher than forecast at Quarter 2 but there have also been a number of repairs which have had to be carried out at the market which, at this stage, are expected to use the extra income generated.
- 6.5 The Cem and Crem income forecasts have been increased since Quarter 2. This is as a result of forecasting winter income to occur in the same pattern as 2014/15, which delivered a significant saving. Officers are continuing to monitor this closely and work with the Service manager on updating forecasts.
- 6.6 The Contact Centre and Customer Services has seen an increased in the expected savings resulting from lower than budgeted use of postal services. The level of this saving has now increased to £35k in the current financial year. To reflect the fact that much of this reduction is expected to be an ongoing saving this budget has been reduced in the Money Plan for 2016/17.

7.0 Regeneration and Economic Development

Regeneration and Economic Development	2015/16 Budget	Year End Forecast	Variance	Change since Q2
Asset Management	(487)	(470)	17	29
Economic Development	367	347	(20)	(19)
Parking	(856)	(816)	40	66
Marketing Gloucester	468	470	2	3
Total	(508)	(469)	39	79

- 7.1 The overall position for this area is to be overspent against General Fund budgets by £39k.
- 7.2 The primary cause of this change is the separation of income from the Barbican car park from the other car parks. The car park at Barbican is an asset arising from the SWRDA transfer and therefore cannot be included as income for the General Fund and will be placed in the Regeneration Reserve. The income from this car park is expected to be about £70k for its first full year of operation and its removal from the year-end forecast is the reason for the reduction in car parking surplus shown in the table above.

7.3 Where the portfolio of SWRDA assets generates income in excess of costs this is transferred into the regeneration reserve. This transfer was £154k in 2014/15. The year end position is not clear at that stage but it is expected that this transfer will be more in 2015/16 and there should be a minimum of £200k transferred into the reserve at the end of the financial year. This is then available for spend on regeneration projects.

7.4 The increase in costs for asset management relates to the budgets for repairs and maintenance which are expected to be overspent for the year. The Council has seen a significant increase in the costs and repairs required over the previous quarter. To minimise the impact of this increase only those repairs which are essential will be completed in the last quarter of the financial year.

8.0 Head of Financial Services

Finance and Business Improvement	2015/16 Budget	Year End Forecast	Variance	Change since Q2
Financial Services	752	729	(23)	34
Revenues and Benefits	81	(193)	(274)	(67)
Business Improvement	960	882	(78)	(63)
IT	1,403	1,395	(8)	(19)
Total	3,196	2,813	(383)	(115)

8.1 There has been a further reduction in the expected cost to the Council of providing housing benefit in the year. This is a result of the identification of overpayments of benefit where the Council is seeking the recovery of sums overpaid. The use of real time information has seen an improved ability to identify overpayments. It should be noted that small percentage variations in either income or expenditure would affect this but the forecasting now in place will ensure that any changes can be captured and reported.

8.2 The Business Improvement Service has not recruited to a number of vacancies throughout the year and this has led to a reduction in the forecast level of expenditure. The service is now expected to deliver a saving of £78k in year.

8.3 The forecast cost of financial services has increased since the Quarter 2 report as the year end outturn now includes the implementation costs for the new shared service financial system with Malvern Hills District Council. The service as a whole is still expected to be underspent for the year, having already achieved its savings target, as two vacancies have not been recruited to in order to provide the budget for the implementation costs.

9.0 Progress against savings targets

9.1 Full details of the Council's progress against its savings targets are shown at Appendix 1. The Appendix shows the expected in-year impact of savings. Where savings are identified as not achieved work is continuing to achieve those savings but no impact is expected in 2016/17.

9.2 The savings achieved to date from the Amey contract relate to savings which have not had any impact on Service provision. These are a change in the staffing of the yard at the depot (£17k), a removal from Amey of the responsibilities around education and communications for waste and recycling carried out by Council staff (£30k) and a reduction in the number of loaders working on the recycling vehicles (£89k).

9.3 A restructuring in Neighbourhood Services has recently taken place which will deliver some savings in 2015/16 but a full year impact in 2016/17. The restructuring in Planning was not complete at the time of writing and this is expected to deliver minimal savings in 2015/16. However, the move to a Building Control Shared Service has saved in excess of the target by £38k.

10.0 Capital Programme

10.1 The Capital Programme budget currently stands at £8.94m. At the end of quarter 3 capital expenditure stands at £1.861m in total. It is expected that expenditure will increase as projects progress during the year, the forecast outturn position is £4.058m.

10.2 Expenditure in quarter 3 totalled £836k, the majority of this expenditure was across four projects; ICT projects, Kings Quarter, City Centre CCTV and Housing projects which include Disabled Facilities Grant Scheme and the Housing Market Partnership Grant.

10.3 The forecast outturn includes projects which are expected to now be undertaken in the following financial year. These include the Eastgate rooftop carpark project, City Centre Investment Fund projects and Floodworks which is a programme of work in 2015/16 and future years. Projects carried forward into 16/17 will be included in the 16/17 Capital Programme; all new capital projects must be approved by the officer led Capital Projects Steering Group once the Capital Programme has been approved.

11.0 Prompt payment performance

11.1 The Council aims to make payments to all suppliers promptly and in accordance with contract terms. The performance on invoice payments during the quarter is below.

	<u>October</u>		<u>November</u>		<u>December</u>		<u>Qtr 3</u>	
Number paid within 30 days	768	92%	793	97%	671	98%	2232	96%
Number paid over 30 days	63	8%	27	3%	12	2%	102	4%
Average Days to Pay (from receipt of invoice to payment date)	9		6		4		6	

12.0 Asset Based Community Development (ABCD) Considerations

12.1 There are no ABCD implications as a result of this report.

13.0 Alternative Options Considered

13.1 When consider how to reduce budgetary pressure or make savings officers explore a wide range of options.

14.0 Reasons for Recommendations

14.1 It is a good practice for members to be regularly informed of the current financial position of the Council. This report is intended to make Members aware of any significant issues in relation to financial standing and any actions that officers are taking in response to identified variances.

15.0 Future Work and Conclusions

15.1 Work will continue to reach savings targets or limit in year budget pressures. A further financial monitoring report will be produced for members at the end of the second quarter.

16.0 Financial Implications

16.1 All financial implications are contained within the report which is of a wholly financial nature.

17.0 Legal Implications

17.1 There are no legal implications from this report

(One Legal have been consulted in the preparation this report.)

18.0 Risk & Opportunity Management Implications

18.1 There are no specific risks or opportunities as a result of this report

19.0 People Impact Assessment (PIA):

19.1 A PIA screening assessment has been undertaken and the impact is neutral. A full PIA is not required.

20.0 Other Corporate Implications

Community Safety

20.1 None

Sustainability

20.2 None

Staffing & Trade Union

20.3 None

Budget Savings Monitoring - 2014/15 and 2015/16

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Savings Not Delivered in 2014/15

Service	Officer	Details: aim of the project	2014/15 £000	Achieved £000	In Progress £000	At Risk £000	Not Achieved	Comments	Status
Neighbourhood Services	RC/LG	Amey contract review, ongoing project from 2013/14 with requirement to identify further savings	(70)	(70)	0	0	0	As part of the 2015/16 budget process Amey are producing proposals for further contract savings.	😊
Neighbourhood Services	RC/LG	Environmental Team Review	(100)	0	(50)	(50)	0	Restructuring complete. Some savings achieved in 15/16. Full year expected in 16/17.	😐
Public Protection	GR	Shopmobility	(50)	0	0		(50)	Options to deliver the service with the voluntary sector are still being explored. It is possible there will be no savings in 15/16.	😞
Public Protection	GR	Market Service	(50)	0	0		(50)	Market testing underway to evaluate future service provision. Savings are not expected in year.	😞
Cultural Services	MS	Museums Operational Review	(50)	(18)	0	0	(32)	Cultural Services review completed and recommendations to deliver savings are being implemented.	😐
Cultural Services	MS	Guildhall Operational review	(50)	(39)	(11)	0	0	Cultural Services review completed and recommendations to deliver savings are being implemented.	😐
Regeneration	AH	Asset Management Service Review	(100)	(100)	0	0	0	Structure Implemented in February 2015, full savings now realised in 2015/16	😊
Total			(470)	(227)	(61)	(50)	(132)		

Savings Target 2015/16

Service	Officer	Details: aim of the project	2015/16 £000	Achieved £000	In Progress £000	At Risk £000	Not Achieved	Comments	Status
Neighbourhood Services	RC/LG	Cemeteries and Crematorium	(50)	(50)	0	0	0	Monitoring of income against budget will continue during 2015/16	😊
Neighbourhood Services	RC/LG	Amey contract review, ongoing project from 2013/14 with requirement to identify further savings	(300)	(66)	0	0	(234)	Some savings identified and the process of identifying further savings is identified.	😞
Business Improvement	SN	Aspire - Phased reductions in management fee	(200)	(200)	0	0	0	Management fee has been reduced for 2015/16	😊
Business Improvement	SN	Energy Savings	(100)	(100)	0	0	0	Capital works completed in 14/15 ongoing monitoring in 15/16 to ensure expected savings delivered	😊
Public Protection	GR	Voluntary sector SLA's	(50)	(50)	0	0	0	Through agreed change in level of SLA funding	😊
Cultural Services	MS	Museums Operational Review	(100)	0	0	0	(100)	Cultural Services recommendations not yet implemented. Cultural strategy in progress.	😞

Service	Officer	Details: aim of the project	2014/15 £000	Achieved £000	In Progress £000	At Risk £000	Not Achieved	Comments	Status
Cultural Services	MS	Guildhall Operational review	(100)	0	(17)	(83)	0	Cultural Services review completed and recommendations to deliver savings are being implemented.	☹️
Development Services	AW	Planning Services Review	(100)	(39)	0	0	(61)	Restructuring in progress. Amounts delivered are through Building Control shared Service	☹️
Financial Services	JT	Financial Services Review	(70)	(70)	0	0	0	Savings delivered through deletion of vacant role, savings delivered through banking procurement with balance to be delivered through shared financial systems and processes	😊
Business Improvement	SN/JT	CIVICA, review further savings on contract	(100)	(100)	0	0	0	Savings delivered through agreed contract extension	😊
Legal Services	SM	Legal Services review	(50)	(50)	0	0	0	Saving delivered through agreement with One Legal	😊
Communications	SM	Shared Working Arrangements	(50)	(50)	0	0	0	Structure Implemented in Febuary 2015, full savings now realised in 2015/16	😊
Total			(1,270)	(775)	(17)	(83)	(395)		
2014/15 Savings Brought Forward			(470)	(227)	(61)	(50)	(132)		
2015/16 Savings			(1,270)	(775)	(17)	(83)	(395)		
Total			(1,740)	(1,002)	(78)	(133)	(527)		

Appendix 2

Capital Programme 2015/16

Scheme	Current budget	Actual Spend to date	Forecast Outturn	Variance - Budget v
City Centre Investment Fund	1,496,840	148,502	354,449	-1,142,391
Enhanced Lighting Scheme	2,160	2,078	2,160	0
Kings Quarter	1,170,000	371,728	1,170,000	0
Townscape Heritage Initiative	1,168,815	54,989	284,000	-884,815
SWRDA Asset Transfer Improvement Works	7,645	780	7,645	0
HCA Grant Money	79,270	0	0	-79,270
ICT Projects	256,375	295,968	256,375	0
Main Buildings Improvement Fund	400,000	96,433	140,000	-260,000
Repairs Eastgate Rooftop Carpark	718,890	3,706	4,000	-714,890
Smaller Asset Management Works	308,360	33,779	64,780	-243,580
Flood Works	727,445	79,850	150,000	-577,445
Crematorium Heat Exchanger	10,000	1,938	2,000	-8,000
Crematorium Programme of Works	35,000	34,779	35,000	0
Guildhall Sound Desks	50,000	39,775	44,800	-5,200
Refurbish Play Areas	64,505	8,685	64,505	0
Other Grant Funded Projects incl S106	867,430	148,165	273,945	-593,485
Alney Island Works	126,360	89,505	92,000	-34,360
City Centre CCTV	600,235	22,544	570,235	-30,000
GL1 Works	58,960	3,645	5,000	-53,960
All Mains Buildings Voltage Optimisation	45,175	0	0	-45,175
Cherry & White Market Gazebo	10,520	10,520	10,520	0
LED Lighting	19,160	0	19,260	100
Housing Projects	720,910	413,998	507,633	-213,277
TOTAL CAPITAL PROGRAMME	8,944,055	1,861,365	4,058,307	-4,885,748

Financing Source	2015 / 16 £000
External Grants	3,212,949
Section 106	702,138
Capital Receipts	3,901,365
Borrowing	1,127,603
Sub total	8,944,055

Service Area	Income to end of Month 9 £000	Budgeted Income 2015/16 £000	Forecast Income £000	Forecast Variance £000
Development Services	(496)	(530)	(685)	(155)
Museums	(96)	(125)	(122)	3
Guildhall	(383)	(334)	(487)	(153)
Guildhall Bar and Cafe	(106)	(174)	(142)	32
Corporate Director - Vacant	(1,081)	(1,163)	(1,436)	(273)
Shopmobility	(12)	(25)	(13)	12
Private Sector Housing	(99)	(74)	(110)	(36)
Cem and Crem	(1,286)	(1,616)	(1,798)	(182)
The Arbor	(117)	(133)	(160)	(27)
Food Safety and Licensing	(276)	(327)	(335)	(8)
Markets	(300)	(472)	(405)	67
Waste Management	(938)	(1,210)	(1,370)	(160)
Tourist Information Centre	(301)	(424)	(382)	42
Corporate Director - Ross Cook	(3,329)	(4,281)	(4,573)	(292)
Parking	(1,465)	(2,082)	(2,159)	(77)
Asset Management Investment Properties	(1,237)	(1,669)	(1,738)	(69)
Regeneration and Economic Development	(2,702)	(3,751)	(3,897)	(146)
Overall Council Position	(7,112)	(9,195)	(9,906)	(711)

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Gloucester City Council

Meeting:	Cabinet	Date: 9 March 2016
Subject:	To procure and award a contract for the supply of temporary staff	
Report Of:	Cabinet Member for Performance and Resources	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Jon Topping, Head of Finance	
	Email: jon.topping@gloucester.gov.uk	Tel: 396242
Appendices:	None	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To seek Cabinet authority to conduct a joint EU compliant tender process with Gloucestershire County Council for the award of a new 4 year contract (3 year initial term with an option to extend for a year) for the supply of temporary staff commencing 1st August 2016.

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that:

- (1) a competition be run jointly with Gloucestershire County Council in accordance with the provisions of the ESPO 653F MSTAR Framework for the award of single supplier 4 year contract (for an initial term of 3 years with an option to extend for a further year) for the provision of temporary staff services commencing on 1st August 2016.
- (2) upon conclusion of the mini competition process, to enter into a contract with the preferred provider evaluated as offering the Council best value for money for delivery of the services.
- (3) in the event that the preferred provider is either unable or unwilling to enter into that contract with the Council, the Head of Finance, in consultation with Cabinet Member for Performance and Resources, be authorised to enter into such contract with the next willing highest placed suitably qualified provider.

3.0 Background and Key Issues

- 3.1 The Council currently has no single arrangement in place for the supply of agency workers. Whilst expenditure is smaller than the County Council, it is still a cost that could be reduced if taken into account in procuring a new contract.

- 3.2 For the 2014/15 financial year, the value of the spend was circa £900k, although this cost has reduced significantly in 2015/16.
- 3.3. The County Council currently has a contract with Comensura for the supply of temporary staff which was awarded as a result of competitive process under the previous MSTAR framework. The supply has been under a 'neutral vend' model and will come to an end on 30th April 2016.
- 3.5 Jointly procuring a new contract will offer an opportunity to both Councils to secure greater value for money with the supply of agency workers. The charge rate for agency workers consists of three main parts: The amount paid to the worker, including Tax, NI and Pension costs; the amount charged by the agency, and the amount paid to the facilitating. The amount paid to the facilitating company represents a very small percentage of the overall value of the contract, and it is unlikely that this can be reduced significantly further. The rate paid directly to the worker is dictated to by the market, and reducing this will have a significant impact on the quality of candidate available. Providers on the MSTAR2 framework quote agency charges at differing rates, and this offers an area where savings may be made against the current rates charged by agencies.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 There are no specific ABCD implications as a result of this report.

5.0 Alternative Options Considered

- 5.1 The option to procure through framework without engaging the County Council was explored; however there was no perceived benefit of this option.
- 5.2 The Do Nothing option is not deemed to be appropriate as the Council strive to deliver value for money and efficiencies.

6.0 Reasons for Recommendations

- 6.1 Engaging workers through a framework offers both good value for money for the Council, and allows a streamlined process for managers when resourcing on a short term basis. The supply of workers through an organisation on the MSTAR2 Framework will ensure this, whilst delivering greater value for money for the Council.

7.0 Future Work and Conclusions

- 7.1 The Council will work alongside the County Council in the tendering process to ensure project is delivered in a timely manner.

8.0 Financial Implications

- 8.1 This procurement is expected to deliver savings on temporary staffing costs whilst also ensuring that service areas are continue to be appropriately resourced to minimise disruption to users across wide range of Council services.

8.2 Engaging workers using a framework offers both good value for money to the Council, and allows a streamlined process for managers when resourcing on a short term basis.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

9.1 The value of the contract spend means that this is a procurement that falls within the EU mandated procurement regime. However, use of a properly constituted framework agreement (as detailed in para 2.1; 1) permits the Council to purchase goods and services without undertaking a full scale procurement exercise under the regime.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 There are no specific risks or opportunities as a result of this report.

11.0 People Impact Assessment (PIA):

11.1 A PIA screening assessment has been undertaken and the impact is neutral. A full PIA is not required.

12.0 Other Corporate Implications

Community Safety

12.1 None

Sustainability

12.2 None

Staffing & Trade Union

12.3 None

Background document: None

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Meeting:	Cabinet	Date:	9 March 2016
Subject:	Regulation Of Investigatory Powers Act 2000 (RIPA) – Six Monthly Report		
Report Of:	Cabinet Member for Performance And Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Ross Cook, Corporate Director		
	Email: ross.cook@gloucester.gov.uk	Tel:	396276
Appendices:	1. Social Media Policy		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To report to Cabinet on the Council’s use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA).

2.0 Recommendations

2.1 Cabinet is asked to **RESOLVE** that the contents of the report be noted.

3.0 Background and Key Issues

3.1 The Regulation of Investigatory Powers Act 2000 (RIPA) came into force in 2000. Both the legislation and Home Office Codes of Practice strictly prescribe the situations in which and the conditions under which councils can use their RIPA powers. All authorities are required to have a RIPA policy and procedure that they adhere to in using their RIPA powers.

3.2 Since the last report to Cabinet, the Council has not used its RIPA powers and there are no further actions to report at this stage.

3.3 The Council’s use of its RIPA powers is subject to annual reporting and triennial inspection by the Office of Surveillance Commissioners (OSC). The Council received its most recent inspection by the OSC on 1 July 2015. The Inspectors report confirmed that they were satisfied with the structures that the Council has in place and the current Procedural Guide, but made three recommendations, each of which have been enacted and detailed in this report.

3.4 The Inspector noted that whilst there had been no requests for RIPA activity that a central record of authorisation should be established so as to comply with paragraph 8.1 of the Code of Practice. This has been established.

- 3.5 The Inspector suggested that staff expected to undertake key roles, such as the Authorising Officer, are appropriately trained. A training session has now been held and all relevant staff attended.
- 3.6 The final recommendation, relating to RIPA guidance to staff on the use of the Internet and social media in investigations, was included as part of the training and the Guidance will be amended accordingly. A copy of the Social Media Policy is attached see Appendix 1.
- 3.7 Following a change in senior management, minor changes to the list of Authorised Officers have been made and the Corporate Director has now been appointed as the RIPA Co-ordinator. The Heads of Neighbourhood Services and Regeneration and Economic Development continue to be Authorising Officers. These are the only proposed changes to the Procedural Guide.

4.0 Alternative Options Considered

- 4.1 There are no alternative options relevant to this matter.

5.0 Reasons for Recommendations

- 5.1 No action is required and the recommendation is therefore for Council to note the Council's use of its RIPA powers.

6.0 Future Work and Conclusions

- 6.1 It is intended to change the frequency of the reporting of our RIPA activity to annually and this will be dealt with when the Procedural Guidance is next reviewed.

7.0 Financial Implications

- 7.1 There are no financial implications arising out of this report.

(Financial Services have been consulted)

8.0 Legal Implications

- 8.1 The legal implications are set out in the main body of the report.

(One Legal have been consulted)

9.0 Risk & Opportunity Management Implications

- 9.1 Reporting on the Council's use of its RIPA policy and procedure helps to ensure that the Council's use of its powers remain appropriate.

10.0 People Impact Assessment (PIA):

- 10.1 The RIPA legislation requires the Council to give substantial consideration to the people impact of using its RIPA powers each and every time a RIPA application is authorised.

10.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

11.1 The use of RIPA powers by the Council can contribute to ensuring community safety.

Sustainability

11.2 There are no sustainability implications arising out of this report.

Staffing & Trade Union

11.3 There are no staffing implications arising out of this report.

Background Documents:

Regulation of Investigatory Powers Act 2000

Protection of Freedoms Act 2012

Gloucester City Council Regulation of Investigatory Powers Act 2000 Procedural Guide

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**Gloucester City Council
Social Media Policy for the
purposes of the Regulation of
Investigatory Powers Act 2000' RIPA'**

Gloucester City Council recognises the benefits and opportunities that the internet and multi-media provide to access and share information using a wide range of on line facilities. This is referred to Social Networking Sites – 'SNS'.

There are however some considerations and standards to apply when using such sites and this policy establishes the Council's position regarding the use of the internet, mobile web browsing and specifically social media websites when undertaking investigations under and in accordance with RIPA.

The Council's ICT Security Policy provide the basis for this policy and associated guidance. This policy should be read in conjunction with the supporting RIPA Policy and any guidance issued by the OSC – Office of the Surveillance Commissioners.

This policy covers external investigations, which could also apply to internal staff that may be subject to an investigation. Advice should be taken from HR should an investigation involve a member of staff.

Contents.

Scope.

1. This policy covers the use of social media, including social networking websites such as Twitter, Facebook, LinkedIn, and YouTube, content communities and blogs.
2. The policy and guidance aim to ensure that the council and its employees when undertaking investigations are protected and that a lawful and fair process is followed.
3. This policy closely relates to other council documents but in particular ICT Security policy.
4. The other legislation that may also be impacted by an investigation being carried out is as follows:
Human Rights Act 1998, Freedom of Information Act 2000 and the Data Protection Act 1998

The use of conducting an investigation under the Social Media Policy.

5. The implications of enforcement monitoring through the use of social and human rights implications is a difficult area for law enforcement with complex privacy considerations:

5.1 The two main issues are:

- (i) What expectation of privacy a user may reasonably have when posting on the Internet; and
- (ii) How covert or overt the officer looking at information on the internet is being.
- (iii) Whether or not a RIPA or CHIS authorisation should be obtained.

Investigatory 'Tools'

6. There are three main investigatory tools under RIPA that Trading Standard's Officers 'TSO' may consider using in an investigation involving SNS. They are:
 - 6.1 The use of 'Directed Surveillance, which is essentially covert surveillance carried out in places other than residential premises or private vehicles which is relevant where an investigatory technique might infringe Article 8 rights (e.g. where personal data or sensitive is likely to be accessed or acquired and there is an expectation of privacy) and which is subject to a 'crime threshold' when investigating criminal offences.
 - 6.2 The use of Covert Human Intelligence Source (CHIS) which includes undercover officers (most significantly included covert profiles), informants and persons making test purchases; and
 - 6.3 Powers to acquire or obtain 'communications data'.
 - 6.4 The Council is seeking to focus on 3 broad categories so as to give an indication of what is and what is not acceptable for us to do. Prior to starting a browsing session an officer should consider what he/she is seeking to achieve and is likely to be doing and be aware of when their actions might cross the boundary from one "level" to another.

Three Broad Categories

7. **Category 1** – Viewing publically available postings or websites where **the person viewing does not have to register a profile, answer a question, or enter any significant correspondence in order to view**. E.g. a typical trader's website.
 - There must be a low expectation of privacy and **no RIPA authorisation would normally** be required to view or record these pages.
 - However, **repeated visits** over time to the extent that you might be perceived as **monitoring** a website, may require authorisation. Private information can remain private information even when posted on such a website and the European Convention on Human Rights has construed that the way a business is run can be private information. If you intend to monitor in this way therefore you may acquire private information and it is recommended that it is done in a **systematic** way with results recorded. Particularly note whether or not you happen to access private information. The fact that on previous visits a lack of private information is found could be good evidence that any subsequent acquisition was incidental and a RIPA authorisation is not required.
 - There is unlikely to be **unfairness** (S78 PACE Act) in presenting the pages viewed as evidence. Pay attention to the requirements in Appendix B of the ACPO Good Practice Guide for Digital Evidence (in **Chapter 2** of the D&S enforcement manual). If a test purchase is required, we may use a fictitious name and address without triggering the need for a CHIS (or Directed Surveillance) authorisation, provided no "relationship" is formed.
 - As above, the **use of a fictitious identity or "covert" account** is not necessarily the trigger for a need for a RIPA authorisation, be it Directed Surveillance, or the in the case of a test purchase, CHIS. More relevant is the likelihood of acquisition of private information, or how far a "relationship" is formed.
8. **Category 2** – Viewing postings on social networks **where the viewer has had to register a profile but there is not otherwise a restriction on access**. This would include Facebook where there is no need to be accepted as a "friend" to view. E.g.: Trader has a "shop window" on Facebook advertising a business and products.
 - There are differences between this and Category 1. The person who posts information or runs such a website may reasonably expect viewers to work within the terms and conditions of the website.

- Viewing should therefore normally be conducted in an overt manner i.e. via an account profile which uses your correct name, and email address (which should be a devon.gov.uk etc. address) or an appropriate Officer set and sanctioned profile. If this is done I can see no objection to a recording of the visit being made and presented evidentially.
- If the posting or website contains no private information a viewing would not engage privacy issues and therefore a RIPA authorisation is not needed. However it is possible that a mixture of private and business material is displayed, and the ECHR has construed the way a business is run as being private information. The conditions regarding **repeat visits** in Level 1 are therefore relevant.
- A “Covert” account at this level should only be used in the context of a RIPA authorisation.

9. **Category 3– Viewing postings on social networks which require a “friend” or similar status to view.**

- These are **highly** likely to involve viewing private information.
- Repeated viewings will constitute Surveillance and require a RIPA authorisation. This may apply whether or not a “covert” or “overt” account is used, though this is probably best obtained via a CHIS authorisation with the use of a covert profile and appropriate risk assessments.
- An “Overt” account which gains “friend” or similar status may **still require a RIPA authorisation**. It may be that such a status may be given by a default on the part of the person posting or website owner. The TSO should be especially sure that their access is being granted as a representative of the Trading Standards Service. For example, on Facebook it is stated that only people who know the person who maintains a profile should send a “friend” request to that profile. A person accepting that friend request may believe the person requesting is an acquaintance that they simply do not recall or know by another name. They still have a justifiable expectation of privacy. While requesting access may not comply with a strict interpretation of Facebook terms and conditions, a clearly identifiable **Trading Standards Officer’s Service Sanctioned profile** is a way to deal with that expectation of privacy, rather than a more neutral officer based profile.
- An appropriate Officer set and sanctioned profile is currently being set up to be run in order to obtain intelligence and provide advice.
- A “Covert” account at this level should only be used in the context of a RIPA authorisation.

Covert Facebook Accounts:

10. The use of covert Facebook accounts to access postings need to be covered by a RIPA authorisation. Currently there does not seem to be a mechanism for Trading Standards to operate these on Facebook within the company’s terms and conditions. Any evidence obtained via them can run a risk of being considered “unfair”. It is quite likely that the profiles used will become “blown” at some stage and users need to monitor them to ensure this is identified early. Considerable officer time is required to maintain a covert identity.
11. Obtaining a RIPA authorisation will also present an officer with a defence should there be an allegation that they have breached the Computer Misuse Act 1990 – it is an offence to deliberately access unauthorised material.

Covert surveillance of Social Networking Sites (SNS)

12. The fact that digital investigation is routine or easy to conduct does not reduce the need for authorisation. Care must be taken to understand how the SNS being used works. Authorising Officers

must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.

13. Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as “open source” or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example). **Where privacy settings are available but not applied the data may be considered open source and an authorisation is not usually required. Repeat viewing of “open source” sites may constitute directed surveillance on a case by case basis and this should be borne in mind.**
14. Providing there is no warrant authorising interception in accordance with section 48(4) of the 2000 Act, if it is necessary and proportionate for a public authority to breach covertly access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site’s content).
15. **It is not unlawful for a member of a public authority to set up a false identity but it is inadvisable for a member of a public authority to do so for a covert purpose without authorisation.** Using photographs of other persons without their permission to support the false identity infringes other laws.
16. A member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person. The consent must be explicit (i.e. the person from whom consent is sought must agree (preferably in writing) what is and is not to be done).

Recording Information

17. All information should be recorded on the appropriate form(s) should an authorisation be required.

Training

18. Training should be made available to Officers undertaking any covert or directed surveillance when undertaking investigations.

Useful Contacts

19. Helpline@saferinternet.org.uk

Related Documents

20. Documents that should be referred to are:
 - RIPA Policy
 - Office of Surveillance Commissioners
 - Code of Conduct
 - ICT Security Policy
 - ICT User Guide

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Gloucester City Council

Meeting:	Cabinet	Date:	9 March 2016
	Planning Policy Sub-Committee		17 March 2016
Subject:	Community Infrastructure Levy – Draft Charging Schedule		
Report Of:	Cabinet Member for Housing and Planning		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Anthony Wilson, Head of Planning		
	Email: anthony.wilson@gloucester.gov.uk		Tel: 396830
Appendices:	1. Draft Charging Schedule and Regulation 123 List 2. Schedule of Representations to PDCS Consultation		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To seek approval of the Community Infrastructure Levy –Draft Charging Schedule for public consultation purposes.

2.0 Recommendations

- 2.1 **Cabinet** is asked to **RESOLVE** that:

- (1) It approves the publication of the Draft Charging Schedule for public consultation purposes subject to any further amendments recommended by Planning Policy Sub-Committee.
- (2) It grants delegated powers to the Head of Planning in consultation with the Cabinet Member for Housing and Planning to prepare the final consultation document.
- (3) Following the conclusion of the public consultation period, the responses received are compiled and submitted with the Draft Charging Schedule to the Planning Inspectorate for Examination.

- 2.2 **Planning Policy Sub-Committee** is asked to **ENDORSE** the publication of the Draft Charging Schedule for public consultation purposes which incorporates the proposed CIL rates outlined in section 11 of this report.

3.0 Background

- 3.1 The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 with further information set out in subsequent Regulations. In overall terms, CIL is intended to be used for general infrastructure contributions whereas the current

S106 process is for site specific mitigation. The introduction of CIL is a response to concerns about the use of S106 obligations: they are not transparent, are ineffective in providing for major infrastructure and the needs arising from cumulative development, they have a disproportionate impact on larger developments, and many developments make no financial contribution. The set charges and the legal obligation to pay a CIL where introduced are intended to bring much greater certainty and to capture a broader range of development to contribute.

- 3.2 The introduction of CIL remains discretionary for the Local Planning Authority. However, the scaling back the use of S106 obligations (in April 2015) is not discretionary and will have significant impacts for those LPAs deciding not to adopt CIL.
- 3.3 CIL differs fundamentally from S106 in that the funds collected are not tied to a specific development or the provision of specific infrastructure. Unlike infrastructure provided through S106 obligations, which must be necessary to mitigate the impact of a particular development and used only for that specific purpose, CIL funds can be used flexibly by the LPA to fund any infrastructure as defined within the regulations. They can be pooled freely (unlike S106) to fund infrastructure priorities and collectively between authorities in order to make larger strategic investments.
- 3.4 The Community Infrastructure Levy (CIL) was introduced in April 2010. It allows local authorities in England and Wales to raise funds from development. Charges are levied on new development and are payable when development commences or as staged payments after the commencement of development. The charges are set by the LPA, which is called the 'Charging Authority'. The money can be used to contribute to, or to help lever in investment for, a wide range of infrastructure that is needed to support new development.
- 3.5 Councils must spend the income on infrastructure. It cannot be used to remedy existing deficiencies unless a new scheme will make this worse. CIL can fully fund or provide a contribution to the infrastructure needed to facilitate growth and to deliver the development strategy. It is unlikely that CIL will, on its own, fully fund all of the necessary infrastructure within an area.
- 3.6 Charging authorities need to strike an appropriate balance between the need to capture funds for infrastructure and the potential effects of the CIL rates upon the economic viability and delivery of development, taken as a whole across its area. The economic evidence on the potential to capture potential land value forms the basis for deriving CIL charges. Viability is tested at a district wide level in setting CIL rates, compared to site by site negotiation under S106. It is expected that CIL will capture more of the land value uplift that results from development than S106 contributions are able to capture. There is a defined process for preparing a CIL which includes an Independent Examination to test the rates and robustness of the evidence. The process for preparation and approval of the Charging Schedule is set out in legislation (Planning Act 2008 part 11, the Community Infrastructure Levy Regulations 2010 and the Community Infrastructure Levy (Amendment) Regulations 2011). This involves evidence gathering, consultation and testing at a public examination. Once approved, the Charging Schedule does not form part of the development plan but does support it.

- 3.7 The Council has a choice whether to introduce CIL or not. However, since April 2015, the Council cannot now pool S106 payments where there have already been five or more S106 contributions (since April 2010), toward any named project or named type of infrastructure that could otherwise be funded through CIL. In practice, this means that S106 will continue to apply to site specific mitigation measures and on-site elements (such as open space, affordable housing, play areas, highway access, etc), but the use of pooled S106 contributions for major infrastructure (such as major transport or leisure facilities) will be severely restricted.
- 3.8 The CIL Regulations 2010 also introduced into law three tests for planning obligations that are capable of being charged CIL. S106 obligations must be:
- Necessary to make the development acceptable in planning terms.
 - Directly related to the development.
 - Fairly and reasonable related in scale and kind to the development.
- 3.9 Whilst these tests are a consolidation of the advice originally contained in Circular 05/05, they are now a legal requirement giving them much greater force. The statutory status of these tests now brings a much greater need to demonstrate that the terms of any S106 are lawful and such agreements are now subject to greater scrutiny in terms of their lawfulness.
- 3.10 The Preliminary Draft Charging Schedule (PDCS) was the subject of a six week period of public consultation from 29 May to 10 July 2015. A total of 34 representations were received during the consultation period and a further two responses were received after the consultation closed. A summary of the representations received and the JCS authorities' response to these is included at Appendix 2.
- 3.11 Following the conclusion of the PDCS consultation exercise, the JCS authorities continued to work with their consultants, Peter Brett Associates (PBA) to progress the preparation of the Draft Charging Schedule (DCS) and to undertake a review of JCS site viability and the relationship between CIL delivery and affordable housing provision. The consultant's report of these viability issues was completed at the end of January and the findings of this report have been used to inform the preparation of the CIL DCS.

4.0 Defining Infrastructure

- 4.1 Before considering the detail of CIL, it is worth defining what is meant by the term infrastructure. This is broadly defined in the Planning Act 2008. To establish parameters infrastructure can be split into 3 broad categories.
- Physical infrastructure, e.g., highways, transport links, cycleways, energy supply, water, flood alleviation and waste management.
 - Social infrastructure, e.g., education, health, social care, emergency services, art and culture, sport halls, community and faith halls, crematoria.
 - Green infrastructure, e.g., parks, woodlands, play areas and public open space.
- 4.2 Under the legislation, affordable housing is not classed as infrastructure and therefore CIL monies generally cannot be spent by the charging authority to fund

affordable housing. This puts the onus on local planning authorities to fully understand the realities of costs related to both CIL related infrastructure and affordable housing. Discussion about what is an appropriate balance between the provision of affordable housing and the provision of infrastructure is an important one which has been the subject of the review undertaken by the consultant, PBA.

5.0 Requirements in order to set a CIL

5.1 In order to set a CIL, the Council will require appropriate evidence on the infrastructure funding gap and evidence in relation to the viability of development.

Infrastructure Evidence

5.2 An Infrastructure Delivery Plan was prepared in 2014 as part of the evidence base for the Joint Core Strategy. It clearly shows that a funding gap exists between what is needed and the currently identified funding. As such this procedural requirement is satisfied.

Viability evidence

5.3 The JCS authorities have engaged specialist consultants (Peter Brett Associates) to carry out further viability assessment for the Joint Core Strategy and an initial assessment of viability for CIL. The two stages of this work cover viability assessments of:

- A range of typologies of the nature and scale of development.
- The Strategic Allocations as set out in the Joint Core Strategy.

The viability assessments identify the potential development value that can be generated from development within the City and demonstrate that there is scope to introduce a CIL.

6.0 The Proposed Draft Charging Schedule

6.1 The Draft Charging Schedule is the document which sets out the initial proposals for the Levy, for public consultation. It outlines possible charging rates for CIL; the Draft Charging Schedule will be subject to independent examination.

6.2 The JCS authorities have continued to work with their consultant, PBA as specialist consultants on development plans and CIL to assess the viability evidence and to prepare the Draft Charging Schedule (DCS) for the Council taking into account a number of factors, including the requirement that any proposed CIL rate does not undermine the viability of proposed development. The Council is required to consult on the DCS prior to submission for examination.

6.3 The purpose of this report is to gain agreement to undertake public consultation on the DCS prior to subsequent examination. A CIL rate is proposed for development within the City and separate CIL rates are also proposed for the JCS strategic allocations and for development within the CBC and TBC areas.

Setting a CIL for residential development

- 6.4 As the characteristics of residential sites are many and varied, the consultant has analysed a number of 'site typologies' which provide a representative sample of the sites available within each authority's area. It is accepted that the characteristics of the Strategic Allocations within the JCS area differ considerably from those of sites within and on the periphery of Gloucester, but that the character of sites within the City also presents a number of varied characteristics.
- 6.5 Within Policy SD13, the JCS sets out a target of 40% affordable housing for sites accommodating in excess of 10 dwellings. However, it is recognised that the level of affordable housing to be secured from any eligible site will be affected by the characteristics of that site. In some circumstances, the requirement for other forms of infrastructure may mean that lower levels of affordable housing would be provided due to the challenges presented by such sites. In such cases, applicants will be required to submit appropriate viability information that will allow the Council to make an informed decision on these matters.
- 6.6 Residential development would normally attract higher levels of CIL charge, due to the infrastructure needs arising from such development. The level of charge is dependent upon the characteristics of each site and many LPAs have adopted 'differential' CIL rates that reflect these characteristics.
- 6.7 An analysis of affordable housing delivery during the last three years within Gloucester has revealed an overall provision in excess of 20% affordable housing across all eligible sites. It is important to note that rates of affordable delivery have varied considerably across these sites; some sites have been developed entirely for affordable housing, on others, zero or limited proportions have been provided. In all of these instances, the Council has sought to deliver an appropriate housing mix that reflects the viability of each site.
- 6.8 In Gloucester, analysis of representations received during the PDCS consultation and the subsequent reappraisal of JCS site viability indicates that a CIL rate of £45/sqm is levied on residential sites of more than 10 dwellings, but that a zero rate (£0) is applied to sites of up to 10 dwellings. The DCS is provided at Appendix 1.

Setting a CIL for other forms of development

- 6.9 In addition to residential uses a number of other land uses were tested. With the exception of retail uses, all other uses were found to have insufficient financial 'headroom' to levy a charge. The DCS proposes a zero rate (£0) for development within the defined City Centre and local centre boundaries, with a charge of £100/sqm in relation to retail development in 'out of centre' locations.
- 6.10 All other forms of development would be zero rated for CIL purposes.

Future review of the Charging Schedule

- 6.11 The CIL process incorporates the ability to review the level of charging rates to reflect changes in local circumstances over time. Any such changes must be subject to public consultation and subsequent examination so such changes would be periodic, perhaps occurring after a two to three year period.

7.0 Relationship of the Joint Core Strategy to CIL

7.1 In delivering a joint development plan, it is hoped that, if the three Councils each adopt a Charging Schedule, these will be aligned to deliver the best contribution toward infrastructure to support new development throughout the JCS area. Due to the diverse nature of the development sites within the JCS, there will be differential CIL rates that reflect the characteristics of these sites.

8.0 Public Consultation

8.1 If all three JCS Councils agree to move forward with public consultation on a DCS for their area, it is proposed that the public consultations on each of the three separate Charging Schedules with accompanying documentation would be coordinated. The JCS Councils are working together to align the dates of a six week period of public consultation which will be confirmed shortly.

9.0 Infrastructure List

9.1 The infrastructure list is a list of infrastructure projects or types of infrastructure that the charging authority, by publishing on its website, intends will be, or may be wholly or partly funded by CIL. Once a charging authority's first Charging Schedule has taken effect a planning obligation may not constitute a reason for granting planning permission for development to the extent that the obligation provides for the funding or provision of infrastructure within its infrastructure list.

9.2 Therefore, in order to preserve an ability to provide for specific infrastructure to continue to be dealt with by planning obligation after the adoption of a Charging Schedule, the Council will also need to prepare a list prior to the adoption of a Charging Schedule, setting out the types of infrastructure that it intends will be, or may be, funded wholly or partly by CIL. A draft infrastructure list has been prepared to indicate how CIL monies could be used to cater for the anticipated level of growth in the area. This is intended to ensure that developers are not asked to fund the same infrastructure via both S106 and CIL.

9.3 The inclusion on the list of an infrastructure project or type of infrastructure does not represent a commitment by the Council to provide that project or type of infrastructure either with or without funding from CIL. The only function of the list is in relation to the future use of S106 agreements and to avoid any perception of double charging to developers. The list can be reviewed on a regular basis, for example annually, to ensure that it remains up to date. A draft Regulation 123 List forms part of the Draft Charging Schedule in Appendix 1.

10.0 Neighbourhood Funds

10.1 In accordance with the Community Infrastructure Levy (Amendment) Regulations 2013 a specific proportion of CIL receipts would be passed to 'neighbourhood funds'. Therefore, in locations with an adopted Neighbourhood Plan, 25% of CIL receipts would be passed to such communities/forums to help fund local infrastructure in their areas. In all other locations (where no Neighbourhood Plan has been approved), 15% of CIL receipts would be passed to local communities, subject to annual total limits as defined within the CIL Regulations. In parished areas, the relevant proportion of CIL will be passed to Parish/Town Councils. In

non-parished areas, the City Council will engage with the relevant communities to determine how CIL is spent.

11.0 Conclusions

- 11.1 In Gloucester, analysis of representations received during the PDCS consultation and the subsequent reappraisal of JCS site viability indicates that a CIL rate of £45/sq m is levied on residential sites of more than 10 dwellings, but that a zero rate (£0) is applied to sites of up to 10 dwellings. As has been noted within section 6 of this report, the level of affordable housing will be assessed in relation to the overall viability of the site.
- 11.2 For retail development, the DCS proposes a zero rate (£0) for development within the defined City Centre and local centre boundaries, with a charge of £100/sqm in relation to retail development in 'out of centre' locations.
- 11.3 All other forms of development would be zero rated for CIL purposes.

12.0 Financial Implications

- 12.1 Work to develop a Community Infrastructure Levy for Gloucester, including background consultancy evidence and additional project officer capacity, is financed from existing budgetary provision.
- 12.2 The Regulations allow Charging Authorities to use up to 5% of the CIL receipts received to recover costs associated with the development, set up and administration of the system.

(Financial Services have been consulted in the preparation of this report).

13.0 Legal Implications

- 13.1 The power to charge CIL is contained within Part 11 (Section 205-225) of the Planning Act 2008 ("the Act") and the Community Infrastructure Levy Regulations 2010 (as amended) ("the CIL Regulations"). CIL is defined as an imposition of a charge, with the aim that CIL is to ensure costs incurred supporting the development of an area can be funded (wholly or partly) by owners or developers of land in a way that does not make development of the area economically unviable (Section 205(1) and (2) of the Act).
- 13.2 Subject to certain exceptions CIL must be applied to supporting development of its area by funding the provision, improvement, replacement, operation or maintenance of infrastructure (which may include infrastructure outside its area).

(Legal Services have been consulted in the preparation of this report).

14.0 Risk Management Implications

- 14.1 Failure to develop a CIL Charging Schedule would reduce the Council's ability to ensure that new development contributes proportionately to infrastructure provision in the longer term. The Council will also continue to utilise Section 106 agreements to secure appropriate infrastructure contributions.

14.2 Failure to adopt a CIL in the longer term means that the Council could be disadvantaged by changes to Section 106 which took effect on 6 April 2015, which will limit the pooling of contributions for the infrastructure needed to support new development, and could result in a loss of contributions until such time as a CIL Policy is adopted.

15.0 People Impact Assessment (PIA)

15.1 The preparation of a new planning document can have both positive and negative social impacts on local communities. The CIL DCS seeks to provide appropriate and necessary infrastructure for the needs of the City's communities. PIA will also be ongoing through the preparation of the Development Plan.

16.0 Asset Based Community Development (ABCD) Considerations

16.1 The production of a CIL Charging Schedule will allow the Council to identify specific infrastructure requirements to support the development of communities.

17.0 Other Corporate Implications

Community Safety

17.1 None.

Sustainability

17.2 The development of the CIL would take into account the three dimensions of sustainable development set out in the National Planning Policy Framework (NPPF):

- An economic role – contributing to building a strong, responsive and competitive economy.
- A social role – supporting strong, vibrant and healthy communities.
- An environmental role – contributing to protecting and enhancing our natural, built and historic environment.

Staffing and Trade Union

17.3 The CIL regime will require new monitoring and management systems to ensure effective operation. The CIL management fee of up to 5% of receipts could be utilised to provide additional staff resource.

Background Papers: None

Appendix 1
Gloucester City Council
Community Infrastructure Levy
Draft Charging Schedule (DCS)

1.1 Introduction

- 1.1.1 Gloucester City Council has published this Community Infrastructure Levy (CIL) Draft Charging Schedule (DCS) as the Local Planning Authority under powers provided by Section 206 of the Planning Act 2008. The context of CIL is set out at paragraphs 1.4 – 1.6 of this report.
- 1.1.2 Gloucester City Council, along with Tewkesbury and Cheltenham are preparing a Joint Core Strategy (JCS). The JCS has a common evidence base including testing viability and infrastructure needs.
- 1.1.3 Viability and infrastructure evidence has been prepared on a joint basis to support the plan, therefore the sections in this report that deal with evidence are written for all three authorities. The aim is to prepare the three DCS on a co-ordinated basis in order to appropriately address cross boundary infrastructure issues. Although this joint evidence base has informed the DCS preparation, each of the JCS councils are CIL charging authorities in their own right and are required to prepare separate CIL Charging Schedules.
- 1.1.4 All relevant evidence can be accessed via the JCS website www.gct-jcs.org. This DCS is being consulted upon alongside the DCS for Cheltenham and Tewkesbury
- 1.1.5 This DCS is published for public consultation as further step in setting a CIL charge for Gloucester and has been prepared in accordance with Regulation 16 of the CIL Regulations 2010 (as amended). Any comments made on this document will be submitted to the Inspectorate for examination as per the regulations.
- 1.1.6 The purpose of this consultation document is to set out Gloucester City Council's CIL Draft Charging Schedule. In addition to the charging schedule, the document explains the general principles of CIL and summarises the methodology / evidence base used in calculating the levels of the charge. Further information can be viewed on the Council's website and a hard copy of the Draft Charging Schedule will be available at the following locations during the consultation period:

Council Offices
Gloucester City Council
Cheltenham Borough Council
Tewkesbury Borough Council
Gloucestershire County Council
Libraries
Gloucester Central
Cheltenham Central
Tewkesbury Town
Bishops Cleeve
Brockworth
Churchdown
Winchcombe Library and Children's Centre

Hucclecote
Longlevens
Matson
Quedgeley
Tuffley
Charlton Kings
Hesters Way
Prestbury
Up Hatherley
Other Locations
Gloucester Tourist Information Centre
Hesters Way Neighbourhood Project
Cheltenham West End Partnership
Brockworth Advice Centre
Churchdown Advice Centre
Winchcombe Advice Centre
Bishops Cleeve Advice Centre

1.2 Procedure for representations

1.2.1 Comments on this document are welcome during the consultation period of 6 weeks from **xxxxxxx to xxxxxx** (dates to be confirmed).

1.2.2 Should you wish to comment on this document please could you contact the following:

- By email to cil@gct-jcs.org
- By post to: JCS Community Infrastructure Levy Team, Municipal Offices, Cheltenham, Gloucestershire, GL50 9SA.

1.2.3 The closing date for comments is **5pm xxxxxx**. Any comments received after this date will not be submitted to the Inspectorate as duly made.

1.2.4 Please note that the preferred method of receiving consultation responses is via the DCS questionnaire which can be downloaded from www.gct-jcs.org

1.3 Timetable

1.3.1 The anticipated stages of preparation and consultation are set out in the following table:

Table 1.1: Anticipated timetable

Stage		Description	Date
1	Preliminary Draft Charging Schedule	Consultation on the initial rates proposed within the Preliminary Draft Charging Schedule	Complete
2	Draft Charging Schedule	Consultation on the Draft Charging Schedule CIL rates informed by the consultation responses on the Preliminary Draft Charging Schedule.	Summer 2016
3	Submission to Independent Examiner	The Council can submit the proposed Draft Charging Schedule for examination.	Autumn 2016
4	Examination in public	The Draft Charging Schedule is examined by an independent examiner through a public hearing.	Winter 2016
5	Adoption and Implementation	The Charging Schedule is published online and will take effect on the date stated in the Charging Schedule.	Winter 2016

1.4 Context

- 1.4.1 The Community Infrastructure Levy (CIL) is a locally set planning charge, introduced by the Planning Act 2008 (as amended) as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.
- 1.4.2 CIL allows local authorities to generate funding from development for the provision of infrastructure in and around their location or strategic cross boundary infrastructure projects where several local authorities contribute. Importantly, CIL is not intended to fund the entire infrastructure required for Gloucester and that required to support cross boundary development as this would result in unviable development, but instead is intended to supplement other funding streams.
- 1.4.3 The level of CIL to be charged can only be set on the basis of evidence based viability. An appropriate balance must be struck between the desirability of funding from CIL required to support the development of its area; and the potential effects of the imposition of CIL on the economic viability of its area.

1.5 Legislative background

- 1.5.1 CIL is governed by legislation that came into force on 6th April 2010. Guidance and Regulations are prepared by the Department for Communities and Local Government (DCLG) as set out in:
- The Planning Act 2008 as amended by the Localism Act 2011
<http://www.legislation.gov.uk/ukpga/2008/29/contents>
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

- The CIL Regulations 2010, as amended in 2011, 2012, 2013 and 2014
<http://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>
<http://www.legislation.gov.uk/ukdsi/2011/987/contents/made>
<http://www.legislation.gov.uk/ukdsi/2012/9780111529270>
http://www.legislation.gov.uk/ukdsi/2013/982/pdfs/ukdsi_20130982_en.pdf
<http://www.legislation.gov.uk/ukdsi/2014/9780111106761/contents>
- National Planning Policy Framework: Planning Practice Guidance on CIL.
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
<http://planningguidance.planningportal.gov.uk/blog/guidance/communityinfrastructure-levy/>

1.5.2 Authorities cannot charge for the same items through both CIL and planning obligations. Local Authorities who intend to adopt a CIL should publish a “Regulation 123 List” by April 2015 to identify the infrastructure that it is intended will be, or may be, wholly or partly funded by the levy. A Regulation 123 list is appended to this report.

1.6 Why introduce CIL?

- 1.6.1 Central to the rationale for introducing CIL is the widely held belief that most development has some impact on the need for infrastructure and services, or benefits from them. Therefore it is considered appropriate that such development pays a share of the cost, particularly given the potential financial benefits that planning permission can bring to developments. Under the current regime of Section 106 agreements (another form of planning agreement used to provide funding for certain infrastructure projects) this cannot be achieved as obligations must be directly related to the development. In addition smaller sites tend to fall outside negotiation of obligations. Additionally, contributions from CIL can be pooled and used to lever investment or loans from other sources (for example Gloucestershire Infrastructure Investment Fund, Pinchpoint funding).
- 1.6.2 Unlike Section 106 agreements, once adopted a CIL charging liability is non-negotiable. The levy is a standard fixed charge which provides developers with much more certainty about how much money they will be expected to contribute, which can be factored in to their development calculations. This provides clarity to the developer and transparency to the landowner.
- 1.6.3 Importantly, from April 2015, the local authorities are restricted on the pooling of Section 106 planning obligations which changes the way infrastructure is delivered across Gloucester. The regulations allow for a maximum of five Section 106 planning agreements to be pooled for specific infrastructure projects. Therefore, the implementation of CIL will provide that flexibility in the pooling and spending of monies from developments and can be spent on any identified infrastructure need (unlike Section 106 agreements which require a direct link between the development and any infrastructure project).
- 1.6.4 Nevertheless, it will still be possible for specific infrastructure projects to be funded through Section 106 planning agreements, but only where these are directly related to a proposed development and are needed to make individual planning applications acceptable in planning terms. The statutory tests for S106 agreements as set out in the Community Infrastructure Levy Regulations 2010 and as policy tests in the National Planning Policy Framework will still need to be applied. These tests being that
- they are necessary to make the development acceptable in planning terms,
 - directly related to the development, and
 - fairly and reasonably related in scale and kind.

- 1.6.5 It is intended that CIL sits alongside the current Section 106 regime rather than directly replacing it with regulations in place to ensure that there is a distinction between the two systems and that they do not overlap.

1.7 Chargeable development

- 1.7.1 CIL is levied on the development of virtually all buildings that people 'normally go into'. The following development types will be liable for CIL:

- Developments of more than 100m² new floorspace;
- Development of less than 100m² which result in the creation of one or more new dwellings;
- The conversion of a building that is no longer in lawful use.

Exemptions

- 1.7.2 The CIL Regulations provide for certain types of development to be exempt from CIL, which include:

- Development by registered charities for the delivery of their charitable purposes;
- Those parts of a development which are to be used as social (affordable) housing;
- The conversion of any building previously used as a dwelling house to two or more dwellings;
- Development of less than 100m² of new build floorspace, provided that it does not result in the creation of a new dwelling;
- The conversion of, or works to, a building in lawful use that affects only the interior of the building;
- Development of buildings and structures into which people do not normally go (e.g. pylons, wind turbines and electricity sub stations);
- Residential annexes and extensions (where the person who would normally be liable for the charge owns a material interest in the main dwelling and occupies the main dwelling as the sole or main residence);
- Self-build housing where a dwelling is built by the person who would normally be liable for the charge (including where built following a commission by that person) and occupied by that person as their sole or main residence.

Setting the levy

- 1.7.3 The rate of CIL is determined by the charging authority. It is scrutinised by an independent examiner to assess whether the charge has regard to the evidence base and that the level of charge is reasonable and will not impact negatively on the economic viability of development taken as a whole across the Authority's area.
- 1.7.4 Under Regulation 13 of the Community Infrastructure Regulations 2010 (as amended) a CIL charge can either be set as a single rate which covers all types of development across the whole of an area or as differential rates which cover different development types and/or different areas. Whilst guidance also denotes that it is also possible for some types of development to have a zero rating this can only be based on viability and cannot be used to encourage certain types of development within an area as this could be considered as state aid and would therefore be deemed unlawful. A CIL charging schedule can be reviewed, but this would then be subject to re-consultation and examination.

1.8 Evidence base used

- 1.8.1 To support the DCS an update of the plan viability was completed (noted as item e. below) and this in conjunction with previous documents used for the PDCS informed the schedule. These documents can all be viewed on the JCS website www.gct-jcs.org and include:
- a. Stage 1 and Stage 3 Viability assessments of local development typologies/representative development schemes
<http://www.gctjcs.org/PublicConsultation/EINF-Evidence-Infrastructure.aspx>
 - b. Stage 2 Viability Testing of Notional Development Schemes, Allocated in the Pre Submission Joint Core Strategy
<http://www.gct-jcs.org/PublicConsultation/EINFEvidence-Infrastructure.aspx>
 - c. Joint Core Strategy, Submission version November 2014
<http://www.gctjcs.org/Documents/Publications/Submission/JCS-Submission-Version-November-2014acorrected.pdf>
 - d. Gloucester City Council, Cheltenham Borough Council & Tewkesbury Borough Council, Infrastructure Delivery Plan.
<http://www.gct-jcs.org/PublicConsultation/EINF-Evidence-Infrastructure.aspx>
 - e. Viability Evidence – Plan Viability, Community Infrastructure Levy and affordable housing study, Peter Brett Associates LLP, January 2016.
<http://www.gct-jcs.org/Documents/Examination-Document-Library-4/EXAM-176---JCS-CIL-and-Plan-Viability-Report-Final-January-2016.pdf>
 - f. JCS CIL Preliminary Draft Charging Schedule Consultation Report, February 2016
(link to be added to JCS web-site)
- 1.8.2 Subsequent to the initial viability work completed by the District Valuer Services (referred to as DVS henceforth), Peter Brett Associates (referred to PBA henceforth) were jointly commissioned by Gloucester City, Tewkesbury Borough and Cheltenham Borough to undertake a further viability assessment taking into consideration the updated JCS development plan, comments made on the PDCS (included within the PDCS Consultation report, listed above), discussion at the JCS examination as well as meetings with relevant developers and stakeholders on infrastructure needs.
- 1.8.3 The main purpose of a plan viability (or PV) assessment is to provide evidence to show that the requirements of the National Planning Policy Framework (NPPF) are met. That is, the policy requirements in the Plan should not threaten the delivery of the plan as a whole. The objective of this study is to inform policy decisions relating to the trade-offs between the policy aspirations of achieving sustainable development and the realities of economic viability. A key outcome of this is to establish the surplus residual land value (referred to as the “headroom”) left over once other build and policy costs are taken into account. This analysis then provides the scope for setting a CIL rate.
- 1.8.4 The latest plan viability assessment (item e. above), further reviewed the types of developments most likely to come forward in the JCS area.
- 1.8.5 It is intended that the DCS is read in conjunction with this viability assessment, particularly for further details regarding the methodology and assumptions.
- 1.8.6 The viability work raises ‘viability pressures’ between the delivery of infrastructure via CIL and the balance with continued Section 106 obligations for site specific infrastructure and

affordable housing. The council in implementing CIL needs to achieve a realistic balance which does not undermine the viability of development.

1.9 Proposed CIL rates

- 1.9.1 The viability work conducted by PBA (and as set out in Appendix A) provides the following recommendations for CIL within Gloucester. The following amounts are represented as a £ per square metre value.

Residential development

- 1.9.2 For the residential sites in Gloucester the recommended CIL rate is in table 1.2 below.
- 1.9.3 As there are no Strategic Allocations within the Gloucester administrative area, these are not listed.

Table 1.2: Proposed residential CIL rates

		Recommended CIL £ sq. m	Recommended Affordable Housing (AH)
Generic sites	Gloucester 10 dwellings and under	£0	0%
	Gloucester 11 dwellings and over	£45	20%

Other forms of development

- 1.9.4 In addition to residential uses a number of other uses have been tested. With the exception of retail uses, all other uses were found to have insufficient headroom to levy a charge. Further work is needed to test these other uses further, for example, there are different definitions for care homes, extra care and retirement living housing for older people and this may impact upon the potential to apply CIL. In respect of retail, further viability assessment may be required to assess whether CIL rates could vary according to the type and location of development.

Table 1.3: Proposed Non residential CIL rates

	Recommended CIL £ sq. m
Retail development outside town centre	£100
Retail development within town centre	£0
Any Office uses	£0
Any Industrial uses	£0
Retirement Homes	£0
Extra Care Homes	£0
Student Accommodation	£0
Hotels	£0
All other forms of development not previously listed	£0

1.10 Spending of CIL

- 1.10.1 Under Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended), henceforth referred to as 'CIL Regulations', the charging authority will publish on its website their intention for how revenues raised from the levy will be spent. This will make clear what items will in future fall under the CIL rather than S106, but also show contributors and other interested parties what types of infrastructure the CIL could be spent on. In formulating the Regulation 123 list the Council will continue to work closely with other bodies to address strategic infrastructure and that delivered by other public authorities, for example, Gloucestershire County Council. The Reg 123 list is attached to this document under Appendix B.
- 1.10.2 The CIL regime allows authorities to respond to changing local circumstances, by spending revenue from the CIL on different projects from those identified during the rate setting process. Therefore the Regulation 123 list will be continually reviewed and updated accordingly. Changes to the Regulation 123 list will be updated via the council website.

1.11 Duty to pass CIL to local councils

- 1.11.1 CIL regulations outline provision for receipts to be redistributed to local parish councils, or to be spent on behalf of designated neighbourhood forums. The proportion allocated to the local council, or spent on behalf, is dependent on the adoption of a neighbourhood plan. Where a neighbourhood plan is in place, 25% of the CIL is passed to the local council. Where a neighbourhood plan is not adopted, 15% is passed to local councils, subject to a cap equivalent to £100 for every existing dwelling in that area.

1.12 Optional exemptions and discretionary matter

- 1.12.1 The CIL Regulations allow Local Authorities to make certain choices about how to implement the CIL and the Council would like your views on the following options:

Payment by instalments (Regulation 69b)

- 1.12.2 Payment of a CIL charge is due from the date at which a chargeable development commences. The Council can offer the payment of CIL by instalments to provide flexibility and support for more complicated and phased developments. An 'instalment policy' stating the parameters of this process would be published alongside the adopted Charging Schedule.

Social housing relief (Regulation 49)

- 1.12.3 The Council can allow, at its discretion, relief from liability to pay a CIL charge to new market houses that are to be sold at no more than 80 per cent of their market value.

Land and infrastructure in-kind (Regulations 73&73A)

- 1.12.4 The Council can allow, at its discretion, the value of land transferred to the Council and infrastructure provided or constructed by a developer to be offset against the CIL charge. This would enable developers to provide the infrastructure needed to support new development directly, rather than paying for it indirectly through the CIL. The value of land and infrastructure in kind would be determined by 'a suitably qualified independent person' (for example the District Valuer).

Relief for exceptional circumstances (Regulation 55)

- 1.12.5 Liability to pay a CIL charge on chargeable development is a statutory obligation and is non-negotiable. The Council can, however, in exceptional circumstances offer discretionary relief

from liability to pay a CIL charge. Offering this relief would provide the Council with some flexibility to deal with complex sites which are proved to have exceptional costs or other requirements which make them unviable.

- 1.12.6 Justification for this relief would have to be demonstrated through (independently verified) appropriate evidence of viability and is entirely at the discretion of the Council. This relief can be activated and deactivated at any time subject to a notice of intention to be published by the Council.

Relief for charitable investment activities (Regulation 44)

- 1.12.7 The Council can allow, at its discretion, relief from CIL liability to charity landowners where the greater part of a development is held as an investment from which the profits are applied for charitable purposes.

1.13 Your View

We would like your view on the Draft Charging Schedule by the closing date **xxxxxxxxxx** (*to be finalised*) and any responses will be submitted to the Inspectorate as part of the submission information under Regulation 19.

Appendix A: Testing and rate recommendations

1.14 Introduction

- 1.14.1 As explained previously, PBA's residential testing is based on an analysis of 'generic sites' set out in the viability document and this appendix gives an overview of the key information.
- 1.14.2 Also for completeness are the recommendations for Cheltenham and Tewkesbury, including the strategic allocations.

1.15 Testing of generic typologies - housing

- 1.15.1 Through discussion with the local authorities PBA have tested 12 different scenarios for Gloucester ranging from 2 to 400 unit schemes, as identified in **Table A1** reflecting the type of developments likely to be brought forward in their area.

Table A1: Gloucester Generic typologies tested

Site reference	Typology	Value area	Land type	Nr of Dwellings
1	10 units (Flats)	Value area 1	Small Brownfield	10
2	300 units (Mixed)	Value area 1	Brownfield	300
3	2 units (Houses)	Value area 2	Small Brownfield	2
4	2 units (Houses)	Value area 2	Small Greenfield	2
5	4 units (Houses)	Value area 2	Small Brownfield	4
6	15 units (Flats)	Value area 2	Small Brownfield	15
7	60 units (Houses)	Value area 2	Small Greenfield	60
8	150 units (Houses)	Value area 2	Greenfield	150
9	400 units (Houses)	Value area 2	Greenfield	400
10	2 units (Houses)	Value area 3	Small Brownfield	2
11	15 units (Houses)	Value area 3	Small Greenfield	15
12	90 units (Mixed)	Value area 3	Small Brownfield	90

1.16 Rate recommendations for housing generic typologies

- 1.16.1 Without repeating the detailed calculations and assumptions of the PBA viability report, the following table gives the results of the testing based upon the typologies above and split into value areas, size of development and whether houses or flats.
- 1.16.2 The value areas are split into Gloucester City centre (Value Area 1) is the lowest value area in the JCS and has been identified by the HCA as a housing zone. The highest values in Gloucester are to the north and east of the city centre (Value Area 3). The area to the south of the city centre in Value Area 2 is stronger than the city centre but does not attract as high values as the north.

Table A2: Gloucester Viability testing headroom – HMA JCS wide affordable housing tenure mix

Headroom £ per sqm	0% AH	10% AH	15% AH	20% AH	25% AH	30% AH	35% AH	40% AH
Gloucester wide	£115	£75	£51	£25	-£5	-£40	-£80	-£126
Value area 1	-£63	-£115	-£146	-£180	-£219	-£264	-£316	-£377
Value area 2	£46	£1	-£25	-£55	-£88	-£127	-£171	-£223
Value area 3	£535	£523	£516	£508	£500	£490	£478	£465
10 units and under	£3	-£50	-£81	-£116	-£156	-£202	-£254	-£316
11 units and over	£179	£153	£139	£122	£103	£82	£57	£28
Houses	£198	£164	£144	£122	£97	£68	£35	-£4
Flats	-£210	-£280	-£321	-£367	-£420	-£480	-£549	-£629

- 1.16.3 Based upon meeting the affordable housing need, the table below gives the headroom for Gloucester based upon a greater contribution sought for infrastructure whilst maintaining a level of affordable housing that is in line with the latest HMA which suggests a need for 27% of new dwellings for affordable housing across the JCS area in order to meet the identified need. This option also seeks the JCS wide target for affordable housing tenure, which only includes affordable rent as the rented element (i.e. no social rent). This is because consultation with local housing teams suggests that whilst there is need for social rent products their provision is down to the benefits system rather than a different development type. The table below A3. sets out the results with the following criteria:

- Zero affordable housing for sites of 10 and under
- 20% affordable housing on sites of 11 or more for Gloucester
- HMA wide affordable housing tenure for all sites

Table A3: meeting HMA affordable housing need – Gloucester

Potential policy area/charging zone – Gloucester	AH	Headroom (£ p sq.m)
10 units and under	0%	£3
11 units and over	20%	£122

1.16.4 For Gloucester – based upon table above, it can be seen that affordable housing and CIL should be set at zero for developments of 10 and under dwellings. A threshold of 10 is used as this matches the threshold proposed by government in respect of have zero affordable housing for small sites. For sites over 10 dwellings there is scope for both affordable housing at 20% and a CIL contribution. However as well as scale the JCS authorities also need to consider location of development and for simplicity, to ensure viability across the Gloucester area, as opposed to defining areas of development for different rates, based upon setting a 1/3 buffer, the JCS authorities propose a CIL rate for all Gloucester sites of 11 plus dwellings at **£45 per sqm** then the majority of tested sites would be viable.

1.16.5 Retirement homes (also known as sheltered housing) and extra care facilities for Gloucester - both generate no headroom to justify a CIL charge based upon the proposed affordable housing percentage. Decisions therefore on the appropriate level of affordable housing should be determined on an individual basis as and when an application is submitted, subject to viability evidence.

1.17 DCS rates proposed for Cheltenham and Tewkesbury including the Strategic Allocations.

1.17.1 The tables and explanations below summarise the proposed DCS CIL rates for Cheltenham and Tewkesbury as well the Strategic Allocations.

Table A4: Cheltenham and Tewkesbury Proposed DCS rates – Generic Sites

		Recommended CIL £ sq. m	Recommended Affordable Housing (AH)
Generic sites	Cheltenham 10 dwellings and under	£148	0%
	Tewkesbury 10 dwellings and under	£104	0%
	Cheltenham 11 dwellings and over	£200	40%
	Tewkesbury 11 dwellings and over	£200	40%

1.17.2 For completeness the proposal for the JCS strategic allocations is different whereby due to many factors including the complexity of the sites, it is proposed to remain with S106 agreement for all site associated infrastructure, but for the sites to have a CIL rate of **£35 per sq m** to contribute to the wider strategic infrastructure needs. This will apply to all sites apart from the portion of SA8 currently the MOD section which due to its brownfield nature, it is proposed to have a **£0 rate**. To support this 'strategic infrastructure' CIL contribution, it is also proposed that the affordable housing contribution will be 35% on all strategic allocations.

1.18 Non Residential testing

Retail uses – JCS area

- 1.18.1 The appraisal summary shown in **Table A6** is for all retail development. There is scope for charging CIL, to various degrees, on all types of retail uses in out of centre locations only.
- 1.18.2 PBA's testing shows that residual values for all types of tested retail development within the JCS area are viable, with the exception of City/Town centre comparison in Gloucester and Tewkesbury. Given that all the out of centre and convenience typologies are viable, the proposal is a simple approach of a flat rate applied to all out of centre and local convenience retail development.
- 1.18.3 Any rate setting should take into account site specific S106/278 needs, but as these have not been included as there is only limited evidence of what these maybe, the proposal is to maintain a large headroom of around 50% to allow for any required contributions beyond the CIL rate. This approach suggests a CIL rate of **£100 per sq. m** for this type of retail development.
- 1.18.4 Whilst Cheltenham town centre is marginally viable as no S106/278 requirements have been included, it is also proposed that as with Gloucester and Tewkesbury that a zero levy is applied.

Table A6 Summary of retail uses viability (headroom per sq.m)

Use	Local convenience	Small supermarket	Supermarket	Retail – Out of centre comparison
CIL headroom	£346	£345	£258	£200

Use	Retail – Town/City centre comparison Cheltenham	Retail – Town/City centre comparison Gloucester	Retail – Town/City centre comparison Tewkesbury
CIL headroom	£12	-£2	-£12

- 1.18.5 All remaining non-housing type development including B-class business development, hotels, student accommodation and public services/community facilities were not viable or only marginally and therefore the proposal is for a zero charge rate across the JCS area.

Appendix B: Regulation 123 list for PDS

In accordance with the Planning Act (2008) as amended by the Localism Act (2011) and the Community Infrastructure Levy Regulations (2010) as amended.

The infrastructure that may be funded by CIL will be set out in lists to be published from time to time by the Charging Authority - known as the Regulation 123 list.

The table below gives an indication of the types and categories of infrastructure and/or specific infrastructure projects to which CIL receipts raised by the Council as the Charging Authority could be applied.

In general it is proposed that site specific mitigation measures, including providing a safe and acceptable means of access to a public highway, or roads providing access to a development, will be secured through planning conditions or S106 obligations.

Other more strategic infrastructure may be supported in whole or in part through CIL.

The inclusion on the list of an infrastructure project or type of infrastructure does not represent a commitment by the Council to provide that project or type of infrastructure either with or without funding from CIL. The only function of the list is in relation to the future use of S106 agreements and to avoid any perception of double charging to developers. The Infrastructure List gives an indication of the categories of infrastructure currently intended to be funded by CIL or other means. The list can be reviewed on a regular basis, for example annually, to ensure that it remains up to date.

Reg. 123 List – Gloucester (including Strategic Allocations if applicable)

Infrastructure to be funded, or part funded, through CIL	Infrastructure and other items to be funded through S106 Obligations; S278 of the Highways Act; other legislation or through Planning Condition
Section A: All Non-Strategic Allocations	
Transportation Transportation infrastructure for walking, cycling, public transport and highways.	Development specific mitigation works on, or directly related to, a development site.
Education Provision for which the Local Education Authority has a statutory responsibility including early years, primary and secondary (covering ages 2 – 19)	
Flood and Water Management Flood risk mitigation to support development across the area.	Development specific mitigation works on, or directly related to, a site.
Social and Community Infrastructure Including social and community facilities, sports, recreational, play infrastructure and youth provision, and cultural infrastructure.	Development specific mitigation works on, or directly related to, a site.

Infrastructure to be funded, or part funded, through CIL	Infrastructure and other items to be funded through S106 Obligations; S278 of the Highways Act; other legislation or through Planning Condition
Green infrastructure Strategic green infrastructure.	Development specific mitigation works on, or directly related to, a site.
Historic Environment Conservation and enhancement of the historic environment, heritage assets and their setting.	Development specific mitigation works on, or directly related to, a site.
Public Realm, Art and Culture Off-site provision/ enhancements.	Development specific mitigation works on, or directly related to, a site.
Emergency Services (Police, Fire and Ambulance) Including infrastructure to support the capacity of local services in areas of major growth.	Provision of fire hydrants.
Economic Development Infrastructure Including off-site starter business units, information and communications technology, supporting other employment initiatives.	On-site infrastructure and non-infrastructure Initiatives such as skills training and local employment initiatives.
Waste Recycling Provision of household waste recycling and waste management facilities	On site collection facilities and waste reduction initiatives.
Renewable Energy Infrastructure Renewable Energy infrastructure	
Section B: Strategic Allocations	
Strategic Infrastructure Infrastructure not directly linked to the development site of strategic nature	All site specific infrastructure needs.

JCS CIL PDCS Consultation Report

Consultation Report for the Preliminary Draft Charging Schedules

for Gloucester City, Cheltenham Borough and Tewkesbury Borough Councils

Introduction

Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils are in the process of developing Community Infrastructure Levy (CIL) charging schedules for their areas, based on the Joint Core Strategy (JCS) viability and infrastructure evidence. In preparing for CIL there are a number of key stages which the council has to go through including two periods of consultation. The first stage is consultation on a Preliminary Draft Charging Schedule.

Legislation requires that each of the JCS Councils has its own charging schedule for CIL and therefore there is a Preliminary Draft Charging Schedule for each Council. The Preliminary Draft Charging Schedules set out the initial proposed CIL rates for the JCS area. The consultation was for 6 weeks from 29 May 2015 to 10 July 2015.

Stakeholder consultation

Prior to the formal public consultation on the Preliminary Draft Charging Schedule, 2 stakeholder consultation events were held to discuss the assumptions for the JCS viability studies.

The first event was with the Gloucestershire LEP Construction and Infrastructure Group in June 2014. All parties forming part of the group comprising house builders, developers, agents, planning/property professionals, as well as Registered Social Providers were invited to attend a meeting to discuss issues regarding development viability.

A further development viability presentation/workshop was held on the 9 October 2014. The workshop/presentation was attended by a number of regional/national house builders, developers, agents, planning and property professionals, as well as Registered Social Landlords/Registered Providers.

Public consultation

A Preliminary Draft Charging Schedule consultation document was published for each Council. In addition to the Charging Schedule, each document explained the general principles of CIL and summarised the methodology/evidence base used in calculating the levels of the charge.

Each consultation document and the supporting JCS viability/infrastructure assessment documentation were available to view online on the CIL page of the JCS website. Paper versions were available to view at a range of venues across the JCS area (Appendix 2). The consultation was formatted around 5 Questions with supporting evidence requested.

Invitations to submit comments were sent by email ([2896 emails](#)), or post (xx Richard Horton to provide) to all statutory consultees and to all individuals and organisations registered on the JCS consultation database (Appendices 3 and 4). Notice of the consultation was made by a public notice which was published in newspapers circulating in the JCS area on 28 May 2015 (Appendix 5).

JCS CIL PDCS Consultation Report

Summary of representations received

34 representations were received during the consultation period and a further 2 responses were received after the consultation closed. Not all respondents used the comments form. A proportion of respondents using the comments did not respond to all questions. Appendix 6 comprises a summary of issues raised through the preliminary draft charge schedule consultation and JCS councils' response.

List of Appendices

Appendix 1: Preliminary Draft Charging Schedule Consultation Information published on the JCS website

Appendix 2: Locations for viewing the Preliminary Draft Charging Schedules

Appendix 3: PDCS consultation email sent on 26 May 2015

Appendix 4: PDCS consultation letter sent on 27 May 2015

Appendix 5: Press Notice for PDCS Consultation

Appendix 6: Summary of issues raised through the preliminary draft charge schedule consultation and JCS councils' response.

Appendix 1: Preliminary Draft Charging Schedule Consultation Information published on the JCS website

Community Infrastructure Levy

What is Community Infrastructure Levy (CIL)?

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area to fund a wide range of infrastructure that is needed to support new development. It will replace Section 106 Planning Obligations for many forms of infrastructure, although Section 106 agreements will continue to be used for affordable housing provision and can still be used for site-specific mitigation measures.

CIL can be used to fund a wide variety of infrastructure including:

- transport schemes;
- flood defences;
- schools, and community facilities; and,
- parks, green spaces and leisure centres.

JCS CIL PDCS Consultation Report

As almost all development has some impact on the need for infrastructure, services and amenities, this tariff-based approach is seen as an effective, quicker and fairer framework to fund new infrastructure to support growth.

CIL is applied as a charge on each square metre of floor space in new buildings, with a minimum threshold of 100 square metres or a single dwelling. Some types of development are exempt, for example social housing and self-build housing, are eligible for 100% relief.

Rates of CIL will be set out in a document known as a 'Charging Schedule'. A Charging Schedule sets out a rate per square metre for all qualifying development. This involves consultation and independent examination.

Relationship between CIL and the Joint Core Strategy for Cheltenham, Gloucester and Tewkesbury (JCS)

Consultants, Peter Brett Associates, have assessed the scope for a CIL charge for each of the three JCS Councils (Cheltenham Borough, Gloucester City and Tewkesbury Borough) based on the JCS infrastructure and viability evidence.

Preliminary Draft Charging Schedule Consultation 29 May 2015 to 10 July 2015:

Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils are in the process of developing CIL charging schedules for their areas. The first stage of the CIL process is to consult on a Preliminary Draft Charging Schedule.

Legislation requires that each of the JCS Councils has its own charging schedule for CIL and therefore there is a Preliminary Draft Charging Schedule for each Council. We will use the comments we receive to inform the preparation of the next stage of the CIL, the Draft Charging Schedule.

Representation received to this consultation are currently being considered.

Consultation Documents

The preliminary draft charging schedules and supporting documents are available below:

- [Cheltenham Borough Council Preliminary Draft Charging Schedule](#)
- [Gloucester City Council Preliminary Draft Charging Schedule](#)
- [Tewkesbury Borough Council Preliminary Draft Charging Schedule](#)
- [Comments form \(PDF\)](#)
- [Comments form \(word document\)](#)

Supporting Information

- [Joint Core Strategy Viability Assessment Study Stage 1: Viability assessment of local development typologies/representative development schemes \(June 2014\)](#)
- [Joint Core Strategy Viability Assessment Study Stage 2: Viability testing of proposed strategic site allocations in the Pre-submission Joint Core Strategy \(March 2015\)](#)
- [Joint Core Strategy Viability Assessment Study Update of Stage 1 and Stage 3: Viability assessment of local development typologies/representative development schemes \(February 2015\)](#)
- [Joint Core Strategy Infrastructure Delivery Plan: Final August 2014](#)
- [CIL Viability Consultation Workshop Note - October 2014](#)

JCS CIL PDCS Consultation Report
Appendix 2: Locations for viewing the Preliminary Draft Charging Schedules

DEPOSIT LOCATION	ADDRESS
COUNCIL OFFICES	
Gloucester City Council	Herbert Warehouse, The Docks, Gloucester GL1 2EQ
Cheltenham Borough Council	Municipal Offices , The Promenade, Cheltenham GL50 9SA
Tewkesbury Borough Council	Gloucester Road, Tewkesbury, Gloucestershire GL20 5TT
Gloucestershire County Council	Shire Hall, Westgate Street, Gloucester GL1 2TG
LIBRARIES	
Gloucester Central	Brunswick Road, Gloucester GL1 1HT
Cheltenham Central	Clarence Street, Cheltenham GL50 3JT
Tewkesbury Town	Sun Street, Tewkesbury GL20 5NX
Bishops Cleeve	Tobyfield Road, Bishops Cleeve, Cheltenham GL52 8NN
Brockworth	Moorfield Road, Brockworth, Gloucester GL3 4ET
Churchdown	Parton Road, Churchdown , Gloucester GL3 2AF
Winchcombe Library and Children's Centre	Back Lane, Winchcombe, GL54 5PZ
Hucclecote	Hucclecote Road, Gloucester GL3 3RT
Longlevens	Church Road, Longlevens , Gloucester GL2 0AJ
Matson	Winsley Road, Gloucester GL4 6NG
Quedgeley	Bristol Road, Quedgeley, Gloucester GL2 4PE
Tuffley	Windsor Drive, Tuffley, Gloucester GL4 0RT
Charlton Kings	Church Street, Charlton Kings, Cheltenham GL53 8AR
Hesters Way	Goldsmith Road, Cheltenham GL51 7RT
Prestbury	The Burgage, Prestbury, Cheltenham GL52 3DN
Up Hatherley	Hulbert Crescent, Caernarvon Road, Up Hatherley Cheltenham GL51 3BW
OTHER LOCATIONS	
Gloucester Tourist Information Centre	28 Southgate Street, Gloucester GL1 2DP

JCS CIL PDCS Consultation Report

Hesters Way Neighbourhood Project	Community Resource Centre, Cassin Drive Cheltenham GL51 7SU
Cheltenham West End Partnership	Community Resource Centre, Grove Street, Cheltenham GL50 3LZ
Brockworth Advice Centre	Brockworth Community Centre, Brockworth GL3 4ET
Churchdown Advice Centre	Parton Road, Churchdown GL3 4NY
Winchcombe Advice Centre	Back Lane, Winchcombe, GL54 5QH
Bishops Cleeve Advice Centre	Council Offices, Church Road, Bishops Cleeve GL52 8LR

JCS CIL PDCS Consultation Report

Appendix 3: PDCS consultation email sent on 26 May 2015

Subject: **Re: Community Infrastructure Levy for Gloucester City, Cheltenham Borough, and Tewkesbury Borough: Preliminary Draft Charging Schedules**

Dear Sir/Madam

Re: Community Infrastructure Levy, Preliminary Draft Charging Schedule

You have received this email as your contact details are on our database of people who have previously commented upon or are interested in the Joint Core Strategy Councils' planning documents.

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking building projects in their area to fund a wide range of infrastructure that is needed to support new development.

Rates of CIL will be set out in a document known as a 'Charging Schedule' which sets out a rate per square metre for all qualifying development. The first stage of the CIL process is to consult on a Preliminary Draft Charging Schedule, this sets out **initial** charge rates for CIL.

The purpose of this email is to:

1. Notify you that Cheltenham Borough, Gloucester City and Tewkesbury Borough have prepared Preliminary Draft Charging Schedules which set out initial charge rates for CIL. Legislation requires that each of the JCS Councils has its own charging schedule but these are aligned to deliver the best contribution toward infrastructure to support new development (e.g. the same CIL charges are proposed for strategic allocations that cross council boundaries).
2. Invite you to comment on the Preliminary Draft Charging Schedules. You can do this by post or email from **29 May 2015**.
3. Invite comments on the documents that have informed the preparation of the Preliminary Draft Charging Schedules.

JCS CIL PDCS Consultation Report

There is a six week consultation and representations must be received no later than **5pm on 10 July 2015**. All comments received by the deadline will be considered, and will help to inform the preparation of the CIL: Draft Charging Schedules.

Representations on the draft Preliminary Draft Charging Schedules should be made via:

- By email to: cil@gct-jcs.org
- By post to: JCS Community Infrastructure Levy Team, Municipal Offices, Cheltenham, Gloucestershire, GL50 9SA

A copy of each Preliminary Draft Charging Schedule is attached. Documents and consultation material will be available via the JCS website (www.gct-jcs.org) and at the locations set out in the attachment to this email.

Yours faithfully

The Community Infrastructure Levy Team

JCS CIL PDCS Consultation Report

Appendix 4: PDCS consultation letter sent on 27 May 2015

Ref: JCS Preliminary Draft Charging Schedule

26 May 2015

Dear Sir/Madam

Re: Community Infrastructure Levy for Gloucester City, Cheltenham Borough, and Tewkesbury Borough, Preliminary Draft Charging Schedules

Consultation under Regulation 15 of the CIL Regulations 2010 (as amended).

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking building projects in their area to fund a wide range of infrastructure that is needed to support new development.

Rates of CIL will be set out in a document known as a 'Charging Schedule' which provides a rate per square metre for all qualifying development. The first stage of the CIL process is to consult on a Preliminary Draft Charging Schedule which sets out the **initial** charge rates for CIL.

The purpose of this letter is to:

4. Notify you that Gloucester City, Cheltenham Borough and Tewkesbury Borough have prepared Preliminary Draft Charging Schedules which set out initial charge rates for CIL. Legislation requires that each of the JCS Councils has its own charging schedule but these are aligned to deliver the best contribution toward infrastructure to support new development (e.g. the same CIL charges are proposed for strategic allocations that cross council boundaries).
5. Invite you to comment on the Preliminary Draft Charging Schedules. You can do this by post or email from **29 May 2015**.

JCS CIL PDCS Consultation Report

6. Invite comments on the documents that have informed the preparation of the Preliminary Draft Charging Schedules.

There is a six week consultation and representations must be received no later than **5pm on 10 July 2015**. All comments received by the deadline will be considered, and will help to inform the preparation of the CIL: Draft Charging Schedules.

Representations on the draft Preliminary Draft Charging Schedules should be made via:

- By email to: cil@gct-jcs.org
- By post to: JCS Community Infrastructure Levy Team, Municipal Offices, Cheltenham, Gloucestershire, GL50 9SA

Documents and consultation material will be available via the JCS website (www.gct-jcs.org) and a hard copy of each Preliminary Draft Charging Schedule will be available for viewing at the locations set out below.

Yours faithfully

The Community Infrastructure Levy Team

Locations for viewing the Preliminary Draft Charging Schedules

DEPOSIT LOCATION	ADDRESS
COUNCIL OFFICES	
Gloucester City Council	Herbert Warehouse, The Docks, Gloucester GL1 2EQ
Cheltenham Borough Council	Municipal Offices , The Promenade, Cheltenham GL50 9SA
Tewkesbury Borough Council	Gloucester Road, Tewkesbury, Gloucestershire GL20 5TT
Gloucestershire County Council	Shire Hall, Westgate Street, Gloucester GL1 2TG
LIBRARIES	

JCS CIL PDCS Consultation Report

Gloucester Central	Brunswick Road, Gloucester GL1 1HT
Cheltenham Central	Clarence Street, Cheltenham GL50 3JT
Tewkesbury Town	Sun Street, Tewkesbury GL20 5NX
Bishops Cleeve	Tobyfield Road, Bishops Cleeve, Cheltenham GL52 8NN
Brockworth	Moorfield Road, Brockworth, Gloucester GL3 4ET
Churchdown	Parton Road, Churchdown , Gloucester GL3 2AF
Winchcombe Library and Children's Centre	Back Lane, Winchcombe, GL54 5PZ
Hucclecote	Hucclecote Road, Gloucester GL3 3RT
Longlevens	Church Road, Longlevens , Gloucester GL2 0AJ
Matson	Winsley Road, Gloucester GL4 6NG
Quedgeley	Bristol Road, Quedgeley, Gloucester GL2 4PE
Tuffley	Windsor Drive, Tuffley, Gloucester GL4 0RT
Charlton Kings	Church Street, Charlton Kings, Cheltenham GL53 8AR
Hesters Way	Goldsmith Road, Cheltenham GL51 7RT
Prestbury	The Burgage, Prestbury, Cheltenham GL52 3DN
Up Hatherley	Hulbert Crescent, Caernarvon Road, Up Hatherley Cheltenham GL51 3BW
OTHER LOCATIONS	
Gloucester Tourist Information Centre	28 Southgate Street, Gloucester GL1 2DP
Hesters Way Neighbourhood Project	Community Resource Centre, Cassin Drive Cheltenham GL51 7SU
Cheltenham West End Partnership	Community Resource Centre, Grove Street, Cheltenham GL50 3LZ
Brockworth Advice Centre	Brockworth Community Centre, Brockworth GL3 4ET
Churchdown Advice Centre	Parton Road, Churchdown GL3 4NY
Winchcombe Advice Centre	Back Lane, Winchcombe, GL54 5QH
Bishops Cleeve Advice Centre	Council Offices, Church Road, Bishops Cleeve GL52 8LR

JCS CIL PDCS Consultation Report

Appendix 5: Press Notice for PDCS Consultation

Community Infrastructure Levy

Notice of publication of the Preliminary Draft Charging Schedule Consultation for Gloucester City, Cheltenham Borough and Tewkesbury Borough Councils.

Regulation 15 of the CIL Regulations 2010 (as amended)

Consultation

The Councils are seeking your comments on the Preliminary Draft Charging Schedules for the Community Infrastructure Levy. The schedules set out the proposed charging rates for developments in Gloucester City, Cheltenham Borough and Tewkesbury Borough and are the first round of consultation. Legislation requires that each of the JCS Councils has its own charging schedule but these are aligned to deliver the best contribution toward infrastructure to support new development (e.g. the same CIL charges are proposed for strategic allocations that cross council boundaries).

The consultation is from 29 May 2015 until **5pm on Friday 10 July 2015**. Documents and consultation material can be viewed on the JCS website (www.gct-jcs.org), at each of the Council offices, libraries and other locations during opening hours (further details are available on the JCS website).

How to comment:

Representations should be made in writing by 5pm on Friday 10 July 2015, either:

- By email to cil@gct-jcs.org
- By post to: JCS Community Infrastructure Levy Team, Municipal Offices, Cheltenham, Gloucestershire, GL50 9SA

JCS CIL PDCS Consultation Report

Appendix 6: PDCS Consultation Report including summary of PDCS consultation responses

No.	Respondent	Summary of Response	JCS Councils' Response
Question 1: Do you agree with the Joint Core Strategy viability evidence?			
3	MD Gladstone Commenting on Gloucester PDCS	Yes	Noted
5	Capt B Glover	No Document assumes that large scale development is desirable	The document proposes CIL rates for the strategic allocations identified in the Joint Core Strategy
19	Gloucestershire County Council as landowner Commenting on Cheltenham & Tewkesbury PDCS	No Landowners unlikely to accept £75,000 and £150,000 with the prospect of residential development. Unrealistic that 50% of the excess land value would be CIL, would deter owner from selling. The base land value does not sufficiently vary to take account of the sales values. The SW Cheltenham land base value should be at least £250,000 per developable acre. If costs adjusted for construction (£100 per sqm), professional fees (10%) and include road costs, maximum contribution would be £120 per sqm.	2 meetings with agents, developers, house builders undertaken and discussed the land values that land owners in the market are expecting to receive for their land reflecting the planning position as at the date of assessment. No comparable evidence has been provided to disprove that the values adopted are unrealistic. The Site Values reflect the notional schemes taking into account the planning position, size of each site, and location.

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Should account for gross to net ratio of the developable area. NW Cheltenham site where only 30% of the site will be developed should have a lower base value per acre than South West Cheltenham where the proportion will be around 60%</p> <p>Should assess infrastructure costs for the development and assess what the development can afford.</p> <p>CIL of £500 per sq metre contribution on site A6 is disproportionate, approximately £40,000 per market dwelling. The current s106 would be closer to £12,000 per market dwelling.</p>	<p>Site values also reflect net developable area (although the NDA assumptions may be amended following the September 2015 JCS Strategic Allocation infrastructure/Viability meetings with developers).</p> <p>The Phase 2 viability assessment will include indicative costs for known infrastructure requirements for the strategic allocations</p>
23	<p>County Council</p> <p>Officer level response on a range of GCC services and infrastructure providers</p>	<p>No</p> <p>It would be helpful to have a clearer explanation of the reasons for wide variations in CIL levels. Support finer-grained viability analysis, might sustain a CIL charges for Gloucester City in certain areas.</p> <p>Financial contributions for County Council infrastructure have averaged £5million p.a. in the JCS area. Provision in kind (for example 5 recently secured primary schools, highways works etc.) increases this. Governance arrangements are critical to the County Council in supporting the introduction of CIL</p>	<p>Variations in CIL rates reflect variations in sales values. Finer grained viability analysis will be carried out.</p> <p>Noted</p>
24	<p>Bloor Homes Western & Persimmon</p>	<p>No</p> <p>Stage 1 report</p>	

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	<p>homes LTD (site A5)</p> <p>Submitted by Rob White, Whitepeak Planning</p> <p>Responding to Cheltenham & Tewkesbury Borough PDCS</p>	<ol style="list-style-type: none"> 1. Generic residential CIL rates £70/sqm are more appropriate than those suggested for Strategic Sites. 2. Residential Market Values and Construction Cost Assumptions are already dated. 3. Abnormals Few sites have no abnormal costs, Greenfield at £0 per acre is not reasonable 4. Professional Fees for small and medium sites 8% is more realistic. 5. Developer's Profit @ 17.5% - Most house builders operate at 11-13% of turnover & 6% for affordable. 21% and 6% would be more realistic for the smaller sites. 6. Sales Rates could be far higher than assumed in report. 7. Site acquisition and disposal costs are far longer (10+yrs) for strategic sites and hence finance costs increase significantly. <p>Stage 2 Report (March 2015) – Viability Testing of Proposed Strategic Allocations</p> <ol style="list-style-type: none"> 1. The assessment omits S106/S278 and CIL costs. Figures for Northwest Cheltenham are inaccurate based on the developers' Cost Plan report 	<ol style="list-style-type: none"> 1. CIL rates reflect the viability appraisal for the location/notional scheme 2. Values/costs reflect date of appraisal, sensitivity testing will assess impact of increases/decreases 3. PBA to consider whether £0 per ha appropriate generic residential greenfield 4. Average professional fees range from around 5% to 8%, therefore 6% is considered reasonable based on DVS experience of similar schemes 5. Developer profit as at the assessment date ranged from 15% to 20% for open market units. 17.5% reflects the perceived risks taken by the notional purchaser/house builder/developer, the circumstances of the site and proposed scheme, as well as prevailing market conditions. 6. Sales rates reflect averages 7. All the strategic development schemes are based on current values and costs, with whole sites assumed to have been purchased by a notional purchaser at a point in time. However, most developers/house builders will draw down and purchase large strategic sites on a phase by phase basis, which allows them to offset finance costs <ol style="list-style-type: none"> 1. Additional site specific information provided at the September 2015 JCS Strategic Allocations infrastructure &

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<ol style="list-style-type: none"> 2. Does not recognise long-term financing costs and financial risks for Strategic Developments. 10-12 year period before a positive return on investment site A5. 3. The Infrastructure Delivery Plan (IDP) estimates some excluded costs and could have informed the viability appraisal. 4. Affordable Housing 70%/30% split for Affordable Rent/Social rent tenure & type needs to be more flexible to achieve 40% provision. No allowance for any Shared Ownership or Low Cost for Sale 5. Contingency: 3% is insufficient for a strategic site contingency should be at least 4.5% due to unknown/uncontrollable external factors for a 15 year build. 6. Professional Fees: 6% insufficient for Strategic Sites with long lead-in periods and multiple issues, suggest 9.5% 7. Developers' Profit is based on unrealistic certainty. Does not account for substantial risks, WIP and holding costs already incurred. 23% gross profit is more reasonable, Northwest Cheltenham not forecast to be cash positive for 10+ years. 8. No allowance for holding costs is unrealistic based on the need to assemble multi-land owner sites. Land owner agreement cannot be finalised until planning consent and clarity on planning obligations and costs has been achieved. 9. Northwest Cheltenham Gross Dev Site Area at 215 hectares and residential area at 134.14 hectares, does not accord with the draft Masterplan for the allocation, circa 113 ha of green infrastructure. 	<p>viability meetings will be considered in further viability appraisal</p> <ol style="list-style-type: none"> 2. As point 7 above, prudent approach with an assumption that whole site is purchased at the outset 3. Noted, the further viability work will consider whether to include known infrastructure costs 4. Noted, further viability work includes revised assumptions for affordable housing tenure split 5. 3% contingency reflects the possibility that construction costs may increase. Market tolerances for contingency provision are 2% to 5%, although are assessed on a scheme by scheme basis, reflecting available information. Having regard to the adopted construction costs assessed for each notional strategic development scheme, DVS opinion is that 3% contingency is sufficient given DVS experience of similar schemes. 6. Consider that 6% professional fees allowance sufficient given DVS experience of similar schemes 7. See response to point 5 re profit for stage 1 schemes 8. DVS advice, cannot include holding costs unless developers provide specific information. Question was raised at each of the September 2015 JCS Strategic Allocation infrastructure & viability meetings. PBA Viability report will review overall costs associated with such development. 9. Net development area reflects JCS evidence base, may be revised if additional information is provided by developers.

JCS CIL PDCS Consultation Report

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		<p>10. Optimistic to think that 215 hectares of green field land will be sold by landowners at Northwest Cheltenham for £75k per acre thus allowing £52 million to be spent on CIL/S106. At this level landowners won't sell.</p> <p>11. Too many open market flats (circa 600) for Northwest Cheltenham and too low few affordable flats.</p>	<p>10. PBA Viability report includes benchmark/threshold land value for NW Cheltenham of £730,000 p ha (~£300,000 per acre).</p> <p>11. The housing mix reflects average delivery over a period of time and therefore is considered appropriate as the site will be delivered over a number of economic cycles</p>
25	<p>Redrow Homes in relation to the TBC part of strategic site A6 commenting on TBC PDCS only</p> <p>Submitted by Jane Fuller Origin3</p>	<p>No</p> <p>Sales values: have been over-estimated for A6. At the higher end of the range for Cheltenham, justification is not properly explained. Western part of site is in Tewkesbury, sales values are substantially higher for a typical Tewkesbury stage 3 property. Redrow's expectations for sales values are not based on highest end of Cheltenham, provides alternative values (P.3 no justification and are lower than those in site A6 consortium which Redrow are part of on P.33 of that submission).</p> <p>Site values: Unclear why site for A6 is £150,000 per gross acre, when table 27 in stage 1 and 3 report assumes £200,000 per gross acre for Cheltenham and majority of the site is in Cheltenham. Gross under estimate that does not account for uplift in value for site with long standing emerging plan allocation. Redrow's site value expectations are in the region of £500,000-£600,000 per gross acre (again, varies from A6 consortium, P35, minimum of £250,000 per gross acre).</p>	<p>Sales Values: There were limited new build schemes to provide evidence but also considered second hand values in the locality which average approx. £3376 per sq. m. A 5% uplift was taken into account for new build and an average of £3,529 per sq. m was adopted. DVS advise, sales evidence is now 12 months out of date and ideally should be updated and take account of any relevant new schemes in the locality.</p> <p>Site Values: Expectations for site value differ from other developers/landowners associated with the site. Note PBA benchmark/threshold land value for this site £800,000 per ha (£323,000 per acre).</p>

JCS CIL PDCS Consultation Report

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		<p>S106 & abnormals: Redrow's costs for abnormals are £30,000 per plot, rather than £30,000 per hectare (again, different to A6 consortium, £25,000 p.37). Contrary to NPPG advice that existing data should be used where available. E.g. current archaeological costs for site A6 are in the region of £500,000. Due to uncertainty about costs, may councils exclude large strategic sites from CIL, e.g. Stroud.</p> <p>Construction costs: Need to factor in increases.</p> <p>Profit: 20% more appropriate.</p> <p>Headroom assumptions: Inflated due to high sales, low site value/abnormals. 40% affordable housing would have a deflationary impact on sales values.</p>	<p>S106 & abnormals: Assessment is based on the best available evidence at the time it was carried out.</p> <p>Construction costs: Noted, sensitivity testing proposed</p> <p>Profit: See comments above for respondents 19 & 24</p> <p>Headroom assumptions: Reflect the current viability appraisal, adjustments will be made if required by further viability appraisal.</p>
27	<p>Redrow (land holdings across the JCS area)</p> <p>Submitted by Ian Stevens Savills</p>	<p>No</p> <p>General concerns:</p> <p>Availability of information: cannot review viability calculations and fully scrutinise evidence.</p> <p>Development typologies for generic sites: No details of the hypothetical sites or rationale for choosing. Should be informed by monitoring information or emerging Local Plans</p>	<p>Methodology employed by DVS has been explained and is the approved viability analysis.</p> <p>Site typologies have been reviewed to ensure they reflect sites likely to come forward during the plan period, informed by emerging Local plans and Strategic assessment of land availability for each councils.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Bespoke nature of S106 allows for phasing of infrastructure and more appropriate for strategic sites. Provides certainty for site promoters/developers on costs. CIL is effective for smaller sites where there is limited impact on infrastructure and little on-site provision.</p> <p>Key assumptions Profit Immediately available sites: Should be 20% profit on GDV Large strategic greenfield: flawed, not appropriate level of profit for the risks of development. Suggest a 2 stage assessment, ROCE/IRR for promotion phase and then GDV. Endorsed by Harman guidance at Appendix B</p> <p>Professional Fees 6-8 % is an under-estimate for all professional costs. Refers to Appendix B Harman Guidance advice. Smaller sites: 10% Strategic sites: at least 12% of build costs because of significant planning promotion costs</p> <p>Build costs Query whether GIA of garages factored into the floorspace assumptions. Consideration of non-standard costs e.g. demolition, abnormal foundation, flood alleviation, land stabilisations. Decontamination.</p>	<p>Noted. The draft charging schedule will assess the most appropriate mechanism for infrastructure delivery, informed by available site specific information.</p> <p>Profit: See comments above for respondents 19 & 24 Note PBA Viability report includes 20% developer profit.</p> <p>Professional Fees: Average professional fees range from around 5% to 8%, therefore 6% is considered reasonable based on DVS experience of similar schemes</p> <p>Build costs: GIA of garages is included in floorspace assumptions, however, only 4+ bed dwellings were assumed to have garages. PBA analysis included garages on 3-bed homes.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Sales Values Some sales values too high, query whether these are asking rather than sales prices Unclear where sales data has been sourced from, over what timeframe and whether mean or median figures have been used. Need further evidence of the schemes used to provide comparable evidence, prior to publication of the draft charging schedule. Do not agree that large strategic sites attract a premium over smaller sites. Often lower due to mass release of houses.</p> <p>S278 & Residual S106 costs No assessment of existing S106 obligations to establish how much of each obligation type would still be relevant if CIL had been in place. Will vary with quantum and location of development and therefore will vary in the typologies Change methodology to incorporate reasonable cost assumptions for S106/278 (based on IDP)</p> <p>Land Values No clear justification for the range of sites values used Reasonable land value assumptions should be made for all site typologies, including SA's, should be a premium over current or alternative use value Theoretical threshold value for agricultural land does not take account of planning status. If greenfield land has planning</p>	<p>Sales Values The sales values are based on evidence from the DVS internal data base (DVS receive all Land Registry sale information as to the current values of all property types reflecting the locations of the sites in the JCS) and external sources. i.e. Rightmove, etc. The data relates to sales during the 12 months prior to the date of the assessment. DVS experience is that new build typically produce a 5% premium.</p> <p>S278 & Residual S106 costs Included in PBA Viability report</p> <p>Land Values See PBA Viability report and updated land values.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>permission, a profit of 20-25% is reasonable. If no planning permission, additional profit margin should be factored in to reflect the planning risk.</p> <p>Build cost contingency 3% for stage 2 strategic sites, unclear whether factored in for stage 1 & 3. Important to include for generic development typologies if it is assumed that each site is accessible, fully serviced and ready for development Unclear as to how 3% has been derived. 5% is the industry norm and assumed in other CIL charging schedules</p>	<p>Build Cost Contingency DVS advised at meeting on 5 August that contingency was included for stage 1 and Stage 3 update. PBA Viability report included 4% contingency as seen as standard across the industry.</p>
28	Robert Hitchins Ltd Commenting on commercial schemes, submitted by Mark Buxton, CGMS	<p>No Retail rate of £150 sqm is too high, when compared to neighbouring authorities. South Worcs, PDCS CIL rate of £100 sqm for food retail and retail warehouses, £0 for other shops.</p> <p>Query why the rate is the same across the 3 councils.</p> <p>Stage 1 and the update only consider a limited range of commercial developments, only 5 (2 x mixed retail with a max of 560sqm and 3 x B1/B2 schemes). No assessment of B8 or any other commercial development.</p> <p>Stage 3: 12 commercial schemes. Table 18: unclear whether commercial costs are based on gross or net floor space.</p>	<p>The retail rate is based upon the viability evidence.</p> <p>PBA Viability recommendation for CIL is £100 per sq m where appropriate based upon analysis.</p> <p>Industrial/warehouse use was considered at stage 3</p> <p>Whilst the values are based on a net area, costs are based on a gross area. Note that the DVS report includes a net to gross basis of 95% as typical on the average commercial scheme.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Inputs for commercial schemes unclear, need clarification on methodology & how total GDV & GDC figures in appendix 3 have been calculated. Unclear how rental values, yields and rent free periods in table 13 translate into the GDV recorded in Appendix 3. Assume other identified costs (e.g. professional fees and acquisition/disposal costs) are accounted for in gross development costs.</p> <p>With the exception of sheltered accommodation in Cheltenham, non-retail schemes are deemed not viable. Query why as relative values and costs for retail and other commercial developments are similar.</p> <p>Commercial schemes in Appendix 3 are gross floorspace, while same schemes in Table 13 are in net floorspace. Conversion ratio appears to be 95% gross/net, for retail schemes (1-5) unrealistically high, especially for larger developments.</p> <p>Assuming data is correct, RLV is considerably higher for Cheltenham than Tewkesbury & Gloucester, up to 6.9 times greater for central convenience retailing. Also a range of different RLV's for retail development from £1.0737 million per ha (Tewkesbury out of centre convenience retail) up to £13.3671 million per ha (Cheltenham central convenience retail). Single CIL for retail does not reflect the viability evidence.</p> <p>Queries</p>	<p>Rents and yields used are based on evidence obtained and are representative of the average for each Council area as detailed in table 13.</p> <p>Yes, this is documented in main body of the report.</p> <p>Relative values are significantly lower for non-retail uses.</p> <p>See comments above, a clarification note will be provided.</p> <p>See PBA Viability report for clarification.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Why Tewkesbury enjoys a relatively higher rental value per sqm than Gloucester, but a weaker yield, and yet the same proposed CIL rate (Table 13);</p> <p>How the External Rates have been derived for the Stage 3 schemes, and whether these costs should be different for the 3 areas – e.g. a higher rate for Tewkesbury to reflect the flood risk (Table 20);</p> <p>How the Developers' Profit has been calculated for the Stage 3 commercial schemes – the rates appear somewhat arbitrary - e.g. 20% on commercial schemes but only 10% on care home schemes (paragraph 7.9.8).</p> <p>Stage 2 assessment: site A9 Ashchurch has not been fully or overtly tested. The Stage 2 assessment notes that a B1/B2/B8 development scheme would not be viable having regard to current commercial rental values, yields, and construction costs. Viability has then seemingly been artificially manufactured for this development option by assuming a market value of £250,000 per acre (paragraphs 7.13.3, 11.10.1</p>	<p>Rents and yields used are based on evidence obtained and are representative of the average for each Council area as detailed in table 13.</p> <p>External works do not include for any abnormals as these are notional schemes but include for external works is to cover the main infrastructure serving the site including roads, footpaths, street lighting, paths and pavings to the dwellings, utility services infrastructure and in addition connection charges to the dwellings, foul and surface water drainage to both dwellings and roads, soft landscaping to the dwellings and any open spaces.</p> <p>20% profit on cost for all retail and office schemes whilst 10% on value for Care Homes, 20% on value for sheltered schemes and 15% on value for student schemes and Budget Hotels. Profit reflects risk , Care Homes, Student accommodation and Budget Hotels likely to be developed with an end user, lower risk.</p> <p>Site A9 has been assessed on a serviced employment land value basis adopting £250,000 per gross acre, on the assumption that planning permission has been granted for B1a & b (offices, research and development), B2/B1c (general/light industrial), and B8 (storage and distribution) land uses as at the date of assessment.</p>

JCS CIL PDCS Consultation Report

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		<p>and 12.4) to generate a surplus. This compares to a benchmark site value of £150,000 per gross acre for the site (Table 6). Clarification is required.</p>	<p>The Market Value calculated at £8,802,500 based on 35.21 acres/ 14.25 hectares has been benchmarked against the Site Value of £5,280,000 reflecting the allocation in the Joint Core Strategy report. date The Site Value of £5,280,000 reflects £150,000 per gross acre</p> <p>The original notional scheme tested, resulted in an unviable scheme, and a copy of the appraisal confirming the commercial scheme tested can be provided. PBA Viability report has tested in general commercial schemes to which this would apply.</p>
29	<p>Robert Hitchens Ltd</p> <p>Commenting on residential CIL rates, submitted by Zoe Stiles, Pioneer Property Services Ltd</p>	<p>No</p> <p>40% affordable housing and critical/essential infrastructure is not demonstrated by Councils evidence base to be viable on large greenfield/strategic sites. Does not reflect the full burden for large sites and the assessment does not include sensitivity testing.</p> <p>Viability concerns about the cumulative impact of affordable housing targets and CIL/S106 infrastructure costs. Viability appraisal overstates the ability of the developments to fund AH, CIL/S106. RHL would welcome the opportunity to discuss concerns with the JCS councils. The viability workshops events are not suitable for such discussion due to confidentiality issues.</p>	<p>As set above, further viability work to consider including costs of known infrastructure requirements. Sensitivity testing also proposed.</p> <p>Meetings held 21/22 September 2015.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Emerging policy and CIL requirements need to be informed by viability assessment to ensure that landowners remain incentivised to sell. It should not simply be assumed that land owners will accept ever reducing land values to reflect emerging policies and CIL charges.</p> <p>The viability assessment does not test the impact of infrastructure and cumulative policy/CIL burdens upon large and strategic sites. Ignores current market evidence on appropriate profit margins on strategic sites which carry a very different risk profile to the smaller developments. Furthermore, the viability evidence does not undertake cost increase sensitivity testing (despite an emerging Plan period which is likely to span different economic cycles), question the viability of the affordable housing targets on larger Greenfield sites.</p>	<p>Considerable viability work already undertaken and additional proposed.</p> <p>Check whether PBA agree with DVS opinion on profit margins?</p>
30	<p>Barwood Development Securities Ltd</p> <p>submitted by Keith Fenwick, WYG</p> <p>Barwood have interests in land of Winnycroft Lane, Matson,</p>	<p>No</p> <p>Barwood has commissioned a detailed viability assessment of the Winnycroft Lane development. Supports Gloucester nil rate for residential development, findings, reflect the viability assessment for Winnycroft Lane. Viability deficits based on meeting the Section 106 contributions before affordable housing is taken into account. Any affordable housing would negatively impact the viability of the scheme.</p> <p>Allowance of 17.5% of standard construction costs on all residential sites for 'Externals'. This is appropriate for just 'plot' externals (i.e. the cost of infrastructure, gardens, street lighting,</p>	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	Gloucester, application for approximately 420 units, submitted September 2014 (14/01063/OUT).	kerbs, roadways etc. related to individual plots of residential land). As this allowance would also cover site-wide external works, it is grossly insufficient. Zero allowances for site specific abnormal costs unrealistic. Every development site will have some abnormal costs; in many cases these will be significant.	DVS opinion, impossible to ascertain as to the presence of abnormal with any site delivered in line with appraised development typologies. Assumption is 0% for abnormal on greenfield for greenfield small sites. Within PBA Viability report, abnormal have been 'included' where applicable within the land values.
33	Peel holdings (Land and Property Limited) Submitted by Tristan Hutton WYG	Yes Agree with the retail viability conclusions but reservations about methodology and evidence. Agree that retail development viability is far better in Cheltenham than Tewksbury and residual land values in Cheltenham almost treble Gloucester. Viable retail warehouse development in Gloucester, can only support £1,096,553 per hectare, while in Cheltenham can support £2,803,167 per hectare. This reflects the differential in viability of retail warehouse development between the Local Authority areas. Evidence is not utilised to support differential CIL rates.	This issue will be assessed at the draft charging schedule stage
34	Site A6 developer consortium: Bovis Homes, David Wilson	No Request that full copies of the DVS appraisals be provided in advance of the next consultation so that assumptions can be tested and to enable parties to comment on them.	PBA Viability report has reviewed this site.

JCS CIL PDCS Consultation Report

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	<p>homes, Miller Strategic and Redrow Homes</p> <p>(submitted by Ian Stevens, Savills)</p> <p>Commenting on Cheltenham & Tewkesbury PDCS</p>	<p>JCS IDP identifies locality infrastructure requirements, essential costs for development, should include in development costs. A reasonable cost assumption should be included for S106 planning obligations and infrastructure items, based on the IDP. Output should be used determine that level of AH.</p> <p>Land Values Disagree with BLV: £150,000 per gross developable acre. Provide information on option agreements (Leckhampton £280,000 per gross acre, Gotherington £250,000 per gross acre & 5 elsewhere in southern UK). Examples are pre CIL. Suggest a minimum of £250,000 per gross acre</p> <p>Sales Values Disagree. Rely on sales values from a site due to launch in North Cheltenham, indicates following differences 2 bed flat: 6% less, 2 bed house 18% less, 3 bed house: 7% less, 4+ bed house, 16% less (location not specified). Larger development sites may be lower due to mass release of homes. Suggest sales value £300 per sqm rather than £328, i.e. 8% lower & request additional testing.</p> <p>Dwelling sizes Concern garages only included for 4 bed units Clarify whether garages included in GIA for dwellings</p> <p>Net developable area</p>	<p>Further viability will include known infrastructure costs</p> <p>Land Values: PBA Viability report updates land values.</p> <p>Sales Values: Site A6 had few recent new build developments at time of the previous assessment. Next stage assessment will take account of latest evidence on sales.</p> <p>DVA work included garages in GIA but only for 4 bed units – PBA viability report included garages for 3 bed homes.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Disagree with 70%, site A6 masterplan, 46% developable net site area. Agree with calculation of land value, gross area multiplied by a gross BLV.</p> <p>Holding costs There are significant known holding costs for strategic sites</p> <p>Code for sustainable homes No allowance for Policy SD4</p> <p>Site preliminaries Should allow for preliminaries, site preparation and other opening costs which are significant for strategic sites.</p> <p>Abnormals Consortium indicate that £25,000 per plot is anticipated as a reasonable level for abnormal costs on site A6. £30,000 per gross hectare is a significant underestimate</p> <p>Contingency</p>	<p>Developers invited to provide further information.</p> <p>Developers invited to provide further information.</p> <p>Policy SD4 will have minimal impact on build costs. The Policy relates to energy efficiency and siting of the development, energy efficiency will be achieved by complying with the current Building Regulations Part L 2013, anticipated construction costs reflect these. Siting of the development will also have minimal impact on construction costs.</p> <p>Preliminaries are added onto the allowances for both the build costs and external works. Preliminaries are all the site costs that are attributable to constructing the development, which includes site management, site accommodation, temporary services, security, safety and environmental protection, mechanical plant, temporary works, removing rubbish, insurances, bonds and guarantees.</p> <p>Developers invited to provide further information.</p>

JCS CIL PDCS Consultation Report

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		<p>Minimum of 5% of build cost is industry standard</p> <p>Professional fees Reference to Harman report 10% for generic, 12% for strategic sites</p> <p>S106/S278 Costs Disagree with S106 costs being excluded. CIL will not contribute to on-site mitigation. S106 costs should be included as essential to ensure the delivery of the strategic allocation. Unclear as to what 30% buffer reflects in terms of S106 and S278.</p> <p>Profit Disagree with 17.5%. Does not take account of minimum rate of return for shareholders. Include a report on competitive developer return. Large up front costs impact on developer's required rate of return on capital employed due to higher risk.</p>	<p>See response above</p> <p>See response above</p> <p>Consideration being given to including known infrastructure costs for strategic allocations for phase 2 viability.</p> <p>See response above</p>
<p>Question 2:</p> <p>Do you agree that the CIL Rates proposed (per square metre) strike an appropriate balance between the desirability of funding infrastructure through CIL and associated economic viability?</p>			
3	MD Gladstone	No	

JCS CIL PDCS Consultation Report

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	Commenting on Gloucester PDCS	Difference between Gloucester and Cheltenham/Tewkesbury is excessive, suggest a 10% admin charge.	The difference is based on the current viability evidence, in accordance with the CIL Regulations
5	Capt B Glover	No Questions are based on an unproven assumption	Questions are based on CIL legislation and guidance
11	Highways England	Concerns as to how necessary infrastructure to support employment development is to be funded. Surprised that CIL rate for residential development in Gloucester is £0 and concerned about implications for strategic infrastructure which still needs to be delivered.	Noted. The CIL rates are based on the current viability evidence. CIL is not the only mechanism for securing funding for infrastructure funding. Other sources of infrastructure will also be explored.
19	Gloucestershire County Council as landowner Commenting on Cheltenham & Tewkesbury PDCS	No CIL rate for A6 is disproportionate compared to the other comparable sites in the JCS. Does not represent the cost of providing the extra services required.	Further viability work will consider whether to include cost of known infrastructure requirements in the assessment .
23	Gloucestershire County Council Officer level response on a range of GCC services and	No Concerns about the reliance on the IDP, which for transport analysis is predicated on out-of-date RSS assumptions. Concerns that infrastructure costs are likely to be significantly higher than those in the IDP. This is particularly the case for Education (currently estimated at £89m) and Waste infrastructure (not currently costed). In	Noted. CIL is one mechanism of contributing towards the infrastructure gap. Further viability work will consider whether to include cost of updated infrastructure requirements in the assessment of individual strategic site allocations .

JCS CIL PDCS Consultation Report

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	infrastructure providers	the case of education facilities costs of actual schools delivered and enhanced analysis of potential impact can be provided by GCC to refine any standard assumptions built into the IDP.	
24	<p>Bloor Homes Western & Persimmon homes LTD</p> <p>Submitted by Rob White, Whitepeak Planning</p> <p>Responding to CBC & TBC PDCS</p>	<p>No</p> <p>Unclear what will be funded through S106/S278/ or Planning Condition, therefore impossible to comment on appropriateness of the CIL rates. No information on 'development specific mitigation works on or directly related to a development site' appears open-ended and likely to 'double-count' items listed as covered by CIL. Insufficient detail and lack of clarity over time-periods that obligations would be required to provide for.</p> <p>No justification for Strategic Site A5 to be levied at the higher rate of £110/sqm as for developments of 10 units and under in Cheltenham, as opposed to the £70/sqm rate for developments of 11 units and over elsewhere in Cheltenham.</p> <p>Elsewhere large strategic sites are often getting a zero CIL levy because of the substantial on-site costs of infrastructure provision. Site A5 has over £90 million in on site infrastructure costs that smaller sites don't have.</p>	<p>CIL rates reflects evidence available at assessment date, known S106/S278 costs may be factored if available.</p> <p>Recommended levy rates reflect current viability evidence</p> <p>Further consideration of appropriate mechanisms for funding site specific infrastructure, i.e. through S106 or CIL, to be undertaken for the draft charging schedule</p>
25	Redrow Homes in relation to the TBC part of strategic site A6	<p>No</p> <p>Rate of £500 per sqm for site A6 is significantly higher than the rate for other strategic sites, may create future delivery problems.</p>	CIL rate reflects current viability evidence.

JCS CIL PDCS Consultation Report

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	commenting on TBC PDCS only		
27	Redrow Submitted by Ian Stevens Savills	No JCS councils currently under delivering on housing, need to increase delivery to address shortfall, CIL threatens to add a significant further burden on housing delivery, should take a cautious approach to CIL, use a worst case scenario and significant buffer	Concerns noted. Councils will need to demonstrate at examination that rates strike an appropriate balance. CIL rates reflect current viability evidence but will be reviewed for draft charging schedule to take account of updated viability evidence.
28	Robert Hitchins Ltd Commenting on commercial schemes, submitted by Mark Buxton, CGMS	No Concerned that the proposed rate for retail schemes, which are often subject to large S106 contributions, will be unviable. Insufficient clarity in the IDP and Reg 123 list on split between S106 and CIL costs.	Noted
29	Robert Hitchins Ltd Commenting on residential CIL rates, submitted by Zoe Stiles,	No Insufficient information to assess whether there is an appropriate balance between desirability of funding infrastructure and economic viability. Need to understand essential infrastructure for the planned supply of housing / employment land. The IDP identifies 'critical' and 'essential' items for the delivery of development.	Further consideration is being given to the inclusion of known essential infrastructure costs.

JCS CIL PDCS Consultation Report

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	Pioneer Property Services Ltd	<p>Unclear how CIL payments will be allocated between the three local authorities. Illogical for Gloucester City sites to be nil CIL whilst strategic site A1 Innsworth, close to the Gloucester City local authority boundary in a similar housing market area, will be subject to a £90 per square metre CIL charge. Should review viability evidence.</p> <p>No assessment of past S106 contributions or affordable housing delivery. Based on past delivery, 40% AH is unlikely to be achieved in Tewkesbury and Cheltenham.</p> <p>CIL charges are substantially higher than those currently proposed in South Worcs and Stroud.</p>	<p>Governance arrangements will be formulated for the spending of CIL. CIL charges reflect current viability but will be revised if justified by further viability assessment.</p> <p>Historic S106 delivery is being assessed</p> <p>CIL charges reflect the viability evidence.</p>
30	Barwood Development Securities Ltd	<p>No No information provided</p>	
33	<p>Peel holdings (Land and Property Limited)</p> <p>Submitted by Tristan Hutton WYG</p>	<p>No The proposed single CIL rate for retail development does not reflect the significant variations in economic viability of retail development and would render retail warehouse development in Gloucester, and probably Tewkesbury, unviable. Should differentiate the retail CIL charge on the basis of geographic boundaries, would be compliant with Regulation 13</p> <p>Retail development in Cheltenham and to a lesser extent Tewkesbury is more viable than development in Gloucester,</p>	<p>Additional assessment of viability of retail development proposed.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>particularly central retail development for both convenience and comparison.</p> <p>If CIL charges do not reflect viability, retail will take place in Cheltenham rather than Gloucester, due to higher profitability. Funding for necessary infrastructure in Gloucester will not be provided. A flat rate CIL will distort the market and reinforce an already substantial move of retail development from Gloucester to Cheltenham.</p> <p>Differential residential rates reflect the varying levels of viability, failure to apply for retail development will undermine the delivery of JCS retail policy.</p> <p>Paragraph 1.9.3 of the PDCS suggests that further viability testing may be undertaken to assess whether the retail CIL rate could vary according to the type and location of such development. Therefore, premature to advocate a single flat rate CIL charge for retail development.</p>	
34	Site A6 developer consortium: Bovis Homes, David Wilson homes, Miller Strategic and Redrow Homes	<p>No</p> <p>Reference to Reg 14 & appropriate balance. National Planning Practice Guidance on CIL should be reflected in the viability appraisal.</p> <p>Given housing land supply shortfall for Cheltenham & Tewkesbury Borough, it is important that CIL not set at unviable</p>	<p>Noted</p> <p>Noted</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	Commenting on Cheltenham & Tewkesbury PDCS	<p>levels. Persistent under delivery by both for 1st three years of JCS timeframe.</p> <p>If pp granted for A6 before CIL, any subsequent applications would be subject to CIL if a charging schedule in place Allocation would be jeopardised due to rate of £500 sqm, particularly as land immediately outside the area would have a £110 sqm rate.</p>	CIL Reg 128A provides that CIL charges would only apply to any additional floorspace. The North West Cheltenham site is a considerable distance from site A6 and is in a different value area.
<p>Question 3:</p> <p>Should the Councils introduce an instalments policy?</p>			
3	MD Gladstone	Yes 20% on larger amounts	Noted
5	Capt B Glover	Yes 10% cap would be reasonable	Noted
11	Highways England	Yes No objection in principle to an instalments policy however programming is necessary to ensure that necessary interventions to support the development are delivered. If infrastructure is required early in the process a mechanism for forward funding will be necessary	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
19	Gloucestershire County Council as landowner	Yes To ensure cost of increased service matches demand and link to occupation.	Noted
22	South West HARP Planning Consortium	Yes Enables costs to be spread over a longer period.	Noted
23	Gloucestershire County Council GCC services and infrastructure providers	Yes Minimum amount: £500,000	Noted
24	Bloor Homes Western & Persimmon homes LTD	Yes An instalments policy is essential to ensure deliverability and could be linked to multiples or units with 250 suggested or to sub-phases as defined through Reserved Matters applications.	Noted
25	Redrow Homes in relation to the TBC part of strategic site A6	Yes Depends on nature of scheme, items to be delivered and development phasing.	Noted
27	Redrow	Yes Recommend a policy to avoid unnecessary pressure on cashflow and delivery (p30 of the representation).	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	Holdings across the JCS area	Should be a mechanism where if CIL payments threaten viability & delivery of a scheme, for an instalment policy to be negotiated on a one to one basis.	
28	Robert Hitchins Ltd (Commercial schemes)	Yes Support concept but has a potential effect on scheme viability and therefore needs to be fully assessed.	Noted
29	Robert Hitchins Ltd (Residential CIL rates)	Yes Will have implications for impact of CIL charges on viability, should be determined in conjunction with viability testing. Large strategic sites will be developed over longer periods of time and subject to significant infrastructure costs, this matter should be discussed with land owners/developers to get a clearer understanding.	Noted
34	Site A6 developer consortium: Bovis Homes, David Wilson homes, Miller Strategic and Redrow Homes	Yes Request that supporting documentation for operating CIL be made available at the earliest opportunity. Recommend a policy to avoid unnecessary pressure on cashflow and delivery (p41 of the representation). Should be a mechanism where if CIL payments threaten viability & delivery of a scheme, for an instalment policy to be negotiated on a one to one basis.	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
<p>Question 4: Should the Councils offer relief for any of the following discretionary matters?</p> <p>4A: Relief for low-cost market housing</p> <p>4B: Land and Infrastructure in-kind</p> <p>4C: Relief for exceptional circumstances</p> <p>4D: Relief for charitable investment activities</p>			
3	MD Gladstone Commenting on Gloucester PDCS	A. Low cost housing: Yes B. Land and infrastructure in-kind: Yes C. Relief for exceptional circumstances: Yes D. Relief for charitable investment activities: Yes Relief should be available in the public interest	Noted
4	BNP Paribas on behalf of the Police and Crime Commissioner for Gloucestershire	No comments but requests confirmation that emergency service developments will be exempt from CIL.	Noted
5	Capt B Glover	A. Low cost housing: Yes B. Land and infrastructure in-kind: Yes C. Relief for exceptional circumstances: Yes D. Relief for charitable investment activities: Yes	Noted
11	Highways England	No objection to some form of relief, possibly partial relief in line with trip generation, e.g. affordable housing generates less	Affordable housing is exempt from CIL (Reg 49).

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		trips. Would need reassurance that funding for mitigation would be available from other sources.	
19	<p>Gloucestershire County Council as landowner</p> <p>Commenting on Cheltenham & Tewkesbury PDCS</p>	<p>4A. Yes Low cost market housing generates a lower capital return compared to open market housing is therefore in effect a contribution, as the public purse is not meeting the full cost of the accommodation. Thus a reduction to take account of this shortfall is justified.</p> <p>4B Yes Land and infrastructure in kind is again a financial contribution which should be equitably taken into account in calculating CIL payments.</p> <p>4C and 4D Yes Flexibility is required to allow for exceptional circumstances.</p>	
22	South West HARP Planning Consortium	<p>Discretionary Social Housing Relief Strongly recommend social housing relief. This sector of affordable housing is growing and provides affordable housing with nil grant.</p> <p>Discretionary Exceptional Circumstances Relief Recommend discretionary relief, this does not necessitate the entire CIL charge being afforded relief, just the amount necessary to make the development viable. Example of cross subsidy sites, if CIL is required on the market element, may</p>	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		require additional market housing to pay for CIL on a site principally brought forward for affordable housing.	
23	Gloucestershire County Council GCC services and infrastructure providers	<p>4A – Low cost market housing: No. Relief for affordable housing is sufficient.</p> <p>4B – Land and Infrastructure in kind: Yes, can be advantageous, e.g. provision of schools.</p> <p>4C – Exceptional circumstances: Yes can be a useful tool for enabling development to proceed.</p> <p>4D – Charitable investment activities: No relief for charities is mandatory. The discretionary relief for charitable investment purposes could be considered at a later date.</p>	Noted
24	Bloor Homes Western & Persimmon homes LTD	<p>Q.4 Discretionary relief: Yes to all</p> <ul style="list-style-type: none"> • To enable flexibility in provision of 'affordable' housing across the lifetime of the JCS and potentially increase the level of home ownership • To enable the very likely direct delivery of infrastructure or provision of land for infrastructure on strategic sites e.g. for schools and community facilities • To allow for unforeseen economic circumstances through the lifetime of the JCS (e.g. a repeat of 2007/8 'crash') and allow for unforeseen abnormal costs. 	Noted
25	Redrow Homes in relation to the TBC part of strategic site A6	<p>A. Low cost housing: Yes</p> <p>B. Land and infrastructure in-kind: Yes (different to A6 consortium which says no)</p> <p>C. Relief for exceptional circumstances: Yes</p>	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>d. Relief for charitable investment activities: Yes</p> <p>Low cost ownership & Charitable investment: could help encourage these activities.</p> <p>Land & infrastructure: may be circumstances where strategic infrastructure is required to be delivered upfront.</p> <p>Exceptional circumstances: to provide a degree of flexibility.</p>	
27	Redrow (have land holdings across the JCS area)	<p>A. Low cost housing: Yes</p> <p>B. Land and infrastructure in-kind: No</p> <p>C. Relief for exceptional circumstances: Yes</p> <p>D. Relief for charitable investment activities: Yes</p>	Noted
28	Robert Hitchins Ltd (Commercial schemes)	<p>Q.4: Discretionary Relief?</p> <p>A. Low cost housing: No response</p> <p>B. Land and infrastructure in-kind: Yes</p> <p>C. Relief for exceptional circumstances: Yes</p> <p>d. Relief for charitable investment activities: No response</p>	Noted
29	<p>Robert Hitchins Ltd</p> <p>Commenting on residential CIL rates, submitted by Zoe Stiles, Pioneer Property Services Ltd</p>	<p>A. Low cost housing: Yes. Viability for such developments has not been tested, likely to provide reduced revenues which will increase viability difficulties.</p> <p>B. Land and infrastructure in-kind: Yes. Will enable the JCS councils to take a more flexible approach to developer contributions</p>	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		C. Relief for exceptional circumstances: Yes. Would be welcome given viability concerns raised in this response but should be a substitute for ensuring viable and deliverable CIL payments. D. Relief for charitable investment activities: No response	
34	Site A6 developer consortium: Bovis Homes, David Wilson homes, Miller Strategic and Redrow Homes	Q.4: Discretionary Relief? Request that supporting documentation for operating CIL be made available at the earliest opportunity. Request that the councils allow for discretionary and exceptional relief and that the intended approach is outlined at the Draft Charging Schedule stage. A. Low cost housing: Yes B. Land and infrastructure in-kind: No C. Relief for exceptional circumstances: Yes d. Relief for charitable investment activities: Yes	Noted
Question 5: Do you have any views on the preliminary draft infrastructure list (Regulation 123) and the split between S106 and CIL?			
4	BNP Paribas on behalf of the Police and Crime	Support proposal for continual review and updating of the Reg 123 list as requirements change over time.	

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	Commissioner for Gloucestershire	<p>Note that the draft Regulation 123 list is based on the JCS Infrastructure Plan evidence. The Joint Core Strategy Infrastructure Delivery Plan: Final August 2014 was correct at the time for Police infrastructure requirements (page 7 and pages 94-101) but significant changes have occurred. The PCC will provide an update for use in the Joint Core Strategy Infrastructure Delivery Plan when this document is next made available for public consultation.</p> <p>No information on the processes for CIL spending decisions and prioritisation. Query as to how will infrastructure providers have their say in the process and suggest this should be included in order to ensure transparency and appropriate use of CIL revenue.</p> <p>Note that the Preliminary Draft Regulation 123 list does not commit the Councils to fund the projects listed though CIL (para 1.12.4). Welcomes the inclusion of the three Emergency Services on the list of infrastructure. Requests clarification of the statement “including infrastructure to support the capacity of local services in areas of major growth”. There should be a specific reference to off-site emergency services infrastructure and capacity building within emergency services to meet the requirements of development.</p> <p>There are no items of police infrastructure listed in the second column of the list). The Police and Crime Commission requests</p>	<p>See updates to the IDP within the JCS examination documents.</p> <p>Governance arrangements to be formulated</p> <p>2nd column relates to on-site infrastructure provided through S106. It is not anticipated that police infrastructure would be provided on site</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		that “Police accommodation/infrastructure either on site or directly related to the site” is added to this list.	
7	NHS: Gloucestershire Clinical Commissioning Group and the Local Plan Network	<p>Health services are not included in the infrastructure list (Regulation 123 List). While ambulances are identified, this is a small section of the services necessary to support the healthcare needs of the additional 45,000 people by 2031. Healthcare services are identified in paragraph 17 of the NPPF. Paragraph 156 also identifies health, security, community and cultural infrastructure as strategic priorities for which local plans must provide a strategic planning steer.</p> <p>The NHS Local Plan Network has established that the health related costs associated with the population growth to be approximately £2,000 per dwelling. Would expect some CIL contribution towards this essential requirement, particularly in respect of primary and community based infrastructure. Attach a summary of the findings from use of HUDU Planning Contributions Model (summary of the factors that provide for a healthy development, rather than information on health facilities required).</p>	<p>Healthcare services would fall within “Health and well being infrastructure”. The infrastructure list identifies categories of infrastructure to be funded by CIL rather than very specific types of infrastructure. This may be refined following further assessment of critical infrastructure requirements for the strategic allocations.</p> <p>Noted. As set out above, the Reg 123 list includes health infrastructure. The governance arrangements for CIL will establish the process for allocating funding for infrastructure.</p>
11	Highways England	<p>Regulation 123 List is generic at the moment. Uncertainty as to whether the CIL contributions will be sufficient to pay for necessary strategic infrastructure or whether there will be a funding gap.</p> <p>Content with the type of infrastructure listed under CIL. HE is currently working with the JCS councils and the County Council</p>	<p>CIL is not anticipated to be sufficient for all strategic infrastructure, other sources of funding will also be required.</p> <p>Noted.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Distinction between strategic flood infrastructure and local site specific mitigation is useful.</p> <p>iii) <u>Transport and Highways</u> The Reg 123 should reference specific schemes of strategic transport infrastructure which can be funded through CIL. This will assist provision of highways and transport infrastructure where these cannot be secured through s106 planning obligations, or would require more than 5 pooled contributions to deliver. The reference that providing a safe and acceptable means of access to a highway, etc. will continue to be covered through s106 is welcomed.</p> <p>Reg 123 List should specify travel planning will be through S106.</p> <p>iv) <u>Education (including pre-school)</u> Schools are often required in urban areas where there is no land for expansion/provision of schools. Where this occurs, provision in-kind is preferred.</p> <p>The draft Reg 123 List needs to identify provision in kind is acceptable under CIL. As an indication, a primary school is required to service a development of 840 dwellings (qualifying dwellings i.e. houses of 2+ bedrooms). GCC preference is that these are provided in kind.</p> <p>v) <u>Waste</u></p>	<p>Noted</p> <p>Noted. The PDCS Reg 123 list reflects available evidence. If further infrastructure planning or assessment of infrastructure requirements for strategic allocations identifies specific schemes, this can be reviewed to take account of additional evidence.</p> <p>Recommend PDCS be amended to refer to travel planning.</p> <p>Require additional clarity on anticipated education requirements to support the JCS growth to further consider this issue?</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>The increasing number of households in the County will place a strain on the existing Household Recycling Centre (HRC) service and the capacity at sites is limited. An additional site(s) might be needed to provide the HRC service and would require land and infrastructure. The Reg 123 List needs to include reference to expenditure of CIL monies on waste infrastructure where appropriate.</p> <p>vi) <u>Archaeology and Ecology Services</u> It is anticipated that site-specific mitigation will continue to be secured through s106 planning obligations and conditions. Where infrastructure (as defined in the legislation) is required it should be capable of being funded through CIL. The Reg 123 List should therefore reference this.</p> <p>vii) <u>Libraries & Archives</u> Libraries and archives are listed as 'cultural infrastructure' within the Reg 123 List. This is welcomed, but should be made more explicit.</p> <p>viii) <u>Public Health</u> The draft Reg 123 List should explicitly refer to Social and Community Infrastructure as including infrastructure which promotes health and wellbeing. CCG expectation is that some of the CIL funding would be directed towards this essential requirement, particularly in respect of primary and community based.</p>	<p>PDCS to be amended to include waste infrastructure to be funded via CIL. Also required to fund additional refuse vehicles to service additional development.</p> <p>Archaeology: No amendment required, included in historic environment. Identifies what is CIL/S106 Ecology: include within green infrastructure?</p> <p>The Reg 123 is generic so as to be "inclusive" rather than "exclusive"</p> <p>The Reg 123 includes provision for health and well being infrastructure</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Of significant importance is the governance mechanism and arrangements for expenditure of CIL monies through infrastructure providers (such as GCC and others). Collaboration on a mutually satisfactory approach to these arrangements will help provide the assurance that infrastructure can continue to be provided.</p>	<p>Governance arrangements will be formulated. Gloucestershire County Council is a key infrastructure provider and will be included in the governance arrangements.</p>
24	<p>Bloor Homes Western & Persimmon homes LTD</p> <p>Submitted by Rob White, Whitepeak Planning</p> <p>Responding to CBC & TBC PDCS</p>	<p>Regulation 123 lists for Cheltenham and Tewkesbury include different infrastructure types for both CIL and S106, the lists should be the same.</p> <p>The infrastructure types listed in the Draft Regulation 123 lists are not consistent with those listed in S216(2) of the Planning Act 2008, i.e.:</p> <ul style="list-style-type: none"> ○ CBC: Also includes 'Historic Environment', 'Public Realm, Art and Culture', 'Emergency Services', 'Economic Development Infrastructure', 'Waste Recycling' and 'Renewable Energy Infrastructure'. ○ TBC: Also includes 'Historic Environment', 'Public Realm', 'Emergency Services', 'Health and Well Being Infrastructure, 'Economic Development Infrastructure'. <p>What is the justification for the inclusion of these types of "infrastructure" that are not required to support development in the area, e.g. public art and historic environment?</p>	<p>Agreed. Ensure Reg 123 list common for all 3 councils if possible.</p> <p>Get a view from One Legal but: The definition of infrastructure in s.216(2) PA 2008 is a list of what is <i>included</i>. It is not said to be exhaustive ("<i>includes</i>" not "<i>means</i>"). Only item specifically excluded is affordable housing CIL Reg 59, charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area JCS councils then to review whether these categories of infrastructure are lawful or necessary</p> <p>New development generates a requirement for additional infrastructure, up front capital costs in advance of</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Waste and recycling facilities should not be included in Reg 123 lists, funded through Council Tax;</p> <p>Emergency services are funded through central government grant out of general taxation and/or through a specific levy included in Council Tax payments and hence should not be included in CIL Reg 123 list. Clarity required for health and well-being infrastructure and whether it falls under 'Medical Facilities' as per Planning Act. Secondary health care is funded directly by central government and should not be included. Primary Health Care is funded by NHS England and whilst site specific contributions based on need generated can be negotiated as part of a S106 agreement, Primary Health Care should not be included on CIL Reg 123 list.</p> <p>"Economic Development Infrastructure" should be removed. Starter units are development rather than infrastructure and telecommunications would be delivered by statutory undertakers.</p>	<p>developments being occupied (e.g. need a new lorry when existing capacity reached but initially will not operate at full capacity)</p> <p>Issue to consider is CIL Reg 59, is it infrastructure necessary to support the development of the area. The national planning practice guidance identifies that the built and natural environments are major determinants of health and wellbeing. The NPPF generally refers to "cultural well-being". The PDCS response from NHS England also identifies the importance of good planning for healthy lives. Paragraph: 004 Reference ID: 53-004-20140306 of the practice guidance relates to the impact of specific applications on health and well being and advises local planning authorities may decide the identified need could be funded through CIL.</p> <p>However, may want to consider whether "well-being" infrastructure in necessary, maybe included within other categories.</p> <p>To be considered</p> <p>Further work on site specific infrastructure requirements for strategic allocations underway. Consider publishing a planning obligations position statement (see Northampton</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>In relation to the split between S106 and CIL the following points are made:</p> <ul style="list-style-type: none"> • Absence of clarity between CIL and S106 items and as to what 'Development specific mitigation works on or directly related to a development site' relates to; • Clarity is required as to which infrastructure is directly related to the proposed development and what is required to serve the wider community, to ensure there is no double-counting. 	<p>Borough Council) or developer contributions document at draft charging schedule stage to provide clarity.</p>
25	<p>Redrow Homes in relation to the TBC part of strategic site A6 commenting on TBC PDCS only</p>	<p>Too high level, does not include specific projects. Should cross refer to the IDP (continually updated). Current IDP does not estimate funding gap as limited information currently on match funding. Unclear what strategic infrastructure will be funded by CIL or S106, unlikely that all will be funded by CIL.</p>	<p>Decision for JCS councils as to whether retain a high level Reg 123 list. See above re clarity on what is to be funded by CIL or S106</p>
27	<p>Redrow (have land holdings across the JCS area)</p>	<p>Differential CIL rates for each strategic allocation. Unclear what infrastructure will be funded through CIL and whether the developments making the CIL contributions will be prioritised for the spending of these receipts.</p> <p>Recommend a £0 CIL for strategic sites and use S106 obligations for infrastructure. Draft Reg 123 list suggests that these developments would cater for their own infrastructure requirements. Will provide clarity, timely delivery of infrastructure and avoid double-dipping. South Glos adopted £0 CIL for sites of 600 dwellings or more to minimise the added level of complexity and uncertainty that CIL would introduce,</p>	<p>PDCS currently proposes that all infrastructure for strategic allocations except on- site open, drainage and roads would be funded by CIL. This will be reviewed following the further assessment of site specific infrastructure requirements.</p> <p>See above, to be considered further in light of evidence on site specific infrastructure.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>potentially threatening the council's ambitious housing delivery targets.</p> <p>CIL Guidance requires local authorities to demonstrate they have been realistic in assessing what residual S106 and 278 requirements will remain.</p>	<p>Meetings with developers & infrastructure providers September 2015 should provide this information for strategic allocations.</p> <p>Review of historic S108/S278 provides information that can be used to inform smaller site typologies but S278 information currently lacks clarity.</p>
28	<p>Robert Hitchins Ltd</p> <p>Commenting on commercial schemes, submitted by Mark Buxton, CGMS</p>	<p>Too generic and does not provide confidence that double dipping will not take place. Insufficient detail on what will be funded by CIL and what will be funded by S106. Particularly important on strategic sites, may have onerous site specific mitigation to be delivered by S106.</p> <p>Should publish a Developer Contributions SPD alongside the CIL Charging Schedule to clarify the relationship between S106 and CIL</p>	<p>See comments above</p>
29	<p>Robert Hitchins Ltd</p> <p>Commenting on residential CIL rates, submitted by Zoe Stiles,</p>	<p>Unclear as to what would be funded through CIL or S106. Therefore, S106 burdens are unclear and how double dipping would be avoided.</p> <p>August 2014 IDP states: "as the JCS progresses towards examination and adoption, the IDP will need to be refined to ensure that infrastructure requirements and the current position with project</p>	<p>Clarify status of the project tracker</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	Pioneer Property Services Ltd	<p>specifications, consents and funding commitment are as up to date as possible". Advises that regular updates to be provided by a project tracker to accompany the IDP and which will be a 'live document'. The IDP states that the infrastructure requirements should 'be read alongside the associated Project Tracker in order to understand specific infrastructure projects'. Concerned that the live project tracker is not part of the evidence base.</p> <p>Would like to work with the councils to provide realistic up to date infrastructure cost assumptions to inform the viability assessments.</p> <p>Unclear about how much of the essential/critical infrastructure in the IDP will be funded by the large strategic housing sites. With £0 CIL for Gloucester and 40% AH, there will be a disproportionate burden upon market housing in Tewkesbury and Cheltenham.</p> <p>Reference to the PPG advice on S106 post CIL <i>Where the regulation 123 list includes a generic type of infrastructure (such as 'education' or 'transport'), section 106 contributions should not be sought on any specific projects in that category. Site-specific contributions should only be sought where this can be justified with reference to the underpinning evidence on infrastructure planning which was made publicly available at the charging schedule examination. The charging authority's proposed approach to section 106 contributions</i></p>	<p>Meetings held September 2015</p> <p>Further assessment being undertaken.</p> <p>Site specific requirements will be informed by evidence.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<i>should be set out at examination and should be based on evidence.</i>	
33	Peel holdings (Land and Property Limited) Submitted by Tristan Hutton WYG	<p>The Infrastructure Delivery Plan assumes certain levels of development coming forward over the plan period, including 89,000sq m of retail floorspace in the Gloucester area. Unlikely that this development will be delivered given the content of the emerging Joint Core Strategy.</p> <p>Notwithstanding this, the Regulation 123 list fails to precisely identify at this stage what infrastructure might be delivered. There is also ambiguity due to the generality of the list as to what may be funded through S106 agreements or CIL. Need clarity on where and when S106 contributions will be sought.</p>	Noted
34	Site A6 dev consortium: Bovis Homes, David Wilson homes, Miller Strategic and Redrow Homes Commenting on Cheltenham & Tewkesbury PDCS	<p>Infrastructure requirements are greater on strategic sites than smaller sites. Recommend a £0 CIL for strategic sites and use S106 obligations for infrastructure. This would provide clarity and ensure timely delivery of infrastructure. Recommend Reg 123 list be amended to exclude infrastructure projects associated with strategic sites. Infrastructure items identified in the IDP represent a cost to the development of a strategic site and should be included in the viability appraisal.</p> <p>Anticipated S106 contributions to be sought should be factored in. Need to ensure that the combined total from S106 and CIL is not in excess of historically delivered S106 contributions.</p>	The appropriate mechanism for delivering infrastructure, i.e. CIL or S106, will be reviewed following the further assessment of site specific infrastructure requirements for the strategic allocations.

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
General Comments			
1	Marine Management Organisation	No comments	Noted
2	DK Hurran	Notes site A6 is £500 per sq.m. Suggests The developer of the proposed site in Tewkesbury Borough should be expected to bear a more realistic CIL rate as very limited infrastructure proposed on site.	The PDCS charge of £500 per sqm for site A6 relates to a notional scheme and includes the same assumptions for S106 provision for both Tewkesbury Borough and Cheltenham, i.e. 30% of the headroom.
6	Severn Trent	Water and waste water infrastructure are funded by developer and Severn Trent contributions via customer charges and therefore do not need to be included in the CIL.	Noted
9	Winchcombe Town Council	Support the principle of collecting the Community Infrastructure Levy, the detail of this process should be dealt with by the planning professionals.	Noted
10	Blue Cedar Homes, A private retirement homes specialist operating in the South West	Paragraph 21 of the NPPF, amended March 2015, greater emphasis on provision for the changing needs of older people. Nil CIL rate should be applied across the Borough for specialist accommodation such as retirement housing. Unclear whether ordinary retirement housing would be excluded from CIL. Reference to C3 sheltered/retirement housing should be specifically added to tables.	Retirement homes constitute dwellings and therefore would be liable for CIL under the PDCS proposals. Further viability appraisal proposed for sheltered/retirement housing proposed to assess whether there is a case for reduced or £0 CIL for this type of specialist housing.

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
	(x2, identical responses. Commenting on Tewkesbury & Cheltenham, not Gloucester)	<p>NPPG guidance 28 November 2014 (not to seek affordable housing contributions or tariff style contributions small scale developments i.e. 10 dwellings or fewer and less than 1000 sqm gross floorspace) should be taken into account in the charging schedule.</p> <p>Hertsmere and South Oxfordshire Councils both propose a nil charge for specialist retirement housing. Housing which provides a real need for specialist housing, such as retirement housing, should be exempt CIL and affordable housing.</p>	<p>Guidance quashed by recent high court judgement although leave has been granted to appeal.</p> <p>Any exemption or reduction will need to be based on viability evidence.</p>
11	Highways England	<p>Support CIL as a mechanism to fund infrastructure.</p> <p>In addition to considering what is affordable to developers, need to identify the cost of strategic infrastructure and how much CIL needs to fund. Regulation 123 is generic at present which suggests that this had not been taken into account. Emerging transport strategy work identifies abnormal costs for some sites.</p>	<p>Charging schedule needs to strike a balance between the desirability of CIL funding infrastructure required to support the development of the area and the potential effects of CIL on the economic viability of development across the area.</p>
12	Maisemore Parish Council	<p>Community Infrastructure Levy should contribute to an infrastructure fund rather than being related to a particular development, so pooling the contributions from a number of developments.</p>	<p>CIL is not tied to a specific development. Governance arrangements will establish the process for allocating funding to projects.</p>
13	Woodland Trust	<p>Whilst strategic green infrastructure is being acknowledged in the draft Regulation 123 lists, trees and woodland specifically should also be acknowledged. Amend green infrastructure to</p>	<p>Green infrastructure is a broad category which would include new woodland creation.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p><i>' Provision of open space, green space, new woodland creation, leisure and recreation.'</i></p> <p>The Natural Environment and Rural Communities Act 2006 places a duty on local authorities to have regard to the conservation of biodiversity in exercising their functions.</p> <p>No acknowledgement of the value of monitoring the CIL Charging Schedules. Maintaining a high quality natural environment should be defined as a measurable objective, net gain should be measured. A number of comments at the end of the document refer to Bournemouth CIL.</p>	<p>Noted</p> <p>Noted</p>
14	S & B Heaton	The funding from CIL would be totally inadequate to fund all the infrastructure required to support the JCS.	It is anticipated that CIL would contribute towards the funding "gap" rather than funding all infrastructure.
15	The Theatres Trust	Support the nil rate for "all other forms of development" as many social and cultural uses do not generate sufficient income to cover their costs. Provision is unviable, even without the imposition of CIL	Noted
16	Historic England	Welcome an appreciation of the role of CIL and S106 in supporting the delivery of improvements to the historic environment and public realm.	Noted
17	DR C Copps	No comments on CIL, relate to Greenbelt protection	
18	Persimmon Homes Severn Valley (Gloucester City PDCS only)	Support the residential CIL rates in Gloucester. Many brownfield sites with remediation costs. Could render sites more viable. Concerns if additional S106 costs are proposed to compensate for CIL.	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
20	Natural England	<p>Draw attention to para 114 of the NPPF. Without CIL the only enhancements to the natural environment would be ad hoc.</p> <p>Potential infrastructure requirements may include:</p> <ul style="list-style-type: none"> • Access to natural greenspace. • Allotment provision. • Infrastructure identified in the local Rights of Way Improvement Plan. • Infrastructure identified by any Local Nature Partnerships and or BAP projects. • Infrastructure identified by any AONB management plans. • Infrastructure identified by any Green infrastructure strategies. • Other community aspirations or other green infrastructure projects • Infrastructure identified to deliver climate change mitigation and adaptation. 	All infrastructure identified would be within categories included in the Reg 123 list.
21	<p>DIO & Vinvi St Modwen (MOD Ashchurch)</p> <p>(submitted by Nick Matthews, Savills)</p>	At the JCS viability workshop the JCS councils committed to working with landowners/site promoters for the strategic allocations to refine the viability assessments for each site and take account of local circumstances. Important that CIL rates are based on robust and credible evidence so as to not jeopardise delivery. Intend to work collaboratively to establish an appropriate CIL rate, to address viability issues relating to on and offsite infrastructure and appropriate funding mechanisms.	Noted.

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		If areas of disagreement as not resolved prior to draft charging schedule, will submit details of objections at that stage.	
22	South West HARP Planning Consortium (submitted by Sean Lewis Tetlow King Planning)	<p>Consortium includes all the leading Housing Association Registered Providers (HARPs) across the South West.</p> <p>Important to consider the overall impact of the Community Infrastructure Levy (CIL) on the delivery of affordable housing, to ensure that it is not squeezed to high CIL rates. Refer to their concerns about absence in the JCS of a full objectively assessed housing need.</p> <p>Unit Sizes Majority of unit sizes assumed are below those identified in "Technical Housing standards- Nationally Described Space Standard" DCLG March 2015. If standards are adopted in the JCS new viability testing may be required.</p> <p>Developer Profit Strongly recommend that a 20% developer rate of return be incorporated, reflects view from the 9 October 2014 developer workshop.</p> <p>Provision of Green Infrastructure Fundamental to factor in any significant open spaces or green infrastructure into viability testing for strategic sites, provision and maintenance have significant costs.</p> <p>Sustainable Urban Drainage</p>	<p>The unit sizes are the same as those identified in the DCLG Technical standards.</p> <p>DVS view 17.5% appropriate. Await further view from PBA.</p> <p>Green infrastructure included in plot externals.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
		<p>Reference to Eric Pickles statement December 2014 that planning applications for major development (10+ dwellings or 1000+ sqm include sustainable drainage systems for management of run-off. This is a cost that needs to be factored in.</p> <p>CIL Review Should specify when a CIL review will take place. Recommend either every 3 years, if there is a 10% increase in house prices or a significant change in national planning policy changes.</p>	<p>Sustainable urban drainage is required by JCS councils' current adopted policies, not a new requirement?</p> <p>Noted.</p>
26	Churchdown Parish Council	<p>Surprised by the widely differing CIL rates. Concern was expressed that CIL can be pooled and spent on a wider area than the area of the development.</p> <p>It is essential that the portion of the CIL due to the local community actually does. This should be guaranteed and is especially important for those communities preparing Neighbourhood Plans. CIL should be charged on care homes and hotels as these are commercial enterprises.</p>	<p>CIL is not tied to a specific development. Governance arrangements will establish the process for allocating funding to projects.</p> <p>CIL Regs require that 15% or 25% of CIL receipts be transferred to the local town or parish council. The viability evidence does not justify a CIL charge for care homes or hotels.</p>
31	Gloucester City Council: Principal Conservation and Design Officer	<p>Concerned that there are no CIL contributions for Gloucester City. CIL could be used for:</p> <ul style="list-style-type: none"> ○ Historic areas grant schemes ○ Heritage assets in City Council Ownership. ○ Improve the museums and cultural offer in the City ○ Improve green spaces and parks and the public realm 	<p>The viability evidence available at the PDCS stage does not enable a CIL charge to be levied in Gloucester City.</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
32	Worcestershire County Council	Support the proposal in the Cheltenham Draft Schedule for "Provision of household waste recycling and waste management facilities" to be funded, or part funded, through CIL Infrastructure and for "On site collection facilities and waste reduction initiatives" to be funded through S106 Obligations; S278 of the Highways Act; other legislation or through Planning Condition. In the interests of sustainability, recommend that similar provision be included for Gloucester and Tewkesbury.	Anticipated that revised Reg 123 list will include this for Gloucester City and Tewkesbury Borough
Responses received after 10 July 2015 i.e. end of the PDCS Consultation			
35	Bishops Cleeve Parish Council	<ul style="list-style-type: none"> • The principle of the CIL is a positive one, allowing greater flexibility and determination of use of funding from developers within the community. The 25% contribution for parishes with a Neighbourhood Development Plan is a further incentive. • It is hoped that the proposals within the CIL (Regulation List 123) will support timely identification of infrastructure alongside new development. • Support an instalment policy for complicated and phased developments • Support relief for all discretionary matters. 	Noted

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
36	Federation of Small Businesses (FSB) Gloucestershire and West of England	<p>Submission includes a copy of the report: <i>"Housing development: the economics of small sites – the effect of project size on the cost of housing construction"</i> prepared for the FSB by the Royal Institution of Chartered Surveyors.</p> <p>This report demonstrates that nationally the build cost per square metre for all residential schemes of small housing sites of 10 units or less are on average six per cent higher than on larger developments. On a typical 1-10 unit development of houses, the extra base construction cost could amount to over £100,000.</p> <p>Concern that these additional costs are not being taken into account in Viability Assessments. If these costs are not addressed, the levels of contribution sought may be set too high, adversely impacting on the ability of smaller firms in the JCS area to deliver new housing.</p> <p>Request that the councils consider this report when setting developer contribution levels in the area and set lower rates for small developments.</p>	<p>BCIS state that there is a 14% variance on housing, but they use the mean, this is the average and is subject to rogue figures. DVS adopt the median, which the variance is 10%, similarly with the flats adopting the median is only a 3% variance, as opposed to BCIS 5%. DVS consider this supports use of the median rather than the mean.</p> <p>BCIS assessment considers dwellings of 1No, which are more costly, and DVS consider that this skews the results, single dwellings have a greater cost and increased specification.</p> <p>BCIS analysis uses cost data up to 10 years old, DVS use 5 years of data. Report should be treated with some caution, whilst due to economies of scale, there may be addition, we do consider that the cost data being considered perhaps does not reflect a true comparison, due to the fact that single dwellings are being considered and that the age of the results are questionable, and therefore the percentage addition would be less than proposed by BCIS. Finally it should be added that using BCIS are typical costs and can vary just with specification of roof tiles, windows and the like.</p> <p>In conclusion the following points are made;</p> <p>1) DVS Stage 1 and 3 report, development appraisals, and cost assessments were based as at Q4 2014, whereas the RICS BCIS report is dated August 2015, and was produced</p>

JCS CIL PDCS Consultation Report

No.	Respondent	Summary of Response	JCS Councils' Response
			<p>some time after our work</p> <p>2) In relation to the development viability assessment studies, and notional schemes DVS are currently involved in, they are not aware of any differences being made in build costs for small schemes, reflecting the comments made in the report</p> <p>3) If you wish us to relook at the previous Stage 1 and 3 cost plans, they will change reflecting when they were previously prepared (i.e. Q4 2014), and the future date of any revised assessments and reports, but if we are to relook at the construction costs, then conversely everything else in the development appraisals will also need to be relooked at (i.e. sales values), and our current conclusions will change. Accordingly revised reports would needed to be issued</p>

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Meeting:	Cabinet	Date:	9 March 2016
Subject:	Interim Planning Policy for Mobile Catering Units		
Report Of:	Cabinet Member for Housing and Planning		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Philip Bylo, Interim Planning Policy Manager		
	Email:	philip.bylo@gloucester.gov.uk	Tel: 396854
Appendices:	1. Comments and Responses for the Mobile Catering Unit Draft Interim Policy Public Consultation		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To propose that the interim planning policy for mobile catering units be used for development management purposes, prior to the completion of the City Plan.

2.0 Recommendations

2.1 Cabinet is asked to **RESOLVE** that the interim planning policy for mobile catering units be adopted for development management purposes, prior to the adoption of the City Plan.

3.0 Background

3.1 Members agreed at Cabinet in October 2015 that a draft interim planning policy on mobile catering units be put out for a 6 week public consultation. This consultation took place between Monday 2 November and Monday 14 December 2015. In total 9 comments were received, and these are provided in full, with our responses, at Appendix 1.

3.2 The draft policy and supporting note consulted on was the following:

Draft Interim Policy for Mobile Catering Units

Proposals for mobile catering units will be supported where the following criteria are met:

- 1. The design of the mobile catering unit would not have a significant adverse impact on the visual amenity of the area;*
- 2. The proposal would not have a significantly adverse impact on neighbouring properties and uses within a reasonable distance of the proposed location in terms of noise, traffic disturbance, odour, litter, light or hours of operation;*

3. *The proposal would not have a severe impact on the surrounding highway network, traffic safety or create unacceptable parking issues;*
4. *The proposal incorporates adequate waste storage and disposal facilities; and*
5. *Consideration may be given to any positive health impacts provided by the range of food and drink available to customers, and the proposed location of the facility.*

Note: The Council will expect mobile catering units to be removed from the site following each day of trading, when located on public land.

4.0 Consultation Responses

- 4.1 The following paragraphs summarise the full comments and responses provided in Appendix 1:

Highways England

- 4.2 Concern was expressed about potential trading from laybys and on the A40 in particular, which we noted. A request to remove the word 'severe' from point 3 of the draft policy was made, however, we propose to retain the word 'severe' as this is the test referred to in the national planning policy contained in the NPPF.

Natural England

- 4.3 An acknowledgement of the consultation was received but no specific comments were made.

Historic England

- 4.4 Propose to include an additional criterion in the policy regarding harm to the setting of a heritage asset, historic landscape or townscape. However, it is considered that this is not needed as existing planning policies, including Policy BE.7 of the 2002 Local Plan provide adequate protection in this regard.

Quedgeley Parish Council

- 4.5 Proposed a number of additional criteria to the draft policy. However, these additional criteria proposed were not considered to be necessary as they are either specific issues for consideration as part of a planning application, already covered by the criteria and note of the draft policy or too minor an issue for inclusion in the interim policy, i.e. retail impact.

Mr Hughes (Resident)

- 4.6 A number of comments were received including the need to define significant impact, reference to the lack of need for mobile catering units in the city centre and the urban residential areas of Gloucester, and the potential impact mobile catering units may have on permanent food outlets, especially in the City Centre. However, it is not possible for the council to prevent applications for mobile catering units being made in any location and it is for the case officer of the application to make a professional planning judgement on the merits of the planning application, including

consideration of whether significant impact exists on environmental and health issues.

Stuart Lee (Resident)

- 4.7 Asked a question on the location of mobile catering units, to which we clarified that this is a generic policy consultation which does not try and direct mobile catering units to any specific location of the City.

Network Rail Property

- 4.8 Pointed out that a mobile unit that may be required at the station in the future would be permitted development, which we noted.

Kings Walk Shopping Centre

- 4.9 Concerns expressed regarding the visual impact of mobile catering units on the entrance to the shopping centre at Eastgate Street, the potential financial impact on Kings Walk shopping centre tenants and other businesses in the City Centre and whether the operators of the mobile catering units are paying sufficient rents compared to the operators of the permanent establishments. We respond with reference to visual impact being part of the consideration of any planning application. Retail impacts arising from individual approvals of planning permission are considered to be too detailed an issue to consider as part of any one planning application for a mobile catering unit. The rental levels required from operators is not a planning issue.

Karen Pearson (Resident)

- 4.10 Issues raised include the impact on heritage assets, no impediment to the free movement of traffic, the need for healthy food and the preference for the non-permanence of any mobile catering unit. The existing mobile catering units in the city are not considered to be an asset in this regard. However, these issues are adequately covered in the interim policy and note, or via other policies of the 2002 plan.

5.0 Consideration of any Changes to the Draft Policy

- 5.1 A number of interesting and relevant comments have therefore been received as a result of the public consultation undertaken. However, as set out in the comments and responses summary in Section 4, we do not consider that any of the comments provided should lead to a revision of the proposed draft interim policy that was consulted on.
- 5.2 Therefore, the interim policy set out at Section 3 above should be taken forward for the purposes of development management and for incorporation into the City Plan upon agreement by Cabinet.

6.0 Asset Based Community Development (ABCD) Considerations

6.1 We have now received feedback from the public consultation, and in a good position to make an informed decision on adopting this policy. The planning application process for mobile catering units would also consult the nearby residents to the applications location.

7.0 Alternative Options Considered

7.1 The alternative option is to move forward using existing planning policies to guide decisions on mobile catering units until such time that we progress the new planning policies through the City Plan.

8.0 Reasons for Recommendations

8.1 Officers have considered the comments and responded to them accordingly. We remain of the view that the proposed interim policy represents an appropriate and constructive policy for development management purposes. This will be taken forward both independently for the purposes of supporting development management cases arising in the short term, and also through the ongoing development of the City Plan.

9.0 Future Work and Conclusions

9.1 Upon adoption by Cabinet, the proposed interim policy will have additional weight for decision making purposes. It will also form part of the ongoing City Plan policy development work.

10.0 Financial Implications

10.1 There are no financial implications associated with this decision.

(Financial Services have been consulted in the preparation of this report)

11.0 Legal Implications

11.1 The interim policy upon adoption will have to be taken into account in development management decision making.

11.2 Given that the policy is an interim policy it does not form part of the Development Plan and therefore does not enjoy the benefit of the statutory presumption contained in Section 38 of the Planning and Compulsory Purchase Act 2004.

(One Legal has been consulted in the preparation of this report.)

12.0 Risk & Opportunity Management Implications

12.1 No negative impacts identified. This is an opportunity to address the issue directly with an interim planning policy prior to the completion of the City Plan.

13.0 People Impact Assessment (PIA):

13.1 A Part 1 screening has been completed showing positive impacts. A full PIA is therefore not required.

14.0 Other Corporate Implications

Community Safety

14.1 The positioning of Mobile catering units may have implications for potential anti-social behaviour within communities and associated safety implications for the local residents.

Sustainability

14.2 The interim policy will assist with ensuring a sustainable quantum and distribution of mobile catering units available to the members of the public.

Staffing & Trade Union

14.3 Not applicable.

Background documents: None

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Organisation commenting	Comment	Council Response
<p>Paul Garrod, Network Manager, Highways England</p>	<p>Thank you for consulting Highways England on your proposed interim planning policy for mobile catering vans.</p> <p>The A40 trunk road, for which we are the highway authority, passes through the city between the Over and Elmbridge Court Roundabouts, and has a number of lay-bys. Whilst we note that the proposed policy is not specific to roads and lay-bys, it would appear to be relevant should a planning application be received to locate a mobile catering unit on one of the A40(T) lay-bys.</p> <p>It is likely that Highways England would object to any planning application for the change of use of land for the regular or permanent stationing of a mobile catering unit on the A40(T), its lay-bys or land immediately adjacent where access would be required from the A40(T). This would be in accordance with our policy on trading from lay-bys, Spatial Planning Advice Note: SP 01/12 (attached). Lay-bys on trunk roads are provided for short term stops or to enable HGV drivers to rest in accordance with drivers' hours regulations. The lay-bys on the A40(T) are not particularly large, are not segregated from the main carriageway, and are therefore unsuitable for mobile traders since they could pose a risk to safety and occupy space that could be required for drivers taking a rest.</p> <p>We request that item (3) of the proposed criteria is amended to remove the wording 'severe'. Any appreciable adverse effect on road safety would be 'severe' in terms of our safety priorities. The 'severe' test could imply that 'severity' would have to be proved in addition to risk to road safety.</p>	<p>Comments on the non-suitability of mobile catering units trading from layby of the A40 are noted.</p> <p>The test for highways issues in the NPPF is referred to as 'severe' and so we propose to retain this wording. Highways England would be consulted on any proposal located on the A40 and would have an opportunity to object on the basis of road safety.</p>

<p>Hayley Fleming, Lead Advisor, Natural England</p>	<p>Thank you for your consultation on Gloucester City's planning policy for Mobile Catering Vans.</p> <p>Natural England does not wish to make specific comments on the planning policy.</p> <p>The lack of comment from Natural England should not be interpreted as a statement that there are no impacts on the natural environment. Other bodies and individuals may make comments that will help the Local Planning Authority (LPA) to fully take account of the environmental value of this site in the decision making process.</p>	<p>Noted.</p>
<p>Rohan Torkildsen, Historic England</p>	<p>Thank you for consulting Historic England on this matter. It may be beneficial to include the following additional criteria.</p> <p><i>Proposals for mobile catering units will be supported where the following criteria are met:</i></p> <p><i>The location of the mobile catering unit would not harm the setting of a heritage asset, historic landscape or townscape.</i></p>	<p>Impact on the setting of a heritage asset is an important issue, but existing generic policies in the 2002 plan are already used satisfactorily for this purpose. For example Policy BE.7 Architectural Design has a criterion (Point 4) on respecting the setting of the city's historic built environment:</p> <p><i>"New development should respect and protect the setting of the city's historic built environment, natural landmarks and important features"</i></p> <p>Therefore no additional policy criterion is required.</p>
<p>Beverley Aldridge, Quedgeley Parish Council</p>	<p>Further to the Mobile Catering Van consultation, Quedgeley Parish Council wish to comment as follows:</p> <ul style="list-style-type: none"> • Permit no more than 10 hours in any 24 hour period. • Never allow 7 days a week operation. • Hours of operation should be specified within the application. • Operating weekday & weekend should be treated as separate 	<p>We already propose to provide the following note to the policy:</p> <p><i>Note: The council will expect mobile catering units to be removed from the site following each day of trading, when located on public land.</i></p>

	<p>categories.</p> <ul style="list-style-type: none"> • Any seating allocation must be included in the plan. • Applications must provide details of storage and disposal of waste. • Specify what welfare facilities and arrangements are provided ie toilets / wash basins. • Not to be located by an existing similar establishment in the immediate area. <p>These items are in addition to the interim policy.</p>	<p>An applicant is able to apply for the hours of operation that they would like to operate. It is the purpose of the planning application process to consider whether the hours of operation proposed are acceptable, and conditions can be applied to an approval by the case officer which limit the hours of operation.</p> <p>Any proposed seating arrangements and other facilities will have to be included in the planning application as this would be part of the proposed change of use of the land.</p> <p>Details of storage and disposal of waste is already requested in the policy.</p> <p>Retail impact at this relatively micro level is unlikely to warrant the refusal of an application on its own. Other issues will have to be present that result in an application being refused.</p>
Mr Hughes (local resident)	<p>There is a need to define “significant impact” across the range of environmental and health issues. If local residents protest about the presence of mobile catering units in their area, when presumably they are there to serve local residents, that should be sufficient grounds to deny licences. Where existing permanent supply meets demand that should be sufficient.</p> <p>With the predominance of permanent fast food outlets in Gloucester, some of which are drive-through, it’s difficult to see why mobile catering units are needed at all. Indeed the existence of such units in the city centre is totally unnecessary. In the city centre they are likely to impact on sales from permanent food outlets, where food health and safety is likely to be better controlled.</p>	<p>It is for the case officer of the planning application to make a professional judgement on whether a significant impact exists or not, and the case officer will take account of the extent of local objection in making that decision.</p> <p>It is not possible to prevent applications for planning permission to operate a mobile catering unit, and therefore a professional planning judgement has to be made on each separate application on its merits.</p>

	<p>Similarly, mobile catering units in residential areas are unacceptable for a number of reasons:</p> <ol style="list-style-type: none"> 1 they are unsightly 2 their use results in litter 3 the quality of food and drink (and indeed staffing) cannot be as regularly inspected as permanent food outlets and the pricing systems inevitable mean cheap, unhealthy food <p>Specifically in Longlevens, off Innsworth Lane, there has been controversy about the presence of such a unit on land adjacent to the allotments. This is attracting passing traffic, rather than serving the community where there are sufficient “take-away” establishments to cater for the community’s needs.</p> <p>We don’t need them within the city boundary and no licences should be issued.</p> <p>Their presence in rural areas, especially on main transport routes is understandable but not in city centres and certainly not in residential areas.</p>	<p>Retail impact at this relatively micro level is unlikely to warrant the refusal of an application on its own. Other negative impacts will have to be present that result in an application being refused.</p> <p>Comments noted.</p>
<p>Stuart Lee (local resident) Stuart Lee Design</p>	<p>Where are these catering units to be situated?</p> <p>It is not clear in documentation.</p>	<p>This is a general policy that if adopted by the council will be applied to all planning applications for mobile catering units that are submitted in the future.</p> <p>The policy does not try and direct mobile catering units to any specific location in the city.</p> <p>An applicant can choose where to locate the proposed catering unit, and will have to identify this clearly in the planning application.</p>

<p>Colin Field Town Planning Manager Western and Wales, Network Rail Property</p>	<p>This policy would of course not be relevant if we wished to install a mobile unit at our station for rail passengers as that would be permitted development albeit I'm not aware that we have any proposals on the horizon.</p>	<p>Noted.</p>
<p>Peter White King's Walk Centre Manager, Kings Walk Shopping Centre</p>	<p>On behalf of King's Walk Shopping Centre, I'd like to comment on the proposed planning policy regarding mobile catering vans.</p> <p>Looking at the proposals, I would agree that these certainly seem sensible when considering the location of a mobile unit. My concerns are the visual impact and the financial impact on the KWSC tenants and other businesses in the city centre. In terms of visual, I have an issue with the location of a certain mobile food van located in front of WHSmith in Eastgate Street as this affects the sight lines to the entrance of the shopping centre. There is also the financial impact on rate paying businesses in the city centre. Most businesses have to pay rent, business rates, utility bills and service charge and I believe that the mobile vans are probably not paying sufficient rent compared to other traders in the city centre. There should be a review of the rental values depending on what location they trade in.</p> <p>Also, who manages these vans on a daily basis? If they are in the incorrect place or trading illegally, there should be a council contact who is responsible for dealing with the day to day issues of such mobile units.</p>	<p>Comments noted.</p> <p>Visual impact will be considered as part of the planning application.</p> <p>Permission from the land owner is always required separately from the planning permission that is required.</p> <p>We do not propose to include retail impacts within the interim policy as this is considered too detailed an issue to consider as part of a planning application for what is a relatively small scale independent mobile trading unit.</p> <p>Rents and other financial costs of businesses are not a planning issue.</p> <p>The Environmental Health department of the Council provide operating licenses for these mobile units. The contact is: Lisa Jones - Food, Licensing & Markets Manager, Public Protection, Gloucester City Council</p>
<p>Karen Pearson (local resident)</p>	<p>I would like to make the following points</p> <ul style="list-style-type: none"> mobile units should not be allowed to set up in an area where they 	<p>This can be considered in the context of existing</p>

	<p>are blocking the views of the City's architecture or heritage</p> <ul style="list-style-type: none"> • there should be no impediment to free movement of traffic or pedestrians during normal working hours (in normal circumstances) • food should be of good quality and encourage healthy eating • mobile units should NOT be allowed to be in place permanently - permission should be for strictly limited time frames and different operators should be encouraged to provide variety and an interesting food offering <p>I have made these comments as it appears the mobile food units in the City at present are permanent features which provide poor quality food in the worst locations. They are not an asset to the City.</p>	<p>policies of the 2002 plan.</p> <p>This movement issue would be considered as part of the planning application.</p> <p>This issue is already addressed in the draft policy</p> <p>Mobile catering units will not be allowed to operate in place permanently. The following note will be appended to the planning policy:</p> <p><i>Note: The council will expect mobile catering units to be removed from the site following each day of trading, when located on public land.</i></p> <p>Comments noted.</p>
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Meeting:	Cabinet	Date:	9 March 2016
Subject:	Gloucester City Council and Gloucestershire County Council Shared Services Programme: Co-located Property Service		
Report Of:	Cabinet Member for Regeneration & Economy		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Anthony Hodge, Head of Regeneration & Economic Development		
	Email: anthony.hodge@gloucester.gov.uk	Tel:	39-6034
Appendices:	1. Property Functions and Staff		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To seek authority to co-locate both Gloucester City and Gloucestershire County property teams within Shire Hall, to enable consideration of a full shared property service over the forthcoming 12 months.

2.0 Recommendations

2.2 Cabinet is asked to **RESOLVE** that

- (1) The City Council property team is relocated to Shire Hall to enable the two property teams to be co-located
- (2) A period of review is undertaken to fully assess the opportunities for shared working and develop plans for a full shared service

3.0 Background and Key Issues

3.1 Gloucester City Council and Gloucestershire County Council have been working closely together exploring a number of opportunities for closer collaboration. A Memorandum of Understanding (MoU) has been signed by the two Leaders which set out a commitment for the organisations to work closely together. The Managing Director's shared role across the two organisations cements the close working relationships further. The aims of the MoU are to increase resilience and to deliver better use of resources.

3.2 The programme of work that is being developed is overseen by a sponsoring group whose membership is Cllr Paul James, Cllr Mark Hawthorne (Leader of Gloucestershire County Council), Jon McGinty, Pete Bungard (County Council Chief Executive) and Jo Walker (County Council Section 151 Officer). This group have provided a strategic direction for the programme and have commissioned relevant

managers to develop proposals for future collaborative working which are innovative and at the forefront of local government thinking, and ideas which can generate efficiency savings for the taxpayer. The Sponsoring group are clear that the identities of the respective Councils must be maintained.

- 3.3 Gloucester City Council considers property as a key tool to enable the delivery of its corporate objectives towards regeneration and economic growth. Property is a fundamental part of how the city supports its citizens, as illustrated by the new bus station, Kings House and properties on Commercial Road being regenerated by both the third and private sectors. The City's ability to carry on this activity must not be inhibited through this co-location proposal with the County Council.

4. Property Service Model

- 4.1 The two Heads of Service that currently retain responsibility for property at both the County and City Councils have worked together to identify a vision for a shared property service:

By March 2018 we will have an excellent and pioneering property service that provides good spaces to live and work in, and manages land and buildings well for our customers.

- 4.2 The objective is that this vision will be delivered through:

- Effective use of contractor and supplier frameworks
- Actively working with our partners – public sector, businesses and communities
- Building in sustainability
- Focusing on supporting the economy
- Economies of scale and efficiencies – shared team, buildings and technology
- Creating a centre of excellence for all property related services for the City and County Council

5.0 Co-location

- 5.1 Appendix 1 shows the functions that are currently supported by the two teams and the current resource levels. Many of the functions are the same across the two organisations and as a consequence there are potential opportunities for joining up the two services around asset management in particular. The working relationships between the teams are still fairly new and it is suggested that in order to develop a full understanding of the scale of opportunity for collaboration between the teams, they would initially be co-located with little or no change to structures or working arrangements. There would then follow a period of review to identify a more integrated approach, in which the two Heads of Service would work closely with their teams to see where the two organisations could benefit from shared working, systems and structures.

- 5.2 A priority for the City Council will be to ensure that co-location within Shire Hall does not impact on the delivery of its regeneration and economic development activity. The city currently operates an integrated model whereby Property, city centre management (including car parking) and economic development are brought together functionally. This model has started to deliver real successes for the city,

not least with the construction of the new bus station, the acquisition of land to unlock Kings Quarter, Commercial Road, the introduction of automatic number plate recognition (ANPR) within its car parks, and the development of a Business Improvement District (BID) proposal. Property also plays a central role in the delivery of the City's cultural strategy, not least with its activity around Kings House. It has also been used to help community based activity such as the Furniture Recycling Project and the Gloucestershire Bike Project. Property and regeneration are inextricably linked at the City Council.

- 5.3 It is possible that the Regeneration & Economic Development Teams could co-locate in their entirety in order to keep the whole City Council's service area physically together. Within the County Council, the Asset Management and Property team deals more simply in property based activity alone, and regeneration resources tend to be "bought in". As a consequence it may not be appropriate at this time to co-locate the Economic Development and City Centre Management teams at Shire Hall; however this option will be left open to future review.
- 5.4 As with all change initiatives, there will be some uncertainty as to how other parts of the Council, including regeneration, will be affected by this colocation. It will need both organisations to manage this risk with flexibility over the review period.
- 5.5 The components that are to be co-located are identified in Appendix 1; this includes all consultants that currently work within the city's property team. It also includes the Custodians Service. At present the three dedicated custodians are highly effective in operating with very limited resources, however the service is fragile. A co-location proposal would include access to the County Council custodians which would be a significant benefit in terms of resilience. The objective would be to retain the existing custodians, not least for civic duties, and no changes to their employment terms or conditions are currently proposed.
- 5.6 The objective of a collocated and ultimately shared service asset management service would be:
- To maximise customer benefit
 - To enable both authorities to focus their collective resources on asset management priorities
 - To increase the resilience of the separate Property Services by combining capacity
 - To share skills

6.0 Proposed benefits

- 6.1 Co-location of asset management functions are considered to deliver immediate property management benefits including greater resilience, capacity, and breadth of skills within the teams.
- 6.2 During the initial 12 months review period opportunities will be explored "organically" through further resource rationalisation and optimisation. Following

this period, further potential efficiencies (for example, to allow vacant posts to be deleted where appropriate) can be identified.

7.0 Longer term benefits and aspirations

7.1 Relocating the Property Team is part of a process of looking at wider integration of the City Council with the County Council. It is essentially a pathfinder to determine the issues and opportunities. Through closer collaboration, the following potential longer term benefits can be explored through this pathfinder:

- Shared space - one shared council building for both the city and county council
- Shared data systems – Tech-Forge, time management and procurement.
- Customer Focus Option – City/County property functions are co-located, with aim of providing a seamless service to all City/County stakeholders, (the respective City/County administrations, elected members and service areas).
- Delivery benefits – use of joint frameworks for delivery of property activity.
- Amenity land and playing fields – build on successful work at locations like Plock Court and Bishops College and at Blackbridge.
- Joint governance – where appropriate instigate joint governance arrangements, like Blackfriars and Bishops College. Recognise competing aspirations and seek win/win for both authorities.
- Co-location of front-line services – further investigate opportunities for potential co-location of both City and County front-line services.
- Joint asset strategies – this model facilitates the opportunity to develop joint asset strategies across service areas, rather than on City-only services.
- Community premises – develop a joined-up approach to community- facilities.

8.0 Review period considerations

8.1 It is acknowledged that there is still much detail to be worked through. This will include the agreement that will need to be put in place the governance for a future shared service and any associated shared performance indicators.

8.2 The interface between the property team and elected members needs careful consideration during the review period. There is a high level of member involvement in the management of assets and other property related functions. The property team will work closely with City Council members to ensure their requirements can be adequately met through the new working arrangements.

9.0 Asset Based Community Development (ABCD) Considerations

9.1 Property within the City Council actively considers ABCD opportunities: many properties are community assets in their own right. A council Peer Review in 2012 concluded that the links between capital projects and social inclusion was limited

and in need of improvement. Through being the project owner, the City Council is looking to ensure its flagship bus station scheme reaches out and makes links with disaffected communities and enables them to benefit from these investment opportunities. Projects such as the Gloucestershire Bike Project and the Furniture Recycling project have all benefited from a regeneration-focused property agenda. It is important that whilst this is a Council priority, that this can continue.

10.0 Alternative Options Considered

- 10.1 The sponsoring group have requested that the only options that should be explored are those looking at shared arrangements between Gloucester City Council and Gloucestershire County Council. This is a model of vertical integration. The group feel that the benefits for both organisations would be maximised where the City is able to draw upon the benefits of scale that the County can provide. It is also self-evident that as the County City, Gloucester possesses several opportunities for collaboration through sharing of council-owned premises which might not be available elsewhere (i.e. Gloucester and its neighbouring district councils do not locate premises within the same localities, whereas the City and County councils do.) Variants on this vertical integration model can be explored, for instance in seeing whether opportunities for other districts to join with the City and County to create a shared asset management service across a number of localities.
- 10.2 Within this model, there are many options for how this could be delivered and during the review period a number of options for how a shared service could operate will be considered.

11.0 Reasons for Recommendations

- 11.1 The recommendation is to approve the co-location of the City Council property team with the county property team at Shire Hall. By co-locating the teams, this will enable a level of practical information sharing which will inform the development of more formal shared working arrangements. This contributes to the shared services journey that the county and city councils are taking.

12.0 Future Work and Conclusions

- 12.1 The timeline for implementing the co-location is:
- March/ April 16 - Consultation with staff and implementing plan for co-location
 - May 16 – March 17 - Co-location period. Develop shared service business case and decide whether to enter into fully shared service
 - April 17 - Shared property service goes live

13.0 Financial Implications

- 13.1 There will be costs associated with co-locating the two teams. A pragmatic approach will need to be adopted for the review period. A full cost benefit analysis will be undertaken as part of plans to develop a full shared service.
- 13.2 With regard to future potential shared service as highlighted in paragraph 7.0. If the County Council is to be the host of this service then the impact on future pension liability for the City council will need to be assessed and incorporated in any

business case. It must be noted that staff would be transferred fully funded into the shared service. Any pension deficit at that point of transfer will remain the liability of the city council and therefore a pressure on revenue budget going forward.

(Financial Services have been consulted in the preparation this report.)

14.0 Legal Implications

14.1 Generally: co-location does not require any formal legal agreement to be put in place other than a licence to occupy by the City. Also, whilst it is acceptable to share good procedures and practice it is important that the co-located service is mindful of Data Protection, Intellectual Property rights and Confidentiality issues when working side- by- side.

14.2 Employment: the staff locating from the City to the County offices may have a clause in their current terms and conditions of employment as to the location where they are based. Staff will need to be consulted about this change of location and given appropriate notice to vary their contracts. If staff object to relocating then the appropriate HR processes should be followed to address this.

(One Legal have been consulted in the preparation this report.)

15.0 Risk & Opportunity Management Implications

15.1 The opportunities around a collocated service very much relate to resilience and cost savings. There are also risks that should be considered:

- a) Members: the City Council currently operates a close working relationship between Members and officers. Members are often found in informal and regular discussions with officers throughout the City offices. The Head of Regeneration and Economic Development will continue to be available to Members and will work between Shire Hall and the City Council offices.
- b) Regeneration activity: Currently property and regeneration benefit from a single management structure with clearly defined priorities that directly benefit the city. This enables flexibility and speed. Managers in both councils will work to ensure that this integrated approach to asset management and regeneration activity within the City is not affected through the co-location.
- c) IT: it will be necessary for the County Council to ensure that the City Council's co-located team can continue to access the City Council network, at least for this initial review period.
- d) HKP: as City Council staff decant out of HKP, the cost per occupying person to retain the buildings becomes greater. This can also be viewed as an opportunity however, as it increases the necessity to review the Council's future accommodation strategy, which was identified as a priority in the Council's asset management strategy.

16.0 People Impact Assessment (PIA):

- 16.1 The PIA Screening Stage was completed against the protected characteristics. This did not identify any potential or actual negative impact, therefore a full PIA was not required.

17.0 Other Corporate Implications

Community Safety

- 17.1 None

Sustainability

- 17.2 None

Staffing & Trade Union

- 17.3 This project involves the relocation of staff. Whilst in the short term there are no immediate issues, it has been identified that there will be the potential for staff, sitting alongside each other, to be on different terms and conditions. This will be considered and would need to be resolved over the medium to longer term; hence Trade Unions will be fully briefed and consulted on all plans.

Background Documents: None

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City/County Structure and Functions – Asset Management and Property Services

COUNTY Structure (62 FTE + 10 agency)	Generic Functions/Skills	CITY Structure (15FTE +12P/T + 0.7 Agency)
<p>Commissioning Team 11 FTE + 1 Agency</p> <p>Management Team 4 FTE</p> <ul style="list-style-type: none"> ○ Strategic Lead x1 ○ Client Liaison x1 ○ Strategic Estate x1 ○ Strategic Asset x1 <p>Strategic Support 4 FTE</p> <ul style="list-style-type: none"> ○ Estate Management x1 ○ Rural Estate x1 ○ Building x1 ○ Energy x1 <p>Disposals Team 3 FTE + 1 Agency</p> <ul style="list-style-type: none"> ○ Planning Co-ordinator x1 ○ Valuations x1 ○ Disposals x2 	<p style="text-align: center;">Management function</p> <p>Cabinet, LCM, local member and public sector partner liaison. Area based reviews. Asset Management strategy. Media/Communications. Budget and Staff Management.</p> <p style="text-align: center;">Strategic Support function</p> <p>Estate Management of leases/licences/academy conversions. Rural Estate management of tenancies. Building commissioning and maintenance programme and Energy programme.</p> <p style="text-align: center;">Disposals function</p> <p>All disposals activity including valuations, planning co-ordination, liaising with agents re marketing, auctions etc.</p>	<ul style="list-style-type: none"> ○ Management 1FTE Senior Estates Manager x1 ○ Estate Management 2FTE Surveyor/Valuer x2
<p>Delivery Team 39FTE + 5 Agency</p> <p>Delivery Lead 1 FTE</p> <p>Project Team 5 FTE + 2 Agency</p> <ul style="list-style-type: none"> ○ Architect x1 ○ Project Managers x6 <p>Engineering Team 3 FTE + 3 Agency</p> <ul style="list-style-type: none"> ○ Engineering x5 ○ Energy x1 <p>Surveying Team 7 FTE</p> <ul style="list-style-type: none"> ○ Surveying x6 ○ Hazards x1 <p>Grounds/Contract Team 6 FTE</p> <ul style="list-style-type: none"> ○ Contract Managerx1 ○ Contract Monitoring x3 ○ Catering Contract x1 ○ Arboriculture Officer x1 <p>Facilities Team 14 FTE</p> <ul style="list-style-type: none"> ○ Facilities Manager x1 ○ Custodians Team x6 ○ Maintenance Team x6 ○ Car Park Attendant x1 <p>General Office 3FTE</p>	<p style="text-align: center;">Delivery Project Management function</p> <p>Delivery of Capital Programme and externally funded projects.</p> <p style="text-align: center;">Delivery Engineering function</p> <p>Deliver engineering functions across estate, including all mechanical and electrical, corporate compliance, engineering, servicing, also education, BEM's, and TEAM energy usage data.</p> <p style="text-align: center;">Delivery Surveying function</p> <p>Deliver surveying function corporate sites and school sites. Also manage all hazards including asbestos, legionella, radon and fire risk assessments.</p> <p style="text-align: center;">Delivery Grounds & Contract Management function</p> <p style="text-align: center;">Grounds Contract Cleaning Contract Catering Contract and Waste Food £0.5m Tree work across estate.</p> <p style="text-align: center;">Facilities Management function</p> <p>Provision of FM offer across a suite of operational offices, inc Shire Hall and County Offices. Custodian focus on Shire Hall. Maintenance team includes, electrician, carpenter, plumbing, multi-trade functions.</p> <p style="text-align: center;">General Office function</p> <p>General office function inc post.</p>	<ul style="list-style-type: none"> ○ Building 3FTE Senior Building Officer x1 Building Officer x1 Building works - Vacant ○ Engineering 1FTE Streets Engineer x1 (Lighting, public realm, market). ○ Consultant 0.7FTE (Projects delivery) ○ Facilities Team 4FTE Senior Custodian x1 Custodians x3 ○ Cleaners 10 P/T Part-time direct labour ○ Dockside Catering 2 P/T Part-time direct labour
<p>Support Team 12FTE + 4 Agency</p> <ul style="list-style-type: none"> ○ Business Project Team 2FTE + 1 Agency ○ Property Information Team 4FTE + 1 Agency ○ Admin Support Team 6FTE + 2 Agency 	<p style="text-align: center;">Business Project function</p> <p>Provides generic project management services</p> <p style="text-align: center;">Property Information function</p> <p>All terrier related functions</p> <p style="text-align: center;">Admin Support function</p>	<ul style="list-style-type: none"> ○ Property Information 1.4FTE Terrier Officer x1 CAD Officer x1p/t ○ Admin Support 1FTE Support Officer x1
<p style="text-align: center;">Suggest Out of Scope</p>	<p style="text-align: center;">Parking function</p> <p>County has separate parking team, looking after parking administration and enforcement.</p> <p style="text-align: center;">Flood Risk Management Function</p> <p>County has separate flood and drainage team, in its role as Lead Local FRM Authority</p>	<ul style="list-style-type: none"> ○ Parking Team 1.6FTE Services Supervisor x1 Contract supervisor x1 ○ ED City Centre Management ○ FRM Team Drainage Consultant

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