



**Gloucester  
City Council**

**Cabinet**

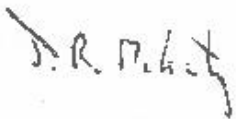
**Meeting: Wednesday, 9th November 2016 at 6.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. James (Leader of the Council and Cabinet Member for Regeneration and Economy) (Chair), Watkins (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 Cook (Cabinet Member for Environment)
<b>Contact:</b>	Atika Tarajiya Democratic Services Officer 01452 396127 atika.tarajiya@gloucester.gov.uk

## AGENDA

<b>1.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  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.
<b>3.</b>	<b>MINUTES (Pages 5 - 8)</b>  To approve as a correct record the minutes of the meeting held on 12 October 2016.
<b>4.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b>  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"> <li>• Matters which are the subject of current or pending legal proceedings, or</li> <li>• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers</li> </ul>
<b>5.</b>	<b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b>  To receive any petitions or deputations provided that no such petition or deputation is in

	<p>relation to:</p> <ul style="list-style-type: none"> <li>• Matters relating to individual Council Officers, or</li> <li>• Matters relating to current or pending legal proceedings</li> </ul>
<b>6.</b>	<p><b>PLAYING PITCH STRATEGY- PROGRESS UPDATE</b> (Pages 9 - 38)</p> <p>To consider the report of the Cabinet Member for Environment concerning an update on the delivery of the Gloucester Playing Pitch Strategy and Artificial Grass Pitch Strategy.</p>
<b>7.</b>	<p><b>FLOOD IMPROVEMENT WORKS UPDATE</b> (Pages 39 - 56)</p> <p>To consider the report of the Cabinet Member for Environment concerning an update on flood alleviation works which have been completed across the City throughout 2015/2016, those that are currently in progress and to outline future proposed works.</p>
<b>8.</b>	<p><b>CHANGES TO CITY LIFE MAGAZINE</b></p> <p>To consider the report of the Cabinet Member for Performance and Resources concerning the review of City Life magazine (report to follow).</p>
<b>9.</b>	<p><b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - REVIEW OF PROCEDURAL GUIDE</b> (Pages 57 - 82)</p> <p>To consider the report of the Head of Paid Service concerning the annual review of the Council's Regulation of Investigatory Powers Act 2000 (RIPA) Procedural Guide.</p>



**Jon McGinty**  
**Managing Director**

**Date of Publication: Tuesday, 1 November 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.

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

### **Recording of meetings**

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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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- 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, 12th October 2016

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

**Others in Attendance**

Anne Brinkhoff  
Jonathan Lund  
Anthony Wilson, Head of Planning  
Pauline Astbury, Committee Clerk

**APOLOGIES** : Cllrs. Watkins, Noakes and Cook

**30. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**31. MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 14 September 2016 be confirmed and signed as a correct record by the Chair.

**32. PUBLIC QUESTION TIME (15 MINUTES)**

There were no public questions.

**33. PETITIONS AND DEPUTATIONS (15 MINUTES)**

There were no petitions or deputations.

**34. RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY TASK AND FINISH GROUP ON EMPLOYMENT AND SKILLS OPPORTUNITIES FOR YOUNG PEOPLE IN GLOUCESTER**

The Chair welcomed Cllr Hampson to present the findings and recommendations of the Task and Finish Group on employment and skills opportunities for young people in Gloucester.

**CABINET**  
**12.10.16**

Councillor Hampson reported that the Task and Finish Group operated between November 2015 and February 2016 to specifically look at employment and skills opportunities for young people in Gloucester. They had hoped to talk directly to young people, but the tight timescales prevented this. Councillor Hampson summarised the report and highlighted some of the main areas considered by the Group as well as drawing particular attention to their conclusions regarding the barriers to young people reaching their potential.

Councillor Norman (Cabinet Member for Performance and Resources) welcomed the work of the Task and Finish Group and its recommendations, particularly noting the potential to work in partnership with the County Council and other interested bodies in the area of careers advice and guidance.

Councillor Organ (Cabinet Member for Housing and Planning) asked whether there was any evidence to support the finding that poor housing was a challenge for young people. He stated that the report was interesting and noted the clear findings.

Councillor Hampson explained that the finding in respect of poor housing being a barrier for young people was anecdotal and agreed that without proper evidence this should be removed from the report.

The Chair thanked the Task and Finish Group for their work and welcomed the findings and recommendations as a helpful prompt for wider issues.

**RESOLVED:**

- (1) That the recommendations of the Overview and Scrutiny Task and Finish Group, as set out in Appendix 2 to this report, be addressed and matters that can be actioned without the need of a further report be implemented at the earliest opportunity and that those recommendations requiring more detailed consideration be the subject of a further report to Cabinet as necessary.

**35. ARMED FORCES COMMUNITY COVENANT UPDATE**

Cabinet considered the report of the Cabinet Member for Communities and Neighbourhoods updating Members on the work done by Gloucester City Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant and to seek ongoing endorsement of such activity.

**RESOLVED:**

- (1) Activities to support current and ex-service personnel as part of the Council's ongoing commitment to the Covenant be endorsed;
- (2) An annual update of achievements against the covenant continues to be received and that this is timetabled into the Cabinet Forward Plan.

**CABINET  
12.10.16**

**36. SHOPFRONTS, SHUTTERS AND SIGNAGE - DESIGN GUIDELINES FOR GLOUCESTER FOR CONSULTATION**

Cabinet considered the report of the Cabinet Member for Housing and Planning seeking approval of the draft design guidelines for Shopfronts, Shutters and Signage for a period of public consultation.

Councillor Norman (Cabinet Member for Housing and Planning) endorsed the report and stated that it would be welcomed by local businesses and would help improve the aesthetic of the City. He requested that the consultation document be simple and easy to understand. The Head of Planning confirmed that a summary guidance leaflet would be sent out.

The Chair noted that the updated Design Guidelines struck an appropriate balance between conservation and advice for local businesses.

**RESOLVED:**

- (1) That the Shopfronts, Shutters and Signage – Design Guidelines for Gloucester, be approved for a 6 week period of public consultation.

**Time of commencement: 6.00 pm**

**Time of conclusion: 6.32 pm**

**Chair**

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# Gloucester City Council

<b>Meeting:</b>	Overview and Scrutiny Cabinet	Date: 31 October 2016 9 November 2016
<b>Subject:</b>	Gloucester Playing Pitch Strategy – Delivery Update	
<b>Report Of:</b>	Cabinet Member for Environment	
<b>Wards Affected:</b>	All	
<b>Key Decision:</b>	No	Budget/Policy Framework: No
<b>Contact Officer:</b>	David Pritchett, Neighbourhood Manager david.pritchett@gloucester.gov.uk	39-6785
	Adam Gooch, Principal Planning Officer adam.gooch@gloucester.gov.uk / 01452	39-6863
<b>Appendices:</b>	1. Action Plan Update (September 2016) 2. Draft priority list for playing fields and ancillary facility improvements	

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 Following the adoption of the Gloucester Playing Pitch Strategy and Artificial Grass Pitch Strategy by Council in January 2016, this report provides Members with an update on their delivery.

### 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 progress that has been made in delivering the Gloucester Playing Pitch Strategy and Artificial Grass Pitch Strategy as set out in this report and at Appendix 1 – Action Plan Update (September 2016) be noted; and
  - (2) The draft priority list for playing fields and ancillary facility improvements as set out at Appendix 2 be endorsed.

### 3.0 Background and Key Issues

- 3.1 The City Council adopted the Gloucester Playing Pitch Strategy (PPS) and an associated Artificial Grass Pitch Strategy (AGPS) in January 2016. The PPS provides the framework for the Council, its partners, key stakeholders, clubs, schools and the community can work together in making improvements to playing pitches and ancillary facilities.

- 3.2 At the Council meeting, Members also agreed to the creation of a 'Delivery Group' for a period of three years. The purpose of the Delivery Group is to monitor, evaluate and review the delivery of PPS, related Action Plan, and AGPS, with officers reporting back to Cabinet on at least an annual basis.
- 3.2 The Delivery Group has representation from the National Governing Bodies (NGBs) for each of the main sports played in the City, Sport England, Active Gloucestershire and officers from the Planning Policy and Heritage Team, Neighbourhood Management Service and Asset Management.
- 3.3 The group meets on a six-monthly basis and has now met twice. The purpose of this report is to update Members on progress that has been made in delivering the PPS and AGPS and to seek agreement from Cabinet on a priorities list to guide how investment is made to playing fields and ancillary facilities.
- 3.4 The aims and strategic recommendations of the PPS are:

***AIM 1 – To protect the existing supply of sports pitches for meeting current and future needs.***

*To achieve this aims, the PPS makes the following strategic recommendations:*

- a) Protect sports facilities through planning policy;*
- b) Secure tenure and access to sites for high quality, development minded clubs, through a range of solutions and partnership agreements; and*
- c) Maximise community use of outdoor sports facilities where there is a need to do so.*

***AIM2 – To enhance outdoor sports facilities through improving quality and management of sites.***

*To achieve this, the PPS makes the following strategic recommendations:*

- a) Improve quality;*
- b) Adopt a tiered approach (hierarchy of provision) for the management and improvement of sites; and*
- c) Work in partnership with stakeholders to secure funding.*

***AIM 3 – To provide new outdoor sports facilities where there is a current or future demand to do so.***

*To achieve this, the PPS makes the following strategic recommendations:*

- a) Secure planning gain for playing pitches from housing growth;*
- b) Rectify quantitative shortfalls in current pitch stock; and*
- c) Identify opportunities to add to the overall stock to accommodate both current and future demand.*

- 3.5 Since the PPS and AGPS were adopted the following projects or tasks have been completed or are being implemented by the Delivery Group. They are a direct result of having in place an adopted PPS and AGPS:
- a) A range of improvements have been made to priority sites by the NGBs and / or sports clubs. In some cases this has included a visit from a specialist FA / RFU

'Pitch Improvement Advisor'; this tends to be where the NGB funds the assessment and improvement measures in the first year, with a commitment from the club for the two following years. Improvements works undertaken to pitches so far include top-dressing, verti-draining and over-seeding. Sites that have benefitted are Gala Wilton, Gordon League RFC, Hucclecote Playing Fields, Saw Mills End Playing Field, Longlevens Recreation Ground and Waterwells Sports Centre. A full summary of improvements made is provided at Appendix 1 to this report – Action Plan Update (September 2016).

- b) Improvements have also been made direct by the City Council. Again this includes verti-draining and over-seeding, as well as the application for fertiliser. Sites that have benefitted are Longlevens Recreation Ground, Elmbridge Park (Windfall Way) and Kingsway Sports Fields (working with Quedgeley Parish Council). The Council has also implemented new football posts at Hempsted Recreation Ground and removed poor quality rugby posts from Saintbridge Recreation Ground. Pitches at Randwick Park have been reconfigured (two 9 v 9 pitches rather one adult pitch) to better reflect the needs of the club.
- c) The FA, RFU and ECB have offered training courses for grounds men and women of Gloucester sports clubs to enable improved skills for maintaining and improving playing fields in the City and will continue to do in the future.
- d) The Delivery Group, drawing on the expertise of Cllr David Norman in this field, are currently planning a stakeholder workshop with schools in the City, to be held before the end of the year. The aim of the workshop is to identify opportunities for increased community use and funding for sports facilities at education sites in the City. The City Council is helping to facilitate this process moving forward.
- e) The adopted PPS and AGPS now form a key material consideration of planning decisions, providing the necessary framework and evidence to inform the assessment of applications. For example:
  - The University of Gloucestershire's recent planning application at the Oxstalls Campus involved the development of new sporting facilities, a business school and student accommodation; but would also lead to the loss of some existing sports facilities on site. The PPS and AGPS provided the necessary evidence and framework to justify the extent of the proposal and ensure that none of the affected sports would experience of loss of playing pitches / facilities during the construction phase of the proposal or upon completion. Overall, once complete, the proposal will provide significant enhancements to sports facilities in the City, through the provision of two '3G' pitches, of which there are currently none in the City, as well as a new sports hall and improvements to the quality of existing pitches at Oxstalls Sports Park.
  - There have been other planning applications where the PPS has been important in either protecting from the loss of playing fields (such as the recent residential consent at the former Bishops College) or been used to ensure that adequate sports pitches and facilities are provided, either onsite and/or, where appropriate, through alternative off-site financial contributions (for example the recent application for residential development at Winnycroft Farm).
- f) Both strategies now form a very important part of the evidence to inform and justify planning policies in both the Joint Core Strategy and Gloucester City Plan. Once adopted these policies can be given significant weight in decision making, unless there are 'material considerations' that outweigh them.

- g) The City Council and Active Gloucestershire have provided funding and are working in partnership to support the delivery of the 'Blackbridge Sports Hub', exploring surface options at 'The Glebe' in Tredworth and in assisting Gloucester City FC's return to Meadow Park.
- h) Officers continue to work with the NGBs to identify priority clubs that would benefit from increased security of tenure on pitches that are in City Council ownership. This will enable those clubs to bid for funds for the improvement of pitches and/or facilities direct from the NGBs or Sport England. Whilst in the early stages, opportunities are currently being explored with Tuffley Rovers for changing rooms at The Lannett.
- i) Gloucester City FC has submitted funding bid to the FA's Football Stadium Improvement Fund (FSIF) to assist towards the implementation of the new stadium, which has recently been granted planning permission.

### **Next steps**

- 3.6 A number of the workstreams identified above are ongoing and the Delivery Group will continue to work together in delivering these.
- 3.7 To assist further within the implementation of the PPS and AGPS, officers have prepared a draft priority list for playing fields and ancillary facility improvements – see Appendix 2. The list has been prepared in the context of the improvement measures and priorities identified in the PPS Action Plan.
- 3.8 The list is intended to set the priorities for how the Council will invest money, arising through S106, the Community Infrastructure Levy (once adopted) and other funding sources, in improving / providing playing pitches and sports facilities. Projects are identified within cost thresholds of less than £10k, £10k-£50k, £50k-£250k and £250k plus. The allocation of funding will be taken forward by officers, working with the Delivery Group and will consider all possible funding streams to take forward projects, which could include for example match funding from the NGBs.
- 3.9 Officers seek agreement from Cabinet on this list, which will be reviewed and updated at subsequent Cabinet meetings.

### **4.0 Asset Based Community Development (ABCD) Considerations**

- 4.1 The PPS provides the framework for the Council, its partners, key stakeholders, clubs and the community to work together in making towards improvements to playing pitches. The preceding section of this report sets positive ways this is already happening and will continue to take place in the immediate future.

### **5.0 Alternative Options Considered**

- 5.1 None – this report provides an update to Members on the delivery of the delivery of the PPS.

### **6.0 Reasons for Recommendations**

- 6.1 As agreed by Council in January 2016, officers will report to Cabinet at least on an annual basis, progress in relation to the delivery of the PPS and AGPS. This is the first of the delivery updates.

## **7.0 Future Work and Conclusions**

- 7.1 The Delivery Group will continue meet on a six-monthly basis to monitor, evaluate and review the delivery of PPS and related action plan until January 2019. The first interim review of the PPS is due to take place in spring 2017; this is a critical element of keeping the PPS robust and up-to-date.

## **8.0 Financial Implications**

- 8.1 There are various financial implications for the City Council associated with the delivery of the PPS and AGPS. These include for example the cost of improving the quality of pitches in City Council ownership and officer time in investigating / implementing alternative tenure arrangements for clubs in order that they can apply for funds from NGBs.
- 8.2 However to date the majority of improvements have occurred at no cost, or very little cost to the City Council, being implemented directly by the NGBs and / or clubs as a direct result of the adoption of the PPS and AGPS. Efforts are being made by the Delivery Group to improve the security of tenure for priority clubs so that external funding bids can be made, for example to the relevant NGB. In addition, courses for grounds men and women, facilitated by the NGBs, will have a direct impact in improving the quality of playing field sites and at no cost to the City Council.
- 8.3 Appendix 2 of this report sets out a range of possible playing pitch and sports facility improvement projects, to guide investment priorities of the City Council from S106, Community Infrastructure Levy (once adopted) and any other funding sources.

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

## **9.0 Legal Implications**

- 9.1 There are various legal implications for the City Council associated with the delivery of the PPS and AGPS. The City Council is already working with the NGBs to identify opportunities for increased security of tenure for priority clubs. There is also the potential for 'Community Asset Transfer' – although there are no such cases being progressed at the time of writing.
- 9.2 Now that the PPS and AGPS have been adopted they are important material considerations in the determination of planning applications and as evidence supporting the emerging Local Plan.

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

## **10.0 Risk & Opportunity Management Implications**

10.1 A risk register was completed at the time of taking the PPS and AGPS to Council for adoptions and remains valid. The main risks are around the failure to deliver the strategies. However, as evidenced above, officers and the Delivery Group are working collectively to ensure delivery.

#### **11.0 People Impact Assessment (PIA):**

11.1 A PIA 'Screening' has been undertaken and shows that the delivery of the PPS would not affect a particular group any differently to any other. A full PIA is not therefore required.

#### **12.0 Other Corporate Implications**

##### Community Safety

12.1 N/A

##### Sustainability

12.2 The delivery of the PPS and AGPS will have a positive effect on sustainability in Gloucester, providing a framework for the protection, enhancement and provision on playing pitches in the City over the next ten years. It will also set a good foundation for the ongoing consideration of playing pitches through future updates to the strategies.

##### Staffing & Trade Union

12.3 Not applicable

**Background Documents:** None

# GLOUCESTER PLAYING PITCH STRATEGY

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## PART 5: ACTION PLAN

### Introduction

The site-by-site action plan list seeks to address key issues identified in the accompanying Assessment Report. It provides recommendations based on current levels of usage, quality and future demand, as well as the potential of each site for enhancement.

It should be reviewed in the light of staff and financial resources in order to prioritise support for strategically significant provision and provision that other providers are less likely to make. Recommendation e below explains the hierarchy of priorities on the list. It is imperative that action plans for priority projects should be developed through the implementation of the strategy.

The Council should make it a high priority to work with NGBs and other partners to comprise a priority list of actions based on local priorities, NGB priorities and available funding.

### **Recommendation e - Adopt a tiered hierarchy of provision to help prioritise investment and improvement of sites**

To allow for facility developments to be prioritised and programmed within a phased approach a tiered model to for the improvement of playing pitch sites and associated facilities is useful.

The identification of sites is based on their strategic importance in a City-wide context i.e. they accommodate the majority of demand or the recommended action has the greatest impact on addressing shortfalls identified either on a sport by sport basis or across the City as a whole.

#### *Gloucester's tiered site criteria*

Hub sites	Key centres	Local sites	Reserve sites
Strategically located. Priority sites for NGB.	Strategically located within the analysis area.	Serves the local community. Likely to include education sites.	Serves the local community.
Accommodates three or more good quality grass pitches. Including provision of at least one AGP.	Accommodates two or more good quality grass pitches.	Accommodates more than one pitch.	Likely to be single-pitch site.
Single or multi-sport provision. Could also operate as a central venue.	Single or multi-sport provision. Could also operate as a central venue.	Single or multi-sport provision.	Supports informal usage and/ or training etc.
Maintenance regime aligns with NGB guidelines.	Maintenance regime aligns with NGB guidelines.	Standard maintenance regime either by the club or in house maintenance contract.	Basic level of maintenance i.e. grass cutting and line marking as required.
Good quality ancillary facility on site, with sufficient changing rooms and car parking to serve the number of pitches.	Good quality ancillary facility on site, with sufficient changing rooms and car parking to serve the number of pitches.	Appropriate access changing to accommodate both senior and junior use concurrently (if required).	No requirement for access changing to accommodation.

# GLOUCESTER

## PLAYING PITCH STRATEGY

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**Hub sites** are of City wide importance where users are willing to travel to access the range and high quality of facilities offered and are likely to be multi sport. These have been identified on the basis of high impact on addressing the issues identified in the assessment.

The financial, social and sporting benefits which can be achieved through development of strategic sites (also known as hub sites) are significant. Sport England provides further guidance on the development of community sports hubs at:

[http://www.sportengland.org/facilities\\_planning/planning\\_tools\\_and\\_guidance/sports\\_hubs.aspx](http://www.sportengland.org/facilities_planning/planning_tools_and_guidance/sports_hubs.aspx)

For hub sites, NGB financial modelling suggests that multi 3G pitch sites are more sustainable in the longer term. However, the only existing site which is likely to be able to accommodate a double 3G pitch site is Plock Court/ University of Gloucester.

**Key centres** although these sites are more community focused, some are still likely to service a wider analysis area (or slightly wider). However, there may be more of a focus on a specific sport i.e. a dedicated site.

It is considered that some financial investment will be necessary to improve the ancillary facilities at both Hub sites and Key Centres to complement the pitches in terms of access, flexibility (i.e. single-sex changing if necessary), quality and that they meet the rules and regulations of local competitions.

**Local sites** refer to those sites which are generally one and two pitch sites and may be Council owned hired to clubs for a season or are sites which have been leased on a long-term basis. However, they are also likely to be private club sites serving one particular sport.

The level of priority attached to them for Council-generated investment may be relatively low and consideration should be given, on a site-by-site basis, to the feasibility of a club taking a long-term lease on the site (if not already present), in order that external funding can be sought.

It is possible that sites could be included in this tier which are not currently hired or leased to a club, but have the potential to be leased to a suitable club. NGBs would expect the facility to be transferred in an adequate condition that the club can maintain. In the longer term, the Club should be in a position to source external funding to improve/extend the facilities.

**Reserve sites** could be used as overspill for neighbouring sites and/or for summer matches/competitions, training or informal play. They are most likely to be single-pitch sites with no ancillary facilities.

### Management and development

The following issues should be considered when undertaking sports related site development or enhancement:

- ◀ Financial viability.
- ◀ Security of tenure.
- ◀ Planning permission requirements and any foreseen difficulties in securing permission.
- ◀ Adequacy of existing finances to maintain existing sites.
- ◀ Business Plan/Masterplan – including financial package for creation of new provision where need has been identified.
- ◀ Analysis of the possibility of shared site management opportunities.



# GLOUCESTER PLAYING PITCH STRATEGY

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- ◀ The availability of opportunities to lease sites to external organisations.
- ◀ Options to assist community groups to gain funding to enhance existing provision.
- ◀ Negotiation with landowners to increase access to private strategic sites.
- ◀ Availability of funding for hub site development.
- ◀ Impact on all sports that use a site regardless of the sport that is the subject of enhancements.

## **Action plan**

### **Partners**

The column indicating Partners refers to the main organisation that the Council will liaise with in helping to deliver the actions. The next stage in the development of the action plan will be to agree a Lead Partner to help deliver the actions.

### **Priority level**

In addition to determining where the site sits within the tiered hierarchy of provision, the level of priority should be determined. For example, a Hub Site is likely to have a high priority attached unless for example it is already established and therefore may have a low priority. A local private cricket or rugby club could have anything from high priority to low priority attached to it depending on a number of factors such as NGB priority and the impact the recommendation will have on addressing shortfalls/issues identified.

**High** priority sites have City wide importance and have been identified on the basis of the impact that the site will have on addressing the key issues identified in the assessment.

**Medium** priority and have analysis area importance and have been identified on the basis of the impact that the site will have on addressing the issues identified in the assessment.

**Low** priority sites have been identified on a site by site basis as issues appertaining to individual sites but that may also contribute to addressing the issues identified in the assessment.

### **Costs**

The strategic actions have also been ranked as low, medium or high based on cost. The brackets in which these sit are:

(L) -Low - less than £50k; (M) -Medium - £50k-£250k; (H) -High £250k and above. These are based on Sport England's estimated facility costs which can be found at [www.sportengland.org/media/198443/facility-costs-4q13.pdf](http://www.sportengland.org/media/198443/facility-costs-4q13.pdf)

### **Timescales**

The action plan has been created to be delivered over a ten year period. The information within the Assessment Report, Strategy and Action Plan will require updating as developments occur. The timescales relate to delivery times and are not priority based.

**Timescales: (S) -Short (1-2 years); (M) - Medium (3-5 years); (L) - Long (6+ years).**

### **Aim**

Each action seeks to meet at least one of the three aims of the Strategy; **Enhance, Provide, Protect.**

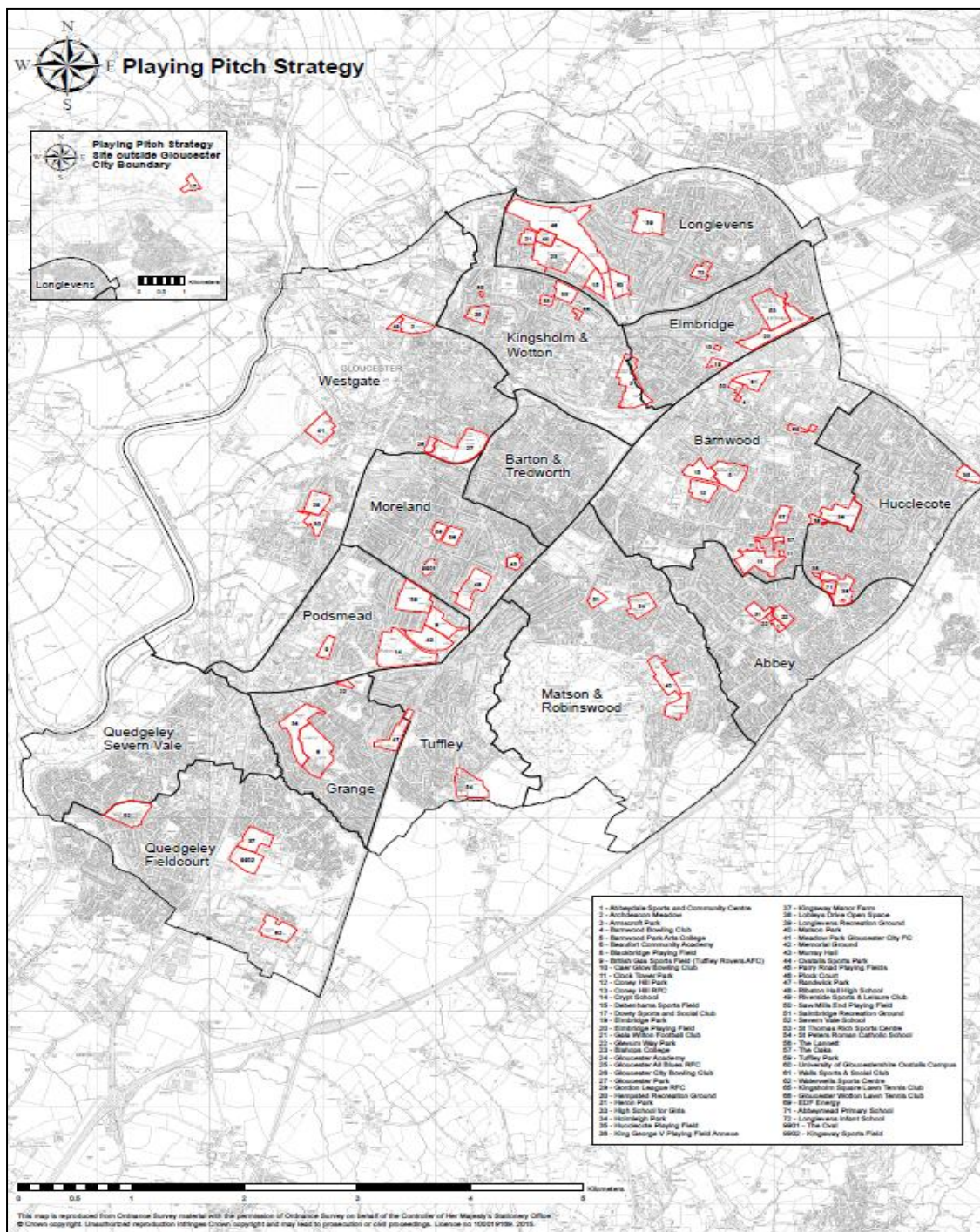
# GLOUCESTER PLAYING PITCH STRATEGY

## Site ID

Please note that although allocated Site ID numbers most often run in chronological order there are instances where numbers are missing. This is due to where pitches/sites are now no longer used or have been removed due to duplication.

Please also refer to Appendix Six for sport by sport maps of provision which are taken from the Assessment Report.

Figure 1: Site map



## GLOUCESTER PLAYING PITCH STRATEGY

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Hierarchy tier (priority)	Timescales <sup>1</sup>	Cost <sup>2</sup>	Aim	September 2016 Update
1	Abbeydale Sports and Community Centre	AGP	Community	One standard quality small sized AGP used by all Abbeymead Rovers FC teams and Gloucestershire College for training.	Ensure sufficient access for club training whilst maximising usage at weekends and through commercial lets.	Club FA	Local (low)	L	-	Protect	No change.
2	Archdeacon Meadow	Cricket	School	Three standard quality squares with 10, eight and four wickets respectively. The King's School offsite sporting venue used solely for school sport and therefore unavailable for community use. Spare capacity of 80 matches.	Explore potential for future community use and ascertain current barriers to use. Continue to develop cricket within the school and maximise use through PE and school fixtures.	Council ECB	Local (low)	M	L	Protect Enhance	No change.
		Rugby union		Four standard quality pitches which are marked over the cricket outfield. Used heavily by the school for school matches on Saturday, midweek training and curricular PE. Site is subsequently overplayed by 1.5 match sessions per week.	In the short term look to transfer training use from match pitches in order to reduce the level of overplay. In the longer term seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available.	Council RFU		S-M	L-M		
3	Armscroft Park (Gloucester Old Boys RFC)	Rugby union	Sports Club	Two poor quality council pitches managed by AMEY and used by Gloucester Old Boys RFC. Spare capacity of one match sessions per week available at peak time.	Improve pitch quality and seek options to maximise use to accommodate future demand.	Council RFU	Local (medium)	M	M	Protect Enhance	No change.
4	Barnwood Bowling Club	Bowls	Sports Club	Good quality flat green which serves 82 members and is therefore overplayed. Club recently received funding to improve surrounding access areas.	Continue to sustain standard of maintenance in order to protect green quality. Consider use of additional suitable greens in order to alleviate some overuse.	Club	Local (low)	L	L	Protect Provide	No change.
5	Barnwood Park Arts College (Coney Hill RFC)	Football	School	One youth 11v11 and two 9v9 pitches, all assessed as poor quality and unavailable for community use. All are overplayed as a result of curriculum use and school fixtures.	Improve pitch quality through an increase in maintenance investment in order to increase capacity available and potential future community use.	Council FA	Key centre (medium)	M	L	Protect Enhance	No change.  Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		Cricket		Good quality six wicket square cut and used by Arcadians Nine Elms CC. Outfield quality significantly poorer, very undulating and uneven. Sublet from Coney Hill RFC which rents from the school, also providing changing facilities. Capacity for a further seven matches per season.	Look to establish long-term security of tenure for the Club. Alternatively, investigate other potential sites which may offer greater security if required. Improve outfield quality and in the longer term consider adding additional wickets if demand increases.	Council ECB		S-M	M		
		Rugby union		One poor quality senior pitch used by Coney Hill RFC first team. Limited curricular use and school fixtures. Overplayed by 0.5 match sessions per week.	Improve pitch quality in order to increase capacity for school and community use.	Council RFU		M	M		
		Tennis		Six poor quality tarmac courts also overmarked for netball. Not available for community use and not floodlit.	Look to make improvements where possible, including re-lining.	Council LTA		L	L-M		

<sup>1</sup> Timescales: (S) -Short (1-2 years); (M) - Medium (3-5 years); (L) - Long (6+ years)

<sup>2</sup> (L) -Low - less than £50k; (M) -Medium - £50k-£250k; (H) -High £250k and above



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6	Beaufort Community School	Football	School	Two adult and two youth 11v11 pitches, all assessed as poor quality. Community use by Tuffley Rovers FC adult and youth teams and Barton Rovers FC. All pitches are overplayed through a combination of school use and consistent club use.	Improve pitch quality through an increase in maintenance investment in order to address overplay and build future capacity for community and school use.	Council FA	Key centre (medium)	S-M	L	Protect Enhance	No change.  Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		Cricket		One good quality non-turf wicket, unavailable for community use.	Explore options for future community use if demand in the Area increases. Consider potential use for informal or midweek cricket if required.	Council ECB		M-L	L		
		Rugby union		One rugby union pitch and two football pitches marked for rugby union until January. Available for community use but currently only used by school. All three pitches overplayed due to a significant amount of school use.	Improve pitch quality to increase capacity available and potential future community use.	Council RFU		M	M		
		Tennis		Three standard quality tarmac courts with floodlighting. Available to hire but currently unused.	Seek options to maximise use to accommodate future community demand for use by clubs or potential for creation of a satellite club.	Council LTA		M	L		
8	Blackbridge Playing Field	Football	County Council/ Council	One poor quality youth 9v9 pitch used by Tuffley Rovers FC. Spare capacity of 0.5 match sessions available at peak time. The site is part of community led proposals, supported by the City and County Councils, to form a sporting hub venue incorporating the existing running track.	Improve pitch quality and maximise use. Determine potential for the creation of a hub venue to serve the south of the City including options for 3G pitch provision and additional grass pitches. Potential site for FA Pitch Improvement Programme.	County Council FA RFU	Hub (medium)	M	H	Protect Provide Enhance	City Council priority site. Funding allocated to commission external support in preparing feasibility studies and community consultation looking at potential improvement / development as a sports hub, along with other adjacent sites.
9	British Gas Sports Field (Tuffley Rovers AFC)	Football	Sports Club	Standard quality adult pitch home to Tuffley Rovers FC. Less than three years tenure remaining on the lease from National Grid. Club recently received in excess of £43,000 from Sport England Protecting Playing Fields to help towards securing future tenure.	Support the Club in negotiations to secure long term tenure of the site, either through lease or by purchase of the land. Also help the Club in further development of the site and progression towards Step 5 football.	Club FA	Local (high)	S-M	M-H	Protect Enhance	Club has now purchased the sports ground and is no longer at risk.  Football Stadium Improvement Fund grant towards new spectators area; jointly funded by the FA and the club.
10	Caer Glow Bowling Club	Bowls	Sports Club	Good quality flat green also used by Co-op BC. Club has in excess of 50 members and the green is likely to be overplayed taking into contention additional use from Co-op BC.	Continue to sustain standard of maintenance in order to protect green quality. Consider use of additional suitable greens in order to alleviate some overuse.	Club	Local (low)	M	L	Protect	No change.
11	Clock Tower Park	Football	Council	Standard quality adult pitch used by Abbeymead Rovers FC U13s teams. 0.5 match sessions available at peak time.	Seek to make improvements to maintenance in order to better pitch quality. Could accommodate usage from overplayed sites.	Council FA	Local (low)	M	L	Protect Enhance	No change.
		Tennis		Two poor quality tarmac courts without floodlighting. No recorded use beyond likely casual play. Metal nets render the site unsuitable for club use.	Look to make improvements to quality where possible, including resurfacing and re-lining. Ensure accessibility for social play and maximise use through community participation events where possible.	Council LTA		M	L		
12	Coney Hill Park	Football	Council	Poor quality adult pitch used by three single adult teams including some training. Changing facilities provided at Coney Hill RFC. Overplayed by 1.5 match sessions.	In the short term transfer training from match pitches in order to alleviate overplay. In the longer term improve pitch quality or	Council FA	Local/ Reserve (low)	S-M	L-M	Enhance	No change.

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					seek options to relocate pitch on another site and retain this site as strategic reserve.						
13	Coney Hill RFC	Rugby union	Sports Club	Two poor quality senior pitches, one used for both senior and junior matches and subsequently overplayed by 4.5 match sessions. The other pitch is unused other than to accommodate matches for infrequent club teams such as Vets and therefore has 0.5 match sessions available at peak time.	Seek to make improvements to maintenance in order to better pitch quality to help address overplay. Make greater use of the unused pitch onsite in order to distribute play. Seek options for floodlighting. Support the club in determining potential for asset transfer or negotiation of a longer term lease.	Club RFU Council County Council	Local (high)	S	L	Protect Enhance	No change.
14 Page 21	Crypt School	Football	School	Three good quality pitches unavailable for community use, of adult, youth 11v11 and 9v9 sizes. Adult pitch overplayed by one match session and both youth pitches to capacity due to curricular use and school fixtures.	Retain for school use and ensure maintenance is sufficient enough to maintain quality.	Council FA	Local (medium)	L	L	Protect Enhance	No change.  This site being considered as part of a wider package of opportunities along with Blackbridge sports ground.  Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.  Autumn renovation being undertaken by the Gloucestershire Cricket Board.
		Cricket		Good quality square with five wickets, used by four school teams and AIW CC midweek and at weekends. Overplayed by 25 matches per season. Poor pavilion and changing facilities.	Work to improve pavilion facilities to provide changing provision which adheres to league requirements. Consider additional wickets to address overplay.	Council ECB		M	H		
		Rugby union		Three poor quality senior pitches unavailable for community use to protect quality given substantial school use.	Improve pitch quality and seek options to establish community use in the future. Potential partnership could be established with local club.	Council RFU		M	M		
		Tennis		Two standard quality tarmac courts, unavailable for community use due to the lack of floodlighting.	Continue to develop tennis and maximise use by the school. If demand increases, seek options for floodlighting and establish community use.	Council LTA		L	M		
15	Debenham's Sports Field	Football	University	Site recently purchased by University of Gloucestershire, previously including one cricket square and overmarked adult football pitch. Disused and untended for last two years.	Continue to work with the University to establish best options for provision of pitches. Good quality cricket pitch to be re provided to meet shortfalls in quality in the City. Provision of 3G pitch at Plock Court satisfies re provision of grass football.	University FA ECB	-	S-M	H	Provide	Site subject to outline planning permission as part of the University's proposal to develop a business school and significantly enhanced sports offer at Oxstall's campus. Some playing field land has been lost but mitigated with reconfigured pitch provision qualitative improvements. Application supported by Sport England.
		Cricket									
17	Dowty Sport & Social Club	Football	Sports Club	Six good quality adult pitches used mostly by FC Lakeside amongst other teams. One mini 5v5 and one two 7v7 pitches all of good quality with no recorded play from Gloucester teams. All pitches show available match sessions however anecdotal evidence suggests they are played to capacity by additional clubs from neighbouring authorities.	Support use of the site for Gloucester based teams and residents given close proximity to the City.	Sports Club FA LTA	Key centre (medium)	L	L	Protect	Outside of the City Council's area. No change.
		Bowls		One good quality flat green which serves circa 51 members. Likely capacity for some additional play.							

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		Tennis		Two good quality courts without floodlighting used by Dowty TC.							
19	Elmbridge Park (Windfall Way Open Space)	Football	Council	One poor quality adult pitch played to capacity by Gloucester Elmleaze FC and Abbeymead Rovers youth.	Improve pitch quality or seek options to relocate pitch on another site and retain this site as strategic reserve.	Council FA	Local/ Reserve (low)	S-M	L-M	Enhance	GCC funded improvements to football pitch including verti draining, application of selective herbicide, overseeding, fertilising and top dressing with pitch drag matting and brushing.
20	Sandyleaze Open Space (Elmbridge Playing Field) (Old Richians RFC)	Football	Sports Club	Poor quality adult pitch played to capacity by Old Richians FC.	Improve pitch quality through an increase in maintenance investment in order to build strategic reserve/future capacity.	Club FA	Key centre (medium)	M	L	Protect Enhance	No change.
		Rugby union		Two poor quality senior pitches used by Old Richians RFC for senior and junior matches and weekend training. Overplayed by 3.25 match sessions given added use by Sir Thomas Rich's School for Saturday morning fixtures. One mini pitch with spare capacity as much mini play takes place on the neighbouring school pitches.	Make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available. In the short term look to transfer training use from match pitches in order to reduce the level of overplay. Consider the mini pitch to be converted into a floodlit training area.	Club RFU		S-M	L-M		
21	Gala Wilton Football Club	Football	Sports Club	One poor quality adult pitch overplayed by 0.5 match sessions. Lease on the site has expired and the Club hopes to negotiate a long term lease with the Council for both the pitch and clubhouse building. The Club has desires to install floodlighting in order to meet Step 6 criteria and has planning permission to do so.	Although the grant can only be applied for when promotion is gained, support the Club in negotiating a long term lease on the site so that it may in the future apply for grant funding for floodlighting. Seek to improve pitch quality through greater maintenance to eliminate overplay.	Council Club FA	Local (medium)	S	M	Protect Enhance	Visit undertaken by FA Pitch Improvement Advisor (PIA) and a request has been made by the club for more information on the cost of purchasing new equipment.  Follow up visit from FA PIA scheduled for October 2016.  Tenure arrangements being discussed with the City Council.
22	Glevum Way Park	Football	Council	One standard quality adult pitch with one match session available at peak time. One mini 7v7 pitch with no spare capacity at peak time and two mini 5v5 pitches which are currently unused. Site used by Abbeymead Rovers FC junior and girls sections.	Improve pitch quality and seek to make greater use of available capacity and unused pitches to address current shortfalls – potential to convert to youth/adult pitch.	Council FA	Local (medium)	S	L-M	Protect Provide	No change.
23	Bishop's College (Old Centralians RFC)	Football	County Council Aspire	Two good quality pitches used by teams playing both Saturday and Sunday. 0.5 match sessions available at peak time.	Multi NGB approach to be taken regarding intentions for potential future development of the site, including impacts on the adjacent Plock Court which operates synergistically alongside Bishop's College, as well as the associated development of Debenhams Sports Field. Ensure no loss of provision for any resident sport and agree upon optimal pitch configuration should development go ahead.	Aspire University Council FA ECB RFU RFL	Key centre (medium)	S-M	M-H	Protect Enhance	Outline planning permission now granted for the demolition and redevelopment of the school for housing. A small amount of existing playing field land will be lost to development but the existing two grass pitches will be retained but in a reoriented position.  Outside of the planning application, some of the existing playing field land has been transferred to the City Council to facilitate the University of Gloucestershire's proposed business school and significantly
		Cricket		One non-turf wicket of poor quality and not suitable for use.							
		Rugby union Rugby league		Two poor quality senior pitches, one of which is floodlit and also used throughout the summer by Gloucestershire Warriors RLFC. Used by Old Centralians RFC for matches and by other clubs for floodlit training. Intended location for proposed 3G developments.							

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Page 23	24	Gloucester Academy (Old Centralians RFC)	Football	School	Standard quality adult pitch used by the school and a number of community adult teams. Overplayed by 1.5 match sessions taking into account all use.	Seek to make improvements to maintenance in order to better pitch quality, both for use and to reduce level of overplay. Site for FA Pitch Improvement Programme.	Council FA	Key centre (high)	S	L	Protect Enhance Provide	enhanced sporting offer. No change. Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
			Cricket		Standard quality square with five wickets, as well as one non-turf wicket. Outfield area is too small and therefore not suitable for senior cricket. Currently only used by junior school teams.	Continue to develop cricket at the school and link with local clubs. Determine the potential for community use by junior club teams where suitable and if demand exists in the future.	Council ECB		L	L		
			Rugby union		One poor quality senior pitch used by both the school and by Old Centralians RFC. The Club plays in the national leagues and is frustrated that the pitch is usually in unplayable condition from November and February. Club and school are keen to convert the pitch to a World Reg 22 AGP.	Investigate potential for installation of a functioning drainage system. Coupled with that improve maintenance, particularly to enable greater drainage of water. Explore longer term aspirations of a World Rugby compliant 3G AGP should there be no other viable drainage solution.	Council Club RFU		S	M		
			Tennis		Three poor quality tarmac courts with floodlighting though unavailable for community use.	Look to make improvements to quality where possible, including resurfacing/re-lining and investigate potential future demand for community use.	Council LTA		L	M		
	25	Gloucester All Blues RFC (Alney Island)	Rugby union	Sports Club	Council owned site with no long term lease. Two poor quality senior pitches which for several years were unusable due to flooding from the nearby river. Training on pitches using mobile floodlights. Club to return to play here for 2015/16 season though pitches are overplayed by 1.5 match sessions. Unused mini pitch also marked as the Club tries to begin a junior section.	Support the Club in starting and developing a junior section and further growth. Seek to make improvements to maintenance in order to better pitch quality, both for use and to reduce level of overplay. Look to transfer training use from match pitches to alleviate overplay and upgrade floodlighting as appropriate.	Club RFU Council	Local (medium)	M	M-H	Protect Enhance	No change.
	26	Gloucester City Bowling Club	Bowls	Sports Club	Two good quality flat greens, one of which is an artificial surface shared with Gloucester Spa BC which is also onsite. Clubhouse is also shared between the two clubs.	Continue to sustain standard of maintenance in order to protect green quality. Maintain inter-club relationship to ensure the site remains a high activity area for bowls.	Clubs	Local (medium)	L	L	Protect	No change.
	27	Gloucester Park	Football	Sports Club	Good quality adult pitch marked onto the cricket outfield, used by Tredworth Tigers FC adult team. Spare capacity of 2.5 match sessions, of which 0.5 are available at peak time.	Uphold standards of maintenance to ensure pitch quality remains good, whilst managing use between football and cricket seasons to avoid fixture clashes.	Club FA	Key centre (low)	L	L	Protect	Cricket club recently lost their groundsman – GCB to monitor pitch quality.
Cricket				Standard quality square with 10 wickets, played to capacity by Gloucester City Winget CC, therefore no capacity for additional play. Lack of car parking provision.	Sustain and further improve quality of maintenance in order to ensure square quality is able to sustain play up to capacity. In the longer term, seek to resolve issues regarding lack of parking space and access to off road parking onsite.	Club ECB	M		M			
Bowls				Good quality flat green used by Gloucester Spa BC. Clubhouse is also shared between the two clubs.	Continue to sustain standard of maintenance in order to protect green quality. Maintain inter-club relationship to ensure the site remains a high activity area for bowls.	Clubs	L		L			



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29	Gordon League RFC	Rugby union	Sports Club	Two poor quality senior pitches used by senior club teams and Gloucestershire College for matches. One match session available at senior peak time. One further poor quality senior pitch with floodlighting used for all training, overplayed by 2.5 match sessions per week.	Address pitch quality and surface issues including suspected broken drain underneath Pitch Two. Work to improve quality of maintenance in order to better pitch quality, both for use and to increase capacity available to accommodate the establishment and growth of planned junior section.	Club RFU	Local (high)	S-M	M	Protect Enhance	RFU funded aeration of grass pitches to improve quality. Club identified as a priority by the RFU given high and increasing levels of participation.
30	Hempsted Recreation Ground	Football	Council	Poor quality adult pitch used by Trinity & Quedgeley United FC. Spare capacity of 0.5 match sessions available at peak time.	Improve pitch quality through an increase in maintenance investment and seek to make greater use of available capacity and unused pitches to address current shortfalls – potential to convert to youth pitch.	Council FA	Local (low)	M	L	Protect Enhance	GCC funded new football posts for 11 aside pitch.
31	Heron Park	Football	Council	Poor quality adult pitch used by Abbeymead Rovers FC mens, womens and youth 11v11 teams. Overplayed by 2.5 match sessions.	In the shorter term transfer play to sites with spare capacity and in the longer term improve quality through an increase in maintenance investment in order to address overplay.	Council FA	Local (medium)	S	L	Protect Enhance	No change.
33	High School For Girls (Spartans RFC)	Rugby union	School	One poor quality senior pitch used little by the school other than for athletics in summer. Community use by Spartans RFC senior and junior sections for matches and training. Overplayed by one match session per week.	Explore options to create a floodlit training area in order to accommodate training and reduce overplay on the match pitch.	Council RFU	Local (medium)	M	M	Protect Enhance	No change.  Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		Tennis		Six standard quality tarmac courts currently only used by the school. Plans for the installation of a key fob entry system to increase community use in conjunction with Oxstalls Sports Park. Recently been awarded LTA funding to help install.	Work to increase community use and establish the site with a focus on social and unorganised tennis in the area.	Council Aspire LTA		M	L		
34	Holmleigh Park	Football	Council	Two poor quality adult pitches currently unused and therefore have two match sessions available at peak time. One poor quality youth 9v9 pitch used by Tuffley Rovers FC and overplayed by 0.5 match sessions per week.	Improve pitch quality through an increase in maintenance investment and maximise use to help address shortfalls.	Council FA	Local (medium)	S	L	Protect Enhance Provide	No change.
35	Hucclecote Playing Field (Hucclecote RFC)	Cricket	Sports Club	Poor quality square with eight wickets, with the outfield overlapping the rugby union pitch. Used by Gloucester Harequins CC which sub-lets from the rugby club and has no subsequent confirmed security of tenure. Spare capacity for an additional 26 matches per season.	Work to establish security of tenure for the cricket club beyond the next three years. Seek to improve square quality through better maintenance and sufficient access to equipment and specialist knowledge.	ECB Council	Key centre (high)	S	L-M	Protect Enhance	RFU funded aeration of grass pitches to improve quality. Club identified as a priority by the RFU given high and increasing levels of participation.
		Rugby union		One poor quality senior pitch and three poor quality mini pitches used by Hucclecote RFC. Senior pitch is overplayed by 0.5 sessions per week due to senior and junior matches, whilst mini pitches have 2.25 matches capacity, none of which are available at peak time.	Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available.	RFU Council		S	L-M		



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Page 25	36	King George V Playing Fields (Hucclecote RFC)	Football	Council	Four poor quality mini 7v7 pitches, also used for both 5v5 and youth 9v9 matches but Hucclecote YFC junior section. No spare capacity available at peak time.	Seek additional pitch capacity in order to reduce current use of overmarked pitches. Work towards improving maintenance in order to better pitch quality, both for use and to increase future capacity available. Potential site for FA Pitch Improvement Programme.	Council FA	Key centre (medium)	M	M	Protect Enhance	No change.
			Cricket		Standard quality ten wicket square used as a secondary location by Ullenwood Bharat CC to accommodate imported demand from its third and fourth senior teams. Spare capacity for an additional 31 matches per year.	Determine intentions for continued use of the site by imported teams given the new ground developments the Club is undertaking outside of Gloucester. Improve quality and seek to maximise use of spare capacity for future demand.	Council ECB		S-M	M		
			Rugby union		One poor quality senior pitch used by Hucclecote RFC mini and junior teams as a secondary venue for matches and training most weeks. Subsequently overplayed by one match session per week. Club would like to relocate all use back to the main club site.	Support movement of play onto new junior pitch which will run adjacent to Hucclecote Playing Field, whilst retaining use of this site to accommodate play as required. Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available.	Council RFU		S	L		
	37	Kingsway Manor Farm	Football	Council	One poor quality adult pitch currently unused and therefore available at peak time.	Improve quality and maximise use. Alternatively if low value site re provide pitches/investment in capacity at a hub site and retain as a reserve site.	Council FA	Local/ Reserve (low)	M	M	Enhance Provide	No change.
	38	Lobleys Drive Open Space	Football	Council	Two mini 7v7 pitches and one youth 9v9 pitch all of poor quality, used by Abbeymead Rovers FC junior section. No capacity available for additional 7v7 play, whilst the 9v9 pitch is overplayed by 0.5 match sessions per week.	Improve pitch quality through an increase in maintenance investment, both for use and to reduce level of overplay and build future capacity.	Council FA	Local (medium)	M	L	Protect Enhance	No change.
	39	Longlevens Recreation Ground (Longlevens RFC & Dowty RFC)	Football	Council/ Sports Club	Two poor quality adult pitches used mainly by Longlevens FC adult and youth 11v11 teams. Overplayed by 1.5 match sessions. Unmet demand for 0.5 adult match sessions. One poor quality youth 9v9 pitch played to capacity, also used in part for rugby union training.	Improve quality through an increase in maintenance investment in order to better pitch quality for use, to reduce level of overplay and to accommodate unmet demand. Site for FA Pitch Improvement Programme.	Council Club FA	Key centre (high)	S	L	Protect Enhance Provide	GCC funded pitch improvement works to two rugby pitches, rugby training area and two football pitches including verti draining three pitches and training area used by Longlevens RFC. Overseed training area and apply selective weed killer to all four pitches.  RFC funded aeration to improve grass pitch quality.
Rugby union			Council/ Sports Club	Two poor quality senior pitches used for matches by Longlevens RFC senior and junior teams. Also used by Dowty RFC. Overplayed by three match sessions per week.	Improve pitch quality/maintenance in order to address overplay. Explore options for access to dedicated floodlit training area to alleviate use of match pitches.	Council Club RFU	S		M			
	40	Matson Park (Matson RFC)	Rugby union	Sports Club	Two poor quality senior pitches used by Matson RFC senior and junior sections for both matches and training. Overplayed by five match sessions.	Improve quality and transfer training use from match pitches in order to address overplay.	Council RFU Club	Local (medium)	M	M	Protect Enhance	No change.
	41	Meadow Park (Gloucester City FC)	Football	Sports Club	Step 2 ground which has been unusable since being flooded in 2007. Gloucester City FC currently displaced to Cheltenham and remains keen to work towards a solution to return to the City in the future.	Support the Club in applications for grant funding which would allow development of a site to allow it to return to Gloucester.	FA Club	Key centre (high)	M-L	H	Provide Enhance	Planning permission now granted for the development of a new football stadium for Gloucester City FC. It is hoped the club will play at the redeveloped ground for the 2017/18 season.

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											Club currently applying to the Football Foundation FSIF funding to bring forward the redevelopment of the club.
42	Memorial Ground (Old Cryptians RFC & Widden Old Boys RFC)	Rugby union	Sports Club	Four poor quality pitches, two of which are used by Old Cryptians RFC and two by Widden Old Boys RFC, each with separate lease agreements. All four pitches are overplayed, particularly the fully and partially floodlit pitches which are overplayed by three and six match sessions respectively, largely due to training use in excess of match play.	Transfer training use from match pitches and improve quality/maintenance in order to address overplay and build future capacity. Look at options to upgrade floodlit where possible. Support Widden Old Boys RFC in plans to improve ancillary facilities and repair the existing roof.	RFU Sports Club	Local (high)	S-M	M	Protect Enhance	Club funded reseeding of parts of the grass pitches.
43	Murray Hall	Football	Council	Mini 7v7 pitch assessed as poor quality. Currently unused and therefore is available at peak time.	Improve quality through an increase in maintenance investment and maximise usage to address shortfalls by establishing a resident club.	Council FA	Local (low)	M	L	Protect Enhance	No change.
44	Oxstalls Sports Park	AGP	Council Aspire	One standard sand dressed pitch with floodlights, resurfaced in 2012. Used intensively by Gloucester City HC for matches and training as well by Cleevillians HC. Much competition with football training demand.	Priority hockey site and should have long term protection of this AGP for hockey. Seek to increase capacity available for midweek hockey training whilst working closely with Gloucester University re proposed 3G developments to ascertain potential effects and transfer of midweek football demand from this pitch. Ensure sinking fund is in place for further future re carpeting.	Council Aspire EH FA University	Key centre (high)	M	L	Protect Enhance	No change – although improvements are being made to the wider site as part of the University of Gloucestershire's outline planning permission for a business school and significantly improved sporting offer.
		Tennis		Four good quality clay courts with floodlighting. Key tennis focus site within the City, also providing indoor provision. Also used by Gloucester College students.	Continue to maintain court quality and provide outdoor provision onsite, maximising use of floodlights alongside indoor facilities throughout the autumn and winter seasons. Link in with wider plans for outdoor provision at school satellite venues.	Aspire Council LTA		L	L		
45 Page 26	Parry Road Playing Fields	Football	Council	Standard quality adult pitch, currently unused and therefore available at peak time. To be re-marked for 2015/16 season as two youth football pitches for new club Heart of Gloucester FC consisting of one 7v7 and one 5v5 pitch.	Support further club growth as appropriate. Improve quality/maintenance and support establishment and development of the new resident club.	Council FA	Local (medium)	S	L	Protect Enhance Provide	As of the start of the 2016/17 season Heart of Gloucester FC has moved to Finlay Road School playing field.  Parry Road Playing Fields are currently therefore unused.
46	Plock Court	Football	Council Aspire	Four poor quality adult pitches primarily used by teams from the Gloucester & District Sunday Football League. 0.5 match sessions available at peak time. Also one unused youth 9v9 pitch available at peak time. Changing provision is insufficient and is restricting the growth of the league.	Improve pitch quality and maximise usage of all pitches. Consider reconfiguration of adult pitches to address mini/youth shortfalls. Linked to maximising use, explore options for funding to improve/increase the size/availability of changing facilities in order to maximise pitches available to Sunday league teams and help facilitate growth. Site for FA Pitch Improvement Programme.	Aspire Council FA University	Hub (high)	S-M	H	Protect Enhance Provide	Significant improvements are to be implemented to Plock Court as part of the University of Gloucestershire's wider planning application to include a business school and significantly enhanced sports offer. Reserved matters planning applications currently being assessed along with a funding application.  In addition, the City Council has funded the replacement of four
		Cricket		Standard quality square with 10 wickets, currently unused in the absence of demand. Marked and maintained as a	Improve quality and maximise use. Establish a club currently playing elsewhere with no security of tenure to	Aspire Council ECB		S-M	M		

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				reserve facility. Previously had six squares which are able to be reinstated should demand for cricket increase.	use this site should there be an increase in quality, particularly the provision of suitable ancillary and changing facilities. Potential investment from loss of cricket at Debenhams Sports Field could help to facilitate this.	University					sets of football posts for the four current football pitches.
		Rugby union		No pitches currently marked but the site previously had one junior pitch which is able to be marked again should there be future demand.	Explore potential demand amongst clubs in the area and determine whether reinstating this pitch could address shortfalls at club sites in the locality.	Aspire Council RFU		S-M	L-M		
47	Randwick Park	Football	Council	Poor quality adult pitch currently unused, therefore available at peak time. Standard quality mini 7v7 pitch used by Tuffley Rovers FC with no spare capacity available at peak time.	Improve pitch quality through an increase in maintenance investment and maximise use.	Council FA	Local (low)	M	L	Protect Enhance	The City Council has now implemented 2 x 9 v 9 pitches on Randwick Park and the 11 a-side pitch has been removed. Used by Tuffley Rovers FC.
		Tennis		One poor quality tarmac court without floodlighting. No recorded club use though it is likely that the court is used occasionally for social and non-organised tennis.	Seek to improve court quality and ensure access for continued irregular use by local residents.	Council LTA		L	L-M		
48	Ribston Hall High School	Football	School	Two poor quality adult pitches used by Tredworth Tigers FC U13s. Overplayed by 1.5 match sessions when taking into consideration weekly school use.	Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available.	Council FA	Local (low)	M	L	Protect Enhance	No change.  Discussions to be held with all education sites as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		AGP		Small sized sand dressed AGP mainly used by all girls school for hockey practice but lacking floodlights. Also marked as four tennis courts for use in the summer.	Determine scope for installing floodlighting and whether the site has further potential to be used to accommodate football and hockey training demand in the evenings.	Council FA EH		M	L-M		
		Tennis		Three tarmac courts of standard quality without floodlighting, currently unused other than by the school.	Continue to develop school tennis and try to make improvements to court quality where possible.	Council LTA		L	L		
49	Riverside Sports & Leisure Club	Tennis	Commercial	Four good quality tarmac courts with floodlighting. Used by Riverside TC which has two teams.	Continue to provide good quality floodlit facilities for club members and ensure access to sufficient court time for matches and coaching.	Sports Club LTA	Local (low)	L	L	Protect Enhance	No change.
50	Saw Mills End Playing Field	Football	Sports Club	Standard quality adult pitch used by Longlevens FC 1 <sup>st</sup> and Ladies teams. Spare capacity of 0.5 match sessions available at peak time. Site currently meets required Step 6 standard but floodlighting does not comply with Step 5 specifications, limiting the team progressing to the next tier of the pyramid structure.	Support the Club in development of facilities to the required Step 5 standard, particularly floodlighting, enabling the Club to achieve promotion in practice.	Club FA	Local (medium)	M	L-M	Protect Enhance	FA / Longlevens FC funded and implemented grass pitch improvement works. Funding awarded from the Football Foundation 'Football Stadia Improvement Fund' towards improving floodlights.  Recent visit from an FA Pitch Improvement Officer (PIA) with a follow up scheduled for later in the year.
51	Saintbridge Recreation Ground	Rugby union	Council	Poor quality senior pitch currently not cut or lined ready for play due to a lack of demand.	Explore potential demand amongst clubs in the area and determine whether reinstating this pitch could address shortfalls at club sites in the locality. Quality would need to be improved if demand exists.	Council RFU	Local (medium)	S	M	Provide	Old, poor quality rugby posts now removed by the City Council. Old Centralians RFC potentially interested in using the pitch for 2 <sup>nd</sup> and 3 <sup>rd</sup> teams but at the time of writing not confirmed.

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52	Severn Vale School	Football	School	One adult pitch and one youth 11v11 pitch, both of poor quality and unavailable for community use due to school concerns regarding security and access to the rear of the building. Each pitch overplayed by two match sessions when taking into consideration weekly school use.	Work with the school to address concerns regarding community use and potential to make pitch accessible for future use. Seek to improve pitch quality through increased level and standard of maintenance. Site for FA Pitch Improvement Programme.	Council FA	Key centre (high)	S	L-M	Protect Enhance Provide	No change.  Discussions to be held with all education facilities as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.  FA has received expression of interest to purchase new for under 12s age group.  GFA to make contact with the school.
		Cricket		One good quality non-turf wicket, used only by the school and not made available for community use.	Work with the school to address concerns regarding community use and potential to make pitch accessible for future use.	Council ECB		L	L		
		Rugby union		Poor quality senior pitch unavailable for community use due to school concerns regarding security and access to the rear of the building.	Work with the school to address concerns regarding community use and potential to make pitch accessible for future use.	Council RFU		S	L-M		
		AGP		Standard quality sand filled surface well in excess of 10 years old and requiring replacement. No hockey use and instead used significantly for football by both school and community clubs.	Improve pitch quality. England Hockey to identify priority for this AGP to be retained as sand for hockey use. If to be retained as sand surface ensure hockey can be accommodated as a priority. Decision to be reached by FA and EH in the context of Citywide Strategy for 3G pitches.	Council FA EH		M	H		
		Tennis		Six poor quality tarmac courts used infrequently for pay and play beyond school use. Managed by Quedgeley Community Trust.	Continue to work with Oxstalls Sports Park towards plans for key fob entry system and to increase court usage through creation of a satellite club onsite.	Council Trust Aspire LTA		L	L		
53	Sir Thomas Rich's Sports Centre (Old Richians RFC)	Football	School	One standard quality adult football pitch which overlaps the cricket outfield, not made available for community use. Two further adult pitches are used dually for both football and rugby union. All three pitches are at capacity when considering weekly school use and fixtures.	Retain for school use. Manage dual use pitches carefully so not to negatively impact on pitch quality.	Council FA	Key centre (medium)	L	L	Protect Enhance	No change.  Discussions to be held with all education facilities as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		Cricket		Good quality five wicket square used by school teams and played to capacity. Previously had community use but now unavailable due to issues regarding proximity of changing and pavilion facilities to the playing area as per league regulations.	Explore potential future use given good quality pitch.	Council ECB		S-M	M		
		Rugby union		Four poor quality senior pitches, two of which are also used for football. Heavily used by 17 school teams for training and matches. Two far pitches are also used by Old Richians RFC junior section and are overplayed by eight match sessions, whilst the two remaining pitches are overplayed by six match sessions.	Look to transfer training use from match pitches in order to reduce the level of overplay. Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity available.	Council RFU		S-M	M		
		Bowls		One good quality green used by Sir Thomas Rich's BC. Likely that capacity is available for further use.	Continue to ensure required standard of maintenance and continued green quality.	Club		L	L		



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		Tennis		Seven poor quality tarmac courts overmarked for netball use. School would like resurface due to poor quality. No current community use.	Determine potential to resurface courts and make available for community use. Support the school in search of funding opportunities if required.	Council LTA		M	M		
54	St Peters Roman Catholic High School	Football	School	Poor quality youth 9v9 pitch not made available for community use in order to protect surface quality for school use. Overplayed by two match sessions when considering school usage.	Improve pitch quality through an increase in maintenance investment and maximise use. Potential site for FA Pitch Improvement Programme.	Council FA	Key centre (medium)	M	L	Protect Enhance	No change.  Discussions to be held with all education facilities as part of forthcoming workshop / stakeholder group. The aim being to open up as educational facilities for community use where possible and to identify opportunities to improve the quality of pitches and associated facilities.
		Rugby union		Three poor quality senior pitches not made available for community use in order to protect surface quality for school use and occasional Saturday morning fixtures.	Improve quality and retain for school use.	Council RFU		M	L-M		
		AGP		Standard quality sand dressed pitch with floodlighting in need of surface replacement. West Bromwich Albion FC hires the pitch and has exclusive access on Mondays and Wednesdays for its academy teams, which leaves little capacity otherwise. Also used by Gloucester City HC as an alternate venue.	Improve pitch quality. England Hockey to identify priority for this AGP to be retained as sand for hockey use. If to be retained as sand surface ensure hockey can be accommodated as a priority. Decision to be reached by FA and EH in the context of Citywide Strategy for 3G pitches.	Council FA EH		S	L		
		Tennis		Two areas with two and five poor quality tarmac courts respectively, regularly used as playground areas. Used by St Peter's Junior TC which reports unmet demand and a lack of access to good quality surfaces.	Determine potential to resurface courts and to increase community use and enable club growth. Support the school in search of funding opportunities if required.	Council LTA		S-M	M		
56	The Lannett	Football	Council	One senior and one mini rugby union pitch both of poor quality. Currently unused since previous club Tredworth RFC folded. Council has plans to mark as football pitches for Tuffley Rovers FC for 2015/16 season.	No current local demand for rugby pitch. Improve quality and retain as football pitch going forward to meet demand identified. Re-evaluate potential as a dual sport site reinstating a rugby union pitch should a club register interest.	Council FA	Local (low)	S	L	Protect Enhance	Tuffley Rovers FC Youth now have two, well established, 11 aside football pitches marked out on The Lannett. Both pitches were used in the 2015/16 season and the plan is to use them again this season.  Seasonal tenancy for pitches agreed, with licence in place for use of the pavilion/changing rooms but work needed to bring pavilion/changing rooms up to a decent standard.  Tuffley Rovers FC are seeking funding to improve the pavilion/changing rooms with support from the FA and City Council who are looking into increasing security of tenure.
57	The Oaks	Football	Council	Two poor quality mini 7v7 pitches used by Abbeymead Rovers FC U9s. No capacity for further use at peak time.	Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase capacity future capacity.	Council FA	Local (medium)	M	L	Protect Enhance	No change.
59	Tuffley	Football	Council	Two adult, one youth 9v9 and one mini	Maximise usage to address shortfalls	Council	Key centre	M	L	Protect	No change.

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	Park			7v7 pitch, all assessed as standard quality. Well used, mainly by Gloucester City Ladies FC junior section. Available capacity of 1.5 adult match sessions and each on 7v7 and 9v9 pitches.	whilst seeking to increase pitch quality through improved maintenance in order to further add to potential capacity.	FA	(medium)			Enhance	
		Cricket		Two standard quality squares, each with 12 wickets. Used mainly by Gloucester City Winget CC as a secondary site as well as some midweek play. Spare site capacity for an additional 90 matches per season.	Determine the requirement for two pitches onsite given demand in the area and current level of available capacity. Maximise use of available capacity through development of cricket and increase in demand.	Council ECB		S	L		
		Bowls		Good quality green used by Winget BC. Membership of circa 33 and therefore capacity for additional play. The ancillary facilities are rated as unacceptable and as such the Club is exploring funding options for a new clubhouse.	Support the Club in ensuring it retains the required knowledge base and resources including equipment to continue to maintain the green to the same standard. Support the Club, where possible, to apply for funding for a new/improved clubhouse.	Council Club		L	L		
60	University Of Gloucestershire (Oxstalls Campus)	AGP	University	Standard quality sand filled pitch with floodlighting. Owned by University of Gloucestershire. In excess of 10 years old and therefore requires resurfacing. Mainly used by student teams for training and BUCS hockey matches on Wednesday afternoons with no further capacity available. Plans for this pitch to be lost within current plans for development of the site to accommodate the University's Business School.	If this AGP is lost this will reduce provision in the City to three sand AGPs suitable for hockey. This will also create displacement of hockey teams which will need to be re accommodated. Loss of the pitch and displacement of teams would need to be fully mitigated by an improvement in pitch quality elsewhere and secured hockey access at an alternative site.	Council University FA EH RFU	Key centre (high)	S-M	H	-	Significant change as a result of the University of Gloucestershire's successful planning application to provide a new business school and enhanced sporting facilities. Reserved matters planning applications now being submitted.  Outline planning permission includes 2 x new 3G pitches, sports hall and improved quality to grass pitches on this site and on the adjacent Plock Court.
61	Walls Sports And Social Club	Football	Sports Club	Two standard quality adult pitches, one overmarked by a youth 9v9 pitch and the other by mini 7v7 and 5v5 pitches. Used by several clubs, mainly Gloucester City FC junior section. Each pitch is overplayed by 0.5 match sessions per week due to intensified play from overmarked pitches.	Investigate potential to transfer some play to alternative pitches in order to reduce overplay. Also seek to better pitch quality through improved maintenance in order to help alleviate the level of overplay.	Sports Club FA	Local (low)	M	L	Protect Enhance	No change.
62	Waterwells Sports Centre	Football	Parish Council	Two adult pitches, one youth 9v9 and one youth 7v7, all of which are poor quality and overplayed. The pitches drain poorly and the Club requires relevant equipment to spike the surface. Club aspiration for floodlighting.	Improve pitch quality/maintenance and link to establishing an equipment bank. In the longer term explore funding options for floodlighting when the Club gains promotion to a Step 6 league.	Parish Council Club FA	Local (medium)	S-M	M	Protect Enhance	FA / Quedgeley Wanderers funded grass pitch improvements being undertaken.  The club has now also purchased pitch maintenance machinery and undertaken maintenance in-house.
		AGP		Small sized sand filled pitch operated by Quedgeley Parish Council. Used by Quedgeley Wanderers FC for training.	Ensure sufficient access for club training and existing unmet demand should further teams be created. Maximise commercial use from small sided social football use and other community groups.	Parish Council Club FA		L	L		
65	Kingsholm Square Lawn Tennis	Tennis	Sports Club	Two standard quality grass courts cut and marked by the Club which is limited to local community use.	Support the Club as required to improve court quality.	Club LTA	Local (low)	L	L-M	Protect Enhance	No change.

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	Club										
66	Gloucester Wotton Lawn Tennis Club	Tennis	Sports Club	Two grass and three tarmac courts all of standard quality, none of which are floodlit. The Club reports demand for a further two hard courts because the lack of floodlighting greatly affects ability to host home fixtures at the beginning of the season.	Explore opportunities for access to additional courts and/or potential to install floodlighting in order to increase winter court capacity.	LTA Club	Local (medium)	S-M	M	Protect Provide	No change.
69	EDF Energy	Bowls	Private	One good quality green owned and operated by the industry sports club. Not available for community use.	Continue to sustain green quality to accommodate current membership through required maintenance procedures	Industry	Local (low)	L	L	Protect	No change.
		Tennis		Two standard quality tarmac courts without floodlighting. Private industry sports club and therefore unavailable for wider community use.	Continue to maintain court quality and provide sporting provision for industry employees.	Industry LTA		L	L		
71	Abbeymead Primary School	Football	Council	Two youth 9v9 and two mini 5v5 pitches, all of which are standard quality. Used by Abbeymead Rovers FC junior section. 1.5 match sessions available for youth 9v9 at peak time, with a further 0.5 sessions available for mini 5v5.	Retain spare capacity in order to help sustain/improve pitch quality.	Council FA	Local (low)	L	L	Protect	No change.
72	Longlevens Infant School	Football	Council	Youth 9v9, mini 7v7 and mini 5v5 pitches all assessed as standard quality. Used by Longlevens Infants FC. All show spare capacity but only one match session for youth 9v9 play is available at peak time.	Retain spare capacity in order to help sustain/improve pitch quality.	Council FA	Local (low)	L	L	Protect	No change.
73	The Oval	Tennis	Council	Four poor quality tarmac courts without floodlighting. No recorded community use though it is likely that these courts are used infrequently for non-organised tennis.	Seek to improve court quality and ensure access for continued irregular use by local residents.	Council LTA	Local (medium)	M-L	M	Protect Enhance	No change.
74	Kingsway Sports Field (Hardwicke & Quedgeley Harlequins RFC)	Football	Council	Poor quality adult football pitch currently unused and therefore available at peak time.	Improve quality and maximise use. Alternatively if low value site re provide pitches/investment in capacity at a hub site and retain as a reserve site.	Council FA	Key centre (medium)	S	L-M	Protect Enhance Provide	GCC funded improvements to rugby pitch, two football pitches and the cricket outfield. To include 'verti draining', application of selective herbicide, application of fertiliser and over-seeding to two football pitches, one rugby pitch and one cricket outfield.  GCB now actively working with the club to increase in participation.
		Cricket		Standard quality square with 10 wickets, used by Hardwicke & Quedgeley CC. Available capacity for a further 29 matches per season.	Improve quality and maximise use to accommodate future demand.	Council ECB		M	M		
		Rugby union		Poor quality senior pitch used by Hardwicke & Quedgeley Harlequins for matches. Spare capacity of 0.5 match sessions available at senior peak time, or one match session at junior peak time.	In the short term retain spare capacity in order to sustain quality and in the longer term improve pitch quality/maintenance and maximise use.	Council RFU		S-M	L-M		
76	Innsworth Lane Sports Ground	Football	Sports Club	Site previously damaged by flooding and at the time of assessment was unused. However, has recently become operational again by Longlevens FC junior section.  Changing facilities have since been restored, with room to mark youth 9v9 pitch upon further pitch remedial work.	Support the Club in sustaining quality through required standard of maintenance.	Council FA Club	Local (medium)	M	M	Provide	Ongoing GCC funded football pitch improvements with verti draining, application of a selective herbicide, seeding plus the installation of a 'french' drain.
N/A	Gloucester Civil Service	Football Cricket Rugby union	Private	Multi sport site previously managed by the Civil Service Sports Council (CSSC), sold to Redrow Homes in 2010 and left to	Should planning permission be submitted for change of use seek like for like mitigation for loss of sports facilities.	Council FA ECB	-	L	H	Provide	Planning application now submitted for the redevelopment of the site for residential

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	Club	Bowls Tennis		become disused.		RFU LTA					development. Sports last played more than five years ago. Offer of financial contribution to provide new / improve facilities off-site – Oxstalls identified as the recipient by the applicants. Application not yet determined.
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# DRAFT Priority list for playing fields and ancillary sports facility improvements (Oct 2016)

(note: Site numbers in brackets relate to Playing Pitch Strategy refs. All suggested works are subject to revision, addition or omission)

	Small scale works (up to £10K)	Medium projects (£10k-£50k)	Large projects (£50k-£250k)	Major projects (£250k+)
Page 35	<p>High Priority sites</p> <p>Grass pitch improvements:</p> <ul style="list-style-type: none"> <li>• Glevum Way (22)</li> <li>• King George V (36)</li> <li>• Longlevens Rec. (39)</li> <li>• Hucclecote Playing Field (35)</li> <li>• Tuffley Park (59)</li> </ul>	<p><b>St James' Park:</b> New informal MUGA and fitness equipment.</p> <p><b>Ayland Gardens:</b> New informal MUGA, future fitness equipment.</p> <p><b>The Lannett (56):</b> Changing room refurbishment.</p>	<p><b>Bishop's College site (23):</b> New grass pitches (and changing rooms) as part of housing development scheme.</p> <p><b>Westgate Park:</b> Currently unknown - future scheme to be agreed, with possible sports facilities.</p>	<p><b>Blackbridge Sports Hub (8) (42):</b> possible 3G pitch/grass pitches/ community building (partnership project). To include Tuffley Park.</p> <p><b>Plock Court/Oxstalls Sports Centre (44)(46)(60):</b> 3G pitches (UOG devt &amp; Bishops College Devt). Perimeter jogging track (Parkrun) with fitness equipment and grass pitch improvements.</p> <p><b>Gloucester City FC (41):</b> Redevelopment of football stadium at Meadow Park (club project – not public open space, no public use).</p>

	<b>Small scale works (up to £10K)</b>	<b>Medium projects (£10k-£50k)</b>	<b>Large projects (£50k-£250k)</b>	<b>Major projects (£250k+)</b>
<b>Medium priority sites</b>  Page 36	Grass pitch improvements: <ul style="list-style-type: none"> <li>• <b>Heron Park (31)</b></li> <li>• <b>The Oaks (57)</b></li> <li>• <b>Parry Field (45)</b></li> <li>• <b>Randwick Park (47)</b></li> <li>• <b>Saintbridge Rec. (51)</b></li> <li>• <b>Waterwells (62)</b></li> <li>• <b>Dimore? (QPC)</b></li> <li>• <b>Innsworth Lane (76)</b></li> <li>• <b>Kingsway Manor Farm (37)</b></li> <li>• <b>Kingsway sports ground (74) (QPC)</b></li> <li>• <b>Armscroft Park (3)</b></li> <li>• <b>Hempsted Rec. (30)</b></li> <li>• <b>Holmleigh Park (34)</b></li> <li>• <b>Windfall Way (19) (Elmbridge Park)</b></li> <li>• <b>Elmbridge Playing Field (20) (Sandyleaze)</b></li> <li>• <b>Matson Park (40)</b></li> <li>• <b>Tuffley Lane Annexe (43)</b></li> <li>• <b>Coney Hill Park (12)</b></li> <li>• <b>Lobley's Drive (38)</b></li> <li>• <b>The Lannett (56)</b></li> <li>• <b>Coney Hill RFC (13)</b></li> </ul>	<p><b>Field Court Drive:</b> improvements to skate facility, upgrade informal MUGA, new jogging track/fitness trail.</p> <p><b>Saintbridge Recreation Ground (51):</b> Fitness equipment/jogging trail.</p> <p><b>Sebert Street:</b> Upgrade grass pitch to informal MUGA, improve basketball court, additional fitness equipment.</p> <p><b>Kingsway Manor Farm (37):</b> further jogging paths (Parkrun), future fitness equipment.</p> <p><b>Seventh Ave:</b> Replacement informal MUGA and skate/scooter facility.</p> <p><b>Greenways:</b> Tennis court upgrade (new surfacing, nets and fencing).</p> <p><b>Armscroft Park (3):</b> Extend surfaced paths to create jogging trails, fitness equipment, improved surfacing to informal MUGA.</p>	<p><b>Hucclecote Playing Field (35):</b> New informal/bookable MUGA and ground improvements.</p> <p><b>Matson Park (40) (inc rugby club):</b> Skate/scooter facility, cycling/jogging track. Other?</p> <p><b>The Oval (73):</b> Widespread improvements to sports courts, surfacing, fencing, footpath/jogging track, outdoor fitness trail.</p> <p><b>Holmleigh Park (34):</b> New bookable public MUGA and toilets?</p> <p><b>Baker's Field:</b> Upgrade to skate park and BMX track, plus possible outdoor fitness area</p>	<p><b>The Glebe:</b> Possible Astroturf/3G pitch or improvements to existing grass pitch facility (site is not currently public open space).</p>

	<b>Small scale works (up to £10K)</b>	<b>Medium projects (£10k-£50k)</b>	<b>Large projects (£50k-£250k)</b>	<b>Major projects (£250k+)</b>
<b>Medium priority Sites (continued)</b>		<p><u>Shared use facilities (currently with no public use):</u></p> <p><b>Widden School MUGA:</b> New surfacing, lighting repair, access arrangements. (not POS).</p> <p><b>Linden school MUGA:</b> New surfacing, lighting?, access arrangements. (not POS).</p> <p><b>Chequers Bridge MUGA:</b> New surfacing, lighting repair, access arrangements. (not POS).</p>		

	<b>Small scale works (up to £10K)</b>	<b>Medium projects (£10k-£50k)</b>	<b>Large projects (£50k-£250k)</b>	<b>Major projects (£250k+)</b>
<b>Low priority sites</b>	<p>Grass pitch improvements:</p> <ul style="list-style-type: none"> <li>• <b>Clock Tower Park (11)</b></li> <li>• <b>Bristol Rd Rec. (QPC)</b></li> <li>• <b>Fisher's Meadow (was Dimore Playing Field - QPC)</b></li> <li>• <b>Gloucester Park (27)</b></li> <li>• <b>Gloucester All Blues (25)</b></li> <li>• <b>Mead Road (71)</b></li> </ul>	<p><b>Lobley's Drive (38):</b> New pitch(es) and changing facility? Other sport?</p> <p><b>Clock Tower Park (11):</b> Resurface tennis courts, upgrade MUGA.</p> <p><b>Randwick Park (47):</b> Tennis court improvements (new surfacing, nets and fencing), skate/scooter facility</p> <p><b>Contour Park:</b> Possible jogging track and fitness/trim trail.</p> <p><b>Parry Field:</b> Jogging track, outdoor gym/fitness area.</p>	<p><b>Elmbridge Playing Field (20):</b> Jogging track and fitness trail.</p> <p><b>Robinswood Hill:</b> Jogging/cross country track and fitness trail or similar?</p>	



<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>9 November 2016</b>
<b>Subject:</b>	<b>Flood Improvement Works Update</b>		
<b>Report Of:</b>	<b>Cabinet Member for Environment</b>		
<b>Wards Affected:</b>	<b>All Wards</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Wayne Best, Environmental Protection Service Manager</b>		
	<b>Email: Wayne.Best@gloucester.gov.uk</b>	<b>Tel: 396307</b>	
<b>Appendices:</b>	<b>1. Completed Flood Works/Schemes</b>		
	<b>2. Capital and Maintenance works ongoing</b>		
	<b>3. Future works for consideration</b>		
	<b>4. List of areas identified for clearance works</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 To update Members of the flood alleviation works which have been completed across the City throughout 2015/2016, those that are currently in progress and to outline future proposed works.

**2.0 Recommendations**

2.1 Cabinet is asked to **RESOLVE** that

- (1) The contents of this report are noted.
- (2) To authorise the Corporate Director to work in partnership with relevant agencies and landowners to recognise the importance of all flood alleviation works within the City in minimising the risk and impact of flooding events.
- (3) To recognise the importance of the ongoing partnership working to secure the best possible outcomes for residents and businesses in Gloucester in reducing flood risk, including bidding for external funding and entering into appropriate agreements on terms approved by the Council Solicitor.
- (4) To support officers in investigating and utilising additional resources to maximise opportunities to reduce flood risk.
- (5) To recognise the continued importance of information, education, consultation and signposting as funding reduces.

### **3.0 Background and Key Issues**

#### **3.1 Introduction 2007- 2016**

- 3.1.1 To date 131 schemes and major improvement works have been completed since 2007 to reduce the risk of future flooding to residents and businesses city wide.
- 3.1.2 Many of the projects undertaken have only been possible as a direct result of partnership working and by securing external funding.
- 3.1.3 The City Council has previously contributed towards these projects with funding secured from a number of sources including the Environment Agency, DEFRA, Gloucestershire County Council/Gloucestershire Highways and Developers through section 106 agreements and commuted sums.
- 3.1.4 The City Council has secured around £1.86 million pounds since 2007; approximately £1,331,000 has been spent on the delivery of schemes to date.
- 3.1.5 The current Capital Schemes budget is £526,040 which is fully committed to the delivery of projects already identified with funds secured from a number of sources as above.

#### **3.2 Capital Schemes**

- 3.2.1 Between October 2015 and September 2016 approximately £20k was secured in funding and £104k spent on Capital Schemes and associated works see Appendix 1 for list of completed schemes.
- 3.2.2 There are currently 4 Capital projects in progress and a further 4 schemes planned to start in the near future. Details can be found in Appendix 2.
- 3.2.3 An additional 6 Capital projects identified will be investigated and progressed over the next 12 months where resources are available, if the schemes are proved viable, cost effective and funding can be secured. See Appendix 3 for details.
- 3.2.4 The Environment Agency is currently consulting with residents and other interested parties in relation to the Flood Defence Review at Alney Island and a number of proposed options. The consultation comprises of a feedback form and a 1 to 1 consultation planned for December 2016.

#### **3.3 Future Funding**

- 3.3.1 The City Council continues to work with partners to identify potential funding opportunities and will look to deliver schemes in those areas at the greatest risk in addition to works which can deliver quick wins.
- 3.3.2 External funding for Capital Projects and maintenance works is decreasing however schemes that can deliver additional environmental benefits including improved water quality, creation of wildlife habitats and increased biodiversity are looked upon more favourably and present additional funding opportunities.

#### **3.4 Maintenance Works**



- 3.4.1 Inspections and assessments of flood assets throughout the City including; culverts, trash screens, balancing ponds, flood barriers etc is ongoing.
- 3.4.2 Works to manage Himalayan Balsam (where there are known issues) and other invasive weed species such as Giant Hogweed and Japanese Knotweed on City Council land is ongoing.
- 3.4.3 The City Council has Riparian Responsibilities of approximately 25 kilometres of watercourse the majority of which is not included in the Amey contract. Works are carried out on a priority basis by contractors and voluntary groups. Appendix 4 identifies stretches of watercourses and assets which have been identified for inspection and clearance works.

### 3.5 **Planning**

- 3.5.1 Regeneration has been identified as a priority for Gloucester and officers from the City Council are actively working with developers to attract further investment whilst offering constructive planning advice to reduce future flood risk.
- 3.5.2 There are ongoing discussions with internal and external partners including Developers to resolve issues related to land adjacent to watercourse and flood assets which the City Council may adopt from developers which can also attract a commuted sum.

### 3.6 **Education**

- 3.6.1 The continued work with Riparian Owners in relation to the ongoing maintenance of private land alongside watercourses in addition to assisting with enquiries, offering advice and support regarding proposed works which could impact flow and result in localised flooding issues.
- 3.6.2 The need for improved signposting and information for residents, Members and other customers in relation to the roles and responsibilities of the relevant organisations involved with flood related work in addition to the identification and operation of flood assets. An interpretation board has been installed at Saintbridge Balancing Pond explaining how the flood assets work. Work is currently ongoing to install an interpretation board at Barnwood Park and other sites are also being considered.

### 3.7 **Resilience**

- 3.7.1 The City Council and partners continue to work together on promoting community resilience in those areas at greatest risk of flooding. A number of events planned for this year to promote community resilience will now be considered at a later date.
- 3.7.2 There are future plans to work with businesses in relation to giving advice on reducing flood risk and producing business continuity plans.
- 3.7.3 Additional information has been posted on the City Council's website including an update on Flood insurance (Flood Re), making homes more resilient, greening up front gardens and a useful contact numbers list. There are also links to the

Environment Agency's website in relation to Flood Risk Forecast, live River Data Levels and producing Personal Flood Plans.

- 3.7.4 The continued work with communities/Friends Groups on management plans (i.e. Barnwood Park and Saintbridge Balancing Pond) to assist with future ongoing maintenance requirements. A number of other sites have been identified for consideration in relation to promoting Friends Groups and creating additional opportunities for communities i.e. funding and awards.
- 3.7.5 Better management of water including the need for additional flood storage capacity to further reduce the risk of future flooding. A number of options are currently being considered including:
- Additional storage within the existing drainage ditches at Blackbridge
  - Flood storage area at Winnycroft Farm as part of a proposed development
  - Improving a number of existing balancing ponds including Appleton Way, Milton Avenue and Combrook Close.
  - Diverting surface water along Coney Hill Road into the existing balancing pond near Harley's Field

### **3.8 Gloucestershire Highways**

- 3.8.1 The City Council continues to work closely with Gloucestershire Highways (GH) to resolve a number of ongoing localised highways flooding issues with the agreement of further investigations and future planned works.

## **4.0 Asset Based Community Development (ABCD) Considerations**

- 4.1 Increasingly local government is moving away from being an organisation that drivers services to one that creates the conditions for people to help themselves and each other. We will continue to work with communities to promote an ABCD approach whilst exploring opportunities to work with new groups/residents to assist them in shaping their communities.

## **5.0 Alternative Options Considered**

- 5.1 Do minimum; only carry out maintenance works currently on contract and no further submission of bids in relation to funding of Capital Schemes and additional maintenance works resulting in minimal costs and resources.
- 5.2 Doing the minimum would increase the flood risk to residential and businesses premises in addition to important infrastructure and assets. Given Gloucester City's geographical location and history of flooding events this would be seen as unacceptable and would increase anxiety for residents and business owners. There is the expectation that works to reduce flood risk will continue attracting investment and employment into the City. Flood schemes are politically supported in Gloucester and the City Council has built up a good reputation which could be affected if works do not continue.
- 5.3 To put all maintenance works on contract, however there is not the capacity or funding to put all maintenance works on contract and resources are therefore focused on those areas at greatest risk.

- 5.4. The City Council could consider making funds available to fund Capital Schemes however given the current economic climate this is an unlikely option.

## **6.0 Reasons for Recommendations**

- 6.1 To reduce the risk of future flooding to residential properties and business premises through continued investment in flood alleviation schemes/works, the promotion of self-resilience, advice and information, community flood plans and drop in sessions.
- 6.2 Reducing flood risk to homes and businesses will continue to support regeneration and further investment into the City which will be communicated to developers through planning policy.
- 6.3 To meet the requirements of the Flood and Water Management Act 2010 in respect of flood risk management including working with partners to resolve flooding issues.
- 6.4 The ongoing Capital Works Schemes and Maintenance Programme in 2015/2016 is still proving to be effective in reducing flooding incidents however we have been fortunate and not experienced the same intense weather events as those in 2012 and early 2014.
- 6.5 Continue to investigate and utilise additional sources of funding and resources to deliver schemes and improvement works to further reduce flood risk to homes, businesses and critical infrastructure throughout the City.
- 6.6 To investigate improving the effectiveness of our resources with the aid of technology, better signposting for customers and building community resilience.

## **7.0 Future Work and Conclusions**

- 7.1 The City Council will continue to plan, prioritise and deliver flood alleviation schemes and works where resources allow, whilst delivering improvements to watercourse biodiversity, habitat creation, water quality and amenity value in accordance with legal requirements in partnership with internal and external partners.
- 7.2 Maintenance works will continue to be funded through our maintenance budget and external funding will be sought to enable the delivery of Capital schemes and additional maintenance works where opportunities are identified and resources allow.
- 7.3 The City Council will continue to work with partner organisations to identify where flood alleviation schemes and watercourse improvement works are required and seek joint funding where possible to deliver schemes.
- 7.4 Continue to target areas at highest risk and to assist Riparian Owners with carrying out regular maintenance works.
- 7.5 An update report will be provided for Members on an annual basis regarding works that have been completed and future planned works.

## 8.0 Financial Implications

- 8.1 Costs for capital and maintenance works included in this report have been met through existing budgets. The City Council continues to be proactive in securing additional funding from external sources for capital projects and additional maintenance works.
- 8.2 With the ongoing constraints on Local Authority and partner organisations budgets there is a need to investigate alternative sources of funding and resources whilst prioritising existing resources.
- 8.3 The City Council will continue to work with communities and the voluntary sector to assist with the delivery of maintenance works.

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

## 9.0 Legal Implications

- 9.1 The report identifies that the City Council has Riparian Responsibilities as a land owner under the Land Drainage Act 1991 which requires responsible parties to maintain the watercourses in such a condition as to ensure that the free flow of water is not impeded. The City Council should enter into appropriate agreements with landowners and partner organisations in respect of works undertaken to clarify terms and conditions, particularly on-going responsibilities and liabilities.

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

## 10.0 Risk & Opportunity Management Implications

- 10.1 See table below -

Risk	Opportunities
<p>Flood Alleviation structures and assets will not perform to their full potential if ongoing maintenance is not carried out subjecting residents, communities and businesses to greater risk of flooding during extreme weather events increasing anxiety and concern.</p> <p>Increased insurance premiums or becoming uninsurable and the potential loss of investment and employment to the City.</p>	<p>To prioritise resources on those areas at greatest risk and to work with partners to deliver additional works to reduce flood risk.</p> <p>The Council will work with communities to promote resilience and participation with schemes and works in their areas.</p> <p>Continue working with voluntary groups and to promote a programme of community events which we will publicise through the Partnerships and Community Groups.</p>
<p>Reduced funding to deliver works.</p>	<p>Continue working with communities to establish more 'Friends Groups' which have multiple positive outcomes including residents taking ownership of their area, attract funding opportunities for further enhancements and applying for awards such as Green Flag.</p>

## **11.0 People Impact Assessment (PIA):**

- 11.1 Reducing flood risk to an individual property or a community does not prejudice against any one group or community. Reducing flood risk and increasing flood resilience provides re-assurance and comfort to those communities and groups at risk.
- 11.2 Communities and residents will be made aware of proposed works and enter into consultation where relevant.
- 11.3 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 Flood alleviation works and measures have a critical role to play in protecting communities. Proper maintenance of flood assets will reduce the risk and impact of flooding events.

### Sustainability

- 12.2 Given the ongoing reductions to local authority resources there is a need to support communities to become more resilient.
- 12.3 Sustainable Urban Drainage Systems are promoted in relation to new developments and used whenever possible in flood alleviation schemes. SuDS (ponds, swales, rain gardens etc) are usually less expensive to implement, maintain, add amenity value and are important for habitat creation.
- 12.4 Consideration is given to other requirements such as the Water Framework Directive to enhance and renaturalise watercourses in addition to improving water quality which may include the retro fitting of SuDS.

### Staffing & Trade Union

- 12.5 None.

**Background Documents:** None

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**FLOOD ALLEVIATION CAPITAL PROJECTS & MAINTENANCE WORKS COMPLETED**

Location	Issue/Works	No. of properties where flood risk reduced by works
<b>1. Bristol Road, Quedgeley Severn Vale - surface water drainage into Dimore tributary</b>	Works to improve the conveyance of surface water system, problems identified with silt, debris and roots during investigations and CCTV survey. Works included high pressure jetting and removal of silt, roots and other debris.	<b>Approximately 6</b>
<b>2. Highclere Road, Quedgeley Severn Vale</b>	Over topping of Dimore brook. Works included the installation of a flood alert/warning system	<b>Approximately 20</b>
<b>3. Saffron Close, Matson and Robinswood</b>	Issues with surface water discharging off City Council land into residential garages. Works have included drainage improvement works.	
<b>4. River Twyver, Suffolk Drive, Westgate</b>	Issues with existing header wall structure and poor access for maintenance purposes, works have included improvements to existing structure, improved access and desilting works.	
<b>5. Lobleys Drive Park, Hucclecote</b>	Pond clearance works – pond takes surface water from highway and adjacent POS.	
<b>6. River Twyver - Malmesbury Road, Barnwood</b>	Clearance of the banks and channel in addition to desilting works.	<b>Approximately 16 +, subway and footpath</b>
<b>7. River Twyver - Overbury Road, Barton &amp; Tredworth</b>	Clearance of the banks and channel in addition to desilting works.	<b>Approximately 32</b>
<b>8. Wotton brook at Barnwood Park, Barnwood</b>	Trash screen prone to trapping small debris causing the watercourse to back-up in addition the screen is difficult to clear and maintain. Works included desilting and replacement of existing trash screen.	<b>Approximately 11+ properties &amp; highway</b>
<b>Total</b>		<b>Approximately 85 properties</b>

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**FLOOD ALLEVIATION CAPITAL PROJECTS & MAINTENANCE WORKS ONGOING/PLANNED**

Location	Issue/Works	No. of properties where flood risk reduced by works
<b>1. Sud brook – The Lampreys/Cheyney Close, Matson &amp; Robinswood/Barnwood</b>	Surface water/ flooding from Sud and Matson brook - works to include Property Level Protection measures in addition to engineered solutions including bunds, ground re-profiling and flood barriers. Joint funded scheme – DEFRA, Glos County Council, City Council and GCH. Property level surveys completed detailed design underway.	<b>40 +</b>
<b>2. Stroud Road, Tuffley</b>	Surface water flooding issues due to water pouring off fields adjacent to Grange Road. Works to include extending existing bund along Grange Road, replacement of trash screen on Stroud Road (Whaddon brook) and ground works on the junction of Bybrook Road and Grange Road to better manage surface water flows.	<b>Approximately 10</b>
<b>3. Deans Way, Kingsholm and Wotton</b>	Surface water/flooding from River Twyver (when River Severn running high for prolonged periods) which fills the public open space and up to the rear threshold of properties. Further investigation required works may involve bunding of the public open space opposite the rear of residential gardens.	<b>Approximately 10</b>
<b>4. Barnwood Park – Wotton brook, Barnwood</b>	Works to improve the efficiency of pond to reduce risk of downstream flooding issues. Additional works being considered include creating additional storage and water treatment through a swale and reed bed system.	<b>Approximately 20 + highway</b>
<b>5. Highclere Road, Quedgeley Severn Vale</b>	Over topping of Dimore brook, works will look to include the installation of Individual Property Level Protection measures to those properties at highest risk.	<b>Approximately 20</b>
<b>6. Porchester Road, Hucclecote</b>	Works to reduce the risk of flooding from Wotton brook - works under investigation include improving existing drainage, providing additional drainage, in channel storage and works to redirect flows back into channel.	<b>Approximately 20 + highway</b>
<b>7. Sandyleaze Field, Elmbridge</b>	Bank erosion issues at a number of locations along the Horsbere brook. Works to include bank strengthening works which may include willow spiling etc.	<b>Footpath</b>
<b>8. Deans Walk, Kingsholm and Wotton</b>	Surface water/ flooding from River Twyver. Property level surveys to be completed in spring 2017 to identify potential works which may include the installation of Property Level Protection measures i.e. flood doors, air brick covers, non-return valves and flood barriers. Joint funded scheme – DEFRA and Gloucester City Council.	<b>46</b>
<b>9. Tewkesbury Road, Kingsholm and Wotton</b>	Issues with standing surface water. Property level surveys completed in late spring 2016 which identified potential works/measures including the installation of Property Level Protection measures i.e. flood doors, air brick covers, non-return valves and flood barriers etc. Joint funded scheme – DEFRA and City Council.	<b>4</b>

Location	Issue/Works	No. of properties where flood risk reduced by works
<b>10. Lobleys Drive Park, Hucclecote</b>	Planting of reeds and other wetland plants in pond area which takes surface water from highway and adjacent Public Open Space in addition to improving water quality and habitat creation.	<b>Footpath</b>
<b>11. Birch Avenue, River Twyver</b>	Removal of a short section of concrete lined channel which restricts flow in times of heavy rain fall and is prone to blockages. Installation of two staged channel and re-naturalisation works.	<b>6</b>
<b>12. Naas Lane, Quedgeley</b>	Surface water runoff affecting properties and highway during heavy rain. Works have been carried out by land owner where water sheds off their site. Additional drainage works have also been carried out by affected landowner and Gloucestershire Highways have carried out investigations and associated works which has improved the situation. Additional works may involve the purchase of a demountable flood barrier.	<b>3 - 1 residential, 2 business</b>
<b>Total</b>		<b>Approximately 179 properties</b>

## FUTURE SCHEMES/WORKS UNDER CONSIDERATION

Location	Issue/Works	No. of properties where flood risk reduced by works
<b>1. Bristol Road/Cecil Road, Moreland</b>	Localised surface water flooding issues which have previously affected a number of properties in the area. Works carried out by Severn Trent Water have improved the situation. Continue to monitor the situation.	<b>Approx 12</b>
<b>2. Holmleigh Road, Tuffley</b>	Two culverts have been identified as being undersized for a 100 year event; works may involve the removal and replacement of culverts and associated bank works if funding becomes available.	<b>22 houses + highway</b>
<b>3. Stroud Road, Tuffley</b>	Surface water/ground water issues from Robinswood Hill affecting a number of properties. Further investigations required - works may include swales and a number of attenuation ponds.	<b>Approx 6+</b>
<b>4. Blackbridge, Podsmead</b>	Works to clear existing ditches have been carried out with further works to follow; additional works may include increasing capacity within ditches and attenuating flows during heavy rainfall events to protect properties further downstream.	<b>Approximately 20 +</b>
<b>5. Sandwick Park – Phase 2, Clange</b>	No recent issues, no further action required at this time	
<b>6. Lower Meadow, Quedgeley Fieldcourt</b>	Bank erosion issues along the banks of the Dimore brook, bank revetment works required. Continue to monitor the situation.	
<b>7. Coney Hill Tributary and Balancing ponds, Barnwood</b>	Reinstating the ditch network and diverting surface water flows into ditch from areas at risk of flooding. In addition further investigations required regarding associated balancing ponds which are currently underutilised.	<b>Approximately 10 +</b>
<b>8. Appleton Way, Hucclecote</b>	Improvements to existing balancing pond to reduce flows into Wotton brook during heavy rain fall events. Works may include levels survey, modelling and reduction of orifice plate in control structure.	<b>Approximately 10</b>
<b>9. Combrook Close, Abbeydale</b>	Improvements to existing balancing pond to reduce flows into River Twyver during heavy rain fall events. Works may include levels survey, modelling and reduction of orifice plate in control structure.	
<b>10. Kingscroft Road, Hucclecote</b>	Surface water runoff affecting property and highway during heavy rain. Investigation works have been carried out and in discussions with Gloucestershire Highways regarding possible funding of scheme which may involve the purchase of a demountable flood barrier.	<b>1 + highway</b>

## FUTURE SCHEMES/WORKS UNDER CONSIDERATION

Location	Issue/Works	No. of properties where flood risk reduced by works
<b>11. Brookfield Road, Hucclecote/Barnwood</b>	Water backs up at culvert spilling out of channel during flooding events affecting properties in the vicinity. Possible works may include replacing the existing parapet wall with railings to ease the flow of water back into channel on the downstream side of culvert.	<b>Approximately 9 + highway</b>
<b>12. Forest View Road, Tuffley</b>	Surface water runoff issues affecting properties. Further investigation required - works may include reinstating a ditch to the rear of properties.	<b>Approximately 6+ &amp; public footpath</b>
<b>13. Curlew Road, Abbey</b>	Pooling of surface water on the public footpath and front garden of property. Initial investigations have been carried out, further works may include a new outfall into the brook should funding become available.	<b>1 front garden and footpath</b>
<b>14. Argyll Place, Elmbridge</b>	A section of footpath is breaking up and falling towards the brook. Repair works to bank and path being investigated.	
<b>15. Highways Flooding Issues - City</b>	Highways surface water issues at a number of locations. In discussion with GH regarding potential works/solutions.	
<b>16. Watercourse improvement works - City</b>	Working with the EA and several partners including Highways England (HE) on a number of possible schemes/funding opportunities to reduce flood risk. In addition to delivering other environmental improvements to water quality, increased biodiversity and habitat creation.	
<b>17. Retro fit SUDS</b>	There are currently a number of sites under consideration should funding become available.	
<b>18. Urban Greening Project</b>	The benefits of Urban Greening are numerous including; reducing urban flooding, providing biodiversity, cooling the urban environment, absorbing carbon and supporting human health. Looking to secure funding and sites to carryout works to promote the benefits of urban greening across the City.	
<b>Total</b>		<b>Approximately 97 properties</b>

## LIST OF AREAS IN RELATION TO CLEARANCE WORKS

Location	Priority 1-5 (1 high, 5 low)	Frequency	No. of days?	Works required	Other considerations in addition to Bird Nesting Season
Scholars Walk & upstream alongside footpath off School Lane, Quedgeley Fieldcourt	3	Annually	1-2	Clearance of the banks/channel	
Blackbridge, Podsmead	2/3	Annually	4	Clearance of the banks/ditches to the rear of Duke of Beaufort Court	
Lilac Way, Quedgeley Severn Vale	3	2 x Annually	2-4	Clearance of the banks/channel between Park Drive & Lilac Way	
Saintbridge Balancing Pond, Barnwood	5	Annually	2	General tidy and clearance works including removal of Balsam	Friends Group. Himalayan Balsam and Giant Hogweed
Whaddon brook, Tuffley	3	Annually	2-4	Clearance of the banks/channel	Access
Milton Avenue, Podsmead	3	2x Annually	4-6	Clearance of pond and ditches	
Plock Court, Longlevens	3	Annually	2	Clearance of the banks/channel to the Western end of the Park	Himalayan Balsam
Lobleys Drive Park, Hucclecote	3/4	Annually	6	Clearance of the banks/dithces & pond	
Twyver - Barn Close down to Highfield Road, Abbey/ Barnwood	4	Annually	10	Clearance of the banks/channel	Himalayan Balsam and Giant Hogweed
Green Lane, Land drain/ditch, Hucclecote	4	Annually	2	Clearance of the banks/channel on POS area	Conservation area
Barnwood Park, Barnwood	3/4	Annually	1	Clearance of the banks/channel	Himalayan Balsam Friends Group

## LIST OF AREAS IN RELATION TO CLEARANCE WORKS

Location	Priority 1-5 (1 high, 5 low)	Frequency	No. of days?	Works required	Other considerations in addition to Bird Nesting Season
Slimbridge Road – Land drain/ditch, Tuffley	3/4	Annually	½	Clearance of the banks/channel	Japanese Knotweed
Daniels brook, Tuffley	2/3	Annually	8	Clearance of the banks/channel to original channel	Land in multiple ownership
Porchester Road, Hucclecote	2	2 x Annually	1	Clearance of the banks/channel	Private land in multiple ownership
Malmesbury Road, Barnwood	2	Annually	1-2	Clearance of the banks/channel	Build up of silt in concrete lined channel
Bishop's Castle Way, Barton and Tredworth	3	Annually	1	Clearance of the banks/channel	Build up of silt in concrete lined channel
Blackditch, Hempsted Meadows	3/4	Annually	2	Clearance of the banks/channel	Water voles
Coney Hill Rugby Club & rear of properties at York Road, Wotton Tributary, Barnwood	3	Annually	1	Clearance of the banks/channel	Himalayan Balsam
Whaddon brook, Lower Tuffley Lane/ Bristol Road, Podsmead	3	Annually	½	Clearance of the banks/channel	Japanese Knotweed at Bristol Road end

## LIST OF AREAS IN RELATION TO CLEARANCE WORKS

Location	Priority 1-5 (1 high, 5 low)	Frequency	No. of days?	Works required	Other considerations in addition to Bird Nesting Season
Open ditch adjacent to The Causeway down to Teal Close - Land drain/ditch Quedgeley Severn Vale	4	Annually	½	Clearance of the banks/channel	
Appleton Way, Hucclecote	3	Annually	½	Clearance of trash screen	
Matson Place, Sud brook, Barton and Tredworth	3	2 x Annually	2	Clearance of the banks/channel	Responsible parties Glos Highways and Private. Japanese Knotweed on third party land
North Upton Lane, Barnwood	4	Annually	½	Bramble clearance to a short section of the banks/channel	
Carters Orchard and Coopers Elm, Quedgeley Severn Vale	4	Annually	2	Clearance of the banks/channel	Land owned by Developer
Horsbere brook, Longlevens	4	Annually	2/3	Removal of Balsam	
Armscroft Park, Elmbridge/Kingsholm and Wotton	3/4	Annually	1	Clearance of the banks/channel	Himalayan Balsam
Ponds to the rear of Waterwells Drive	3/4	Annually	1	Clearance of ponds/outfalls	
<b>Total Days</b>			<b>60 ½ - 69 ½</b>		

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<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>9 November 2016</b>
	<b>Audit and Governance Committee</b>		<b>21 November 2016</b>
	<b>Council</b>		<b>1 December 2016</b>
<b>Subject:</b>	<b>Regulation of Investigatory Powers Act 2000 (RIPA) – Annual Review of Procedural Guide</b>		
<b>Report Of:</b>	<b>Head of Paid Service</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
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<b>Appendices:</b>	<b>1. Procedural Guidance</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 To request that Members review and update the Council’s procedural guidance on RIPA.

**2.0 Recommendations**

2.1 Cabinet is asked to **RECOMMEND**, subject to any comments Cabinet wishes to make, that the changes to the Procedural Guide at Appendix 1 be approved;

2.2 Audit and Governance Committee is asked to **RESOLVE**, subject to any comments the Committee wishes to make, that the proposed changes to the Council’s RIPA Procedural Guide be noted;

2.3 Council is asked to **RESOLVE** that the changes to the Procedural Guide at Appendix 1 be approved.

**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 to which they adhere in using their RIPA powers.

3.2 The Council reviews and updates its RIPA Procedural Guide at least annually. The Council last updated its RIPA Procedural Guide in November 2014.

- 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 2016. The suggestions for amendment and improvement of the Council's RIPA Procedural Guide arising from the inspection have been incorporated into the Procedural Guide at Appendix 1.
- 3.4 Since the changes made to the Council's RIPA powers by the Protection of Freedoms Act 2012, the Council has not made use of its RIPA powers. This is most likely due to the change restricting RIPA authorisations for directed surveillance to offences which carry a maximum custodial sentence of 6 months or more. It should be noted that most offences prosecuted by local authorities do not carry custodial sentences, either at all or of this length. As a result of this, it is not possible to say whether or not any changes to the Guide are required from an operational point of view.
- 3.5 Following a change in senior management, minor changes to the list of Authorised Officers are proposed, to ensure that there are sufficient numbers of officers within the Council who can authorise RIPA applications.

#### **4.0 Alternative Options Considered**

- 4.1 The Council still has and can make use of other investigatory powers, such as overt surveillance, when investigating potential criminal offences, but must comply with RIPA when it carries out Directed Surveillance or CHIS. There are therefore no real alternative options relevant to the Council's use of its RIPA powers.

#### **5.0 Reasons for Recommendations**

- 5.1 The revisions set out in the draft Procedural Guide are to ensure that the Guide remains up-to-date.

#### **6.0 Future Work and Conclusions**

- 6.1 Further revisions to the Procedural Guide may be required, depending on any changes to the legislation or statutory Home Office Guidance.

#### **7.0 Financial Implications**

- 7.1 There are no direct financial implications arising out of this report.

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

#### **8.0 Legal Implications**

- 8.1 These are set out in the main body of the report.

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

## **9.0 Risk & Opportunity Management Implications**

- 9.1 Having a procedural guide that complies with the legislation and guidance and ensuring that officers using RIPA powers are fully trained in the use of the powers will help to reduce the risk of the Council using its RIPA powers unlawfully.

## **10.0 People Impact Assessment (PIA):**

- 10.1 The impact of the changes to the RIPA legislation will have been considered by the Government during the drafting of the legislation. 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 or Trade Union implications arising out of this report.

**Background Documents:** None.

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**GLOUCESTER CITY COUNCIL**

**REGULATION OF INVESTIGATORY POWERS ACT 2000**

**PROCEDURAL GUIDE**

Adopted by Council: xx November 2016

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## **1. INTRODUCTION**

- 1.1 This policy document shall be readily available at the offices of Gloucester City Council (“the Council”).
- 1.2 The purpose of this document is to ensure that the Council complies with the Regulation of Investigatory Powers Act 2000 (RIPA).
- 1.3 This document provides guidance on the regulation of any covert surveillance that is carried out by Council officers. This includes the use of undercover officers, informants and private investigators and other agents of the Council.
- 1.4 Any covert surveillance will have to be authorised and conducted in accordance with RIPA, the statutory codes of practice and this Guide and shall only be for one of the purposes set out in this Guide and for a purpose which the Council is legally required or empowered to investigate as part of its functions.
- 1.5 Covert surveillance will only be used by the Council where it judges such use to be proportionate to the seriousness of the crime or matter being investigated, and the history and character of the individual(s) concerned.
- 1.6 Before requesting authorisation, Investigating Officers will have regard to this document and the statutory Codes of Practice issued under section 71 of RIPA. The Codes of Practice are available from the RIPA co-ordinator and direct from the Home Office at <http://www.homeoffice.gov.uk/counter-terrorism/regulation-investigatory-powers/ripa-codes-of-practice/>
- 1.7 Authorising officers will have to consider whether it is necessary and proportionate for Investigating Officers to undertake covert surveillance and whether it is possible to obtain the evidence through other means.
- 1.8 Authorising Officers must give detailed consideration to the risk of collateral intrusion, i.e. the risk of intruding into the privacy of others while watching someone else. Steps will have to be taken to minimise this risk.
- 1.9 There should be no situation where an officer engages in covert surveillance without obtaining authorisation in accordance with the procedures set out in this document, the statutory Codes of Practice and from RIPA.
- 1.10 Any queries concerning the content of the document should be addressed to the RIPA co-ordinator.

## **2. THE REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)**

### **2.1 The background to RIPA**

RIPA provides a legal framework for the control and regulation of surveillance and information techniques which public authorities undertake as part of their duties. As was highlighted in the introduction to the Guide the need for such control arose as a result of the Human Rights Act 1998. Article 8 of the European Convention on Human Rights states that:-

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, for the protection of health and morals or for the protection of the rights and freedoms of others.

The right under Article 8 is a qualified right and public authorities can interfere with this right for the reasons given in paragraph 2 of Article 8. RIPA provides the legal framework for lawful interference.

## 2.2 The scope of this Guide

This Guide intends to cover the surveillance and information gathering techniques which are most likely to be carried out by the Council.

Neither RIPA nor this Guide covers the use of any overt surveillance, general observation that forms part of the normal day to day duties of officers, the use of equipment to merely reinforce normal sensory perception, such as binoculars, or circumstances where members of the public who volunteer information to the Council.

RIPA does not normally cover the use of overt CCTV surveillance systems since members of the public are aware that such systems are in place.

If an Investigating Officer envisages using any CCTV system for surveillance they should contact the RIPA co-ordinator.

RIPA deals with a wide variety of surveillance types. Some of the other techniques that are covered by RIPA but will not or cannot be used by local authorities are listed below. These include:-

1. The interception of any communication such as postal, telephone or electronic communications without both the sender and receiver's permission;
2. The acquisition and disclosure of information to who has sent or received any postal, telephone or electronic communication; and
3. The covert use of surveillance equipment within any premises or vehicle, including business premises and vehicles with the intention of covertly gathering information about the occupant(s) of such premises or vehicles.

## 2.3 Consequences of not following RIPA

Section 27 of RIPA provides that surveillance shall be lawful for all purposes if authorised and conducted in accordance with an authorisation granted under RIPA.



Lawful surveillance is exempted from civil liability

Although not obtaining authorisation does not make the authorisation unlawful per se, it does have some consequences:-

- (i) evidence that is gathered may be inadmissible in court;
- (ii) the subjects of surveillance can bring their own proceedings or defeat proceedings brought by the Council against them on human rights grounds, ie. we have infringed their rights under Article 8;
- (iii) if a challenge under Article 8 is successful the Council could face a claim for financial compensation;
- (iv) a complaint could be made to the Office of Surveillance Commissioners; and
- (v) the government has also introduced a system of tribunal. Any person who believes that their rights have been breached can have their complaint dealt with by way of a tribunal.

## 2.4 The Surveillance Commissioner

The government has appointed a Surveillance Commissioner to review the way in which public authorities implement the requirements of RIPA. The Commissioner has a wide range of powers of access and investigation. The Council will receive periodic visits from the Office of the Surveillance Commissioners. They will check to see if the Council is complying with RIPA.

It is important that the Council can show that it complies with this Guide and with the provisions of RIPA.

## 3. COVERT SURVEILLANCE

There are three categories of covert surveillance:-

1. Directed surveillance
2. Covert human intelligence sources; and
3. Intrusive surveillance (but nothing in this procedure permits the authorising of "Intrusive surveillance" as defined in RIPA (ie. in respect of anything taking place on residential premises or in a private vehicle, involving the presence of an investigator on those premises/vehicles or carried out through a surveillance device).

### 3.1 Directed Surveillance (DS)

3.1.1 The majority of covert surveillance that will be undertaken by the Council will fall under the heading of Directed Surveillance (DS).

3.1.2 DS is defined as surveillance which is covert, but not intrusive, and is undertaken:-

- (a) for the purpose of a specific investigation or operation;

- (b) in such a manner as it is likely to result in obtaining private information about a person (whether or not that person is the target of the investigation or operation); and
- (c) in a planned manner and not by way of an immediate response whereby it would not be reasonably practicable to obtain an authorisation prior to the surveillance being carried out.

3.1.3 It is irrelevant where the subject of the DS is being observed.

3.1.4 If you intend to instruct an agent to carry out the DS the agent must complete and sign the form marked “agent’s agreement form” contained in Appendix C. The agent will be subject to RIPA in the same way as any employee of the Council would be.

3.1.5 The flow chart in Appendix D gives guidance on when authorisation might be needed.

## 3.2 **Covert Human Intelligence Sources (CHIS)**

3.2.1 This involves the establishment or maintenance of a personal or other relationship with a person for the covert purpose of obtaining or disclosing private information. A CHIS is a person who:-

- (a) s/he establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph (b) or (c);
- (b) he covertly uses such a relationship to obtain information or to provide access to any information to another person; or
- (c) he covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

3.2.2 A relationship is established or maintained for a covert purpose if and only if it is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the purpose.

3.2.3 A relationship is used covertly and information obtained is disclosed covertly, if and only if the relationship is used or the information is disclosed in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the use or disclosure in question.

3.2.4 Covert Human Intelligence Sources may only be authorised if the following arrangements are in place:

- that there will at all times be an officer within the local authority who will have day to day responsibility for dealing with the source on behalf of the authority, and for the source’s security and welfare;

- that there will at all times be another officer within the local authority who will have general oversight of the use made of the source;
- that there will at all times be an officer within the local authority who has responsibility for maintaining a record of the use made of the source; and
- that the records relating to the source maintained by the local authority will always contain particulars of all matters specified by the Secretary of State in Regulations.

3.2.5 Legal advice should always be sought where any matters for investigation may involve the use of other enforcement agencies, including the police.

3.2.6 Special consideration must be given to the use of vulnerable individuals for CHIS. A 'vulnerable individual' is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself, or unable to protect himself against significant harm or exploitation. Any individual of this description, or a juvenile as defined below, should only be authorised to act as a source in the most exceptional circumstances and only then when authorised by the Chief Executive (Head of Paid Service) (or, in his absence, by the person acting as Head of Paid Service).

3.2.7 Before an Investigating Officer undertakes any surveillance involving a vulnerable individual they **must obtain legal advice** and consult the RIPA co-ordinator concerning any clarification on the administrative process. Also in these cases, the Head of Paid Service (or in his absence, by the person acting as Head of Paid Service) must authorise the use of a vulnerable individual as a CHIS.

3.2.8 Special safeguards also apply to the use or conduct of juvenile sources; that is sources under the age of 18 years. On no occasion should the use or conduct of a source under 16 years of age be authorised to give information against his parents or any person who has parental responsibility for him.

3.2.9 In other cases, authorisations should not be granted unless the special provisions contained within The Regulation of Investigatory Powers (Juveniles) Order 2000; SI No. 2793 are satisfied. Authorisations for juvenile sources should be granted by the Head of Paid Service (or in his absence, by the person acting as Head of Paid Service). Before an Investigating Officer undertakes any surveillance involving a juvenile they must consult the RIPA co-ordinator.

3.2.10 If an Investigating Officer intends to instruct an agent to carry out the CHIS the agent must complete and sign the form marked "agent's agreement form" contained in Appendix C. The agent will be subject to RIPA in the same way as any employee of the Council would be.

3.2.11 The flow chart in Appendix D gives guidance on when authorisation might be needed.

3.2.12 Any Investigating Officer considering the use of a CHIS must seek advice from the RIPA Co-ordinator before taking any steps in relation to a CHIS.

### 3.3 **Intrusive surveillance**

3.3.1 Intrusive surveillance is defined as covert surveillance that:-

- (a) is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
- (b) involves the presence of any individual on the premises or in the vehicle or is carried out by means of a surveillance device.
- (c) if the device is not located on the premises or in the vehicle, it is not intrusive surveillance unless the device consistently provides information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the vehicle.

3.3.2 Local authorities are not authorised to conduct intrusive surveillance.

## 4. **Procedure for Obtaining Authorisations**

4.1 The Senior Responsible Officer:-

### **Role:**

4.1.1 The Head of Paid Service is designated the Council's Senior Responsible Officer (SRO) with responsibilities for:-

- (a) ensuring the integrity of the Council's RIPA processes;
- (b) ensuring compliance with RIPA legislation and the Home Office Codes of Practice;
- (c) engaging with the OSC when its inspector conducts an inspection;
- (d) overseeing the implementation of any post-inspection plans;
- (e) ensuring that all Authorising Officers are of an appropriate standard in light of any recommendations made by the OSC inspection reports;
- (f) ensuring that concerns are addressed, where OSC inspection reports highlight concerns about the standards of Authorising Officers.

4.2 Authorising Officers

### **Role:**

Authorising Officers can authorise, review and cancel directed surveillance, and can authorise, review and cancel the employment of a juvenile or vulnerable CHIS, or the acquisition of confidential information.

- 4.2.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 prescribes that for local authorities the Authorising Officer shall be a Director, Head of Service, Service Manager or equivalent as distinct from the officer responsible for the conduct of an investigation.
- 4.2.2 Officers of a lower rank **cannot** grant authorisations.
- 4.2.3 A designated Authorising Officer must qualify **both** by rank and by competence. Officers who wish to be designated must have been trained to an appropriate level so as to have an understanding of the Act and the requirements that must be satisfied before an authorisation can be granted.

Appendix A sets out the officers within the Council who can grant authorisations.

- 4.2.4 Authorisations must be given in writing by the Authorising Officer. .
- 4.2.5 Authorising Officers are also responsible for carrying out regular reviews of applications which they have authorised and also for the cancellation of authorisations.

#### 4.3 **Investigating Officers - What they need to do before applying for authorisation**

- 4.3.1 Investigating Officers should think about the need to undertake DS or CHIS before they seek authorisation. Investigating Officers need to consider whether they can obtain the information by using techniques other than covert surveillance. There is nothing that prevents an Investigating Officer discussing the issue of surveillance beforehand. Any comments by a supervisor should be entered into the application for authorisation.
- 4.3.2 The Codes of Practice do however advise that Authorising Officers should not be directly responsible for authorising investigations or operations in which they are directly involved although it is recognised that this may sometimes be unavoidable.
- 4.3.3 If an Investigating Officer intends to carry out DS or use CHIS they should complete and submit an Application for Directed Surveillance form which is marked Application for Directed Surveillance or an Application for the use of CHIS which is marked Application for CHIS to an Authorising Officer. An electronic version of the most up-to-date forms and Codes of Practice are available from the RIPA Co-ordinator, via the RIPA folder within SmartAccess or from the Home Office website address in Appendix B.
- 4.3.4 Appendix D shows the steps which are required as part of the authorisation process.
- 4.3.5 The person seeking the authorisation should obtain a Unique Reference Number from the RIPA Co-ordinator and complete parts 1 and 2 of the form having regard to the guidance given in this Guide and the statutory Codes of Practice.
- 4.3.6 The form should then be submitted to the Authorising Officer for authorisation.

#### 4.4 Authorising Officers - What they need to do before authorising surveillance

4.4.1 Before giving authorisation an Authorising Officer **must** be satisfied that the reason for the request is the permitted reason under the Act and permitted under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010, i.e.

in the case of directed surveillance, for the purpose of the prevention and detection of conduct which constitutes one or more criminal offences that are:

- (i) punishable by a maximum term of at least 6 months imprisonment; or
- (ii) are offences under:
  - a. Section 146 of the Licensing Act 2003 (sale of alcohol to children)
  - b. Section 147 of the Licensing Act 2003 (allowing the sale of alcohol to children)
  - c. Section 147A of the Licensing Act 2003 (persistently selling alcohol to children); or
  - d. Section 7 of the Children and Young Persons Act 2003 (sale of tobacco etc. to persons under eighteen); and

or

in the case of CHIS, for the purpose of the prevention and detection of crime or for the preventing of disorder;

and

- the desired result of the covert surveillance cannot reasonably be achieved by other means; and
- the risks of collateral intrusion have been properly considered, and the reason for the surveillance is balanced proportionately against the risk of collateral intrusion; and
- there must also be consideration given to the possibility of collecting confidential personal information. If there is a possibility of collecting personal information the matter should be passed to the Senior Responsible Officer for consideration.

4.4.2 An Authorising Officer **must** also be satisfied that the surveillance in each case is **necessary** and **proportionate**.

This is defined as:-

##### **Necessity**

- Obtaining an authorisation under the 2000 Act will only ensure that there is a justifiable interference with an individual's Article 8 rights if it is necessary

and proportionate for these activities to take place. The 2000 Act first requires that the person granting an authorisation for directed surveillance believe that the authorisation is necessary in the circumstances of the particular case for the statutory ground in section 28(3)(b) of the 2000 Act being *“for the purpose of preventing or detecting crime or of preventing disorder”* .

### **Proportionality**

- The following elements of proportionality should be considered:
  - i) balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
  - ii) explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
  - iii) considering whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result;
  - iv) evidencing as far as reasonably practicable, what other methods have been considered and why they were not implemented.

When the Authorising Officer has considered if the surveillance is necessary and proportionate they must complete the relevant section of the form explaining why in his/her opinion the surveillance is necessary and proportionate.

## **4.5 Judicial Approval**

- 4.5.1 From 1 November 2012, any DS or CHIS authorisation granted by an Authorising Officer **does not** take effect until an order has been made by a Justice of the Peace (“Magistrate”) approving the grant of the authorisation.
- 4.5.2 When an authorisation has been granted by an Authorising Officer, an Officer authorised by the Council to appear on its behalf in Magistrates’ Court proceedings (the “Applicant”) needs to make an application to the Magistrates’ Court for judicial approval of the authorisation before the authorisation can take effect (i.e. before lawful surveillance can begin).
- 4.5.3 Under the Criminal Procedure Rules 2012, the Applicant must:
  - (i) apply in writing and serve the application on the court officer;
  - (ii) attach the authorisation which the Applicant wants the court to approve (NB the original authorisation should be shown to and a copy provided to, the Magistrate. The original authorisation should be retained by the Investigating Officer) ;
  - (iii) attach such other material (if any) on which the Applicant is relying to satisfy the court that the authorisation was necessary for the purposes of the prevention and detection of crime and was proportionate (as set out in

paragraph 4.4.1) and that the authorisation was granted by a person designated for the purposes of RIPA .

The Applicant should also provide the Magistrate with two copies of a partially completed judicial application/order to assist the process.

4.5.4 The relevant Magistrate may approve the granting of a DS authorisation if, and only if, they are satisfied that:

- (i) at the time of the grant (i.e. when approval was given by the Authorising Officer):
  - a. there were reasonable grounds for believing that the authorisation was necessary for the purposes of the prevention and detection of crime and was proportionate (as set out in paragraph 4.4.1); and
  - b. that the authorisation was granted by a person designated for the purposes of authorising DS; and
- (ii) at the time when the relevant Magistrate is considering the matter, there remain reasonable grounds for believing that the authorisation is necessary and proportionate (as set out in paragraph 4.4.1)

4.5.5 The relevant Magistrate may approve the granting of a CHIS authorisation if, and only if, they are satisfied that:

- (i) at the time of the grant (i.e. when approval was given by the Head of Paid Service):
  - a. there were reasonable grounds for believing that the authorisation was necessary for the purposes of the prevention and detection of crime or disorder and was proportionate (as set out in paragraph 4.4.1) and that the arrangements set out in paragraph 3.2.3, together with any other prescribed requirements, were in place; and
  - b. that the authorisation was granted by a person designated for the purposes of authorising CHIS, and
- (ii) at the time when the relevant Justice of the Peace is considering the matter, there remain reasonable grounds for believing that the authorisation is necessary and proportionate (as set out in paragraph 4.4.1)

4.5.6 Where an application is approved by a Magistrate, the Investigating Officer should:

- (i) retain a copy of the judicial application/order that has been signed by the Magistrate;
- (ii) retain the original authorisation; and
- (iii) notify the RIPA Co-Ordinator of the JP approval for the authorisation and provide a copy of the authorisation, application and Order for the RIPA records.



4.5.7 Where an application is not approved by a Magistrate, the authorisation does not take effect and the surveillance proposed in the authorisation should not be carried out.

4.5.8 Where an application is refused by a Magistrate, the Magistrate may make an order quashing the authorisation.

## 5. **Duration, Review, Renewal and Cancellation of Authorisations**

### 5.1 **Duration**

5.1.1 DS authorisations will cease to have effect after three months from the date of judicial approval unless renewed (also subject to judicial approval) or cancelled.

5.1.2 Authorisations should be given for the maximum duration (i.e. three months) but reviewed on a regular basis and formally cancelled when no longer needed.

5.1.3 CHIS authorisations will cease to have effect after twelve months from the date of approval.

5.1.4 Investigating Officers should indicate within the application the period of time that they estimate is required to carry out the surveillance, this will be proportionate to the objectives of the investigation and give due consideration to collateral intrusion.

5.1.5 From 1 November 2012, urgent verbal authorisations are no longer available.

5.1.6 For CHIS authorisations, legal advice must be sought, particularly those that involve the use of juveniles (for which the duration of such an authorisation is one month instead of twelve months).

5.17 It is the responsibility of the Investigating Officer to make sure that the authorisation is still valid when they undertake surveillance.

### 5.2 **Review**

5.2.1 An Investigating Officer must carry out a regular review of authorisations. If an authorisation is no longer required it **must** be cancelled.

5.2.2 The results of any review must be included on the review form (see forms "Review of Directed Surveillance" and "Review of CHIS" available from the RIPA Co-ordinator, via SmartAccess or the Home Office website address given in Appendix B).

5.2.3 The Authorising Officer also has a duty to review authorisations that have been granted when it is necessary or practicable to do so. Particular attention should be given to authorisations involving collateral intrusion or confidential material.

5.2.4 The Authorising Officer should keep a copy of the review form and a copy should be given to the Investigating Officer. A copy of the review form must also be sent to the RIPA Co-ordinator.

### 5.3 Renewals

- 5.3.1 An Investigating Officer can ask for and an Authorising Officer can grant, subject to judicial approval, a renewal of an authorisation before it would cease to have effect.
- 5.3.2 An application for a renewal must not be made more than seven days before the authorisation is due to expire.
- 5.3.3 A renewal can last for up to three months, effective from the date that the previous authorisation would cease to have effect.
- 5.3.4 An Authorising Officer can grant more than one renewal, subject to judicial approval, as long as the request for authorisation still meets the requirements for authorisation. An Authorising Officer must still consider all of the issues that are required for a first application before a renewal can be granted.
- 5.3.5 If the reason for requiring authorisation has changed from its original purpose it will not be appropriate to treat the application as a renewal. The original authorisation should be cancelled and a new authorisation should be sought, granted by an Authorising Officer and approved by a Magistrate.
- 5.3.6 An application for a renewal must be completed on the appropriate form (see forms “Renewal of Directed Surveillance” and “Renewal of CHIS” available from the RIPA Co-ordinator, via SmartAccess or the Home Office website address given in Appendix B).
- 5.3.7 The Authorising Officer should keep a copy of the renewal and a copy should be given to the Investigating Officer. A copy of the renewal form, judicial application and order must also be sent to the RIPA Co-ordinator.

### 5.4 Cancellations

- 5.4.1 If the reason for requiring the authorisation no longer exists, the authorisation must be cancelled and in any event as soon as the operation for which an authorisation was sought ceases to be necessary or proportionate. This applies to both original applications and renewals (see forms “Cancellation of Directed Surveillance” and “Cancellation of CHIS” available from the RIPA Co-ordinator, via SmartAccess or the Home Office website address given in Appendix B).
- 5.4.2 Authorisations must also be cancelled if the surveillance has been carried out and the original aim has been achieved. Authorising Officers will ensure that authorisations are set to expire at the end of the appropriate statutory period.
- 5.4.3 It is the responsibility of the Investigating Officer to monitor their authorisations and seek cancellation of them where appropriate.

5.4.4 The Authorising Officer should keep a copy of the cancellation form and a copy should be given to the Investigating Officer. A copy of the cancellation form must also be sent to the RIPA Co-ordinator.

## 5.5 **Review of Policy and Procedure**

- (i) The Cabinet will receive annual reports on the use of RIPA.
- (ii) The Cabinet will review the use of RIPA and report any recommendations to the Overview and Scrutiny Committee and Council on an annual basis.

## 6. **The RIPA Co-ordinator**

### 6.1 **Role**

The RIPA Co-ordinator will:-

- (i) provide a Unique Reference Number for each authorisation sought;
- (ii) keep copies of the forms for a period of at least three years;
- (iii) keep a register of all of the authorisations, reviews, renewals and cancellations, including authorisations granted by other public authorities relating to joint surveillance by the Council and that other public authority;
- (iv) provide administrative support and guidance on the processes involved;
- (v) monitor the authorisations, reviews, renewals and cancellations so as to ensure consistency throughout the Council;
- (vi) monitor each department's compliance and act on any cases of non-compliance;
- (vii) provide training and further guidance on and awareness of RIPA and the provisions of this Guide; and
- (viii) review the contents of the Guide, in consultation with Investigating Officers, Authorising Officers and the Senior Responsible Officer.

All original applications for authorisations and renewals including those that have been refused must be passed to the RIPA Co-ordinator as soon as possible after their completion with copies retained by the Authorising Officer and the Investigating Officer.

The RIPA Co-ordinator shall be the Head of Finance

All cancellations must also be passed to the RIPA Co-ordinator.

6.2 It is however the responsibility of the Investigating Officer, the Authorising Officers and the Senior Responsible Officer to ensure that:-

- (i) authorisations are only sought and given where appropriate;
- (ii) authorisations are only sought and renewed where appropriate;
- (iii) authorisations are reviewed regularly;
- (iv) authorisations are cancelled where appropriate; and
- (v) they act in accordance with the provisions of RIPA.

## **7. Legal Advice**

Legal Services will provide legal advice to staff making, renewing or cancelling authorisations, including making applications for judicial approval.

## **8. Joint Investigations**

Where joint investigations are carried out with other agencies, such as the Department of Work and Pensions (DWP) or the Police, the RIPA Co-ordinator should be notified of the joint investigation and provided with a copy of any RIPA authorisation granted by another agency in respect of a joint investigation involving Council officers

## Officers

The following officers are the Senior Authorising Officer and the Authorising Officers for the purposes of RIPA.

### **Senior Responsible Officer**

Head of Paid Service – Jon McGinty

### **Authorising Officers – Directed Surveillance**

Corporate Director – Service Transformation  
Head of Neighbourhood Services  
Head of Regeneration and Economic Development

### **Authorising Officer – CHIS**

Head of Paid Service – Jon McGinty

## Authorisation Forms

The authorisation, review and cancellation forms will be the forms that are current on the home page of

<https://www.gov.uk/government/collections/ripa-forms--2>

**Regulation of Investigatory Powers Act 2000**

**Gloucester City Council**

**Agent's Agreement Form**

I ..... (insert Agent's name) of  
..... (address) confirm that in  
relation to .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... (name or description of  
the surveillance) I agree to comply with the Regulations of Investigatory Powers Act 2000,  
with all statutory provisions, statutory Codes of Practice and with Gloucester City Council's  
Procedural Guide when undertaking any and all surveillance authorised by Gloucester City  
Council under the Regulation of Investigatory Powers Act 2000.

I acknowledge receipt of a copy of the Council's Authorisation Form reference number  
..... dated the ..... and I agree not to  
carry out any surveillance that is contrary to this authorisation.

Signed .....




Dated .....

**Will Directed Surveillance authorisation be required?**

Are you carrying out the surveillance in a way that people are going to be unaware that it is being carried out?	No →	Surveillance is unlikely to be covert and therefore authorisation will not be required
↓ Yes		
Is the surveillance part of a specific investigation?	No →	Unlikely to require authorisation
↓ Yes		
Are you going to be collecting information about a person's private or family life?	No →	Unlikely to require authorisation
↓ Yes		↓ No
Will the surveillance require the presence of an individual or use a surveillance device on a person's premises or private vehicle?	Yes →	This may fall within the definition of intrusive surveillance
↓ No		
You will need to obtain authorisation		Seek advice from RIPA co-ordinator



## Will Covert Human Intelligence Sources authorisation be required?

Are you carrying out the surveillance in a way that people are going to be unaware that it is being carried out?	No 	It is unlikely that the CHIS is covert and authorisation will be required
↓ Yes		
Are you going to establish a personal or other relationship with someone in order to obtain, provide access to, or disclose information as part of that relationship?	No 	Unlikely to require authorisation
↓ Yes		
Are you going to be using a vulnerable person or persons under 18 years old?	Yes 	Speak to the RIPA co-ordinator
↓ No		
Is the person establishing a relationship with employee or agent?		
↓ Yes		
Authorisation for CHIS should be obtained and an agent's agreement form should be completed when an agent is used		

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