



**Gloucester  
City Council**

**Cabinet**

**Meeting: Wednesday, 8th November 2017 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>	David Rice Democratic Services Officer 01452 396126 david.rice@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</b> (Pages 7 - 10)  To approve as a correct record the minutes of the meeting held on 11 <sup>th</sup> October 2017.
<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 relation to: <ul style="list-style-type: none"> <li>• Matters relating to individual Council Officers, or</li> </ul>

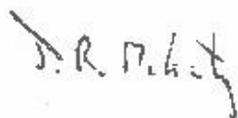
	<ul style="list-style-type: none"> <li>• Matters relating to current or pending legal proceedings</li> </ul>
<b>6.</b>	<p><b>LEADER AND CABINET MEMBERS' QUESTION TIME (15 MINUTES)</b></p> <p>Any Member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:</p> <ul style="list-style-type: none"> <li>• Any matter relating to the Council's administration</li> <li>• Any matter relating to any report of the Cabinet appearing on the summons</li> <li>• A matter coming within their portfolio of responsibilities</li> </ul> <p>Only one supplementary question is allowed per question.</p>
<b>7.</b>	<p><b>ARMED FORCES COMMUNITY COVENANT UPDATE (Pages 11 - 16)</b></p> <p>To consider the report of the Cabinet Member for Communities and Neighbourhoods providing an update on the work carried out by the Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant and seeking ongoing endorsement of such activity.</p>
<b>8.</b>	<p><b>GLOUCESTER PLAYING PITCH STRATEGY – PROGRESS UPDATE (Pages 17 - 44)</b></p> <p>To consider the report of the Cabinet Member for the Environment providing Members with an update on progress made in the delivery of the Gloucester Playing Pitch Strategy since its adoption by Council in January 2016.</p>
<b>9.</b>	<p><b>CITY CENTRE INVESTMENT FUND ALLOCATIONS AND UPDATE (Pages 45 - 54)</b></p> <p>To consider the report of the Cabinet Member for Regeneration and Economy updating Members on the projects within the City Centre Investment Fund (CCIF) delivery programme.</p>
<b>10.</b>	<p><b>KINGS QUARTER DEVELOPMENT PROGRESS (Pages 55 - 58)</b></p> <p>To consider the report of the Cabinet Member for Regeneration and Economy noting the progress made for the new Kings Quarter regeneration proposals and the procurement of a hybrid planning application.</p>
<b>11.</b>	<p><b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - REVIEW OF PROCEDURAL GUIDE (Pages 59 - 86)</b></p> <p>To consider the report of the Cabinet Member for Performance and Resources informing Members of the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) and requesting that Members review and update the Council's procedural guidance on RIPA.</p>
<b>12.</b>	<p><b>ROYAL CITY OF GLOUCESTER- CONSULTATION RESPONSE (Pages 87 - 90)</b></p> <p>To consider the report of the Leader of the Council presenting the results of the public consultation on Royal City Status.</p>
<b>13.</b>	<p><b>THE GLOUCESTER WINDOW (Pages 91 - 96)</b></p> <p>To consider the report of the Cabinet Member for Regeneration and Economy advising Members of the intention to discharge the bus station planning condition requirement for providing public art by the delivery of a distinctive stained glass window, to be known as the Gloucester Window, to be located at the new bus station.</p>
<b>14.</b>	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p>

**To resolve:-**

“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended”.

<b>Agenda Item No.</b>	<b>Description of Exempt Information</b>
15	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

<b>15.</b>	<b>REGENERATION AT ST OSWALD'S RETAIL PARK (Pages 97 - 104)</b>  To consider the report of the Cabinet Member for Regeneration and Economy concerning regeneration at St Oswald's Retail Park.
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**Jon McGinty**  
**Managing Director**

**Date of Publication: Tuesday, 31 October 2017**

## NOTES

### **Disclosable Pecuniary Interests**

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

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

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

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

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

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

### **Access to Information**

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

For further details and enquiries about this meeting please contact David Rice, 01452 396126, [david.rice@gloucester.gov.uk](mailto:david.rice@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**

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Chair aware before the meeting starts.

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.

### **FIRE / EMERGENCY EVACUATION PROCEDURE**

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

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

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## CABINET

**MEETING** : Wednesday, 11th October 2017

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

### **Others in Attendance**

Cllrs

Jon McGinty, Managing Director

Jonathan Lund, Corporate Director

Anne Brinkhoff, Corporate Director

Jon Topping, Head of Policy and Resources

Lloyd Griffiths

Meyrick Brentnall, Environmental Planning Manager

Adam Gooch, Principal Planning Officer

Shirin Wotherspoon, Solicitor

David Rice, Democratic Services and Elections Officer

**APOLOGIES** : Cllrs. Watkins and Cook

### **40. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **41. MINUTES**

RESOLVED:

That the minutes of the meeting held on 13<sup>th</sup> September 2017 be confirmed as a correct record and signed by the Chair.

### **42. PUBLIC QUESTION TIME (15 MINUTES)**

There were no public questions.

### **43. PETITIONS AND DEPUTATIONS (15 MINUTES)**

There were no petitions or deputations.

### **44. LEADER AND CABINET MEMBERS' QUESTION TIME (15 MINUTES)**

**CABINET**  
**11.10.17**

In response to a query from Councillor Hilton as to when Public Space Protection Orders would be considered by the Cabinet, the Head of Communities explained that the legislative implications were still being established with the intention of bringing the matter to Cabinet in by January 2017 and reassured Councillor Hilton that he would be kept informed of progress.

Councillor Hilton pointed out that the report in Agenda item 7 (Improved Waste Collection Service) referred to narrow streets in five wards without naming the streets and asked if the relevant City and County Council Members would be advised of which streets were concerned. The City Improvement and Environment Manager confirmed that this information would be made available before implementation of the plan.

Councillor Hilton drew Members' attention to the appendix of Agenda item 7 (Improved Waste Collection Service Public Consultation) which indicated that residents had requested parking permit schemes and asked that City and County Council Members be informed of such requests in their wards. The City Improvement and Environment Manager confirmed that Members would be informed of any such requests

In relation to Agenda item 9 (Accommodation Review / Disposal of HKP Warehouses) Councillor Hilton sought clarification on how much space the organisation needed to occupy in future either in the warehouses or the Shire Hall. The Managing Director estimated that the smallest of the three warehouses would be sufficient, including a public reception area, should the option of remaining in the warehouses be taken. He explained that in the case of a move to the Shire Hall a definitive answer could not be provided at present because individual services were currently exploring different ways of working such as 'hot-desking'.

In response to Councillor Hilton's query regarding analysis of vacant positions following the recent organisational restructure, the Corporate Director (Anne Brinkhoff) assured Members that information would be made available once Gloucestershire County Council had provided the establishment list.

**45. IMPROVED WASTE COLLECTION SERVICE**

Cabinet considered the report of the Cabinet Member for Environment that informed Members of the review of the residual waste service and the necessary changes required to alleviate the operational problems associated with narrow access issues and terraced properties without storage for waste containers.

**RESOLVED** that the implementation of a weekly bag collection be approved, using an animal proof sack for 2000 properties where there is no storage for waste, replacing the current purple bag service and expanding the service into all narrow access roads where collections have been problematic because of parked vehicles.

**46. BETTER BUSINESS FOR ALL INITIATIVE (REGULATORY ADVICE)**

Cabinet considered the report of the Cabinet Member for Communities and Neighbourhoods presented by the Cabinet Member for Regeneration and Economy

**CABINET**  
**11.10.17**

which detailed participation in a 'Better Business for All' (BBfA) initiative focussing on regulatory advice in partnership with other regulators across Gloucestershire that support local businesses.

The Cabinet Member for Housing and Planning commented that businesses would welcome the initiative and commended the report.

**RESOLVED** that:

1. The City Council participates in the Gloucestershire 'Better Business for All' (Regulatory Advice) Partnership.
2. Authority be delegated to the Head of Communities in consultation with the Cabinet Member for Communities & Neighbourhoods, the Section 151 Officer and the Council Solicitor to approve the fees and charges in respect of the advice & support packages to be provided by the City Council as set out in the report and to enter into any necessary documentation to implement resolution (1) above.

**47. ACCOMMODATION REVIEW / DISPOSAL OF HKP WAREHOUSES**

Cabinet considered the report of the Cabinet Member for Regeneration and Economy and Cabinet Member for Performance and Resources which sought authority to market for sale the Council's long-term leases in Herbert, Kimberley and Philpott Warehouses at Gloucester Docks.

The Cabinet Member for Regeneration and Economy commented that the option to stimulate regeneration by occupying space within the King's Quarter redevelopment scheme remained open.

**RESOLVED** that:

1. Authority be delegated to the Corporate Director, in consultation with the Cabinet Members for Regeneration and Economy and for Performance and Resources, the Solicitor to the Council and the Section 151 Officer, to market the disposal of the Council's interest in the leases for the HKP Warehouses and to take all steps necessary to facilitate the disposal, including entering into discussions with third parties for possible changes of use of and alterations to the properties and expenditure on sales packs
2. The Corporate Director to report back to Cabinet following the marketing exercise for Cabinet to determine the future ownership of HKP Warehouses.

**48. LOCAL DEVELOPMENT SCHEME**

**CABINET  
11.10.17**

Cabinet considered the report of the Cabinet Member for Housing and Planning which sought adoption of the Gloucester Local Development Scheme with revised timetabling in respect of both the Joint Core Strategy and the Gloucester City Plan.

**RESOLVED** that the revised Gloucester Local Development Scheme be adopted with immediate effect.

**Time of commencement: 4.00 pm**  
**Time of conclusion: 4.20 pm**

**Chair**



<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8<sup>th</sup> November 2017</b>
<b>Subject:</b>	<b>Armed Forces Community Covenant Update</b>		
<b>Report Of:</b>	<b>Cabinet Member for Communities &amp; Neighbourhoods</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Lloyd Griffiths – Head of Communities</b>		
	<b>Email:</b>	<b><a href="mailto:Lloyd.griffiths@gloucester.gov.uk">Lloyd.griffiths@gloucester.gov.uk</a></b>	<b>Tel: 39(6355)</b>
<b>Appendices:</b>	<b>1. Gloucester City Council – Specific Measures</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 To provide an update to Cabinet on the work carried out by the Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant ('the Covenant') and to seek ongoing endorsement of such activity.

**2.0 Recommendations**

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

- (1) Work undertaken to support current and ex-service personnel as part of the Council's ongoing commitment to the Covenant be endorsed, and
- (2) An annual update of achievements against the Covenant will be received by Cabinet and that this is programmed into the Cabinet Forward Plan.

**3.0 Background and Key Issues**

3.1 An Armed Forces Covenant exists between the people of the UK and the Armed Forces and their families. It lays out the principles that should exist in the relationship between the Armed Forces and the rest of the Nation, including respect, support and fair treatment. It makes clear that no-one who has served should face disadvantage from their service and that, in some cases, special consideration is appropriate.

- 3.2 A Gloucestershire Armed Forces Community Covenant ('the Covenant') stands alongside the Armed Forces Covenant and is a voluntary statement of mutual support between the people of Gloucestershire and the local Armed Forces community.
- 3.3 Through its membership of the Covenant, Gloucester City Council has made a commitment to the wider Armed Forces Covenant, to support the Armed Forces community within Gloucester and the wider County. Cllr Andy Lewis represents the Council as its Armed Forces Champion.
- 3.4 In following these commitments, the Council is involved in a number of areas to support the Armed Forces, their families and those who have served to be a part of the wider community. The aims of the Covenant are as follows –
- Encourage local communities to support the Armed Forces community in their areas;
  - Encourage the Armed Forces community to help and support the wider community, whether through participation in events and joint projects or other forms of engagement;
  - Promote understanding and awareness among the public of issues affecting the Armed Forces community;
  - Recognise and remember the sacrifices made by the Armed Forces community, and
  - Encourage activities which help to integrate the Armed Forces community into local life.
- 3.5 A list of specific measures that the Council implements in support of the Covenant is included at Appendix 1 and covers areas such as housing advice & support, enabling and supporting events and charitable causes and access to Council services.
- 3.6 It will be important moving forward to ensure that as a Council we continue to engage with armed forces personnel or their representative groups to identify any needs and support they require from the Council or one of its partner agencies.

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

- 4.1 For the Armed Forces Community, the Covenant encourages the integration of service life into civilian life and encourages members of the Armed Forces community to help their local community.

#### **5.0 Alternative Options Considered**

- 5.1 There are no alternative options for consideration

## **6.0 Reasons for Recommendations**

6.1 The Council are committed through the Gloucestershire Armed Forces Community Covenant to work in partnership and act together to honour the covenant and encourage support for the Armed Forces Community working and residing in the City and to recognise and remember the sacrifices that they have made.

## **7.0 Future Work and Conclusions**

7.1 This report recommends that Cabinet continue to receive an annual report in respect of the Covenant and in addition provide support to the Council's Armed Forces Champion.

## **8.0 Financial Implications**

8.1 There are no financial implications associated with this report.  
(Finance have been consulted in the preparation of this report)

## **9.0 Legal Implications**

9.1 There are no legal implications associated with this report.  
(One Legal have been consulted in the preparation of this report)

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

10.1 N/A

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

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

## **12.0 Other Corporate Implications**

### Community Safety

12.1 There are no community safety comments associated with this report.

### Sustainability

12.2 There are no sustainability comments associated with this report.

### Safeguarding

12.3 There are no safeguarding comments associated with this report.

Staffing & Trade Union

12.4 There are no staffing or trade union comments associated with this report.

Press Release drafted/approved

12.5 It is intended to take advice from the Communications Team as to whether there is merit in doing a County wide press release given that Leadership Gloucestershire are the strategic leads for the Armed Forces Community Covenant and in the past an Annual County Update Report has been prepared.

**Background Documents:**

Gloucestershire Armed Forces Community Covenant

## Appendix 1 – Gloucester City Council Specific Measures

Theme	Measure(s)
Organisational Development	Staff who are members of the Territorial Army or other military support service are supported through flexible working arrangements.
Building Control	For Armed Forces personnel returning from duty with a disability, the Council provides free Building Control advice provided and will not charge for any applications made for extensions or alterations to their home.
Remembrance Sunday Event	The Council continues to work with armed forces on events including the sale of poppies for Remembrance Sunday and the promotion of Armed Forces Day through internal & external communications and inclusion in the Council's events calendar.
Armed Forces Day Committee	Representatives of the Council sit on the Armed Forces Day Committee.
British Legion Poppy Day	The Council will continue to support the British Legions Poppy Day through an arrangement with GL1 for free use of accommodation for The Remembrance Sunday event.
War Memorial, Cenotaph & War Graves	The Council commits to maintaining to a high standard the war memorial at the cenotaph in Gloucester Park and the war graves at Tredworth Cemetery.
Army Recruitment Events	The Council will continue to support recruitment events by enabling access to suitable sites
Housing Advice & Homelessness	Over the past 12 months 9 applicants have been re-housed in Gloucester through the Gloucestershire Homeseeker Choice Based Lettings Scheme where they had been a member of the armed forces, thus being deemed as priority need having regard to The Localism Act
Benefit Claimants	<p>Where applicants are in receipt of housing benefit (HB) and/or council tax support (CTS), in common with most local authorities, the City Council has adopted a policy to disregard as income some extra elements of war disablement pensions.</p> <p>The intention of the policy is that Housing Benefit (HB)/Council Tax Support (CTS) claimants who get certain war pensions should get more HB/CTS than they otherwise would. This currently applies to 19 cases.</p> <p>In 2016/17 the Council awarded an extra £33,618 in HB as a result of this policy, and the Council received subsidy from DWP covering 75% of this expenditure - therefore the cost to the City Council of this policy in 2016/17 was around £8,404.</p>
Discretionary Housing Payments (DHP)	There is further help with housing costs through the use of DHP and the Council has a local procedure on awarding DHP whereby we would disregard as income some extra elements of war disablement pensions (the same as in housing benefit). There is no requirement to record this. However, Officers believe the number of DHP customers who have benefited from this will be low.

**Cont.**

<b>Theme</b>	<b>Measure(s)</b>
Under-occupation Reductions in Housing Benefit	Legislation continues to assist armed forces personnel in that a bedroom used by members of the armed or reserve forces will not be counted as a 'spare' room whilst they are away from their main place of residence. This is providing that they have an intention to return to the property and they were in fact treated as a non-dependant person prior to their absence.
Access to Council Venues	The Council offers discounts to Defence Privilege card holders to use at the City's museums and the Guildhall.

# Gloucester City Council

<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8 November 2017</b>
<b>Subject:</b>	<b>Gloucester Playing Pitch Strategy – Delivery Update</b>		
<b>Report Of:</b>	<b>Cabinet Member for the Environment</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Adam Gooch, Principal Planning Officer</b> <a href="mailto:Adam.Gooch@gloucester.gov.uk">Adam.Gooch@gloucester.gov.uk</a> / 01452 396836		
	<b>David Pritchett, Open Spaces Strategy Officer</b> <a href="mailto:David.Pritchett@gloucester.gov.uk">David.Pritchett@gloucester.gov.uk</a> / 01452 396785		
<b>Appendices:</b>	<b>1. Interim Review including Action Plan Update (October 2017)</b> <b>2. Playing Pitch Strategy Action Plan Update (October 2017)</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To provide Cabinet with an update on progress made in the delivery of the Gloucester Playing Pitch Strategy since its adoption by Council in January 2016. This follows the first delivery update provided to Cabinet in November 2016.

### 2.0 Recommendations

- 2.1 Cabinet is asked to:

- (1) **NOTE** the progress made in delivering the Gloucester Playing Pitch Strategy (Appendix 1 and Appendix 2); and
- (2) **RESOLVE** to approve the recommendations made in the Interim Review (Appendix 1 and paragraph 3.8).

### 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 to work together in making improvements to playing pitches and ancillary facilities. The implementation of the Playing Pitch Strategy forms a key priority in the recently adopted Council Plan 2017 - 2020.
- 3.2 The delivery of the PPS is led by a Delivery Group (DG). The DG is led by the City Council, with representation from National Governing Bodies (NGBs), Active Gloucestershire, Aspire Sports and Cultural Trust and the Gloucestershire Playing

Fields Association. The DG has been set up for a period of three years, meets at least every six months and is tasked with monitoring, evaluating and reviewing the delivery of the PPS, Action Plan and associated Artificial Grass Pitch Strategy (AGPS). Officers report to Cabinet the progress in delivering the PPS at least once a year.

- 3.3 This is the second time that officers have brought an update to Cabinet on the delivery of the PPS, the first being in November 2016. Since this time significant progress has been made in delivering the aims and recommendations of the strategy, which are summarised below.

***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 A full summary of the progress made in delivering the PPS is set out in the Interim Review at Appendix 1. Headline achievements are:

- a) Over 40% of grass playing fields in the city have now been improved. This includes direct grass maintenance works, reconfigured pitch layouts to provide for current needs, new posts or nets and bringing back into use previously disused playing fields. This is the result of investment from the City Council, the NGBs and the clubs themselves. Full information on a site-by-site basis is set in the Action Plan Update (Appendix 2).
- b) A targeted event with schools to explore opportunities for increased community use of school pitches as well as opportunities for pupil's to engage in sport in the city.

- c) The Rugby Football Union (RFU), Football Association (FA) and England and Wales Cricket Board (ECB) have held pitch improvement workshops with clubs and groundsmen. This included an event at Gloucester Rugby's Kingsholm Stadium, lead by the head groundsman of Twickenham stadium, Keith Kent. Further workshops are planned in the future.
- d) Approaches have been made to clubs via the NGBs to identify opportunities to improve tenure arrangements for clubs playing on City Council owned sites, in order to facilitate funding bids, where available. Take up has been limited, but there are positive movements from Tuffley Rovers at The Lannett and Quedgeley Parish Council at Kingsway sports pitches.
- e) The University of Gloucestershire / Oxstalls Sports Park has been granted planning permission and, at the time of writing, one 3G pitch is operational and the other is due to be open in early November. These are the first full-sized 3G pitches in the city and have secured community use.
- f) The Blackbridge Community Hub proposal is being taken forward by the City Council and Active Gloucestershire. The current focus of work is around feasibility and the business plan.
- g) New playing field provision has been secured (on-site and/or off-site) from planning consents in the city, including 'Land at Winnycroft Farm', 'Land South of Grange Road' and 'Land off Paygrove Lane'.
- h) A planning framework to help deliver the aims and recommendations of the PPS is being taken forward through the Joint Core Strategy and Gloucester City Plan.
- i) The approach the City Council has taken in delivering the PPS has been identified by Sport England as best practice. Furthermore, the FA is using Gloucester City's approach in developing a national case study.

### ***Interim review***

- 3.6 The Gloucester PPS was adopted in January 2016. In order to ensure it remains up-to-date and relevant, it is important it is updated on a regular basis, to maintain the momentum and commitment that has been built up in developing the PPS, and to ensure the original supply and demand information is no more than two years old.
- 3.7 In order to achieve this, the DG has completed an 'Interim Review' of the PPS, provided at Appendix 1. The review focusses on five questions set out Stage E of Sport England's Playing Pitch Strategy Guidance, which is about delivering a PPS and keeping it up to date. The questions are:
  - How has the delivery of the recommendations and action plan progressed? Are changes required to the priority afforded to each action?
  - How has the PPS been applied and what are the lessons learnt?
  - Are there any changes to particularly important sites and/or clubs in the area and other supply and demand information? What does this mean for the overall assessment work and key findings and issues?
  - Have there been any developments for a specific sport or particular format of sport?
  - Are there any new or emerging issues and opportunities?
- 3.8 The overall conclusion of the review by the DG is that

- a) The current DG structure, representation and frequency of meetings work very well. The work of the DG to date has led to significant improvements in the city. To maintain momentum, it is important for the City Council to maintain strong leadership and that the rest of the DG maintains their current commitment.
- b) A review has been undertaken of updated supply and demand information, improvements made to the different playing pitch sites and any developments in priorities and formats of sports. Whilst significant progress has been made in delivering the PPS, it is not considered at this time that these necessitate a reconsideration of the aims and recommendations of the PPS or the AGPS. It is however important that this continues to be monitored by the DG in the future.

#### **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 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 future.

#### **5.0 Alternative Options Considered**

- 5.1 None – not relevant to this report.

#### **6.0 Reasons for Recommendations**

- 6.1 To provide Cabinet with an annual update on progress in delivering the adopted Gloucester PPS, including an Interim Review. The Interim Review shows that significant progress has been made in delivering the PPS and that, having reviewed the most recent club participation information, developments in the different sports and sites, the PPS remains up-to-date.

#### **7.0 Future Work and Conclusions**

- 7.1 The DG will continue to meet at least every six months, delivering the aims and recommendations of the PPS. A further Interim Review will be brought to Cabinet in November 2018.

#### **8.0 Financial Implications**

- 8.1 The PPS is being delivered by a variety of different parties. Some of the actions are made at no cost to the City Council, being implemented directly by the NGBs and / or clubs as a direct result of the adoption of the PPS. Some costs will be incurred by the City Council, for example, the cost of improving the quality of pitches in City Council ownership.
- 8.2 Some projects will draw funding from a range of different sources and this is something that will be coordinated through the DG. Suitable funding streams for the delivery of projects will be identified in advance of them being initiated. If funding is not available, the projects will not go ahead.
- 8.3 At the Cabinet meeting on 9 November 2016, Members endorsed a 'Priorities list for playing fields and ancillary sports facility improvements'. This document 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. This document is up-to-date and does not therefore require updating at this time.

- 8.4 As agreed by Council at adoption, any more significant delivery projects will be brought for consideration at Senior Management Team as and when relevant.

(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 continues to work with 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 this time.

- 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 DG 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 is having a positive effect on sustainability in Gloucester, providing a framework for the protection, enhancement and provision on playing pitches and ancillary facilities 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:**

'Priorities list for playing fields and ancillary sports facility improvements' (November 2016).

## Gloucester Playing Pitch Strategy Interim review - October 2017

The Gloucester Playing Pitch Strategy (PPS) was adopted in January 2016. In order to ensure it remains up-to-date and relevant, it is important it is updated on a regular basis, to maintain the momentum and commitment that has been built up in developing the PPS, and to ensure the original supply and demand information is no more than two years old.

The following paper answers each of the questions set out at Stage E of the PPS guidance, which is about delivering the strategy and keeping it up to date:

1. How has the delivery of the recommendations and action plan progressed? Are changes required to the priority afforded to each action?
2. How has the PPS been applied and what are the lessons learnt?
3. Are there any changes to particularly important sites and/or clubs in the area and other supply and demand information? What does this mean for the overall assessment work and key findings and issues?
4. Have there been any developments for a specific sport or particular format of sport?
5. Are there any new or emerging issues and opportunities?

### **The Delivery Group**

The PPS is being delivered by the City Council, working with pertinent National Governing Bodies (NGBs), Sport England, Active Gloucestershire, Aspire Sport and Cultural Trust and the Gloucestershire Playing Fields Association – the Delivery Group (DG). The DG meets at least every six months, taking responsibility for the monitoring and annual review of the PPS and providing a vehicle for ongoing engagement in its delivery.

This Interim Review of the PPS has been prepared by the City Council following discussion at meetings in March and September 2017 and has subsequently been signed off by the DG.

### **Supporting information**

This Interim Review has been prepared using supporting evidence. These are provided as follows:

- Appendix 1: PPS Action Plan Update (October 2017)



Active Gloucestershire



## **1. How has the delivery of the recommendations and action plan progressed and any changes required to the priority afforded to each action?**

Progress is being made in delivering all recommendations and actions on the PPS. A summary of current position is provided below.

### **Aim 1: To protect sport facilities for meeting current and future needs.**

#### Recommendations

- a) *Protect sports facilities where there is a need to do so through local planning policy.***
  - Emerging planning policy in the Joint Core Strategy (JCS) and Gloucester City Plan (GCP) seek to ensure protection of important sports fields and ancillary facilities, as well as the provision of new on-site or off-site facilities through new development. The JCS is at the latter stages of preparation, with the Inspector's report expected shortly. The GCP is at an early stage in its preparation, with a Pre-Submission consultation scheduled for Autumn 2018. Since the PPS was adopted, the Debenhams playing field has been lost. This was justified through the planning process in the context of enabling the development of the sports hub at the University of Gloucestershire / Oxstalls Sports Hub. Suitable replacement provision is to be provided as part of the wider scheme.
- b) *Secure tenure and access to sites for high quality, development minded clubs, through a range of solutions and partnership agreements.***
  - Approaches have been made to clubs via the NGBs to identify opportunities to improve tenure arrangements for clubs playing on City Council owned pitches, in order to facilitate funding bids, where available. Take up has been limited, but there are positive movements from Tuffley Rovers at The Lannett and Quedgeley Parish Council at Kingsway sports pitches. The City Council remains open to discussions around and further opportunities in the future.
- c) *Maximise community use of outdoor sports facilities where there is a need to do so.***
  - Active Gloucestershire and the City Council organised a workshop with all of schools in the city, held on 30<sup>th</sup> November 2016. The event began the process of creating a more coherent and structured relationship with schools, looking to establish, coordinate and monitor opportunities for increased community use of community facilities. Active Gloucestershire followed up the event with 1-2-1s with priority schools, with progress and future opportunities being monitored by the DG. Off the back of this event, the DG now prepared a six-monthly newsletter for all schools, highlighting opportunities for schools and pupils to engage in sports activity.
  - Following the grant of planning consent for a significant expansion of the University of Gloucestershire's Oxstalls Campus sporting facilities and a new business school, a 'Community Use Agreement' has been secured at Oxstalls Sports Park to ensure the needs of local hockey clubs are not adversely affected.

### **Aim 2: To enhance outdoor sports facilities through improving quality and management of sites.**

#### **d) *Improve quality.***

- Between January 2016 and September 2017, improvements have been made to over 40% of grass pitches in the city. This includes specific pitch maintenance works, reconfigured pitch layouts to accommodate current needs, new posts or nets or bringing back into use previously disused playing fields. Full details are available in the Action Plan Update at Appendix 1.
- Three rugby clubs in the city have received 'NatWest Rugby Force' funding and support in order to help them achieve their development goals. For the Gloucester clubs, this has focussed around pitch maintenance and improvement including a visit from Keith Kent, the head groundsman for Twickenham Stadium.
- The RFU, FA and ECB have held pitch improvement workshops with clubs and groundsmen. This included an event at Gloucester Rugby's Kingsholm Stadium, lead by

the head groundsman of Twickenham stadium, Keith Kent. Further workshops are planned in the future.

- The FA and RFU have commissioned Pitch Improvement Officers to undertake reviews of priority sites and advise on a targeted programme of pitch improvement measures.
  - The DG has and continues to promote the principles of Asset Based Community Development (ABCD) in its work, encouraging community input in establishing and, where possible, implementing for the needs of the local community.
- e) Adopt a tiered approach (hierarchy of provision) for the management and improvement of sites.**
- Improvements to pitches and the priorities of the DG align with the hierarchy of provision made set out in the Action Plan and endorsed priorities list (November 2016).
- f) Work in partnership with stakeholders to secure funding.**
- The DG works in partnership to deliver the aims, recommendations and action plan of the PPS. The group meets at least every six months and there are other targeted discussions and meetings outside of this as necessary. See Question 2 for further details.

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

- g) Secure planning gain for playing pitches from housing growth.**
- On-site provision or contributions for off-site provision have been secured from a number of larger planning applications. These include for example 'Winnycroft Farm' and 'Land South of Grange Road'.
- h) Rectify quantitative shortfalls in the current pitch stock.**
- Cumulatively the other recommendations and aims contribute towards this objective. It should be noted also that efforts have been made to bring into use pitches that at the time of undertaking the assessment stage of the PPS were found to be unused. Furthermore, efforts have been made to reconfigure / more intensively use existing pitches so as to better reflect the current needs of the community.
- i) Identify opportunities to add to the overall stock to accommodate both current and future demands.**
- The City Council is working with Active Gloucestershire is taking forward the Blackbridge Community Hub, the current focus being around feasibility and the business plan.

## **2. How has the PPS been applied and what are the lessons learnt?**

- The PPS is being applied consistently by all members of the DG. A full DG meeting is held on a six-monthly basis. Other organisations and individuals are invited as and when necessary to provide input on specific projects.
- Outside of this, targeted discussions have been held between different parties around specific priority issues. This has included individual sessions between the Council and NGBs to identify opportunities around secure of tenure for priority clubs as well as a workshop session with local schools.
- The DG feels that the current frequency and structure of meetings works well and does not need to change.
- Particular strengths of the Gloucester PPS Delivery Group are:
  - Strong management and commitment from City Council officers;
  - Consistent and committed representation from City Council officers, Sport England, the National Governing Bodies, Active Gloucestershire and Aspire Sports and Cultural Trust.
  - Consistent representation from the same Council officers with a broad range of skills and experience. Representation from planning officers was identified as particularly important in making the link between the delivery of the PPS, provision of new

playing fields and ancillary facilities through new developments and S106 funding opportunities for off-site provision and improvements.

- The Gloucester City model in implementing the PPS is recognised and recommended to other local authorities. The FA is developing a national case study based on the way Gloucester is delivering its PPS.

### **3. Are there any changes to particularly important sites and/or clubs in the area and other supply and demand information; what does this mean for the overall assessment work and key findings and issues?**

- The sports hub proposal at the University of Gloucestershire and Oxstalls Sports Park has now been granted outline planning permission and the development is in the advanced stages of construction. At the time of writing, one of the 3G pitches is operational, with the other scheduled to open by the beginning of November 2017. These are the first 3G quality pitches in the city.
- The development of the Blackbridge Community Sports Hub in Podsmead continues to progress well as it moves onto the design phase of the project. Working with the County Council flood alleviation team, and joint funded by the Podsmead Big Local, Robert Bray Associates have been commissioned to produce concept designs for the site, incorporating the flood prevention schemes and the new facilities. Active Gloucestershire is continuing to explore a range of funding options for the new road around the athletics track, community hub, 3G artificial grass pitch and landscaped park area.
- New supply is coming forward through various planning consents.
- Elsewhere improvements have been made to existing playing fields and ancillary facilities.
- Overall, the Delivery Group does not feel there are any changes to particularly important sites, or to supply and demand information that would affect the key findings and issues.
- The DG has reviewed participation using the most recent affiliation information. It shows that, overall, participation in the different sports remains similar or has increased slightly since the information was last collected under Stage B of PPS preparation. It is not considered therefore that at this time, any changes to the PPS are necessary.
- To inform the Interim Review, consideration has been given to the need for artificial grass services in the city. The current approach for this is set out in the Artificial Grass Pitch Strategy (AGPS), which was adopted alongside the PPS. This set out the need for three 3G quality pitches and three sand/water-based pitches. The main users of artificial surfaces are football, rugby and hockey, with each having their own particular needs. The current position is:
  - Football: Updated scenario testing has been undertaken, looking at additional potential demand from training. The model suggests that almost four full-sized 3G pitches could be required over the ten-year strategy. However, when considering the existing smaller 3G surface at Abbeydale Community Centre and football usage on existing sand AGPs, it is not considered appropriate to amend the figure at this time. It will be important for the DG to monitor this closely, particularly considering the drive in womens and girls football in the city (see point 5 below).
  - Rugby: Current supply in the city currently meets demand, as set out in the national Rugby 360 AGP programme.
  - Hockey: The current AGP strategy is being delivered and remains fit for purpose at this time, although only low level introductory hockey can now be played on 3G (40mm) pitches when no alternative sand-based AGP is available. With this in mind, it will be important for the DG to continue to monitor activity around current and proposed artificial surfaces and review the strategy if necessary.

#### **4. Have there been any developments for a specific sport or particular format of sport?**

- Walking sports (rugby, football) are becoming increasingly popular but tend to be undertaken during off-peak times and so do not affect peak play.
- Gloucestershire FA has identified Gloucester as a 'hotspot' in delivering the 'FA Women and Girls Strategy 2017 – 2020', being an area where activity exists but there is capacity to grow. The main aim of the new strategy is to double female participation in football. At present capacity exists to support the early stages of the implementation of the strategy but it will be important for the DG to monitor progress and further consideration made as part of the next PPS interim review.
- Other than the point above regarding women's/girl's football, the DG agrees that there aren't currently any developments in a particular sport or format of sport in Gloucester that would change the aims and recommendations of the PPS or necessitate a fuller review.

#### **5. Are there any new or emerging issues and opportunities?**

- There are increasing proposals in the city for new artificial surfaces as well as potential further demand. The DG will continue to monitor these proposals and update the AGPS as and when necessary.
- Cheltenham Borough Council and Tewkesbury Borough Council have commissioned KKP to undertake their playing pitch, open space and community facilities strategy for their local authority area. Given they are JCS partners with Gloucester City Council, and the development of strategic allocations that affect Gloucester, is it important to ensure greater liaison to ensure the respective PPSs are delivered in a coordinated manner.
- The Gloucester PPS does not include consideration of built facilities. This is a gap that may need filling and City Council officers will consider this more fully.

#### **CONCLUSIONS**

- The current DG structure, representation and frequency of meetings work very well. The work of the DG to date has led to significant improvements in the city. To maintain momentum, it is important for the City Council to maintain strong leadership and that the rest of the DG maintains their current commitment.
- A review has been undertaken of updated supply and demand information, improvements made to the different playing pitch sites and any developments in priorities and formats of sports. Whilst significant progress has been made in delivering the PPS, it is not considered at this time that these necessitate a reconsideration of the aims and recommendations of the PPS or the AGPS. It is however important that this continues to be monitored by the DG in the future.

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# ***ACTION PLAN UPDATE***

## ***SEPTEMBER 2017***

The following Playing Pitch Strategy (PPS) Action Plan update sets out progress in improving the quality of playing fields and the configuration of pitches to provide for the needs of community sports clubs.

An update is provided following every meeting of the PPS Delivery Group, which meets on a six monthly basis. Updates from September 2016 are shown in **red**, updated from March 2017 are shown in **green** and updates from September 2017 are shown in **blue**.

# GLOUCESTER PLAYING PITCH STRATEGY

Site ID	Site	Sport	Management	Current status (2015 Assessment Report)	Recommended actions	Partners	Hierarchy tier (priority)	Timescales <sup>1</sup>	Cost <sup>2</sup>	Aim	September 2016 Update March 2017 Update September 2017 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. No change. 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. No change. 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. No change. Improvement works undertaken: Sand dress to main pitch / seeding / verti-drain. Over-seed training area.
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. No change. 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. Ongoing engagement following schools event. Ongoing engagement following schools event.
		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. Ongoing engagement following schools event. Ongoing engagement following schools event.
		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 (high)	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. The development of the Blackbridge Community Sports Hub in Podsmead continues to progress well as it moves onto the design phase of the project. Working with the County Council flood alleviation team, and joint funded by the Podsmead Big Local, we have commissioned Robert Bray Associates to produce concept designs for the site, incorporating the flood prevention schemes and new facilities. Active Gloucestershire are continuing to explore a range of funding options for the new road around the athletics track, community hub, 3G artificial grass pitch and landscaped park area.
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 Stadia Improvement Fund finance secured towards new spectators area. No change. No change.
10	Caer Glow Bowling	Bowls	Sports Club	Good quality flat green also used by Co-op BC. Club has in excess of 50 members	Continue to sustain standard of maintenance in order to protect green	Club	Local (low)	M	L	Protect	No change. No change.

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	Club			and the green is likely to be overplayed taking into contention additional use from Co-op BC.	quality. Consider use of additional suitable greens in order to alleviate some overuse.						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. No change. 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 seek options to relocate pitch on another site and retain this site as strategic reserve.	Council FA	Local/ Reserve (medium)	S-M	L-M	Enhance	No change. Priority level changed from low to medium to reflect the need for basic maintenance to improve quality. Improvement works undertaken: weed spray, over seed, sand and fertiliser application, verti drain.
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 (medium)	S	L	Protect Enhance	No change. Priority level reduced from high to medium to reflect a lack of appetite from the club to progress improvements. Improvement works undertaken to rugby pitch (2 <sup>nd</sup> team): weed spray and verti drain.
14	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. Needs of the school to be considered as part of the emerging Blackbridge proposap Ongoing engagement following schools event. Ongoing engagement following schools event. See also Blackbridge update.
		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 Cricket	University	Site recently purchased by University of Gloucestershire, previously including one cricket square and overmarked adult football pitch. Disused and untended to 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 Oxstalls campus. Playing field to be lost but mitigated through suitable

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											provision elsewhere as part of the wider scheme. Proposals now granted reserved matters planning permission. Construction at University development underway. No work can be undertaken at this pitch until replacement cricket pitch is provided at Plock Court (planning condition).
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	No change. No change. No change.
		Bowls		One good quality flat green which serves circa 51 members. Likely capacity for some additional play.							
		Tennis		Two good quality courts without floodlighting used by Dowty TC.							
Page 33	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	Improvement works undertaken: verti draining, application of selective herbicide, overseeding, fertilising and top dressing, pitch drag matting and brushing. No change. Improvement works undertaken: weed spray, fertiliser, verti-drain. Repair worn goalmouth areas. New football posts installed and pitch made bigger to meet GNSL requirements. Positive feedback on current condition of the pitch. Second FA Pitch Improvement Visit carried out 25/07/2017 – pitch rated as 'improved'.
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. Old Richians RFC received Nat West Rugby Force pitch improvement funding. RFU pitch inspection visit undertaken March 2017 with report to follow. Improvement works undertaken to 2 <sup>nd</sup> team pitch: weed spray, application of fertiliser, seed and verti drain. Further improvements to be undertaken to 1 <sup>st</sup> team pitch.
		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	Although the grant can only be applied for when promotion is gained, support the Club in negotiating a long term lease on	Council Club FA	Local (medium)	S	M	Protect Enhance	FA Pitch Improvement Advisor (PIA) assessment undertaken and improvement works

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				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.	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.						undertaken by club. Tenure arrangements being discussed with the City Council. No change. Second FA Pitch Improvement Visit carried out 11/10/16 – pitch rated as 'improved'.
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 (high)	S	L-M	Protect Provide	No change. Priority increased from 'medium' to 'high' to reflect high level of usage by juniors and senior teams and the need to improve quality. Improvement works undertaken: weed spray and verti drain two mini pitches and full size pitch. Over-seed full size pitch and repair two goal mouth areas of main pitch.
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 granted for the demolition and redevelopment of the school for housing. A small amount of existing playing field land to be lost to development but the existing two grass pitches will be retained in a reoriented position. No update. No update.
		Cricket		One non-turf wicket of poor quality and not suitable for use.							
		Rugby union		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.							
		Rugby league									
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	No change. Ongoing engagement following schools event. Ongoing engagement following schools event.
		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	Rugby union	Sports Club	Council owned site with no long term lease. Two poor quality senior pitches	Support the Club in starting and developing a junior section and further	Club RFU	Local (medium)	M	M-H	Protect Enhance	No change. No change.

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	RFC (Alney Island)			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.	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.	Council						Severe weed infestation on main pitch area. Weed treatment initially to be carried out on main pitch and club have managed to arrange cut of very long grass on site. Further works to be scheduled in once weed treatment carried out and assessment of works required.
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. No change. 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	No change. No change. No change.	
		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			
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	Improvement works undertaken: aeration of grass pitches to improve quality. Club identified as a priority by the RFU given high and increasing levels of participation. No change. Improvement works undertaken.	
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 (medium)	M	L	Protect Enhance	New football posts installed to 11 v 11 pitch. Priority increased from low to medium to reflect an opportunity to spend S106 in this ward and improve poor quality senior football pitch. No change.	
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. No change. Improvement works undertaken: weed spray, over seed and verti drain.	
33	High School For Girls	Rugby union	School	One poor quality senior pitch used little by the school other than for athletics in summer. Community use by Spartans	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. Ongoing engagement following	

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	(Spartans RFC)			RFC senior and junior sections for matches and training. Overplayed by one match session per week.							schools event. Ongoing engagement following schools event.
		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. No change Improvement works undertaken: weed spray, over seed, application of fertiliser and verti drain to pitches.
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	Improvement works undertaken: aeration of grass pitches to improve quality. Club identified as a priority by the RFU given high and increasing levels of participation. No change. Improvement works undertaken: weed spray and verti drain rugby pitch. New junior rugby area being developed by Barratt Homes on new public open space area, Likely to be ready for use Summer 2018.
		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		
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 (high)	M	M	Protect Enhance	No change. Priority increased from medium to high to reflect the fact the site is a multi-sports hub with all pitch types in need of improvement. Improvement works undertaken: weed treatment across all pitches (not cricket square), verti-drain pitches and cricket outfield.
		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	Council FA	Local/ Reserve (low)	M	M	Enhance Provide	No change. No change. No change.

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					site and retain as a reserve site.						
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. No change. 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	Improvement works undertaken to two rugby pitches, rugby training area and two football pitches: including verti draining, overseeding, application of selective weed killer and aeration. No change. Improvement works undertaken: over-seed training area, treatment to continue to raise pitch low spots, verti-drain.
		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. Matson RFC received Nat West Rugby Force pitch improvement funding. RFU pitch inspection visit undertaken March 2017 with report to follow. Pitch Improvement Works: Pitch 1 - weed treatment, sand, seed and fertilise plus verti-drain. Pitch 2 - weed treatment, fertilise and verti-drain. Pitch 3 - weed treatment and feed spray and verti-drain.
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. No change. No change.
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	Improvement works undertaken: reseeded to parts of the grass pitches. Old Cryptians RFC have Nat West Rugby Force pitch improvement funding. RFU pitch inspection visit undertaken March 2017. Planning permission granted to raise the two 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. No change. 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	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	Council Aspire EH FA	Key centre (high)	M	L	Protect Enhance	No change. No change. University's construction work for new sports hall and 3G pitches

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				Cleevillians HC. Much competition with football training demand.	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.	University					has commenced, July 2017 (see Plock Court).
		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	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	Playing fields currently unused. No change. No change.
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	Improvements to pitches to be made as part of the University of Gloucestershire's wider planning application to include a business school and significantly enhanced sports offer. 4 x sets of football posts implemented on existing football pitches. No change. 2017/18 season will see six full size football pitches, one full size rugby pitch and a 9v9 football pitch at Plock Court. New football and rugby posts. Improvement works to be undertaken in conjunction with the University of Gloucestershire.
		Cricket		Standard quality square with 10 wickets, currently unused in the absence of demand. Marked and maintained as a reserve facility. Previously had six squares which are able to be reinstated should demand for cricket increase.	Improve quality and maximise use. Establish a club currently playing elsewhere with no security of tenure to 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.	Aspire Council ECB University		S-M	M		
		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 (medium)	M	L	Protect Enhance	2 x 9 v 9 pitches now marked out – replaces 11v11 pitch. Used by Tuffley Rovers FC. Priority level increased from low to medium to reflect the need to improve poor pitch quality given continued high levels of use. No change.
		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	Seek to make improvements to maintenance in order to better pitch quality, both for use and to increase	Council FA	Local (low)	M	L	Protect Enhance	No change. Ongoing engagement following

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		AGP		consideration weekly school use. 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.	capacity available. 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		schools event. Ongoing engagement following schools event.
		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. No change. 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	Improvement works undertaken. 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. Improvement works undertaken. Club has received a second FA Pitch Improvement Visit – pitch graded as 'improved'.
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. No change. Pitch to be used by Saintbridge Football Club for the 2017/18 season. 11 v 11 football pitch implemented. Pitch improvement works undertaken.
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. Ongoing engagement following schools event. Ongoing engagement following schools event.
		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	Council FA EH		M	H		

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					the context of Citywide Strategy for 3G pitches.						
		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	<p><b>No change.</b></p> <p>Ongoing engagement following schools event.</p> <p>Ongoing engagement following schools event.</p>
		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		
		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	<p><b>No change.</b></p> <p>Ongoing engagement following schools event.</p> <p>Planning permission granted for resurfacing of Artificial Grass Pitch. Works now complete.</p>
		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		

**GLOUCESTER  
PLAYING PITCH STRATEGY**

		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 (medium)	S	L	Protect Enhance	<p>Pitches reconfigures to provide two 11v11 football pitches to provide for the needs of Tuffley Rovers. .</p> <p>Priority increased from low to medium to reflect the fact that Tuffley Rovers Youth FC has a number of youth teams that use the two 11aside pitches.</p> <p>Improvement works undertaken: weed spray, over seed, fertiliser application and verti drain.</p> <p>Aspirations to improve changing facilities currently being explored with the Delivery Group.</p>
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	<p>No change.</p> <p>No change.</p> <p>No change.</p>
55 Page 41	Tuffley Park	Football	Council	Two adult, one youth 9v9 and one mini 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.	Maximise usage to address shortfalls whilst seeking to increase pitch quality through improved maintenance in order to further add to potential capacity.	Council FA	Key centre (high)	M	L	Protect Enhance	<p>No change</p> <p>Priority level increased from medium to high to reflect possible link to the Blackbridge Sports hub. Winget Bowls Club has applied for funding towards a new club house.</p> <p>Improvement works undertaken: weed spray to whole ground with the exception of the cricket squares. Verti drain pitches and cricket outfield.</p>
		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	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	-	<p>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.</p>

**GLOUCESTER  
PLAYING PITCH STRATEGY**

				School.							Reserved matters planning permission now granted. Synthetic hockey pitch now demolished to allow construction of new Business School. New, replacement sports facilities being constructed on old Bishop's College site (see Oxstalls Sports Park, above).
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. No change. 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	Improvement works undertaken. Quedgeley Wanderers FC has now also purchased pitch maintenance machinery and undertaken maintenance in-house. No change. Improvement works undertaken – club working in conjunction with Quedgeley Town Council. Club now at capacity with this site and currently exploring additional pitch availability at Dimore (site not previously used for football).
		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 Club	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. No change. No change.
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. No change. 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. No change. 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	Retain spare capacity in order to help sustain/improve pitch quality.	Council FA	Local (low)	L	L	Protect	No change. No change. No change.

## GLOUCESTER PLAYING PITCH STRATEGY

				available for mini 5v5.							
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. No change. *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. No change. 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	Improvement works undertaken: including 'verti drain, application of selective herbicide, application of fertiliser and over-seeding. GCB now actively working with the club to increase participation. Cricket nets now installed on site. Quedgeley Parish Council has implemented its own pitch improvement programme for this site.
		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		
Page 43 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	Improvement works undertaken: verti drain, application of selective herbicide, seeding plus the installation of a 'french' drain. No change. Pitch improvement works undertaken.
77	Gloucester Civil Service Club	Football Cricket Rugby union Bowls Tennis	Private	Multi sport site previously managed by the Civil Service Sports Council (CSSC), sold to Redrow Homes in 2010 and left to become disused.	Should planning permission be submitted for change of use seek like for like mitigation for loss of sports facilities.	Council FA ECB RFU LTA	-	L	H	Provide	Planning application submitted for residential development – currently being considered. Planning application submitted for residential development – currently being considered. Planning application submitted for residential development – currently being considered.
78	NEW SITE Land at Winnycroft Farm										NEW PROVISION of: 2 x grass pitches, changing rooms, multi-use games area. Not yet implemented.
79	NEW SITE Land at Leven Close, Longlevens										NEW PROVISION of open space. This may include a playing field.



# Gloucester City Council

<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8<sup>th</sup> November 2017</b>
<b>Subject:</b>	<b>City Centre Investment Fund Allocations and Update</b>		
<b>Report Of:</b>	<b>Cabinet Member for Regeneration &amp; Economy</b>		
<b>Wards Affected:</b>	<b>Westgate</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Anthony Hodge, Head of Regeneration &amp; Economic Development</b>		<b>Tel : 396304</b>
	<b>Email: <a href="mailto:anthony.hodge@gloucester.gov.uk">anthony.hodge@gloucester.gov.uk</a></b>		
<b>Appendices:</b>	<b>None</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of the Report

1.1 This report updates Members on the projects within the City Centre Investment Fund (CCIF) delivery programme. It also seeks to support activities to maximise the benefits of the CCIF that reflect the Administration's manifesto commitments and the priorities contained within the Council Plan.

### 2.0 Recommendations

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

- (1) The Head of Place, in consultation with the Cabinet Member for Regeneration & Economy, reallocate resources, totalling £24,000 between the Lighting and Building Improvement Budget to deliver the necessary outputs within the gross budget envelope, to enable funding towards the Digital High Street initiative, and;
- (2) The Head of Place, in consultation with the Head of Finance, further reallocate resources, totalling £17,000 between the Lighting and Building Improvement Budget to put Marketing Gloucester in funds to prepare and submit a Local Full Fibre Network application, and;
- (3) Progress on the delivery of the City Centre Investment Fund be noted

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

- 3.1 Gloucester continues to experience significant inward investment activity. The successful progression of a number of major regeneration projects and the continuing delivery of a clear strategy and project delivery plan (Regeneration and Economic Development Strategy 2016-2021) demonstrates the City Council's clear vision in driving forward projects both directly and in partnership.
- 3.2 When its priorities were established in March 2012, the Investment Fund was intended to support the economic performance of the city centre, in line with how it was projected to evolve and respond to increased footfall, increased shopper dwell time and a broader leisure offer. Significant success has been delivered within the past five years, but with the continued progress of the King's Quarter major development scheme, the city centre will have to continue to adapt as its importance as Gloucester's economic heart is further intensified.
- 3.3 This report provides an update on progress with delivery of projects through the Fund, and asks for consideration to be made of future priorities for the city centre. As the environment in which the city centre is operating evolves, it is important the fund adapts to reflect current issues and opportunities.
- 3.4 Just one such issue is the lighting within the city centre. Gloucestershire County Council will shortly be starting work converting the existing dated lighting to a more efficient LED system. This work is expected to be completed prior to Christmas. As a consequence of these improvements being done independently of the CCIF, there is no longer a requirement to retain this allocation.

### **4.0 Allocations**

- 4.1 A number of key projects have now been successfully completed, including the Museum of Gloucester reroofing, a public realm master plan for the four gate streets and a number of highly successful lighting schemes. Also delivered is the pay on foot (supported by ANPR) payment systems for Kings Walk and the Eastgate Centre car parks which is all part of the initiative to support our local businesses and encourage dwell time.
- 4.2 As of September 2017, £1.5M of the total £2M has been spent. As we enter into the residual elements of the budget Officers will need to be mindful that pressure to spend is likely to exceed budget availability. As a consequence, Officers are proposing to amalgamate a number of budgets with underspends to give greater flexibility going forward, including the TIC budget line. This does not mean activity is restricted, but enables better flexibility and use of resources as we move into completing the expenditure of the City Centre Investment Fund.
- 4.3 The table below details expenditure to date:

Cost centre description	Amount spent	Budget	Variance
MUSEUM PHASE 2 HLF	393,187	500,000	106,813
CAR PARKS	190,015	190,000	-15
CHRISTMAS LIGHTS	73,056	75,000	1,944
BUSINESS GRANTS	110,812	150,000	39,188
TARGETED HISTORIC GRANTS	109,637	240,000	130,363
LIGHTING	29,112	56,800	27,688
BUILDING IMPROVEMENT inc TIC	72,447	252,400	179,953
HERITAGE TRAILS	9,995	20,000	10,005
INTERPRETATION & SIGNAGE	46,634	40,000	-6,634
BANNER HOLDERS	10,000	10,000	0
GATES STREETS IMPROVEMENTS	184,353	160,600	-23,753
ST MICHAELS TOWER	104,001	104,000	-1
KINGS SQUARE	38,386	38,400	14
WESTGATE MOSAICS	29,993	30,000	7
SHOP GLOUCESTER	30,000	30,000	0
CULTURAL STRATEGY CAPITAL IMPROVEMENTS	0	30,000	30,000
ECONOMIC PROFILING	20,000	20,000	0
KINGS WALK BASTION	25,148	20,000	-5,148
CITY CENTRE FUND CONTINGENCY	35,552	32,800	-2,752
<b>TOTALS</b>	<b>1,512,327</b>	<b>2,000,000</b>	<b>487,673</b>

4.4 The area incurring additional expenditure is the Gates Street Improvements which initially funded the rising bollards and the LDA designed Public Realm scheme. A number of smaller costs have been incurred against this code including hanging baskets and street furniture painting. Requests for this resource came primarily through volunteers or supporting charities to deliver this activity and as a consequence it was deemed appropriate to support them, not least for the betterment of the city centre.

## 5.1 Museum of Gloucester

5.1 The most significant CCIF project recently completed is the reroofing of the Museum of Gloucester. An application for Listed Building Consent (16/01511/LBC) was submitted in November 2016 for retiling the Museum roof. Consent was granted on Wednesday 1<sup>st</sup> February, subject to conditions. Conditions were discharged shortly afterwards.

5.2 Comprehensive works to the Grade II listed roof (*photograph below*) have been completed ahead of schedule and to budget, in early August 2017.



*Museum Roof*

- 5.3 Stone repairs, glass repairs, and cleaning, have all also be delivered within this time period.
- 5.4 The successful delivery of this project will help to improve both the legibility and attractiveness of Brunswick Road as a key traffic route through the City.

## **6.0 Business Growth Grants**

- 6.1 As of September 2017, there have been five applicants for funding after completing the expression of interest (EOI) stage of their application. Work is continuing with these individuals in the second stage of the application process, to allocate monies to support their businesses.
- 6.2 The ED and Regeneration team continue to receive a number of enquiries about the scheme, and have offered further support and signposting for groups these businesses can contact for further support to prepare to make a full application.
- 6.3 ED and Regeneration Officers also now offer an opportunity for businesses to discuss the scheme and eligibility issues to enable applicants to have a full understanding as to how the grants scheme works, prior to them putting in an EOI in person. This approach has been well received.

## **7.0 City Centre Targeted Historic Grant Scheme**

- 7.1 Members will recall that in the previous update for this scheme, a number of key projects had now seen grant work completed, with a subsequent series of projects for allocations identified.
- 7.2 The £20,000 offered for works at *78 Westgate Street* have been spent. The Grade II building at risk has seen a broad scheme of works- covering a new shop front and internal works- completed. This has been very well received, with exposition of its success seen in the local press.



*78 Westgate Street.*

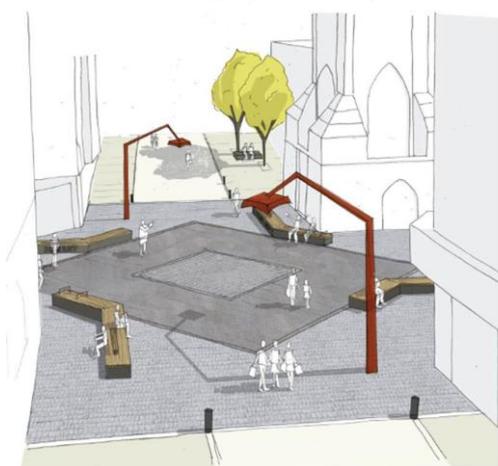
- 7.3 *26 Westgate Street* is still earmarked for grant funding for comprehensive repairs to its roof. This is as a result of a condition survey funded in 2016; it is anticipated that these works will begin shortly and be completed in the coming months.
- 7.4 *39 Westgate Street* and *41 Westgate Street* remain key priorities, as part of delivering targeted grants for buildings on the City's Buildings at Risk register and for the impact they will have on the renewal of the gate streets. Talks are on-going to bring forward project improvements. If these projects are fully funded, this will confirm the majority allocation of the Targeted Historic Grant Scheme.
- 7.5 Officers are still pushing for identified priority projects to come forward, and have been working with owners and developers to ensure that they take advantage of this unique opportunity.

## **8.0 Public Realm Strategy (Four Gates Streets Public Realm Scheme)**

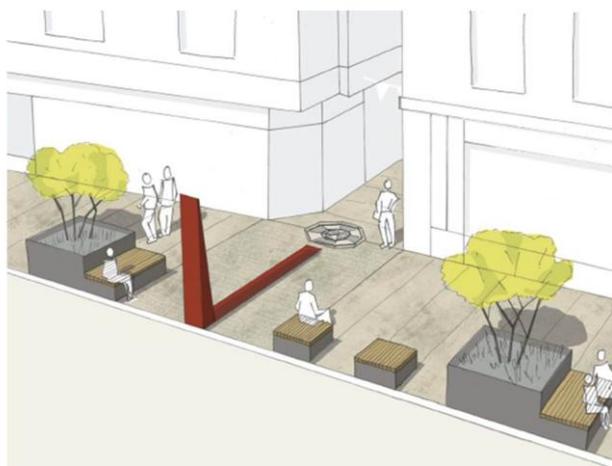
- 8.1 Officers in ED and Regeneration have worked closely with appointed consultant LDA Design since February to prepare a plan for the development and implementation of a distinctive, high quality public realm that creates a strong sense of place throughout the Gloucester Four Gates streets.
- 8.2 LDA Design completed their work two months ahead of schedule, in July. After a consultation event open to members of the public on some preliminary design options, feedback from this was used to create a proposal covering the Cross, Eastgate Street and Westgate Street. Representatives from the emerging BID (Business Improvement District) board and the Gloucester Civic Trust were also consulted.
- 8.3 The final proposed layout for The Cross (*see below*) incorporates popular elements from multiple designs into one which consists of strong central

lighting features, mixed with an open space that encourages the public to engage with it in a variety of ways.

- 8.4 Westgate Street and Eastgate Street see a simplification of street furniture, and a clearer definition of pedestrian pathways alongside vehicular passages. 'Moments', placed strategically at alleyway entries across the Gate Streets, will allow the public to learn more about the historical fabric of the City (*picture below*).
- 8.5 It is anticipated that the delivery timescale for this scheme, and the next steps involved in doing this, will emerge alongside the King's Quarter development scheme. It has been identified that pedestrian footfall between Gloucester Cathedral- the primary tourist anchor for the City Centre- and King's Square will be encouraged through an understandable public realm that guides and directs the public between these two key sites.
- 8.6 Officers are now exploring next steps to deliver these works, including exploring potential funding streams and engaging with other local authorities to understand ways to leverage capital investment.



*Final proposed design for the Cross*



*'Moments' street features.*

## **9.0 Cultural Strategy: Capital Components**

- 9.1 The City Council formed the Gloucester Culture Board in 2016, with an aim to improve Gloucester's cultural offer by engaging and empowering local communities and leaders to transform the city. £30,000 was set aside at Cabinet on July 2016 to support the development of capital components of the Council's Cultural Strategy (2016-2026). A commitment has been made to contribute towards The Music Works and its new studio in Gloucester.

## **10.0 A Digitally Enabled City**

- 10.1 Our comprehensive approach to regeneration cannot overlook our objective to make Gloucester a digital leader that focuses on enabling businesses to use digital technologies, digital inclusion, safety and security and BIG Data. We

already have city centre wide free Wi-Fi and are pressing to make Gloucester a digitally advanced city.

- 10.2 To facilitate this digital city environment, further funding is proposed to be allocated to the following:
- 10.3 **Digital High Street:** the digital programme proposed High Street Digital Hub trials is aimed at helping participating high street stakeholders take full advantage of the digital revolution to create a vibrant, attractive and engaging experience for all and validate the approaches that can effectively scale these advantages to other high streets throughout the UK.
- 10.4 Led by GFirst LEP, the Great Gloucestershire High Street aims to bridge the 'digital divide' and establish digitally-confident High Street businesses and services in Gloucestershire. The City Council has already made a contribution of £29,000 towards this scheme. That investment has made a major contribution towards:
- i) Gloucester is now ranked 12th in the UK Digital Influence Index, up 41 places since January 2017. Digital influence is how much people are talking about your town online. The more you're talked about, the more people are likely to visit and shop.
  - ii) Gloucester is the fastest moving city in top 25. This is a measure of the TOTAL social output of over 150K businesses in 1300 UK towns and cities
- 10.5 Now that momentum is being achieved towards creating a digitally enhanced city it is important to maintain that momentum. To facilitate this Officers are proposing a further investment of £24,000 into this programme over the next 12 months. This investment is intended to:
- i) Increase our businesses digital output linking activity to your existing footfall measures
  - ii) Development of a Social Media Management program for Gloucester. This will include at least one local person who will be fully supported by the #WDYT team to increase the reach of the local campaign nationally.
  - iii) The team will engage with as many of the Gloucester high street businesses as possible through email, Twitter, Instagram and Facebook.
  - iv) Involvement of local influencers to increase the impact of the campaign.
  - v) Access to a tool set that will help identify and amplify the digital activity of Gloucester. This data will rank the digital output of every business in Gloucester providing the BID and the Council with visibility of digital output by retailer that can be linked to footfall.
  - vi) Provide a report that will enable the BID and Council to demonstrate the level of promoting that they are delivering for each business through the #WDYT campaign.

- 10.7 To further underpin Gloucester's digital credentials, Officers are proposing to appoint Marketing Gloucester, our lead in the digital economy, to prepare a bid to DCMS for Gloucester to be part of **the Local Full Fibre Networks (LFFN)** programme.
- 10.8 To help provide the fastest and most reliable broadband available, central government is looking to invest £200m in locally-led projects across the UK. Starting in late 2017 the LFFN programme will invite bids into a Challenge Fund from local bodies who can leverage local investment and activity to stimulate more fibre connections in their local areas. The cost of the bid, through Marketing Gloucester is identified as £17,000.
- 10.9 The LFFN programme will include: harnessing long-term public sector internet demand, providing gigabit connection vouchers to increase business take-up, upgrading connections into public buildings with fibre and improving access to publicly-owned infrastructure. These approaches focus on improving the business case for the private sector to invest in fibre networks to connect even more homes and businesses.
- 10.10 At this stage the LFFN programme will only offer capital funding; no revenue funding, or contribution to admin costs will be eligible.
- 10.11 The Digital High Street contribution would be paid directly to the LEP. The cost of both this and the LFFN bid would be met through a reallocation of the CCIF money.
- 10.12 The total to be reallocated, to provide funding for both schemes, would be £41,000.

### **11.0 Alternative Options Considered**

- 11.1 Options considered included not reallocating the budget; however, this approach may not deliver the improvements identified as part of the on-going regeneration of the city centre. It would also not reflect changes to the city and operating within a modern economy.

### **12.0 Reasons for Recommendations**

- 12.1 To enable the CCIF to be flexible and to ensure that the decisions taken help to benefit a modern and dynamic city.

### **13.0 Future Work and Conclusions**

- 13.1 Work continues with those projects that have allocated funds. A new report will be issued in six months to monitor progress on these allocations, and to consider re-allocations where opportunities are identified.

## **14.0 Asset Based Community Development (ABCD) Implications**

- 14.1 A number of community based organisations are involved in the delivery of CCIF funded activities.

## **15.0 Financial Implications**

- 15.1 The report proposes the spending of an element of a capital receipt received as a result of the sale of a piece of land at Tesco.

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

## **16.0 Legal Implications**

- 16.1 The Council is required to comply with the Contract Rules in respect of any contractual arrangements necessary to deliver the projects and initiatives set out in this report.

- 16.2 The Council may 'passport' services to Marketing Gloucester Limited without seeking to procure those services because it is a council owned company.

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

## **17.0 Risk & Opportunity Management Implications**

- 17.1 The recommendations offer an opportunity to improve the appearance, functionality and attractiveness of the City Centre.

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

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

## **19.0 Other Corporate Implications:**

### **19.1 Community Safety**

There are no direct community safety implications.

### **19.2 Sustainability**

Use of LED lighting is more efficient than standard street lights and will reduce energy consumption.

### **19.3 Staffing & Trade Union**

There are no direct staffing implications.

**Background Documents:** None

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<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8<sup>th</sup> November 2017</b>
<b>Subject:</b>	<b>Regeneration at Kings Quarter</b>		
<b>Report Of:</b>	<b>Cabinet Member for Regeneration and Economy</b>		
<b>Wards Affected:</b>	<b>Westgate</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Philip Ardley, Consultant - Asset Management</b>		<b>Tel: 396107</b>
	<b>Email: philip.ardley@gloucester.gov.uk</b>		
<b>Appendices:</b>	<b>None</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

To note the progress made for the new Kings Quarter regeneration proposals and the procurement of a hybrid planning application.

**2.0 Recommendations**

2.1 Cabinet is asked to **NOTE** the progress made with the Kings Quarter regeneration and, in particular that:

- (1) LDA Design and Jones Lang LaSalle have finalised the Business Plan and Development Brief which have been published in accordance with the report to Cabinet of 13th September 2017.
- (2) The procurement of the planning team and architects for the Kings Quarter regeneration is underway and expressions of interest have been received via the County Council’s framework agreement for professional practices.
- (3) The main contract for the construction of the new bus station has been awarded to Kier Construction Limited, the successful tenderer, within the overall budget agreed by Cabinet and Council. The new road system in front of the Land Registry building opens on 15<sup>th</sup> October at which time Kier works will commence on site.

**3.0 Background**

3.1 This report provides a summary of progress since the last report to Cabinet on 13<sup>th</sup> September 2017.

- 3.2 The Council appointed LDA Design and Jones Lang LaSalle in December 2016 to progress the delivery of the council's number one priority regeneration project known as new Kings Quarter. The appointment focused on the provision of a targeted and dedicated project management resource supported by urban design, planning and commercial advisors. This resource is based within the Council's regeneration team two days a week and works on the project remotely for a further third day.
- 3.3 The agreed project programme is extremely challenging with an expectation that the Business Plan was produced in July 2017 and submitted to Cabinet on 13<sup>th</sup> September 2017.
- 3.4 Subject to final cost approval and recommendations a planning team will be procured with the aim of submitting a comprehensive application in the Spring of 2018. Dependent on determination, this could enable works and demolition to commence in the Autumn of 2018 and construction to commence in the Spring of 2019.
- 3.5 We are currently on target and since January, the project lead with support from the regeneration team has completed a number of key work streams.
- 3.6 We are working to deliver a parking strategy to investigate the next 15 years parking capacity for the city and provide a breakdown of forecast annual supply and demand. Any shortfall will be highlighted based on the timing of possible closure of existing car parks and the delivery of new developments. A strategy report will be provided by the end of December 2017.
- 3.7 In order to assist possible future funding, LDA Design and council officers have initiated and progressed a Homes and Communities Agency Funding application to help provide funding of acquisition costs for the residual land assembly in Market Parade and enabling works which was submitted at the end of September. They are also updating a grant funding application for the GFirst Local Enterprise Partnership Growth Fund to enable submission in November 2017, once a new funding round is reopened.
- 3.8 LDA and Jones Lang LaSalle have undertaken market research on the prospects for a food hub and twenty first century market for Kings Quarter. This includes a review of the potential for temporary uses to help establish King's Square and the adjoining area as a destination in its own right.
- 3.9 Jones Lang LaSalle are continuing to provide market knowledge and advice to support council officers in negotiations with potentially significant office occupier interest. Additionally they have started negotiations with landowners identified as critical to the overall land assembly. Commercial advice is being provided on the decanting implications for existing tenants.
- 3.10 The recent acquisition by the City Council of a long lease for the Kings Walk shopping centre has added impetus to the Kings Quarter proposals and our asset managers, Reef Estates, have joined the Kings Quarter monthly project meetings.

#### **4.0 Reasons for Recommendations**

4.1 To update Cabinet on progress with Kings Quarter and the procurement process for a planning application in 2018.

#### **5.0 Future Work and Conclusions**

5.1 Officers will continue the procurement of a planning team and initial enabling works will be undertaken leading to a planning application in 2018. Further progress reports on Kings Quarter will continue to be provided.

#### **6.0 Legal Implications**

6.1 One Legal will shortly sign and seal the formal contract for Kier Construction Limited.

#### **7.0 Financial Implications.**

7.1 The three year budget for this Kings Quarter enabling consultancy work was approved by Cabinet on 22<sup>nd</sup> June 2016 for £150,000 per annum and we are currently within that budget. The final anticipated cost of the planning application will be reported to Cabinet, prior to appointment of the planning team, in due course.

#### **8.0 Risk & Opportunity Management Implications**

8.1 The key risk in the Kings Quarter scheme at this stage is the failure to procure a suitable project development partner and funding to take the project forward.

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

9.1 At present, there are no adverse impacts identified for any of the Protected Characteristic groups; as the regeneration of Kings Quarter progresses, Impact Assessments may be required to ensure that those who require parking and access to the Kings Quarter area are given due consideration.

#### **10.0 Other Corporate Implications**

##### Community Safety

10.1 Safety of the public will be managed during the Kings Quarter regeneration by the City Council and their appointed Construction Design Management health & safety advisor in association with the main contractor.

##### Sustainability

10.2 None specific to this report, although sustainability will be considered when specifying products, and in construction methods.

##### Staffing & Trade Union

10.3 None.

**Background Documents:** None



<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8<sup>th</sup> November 2017</b>
<b>Subject:</b>	<b>Regulation Of Investigatory Powers Act 2000 (RIPA) – Review of Procedural Guide 2017 and Six Monthly Report</b>		
<b>Report Of:</b>	<b>Cabinet Member For Performance And Resources</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Jon Topping, Head of Policy &amp; Resources</b>		
	<b>Email: jon.topping@gloucester.gov.uk</b>	<b>Tel:</b>	<b>396242</b>
<b>Appendices:</b>	<b>1. RIPA Procedural Guidance</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

- 1.1 To report to Cabinet on the Council’s use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA).
- 1.2 To request that Members review and update the Council’s procedural guidance on RIPA.

**2.0 Recommendations**

- 2.1 Cabinet is asked to **RESOLVE** that the six monthly update on the use of RIPA powers be noted.
- 2.2 Cabinet is asked to **RECOMMEND** that the changes to the Procedural Guide at Appendix 1 be approved, subject to any comments Cabinet wishes to make.

**3.0 Background and Key Issues**

- 3.1 The Regulation of Investigatory Powers Act 2000 (RIPA) came into force in 2000. Both the legislation and Home Office Codes of Practice strictly prescribe the situations in which and the conditions under which councils can use their RIPA powers. All authorities are required to have a RIPA policy and procedure that they adhere to in using their RIPA powers.
- 3.2 The Council reviews and updates its RIPA policy annually. The procedure requires the use of RIPA powers to be reported to Cabinet on a six monthly basis.
- 3.3 Since the last report to Cabinet, the Council has not used its RIPA powers and there are no further actions to report at this stage.

- 3.3.1 On the 1st September 2017, The Office of Surveillance Commissioners, The Intelligence Services Commissioner's Office and The Interception of Communications Commissioner's Office were abolished by the Investigatory Powers Act 2016. The Investigatory Powers Commissioner's Office (IPCO) is now responsible for the judicial oversight of the use of covert surveillance by public authorities throughout the United Kingdom. The updated procedural guidance at Appendix 1 reflects these changes.
- 3.3.2 Following changes in senior management, minor changes to the list of Authorised Officers have been made. The Head of Communities has been added to be an Authorising Officer.

#### **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 ABCD Implications**

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

#### **8.0 Financial Implications**

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

#### **9.0 Legal Implications**

- 9.1 The legal implications are set out in the main body of the report.

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

- 10.1 Reporting on the Council's use of its RIPA policy and procedure helps to ensure that the Council's use of its powers remain appropriate.

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

- 11.1 The RIPA legislation requires the Council to give substantial consideration to the people impact of using its RIPA powers each and every time a RIPA application is authorised.

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

## **12.0 Other Corporate Implications**

### Community Safety

12.1 The use of RIPA powers by the Council can contribute to ensuring community safety.

### Sustainability

12.2 There are no sustainability implications arising out of this report.

### Staffing & Trade Union

12.3 There are no staffing implications arising out of this report.

### Press Release drafted/approved

12.4 Not applicable for this report.

## **Background Documents:**

Investigatory Powers Act 2016

Protection of Freedoms Act 2012

Gloucester City Council Regulation of Investigatory Powers Act 2000 Procedural Guide

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**GLOUCESTER CITY COUNCIL**

**REGULATION OF INVESTIGATORY POWERS ACT 2000**

**PROCEDURAL GUIDE**

Adopted by Council: November 2017

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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 as referred to at Appendix B <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 Investigatory Powers Commissioner's Office (IPCO); 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

IPCO provides independent oversight of the use of investigatory powers by intelligence agencies, police forces and other public authorities. The Investigatory Powers Commissioner, and his Judicial Commissioners are responsible for overseeing the use of investigatory powers by public authorities which include law enforcement, the intelligence agencies, prisons, local authorities and other government agencies (e.g. regulators). In total over 600 public authorities and institutions have investigatory powers.

The IPCO will 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 IPCO. 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 C 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 The flow chart in Appendix C gives guidance on when authorisation might be needed.
- 3.2.11 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 online downloaded from the Home Office 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, v 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, 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, 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 see Appendix D.

## 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 – Jonathan Lund  
Head of Communities – Lloyd Griffiths

**Authorising Officer – CHIS**

Head of Paid Service – Jon McGinty

**Annex B**

**AUTHORISATION FORMS**

All of the forms necessary for RIPA are available from the Home Office website these forms are a mandatory part of the process and must be used in line with the guidance.

**All decisions about using regulated investigatory powers must be recorded as they are taken on the required form.**

This is the case for applicants seeking authority to undertake regulated conduct and for Authorising Officers and designated persons who consider and decide whether to grant authority or give notice for that conduct. Select the form that you require from the hyperlinked lists below:-

**Directed Surveillance**

[Application for the use of directed surveillance](#)

[Renewal of directed surveillance](#)

[Review of the use of directed surveillance](#)

[Cancellation of the use of directed surveillance](#)

**Covert Human Intelligence Sources**

[Application for the use of covert human intelligence sources](#)

[Renewal of authorisation to use covert human intelligence sources](#)

[Reviewing the use of covert human intelligence sources](#)

[Cancellation of covert human intelligence sources](#)

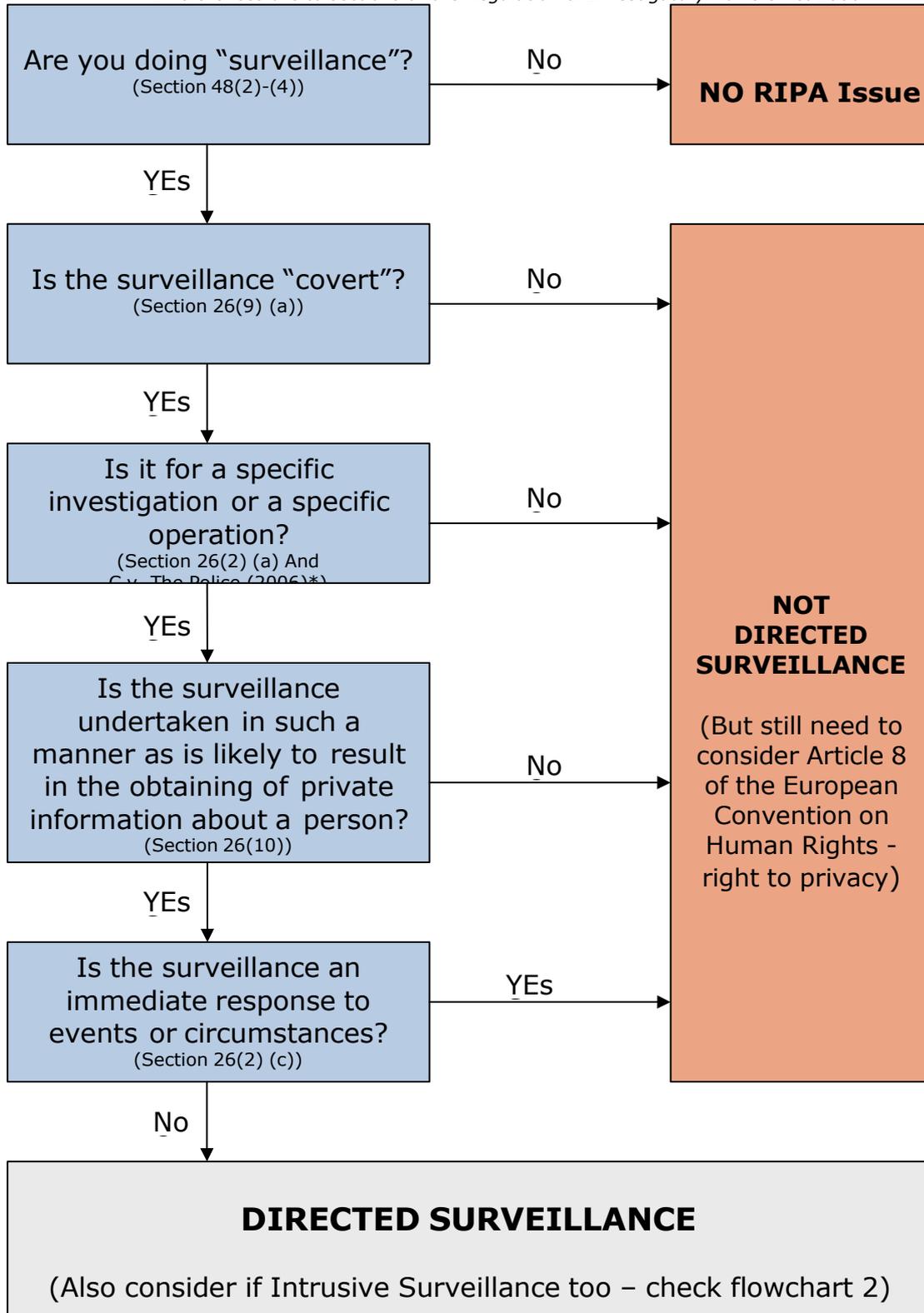
**Reporting errors to the IOCCO**

[Reporting an error by a CSP to the IOCCO](#)

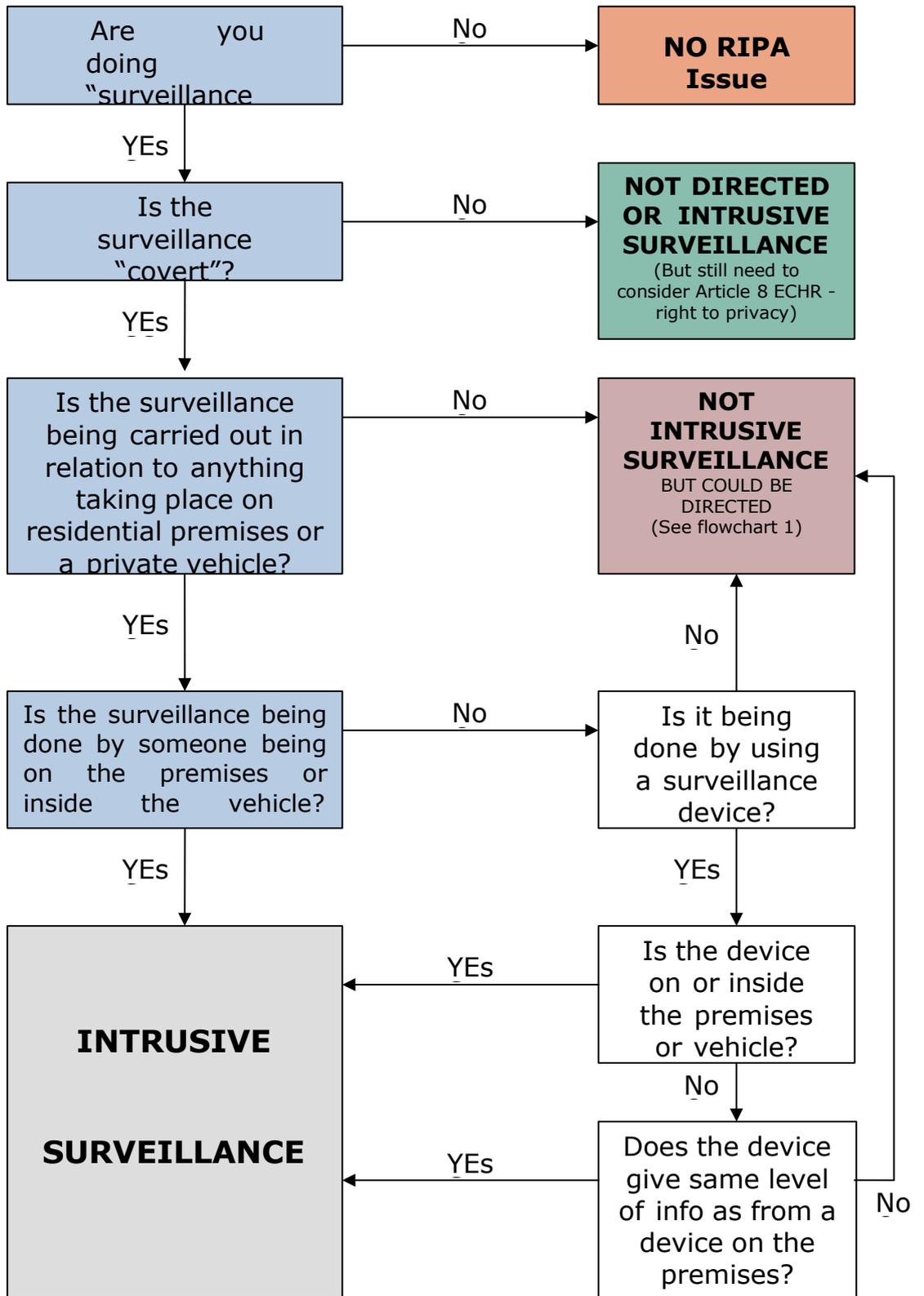
[Reporting an error by a public authority to the IOCCO](#)

**Flowchart 5.1 - Are you doing Directed Surveillance?**

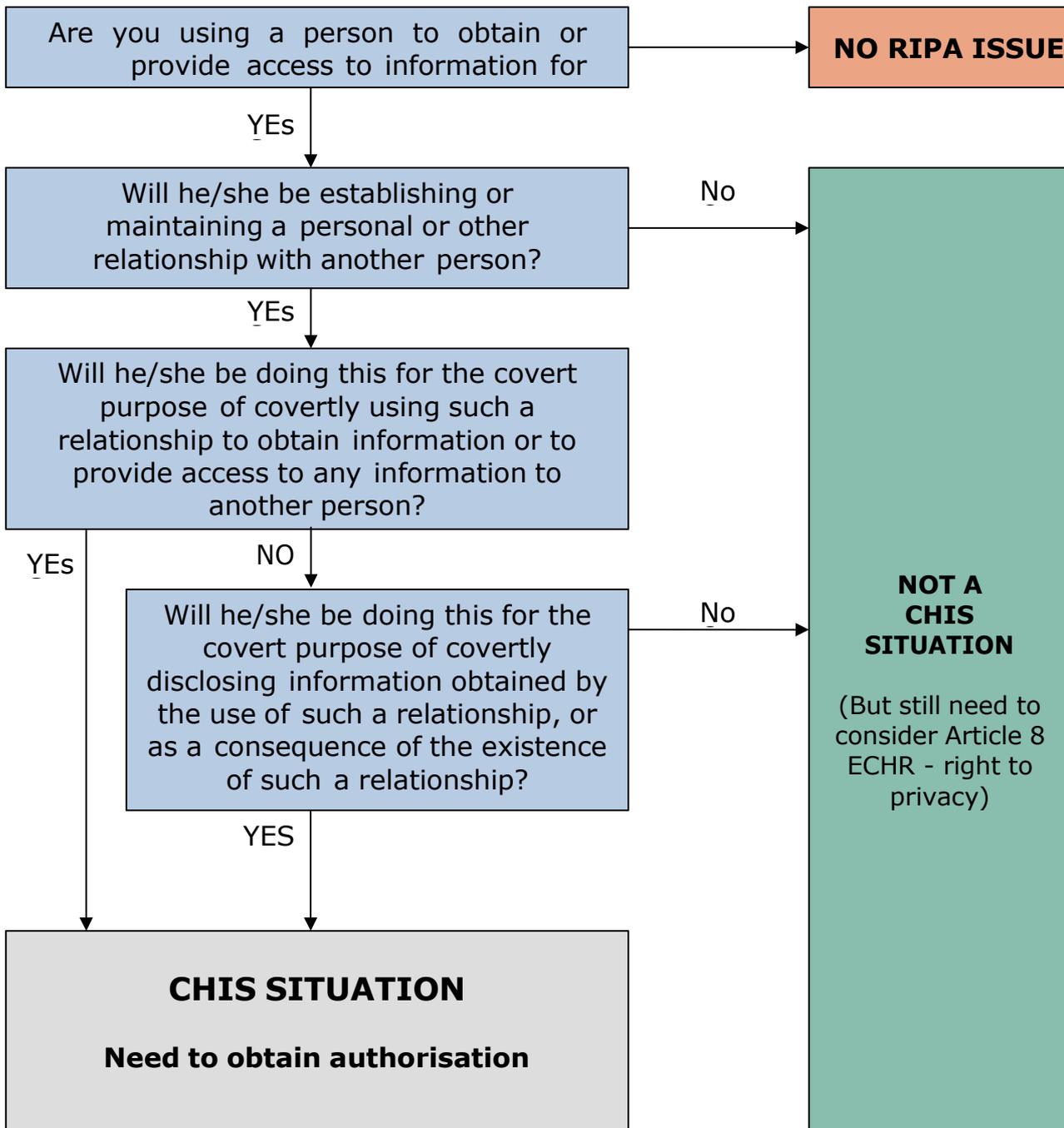
*All references are to sections of the Regulation of Investigatory Powers Act 2000*



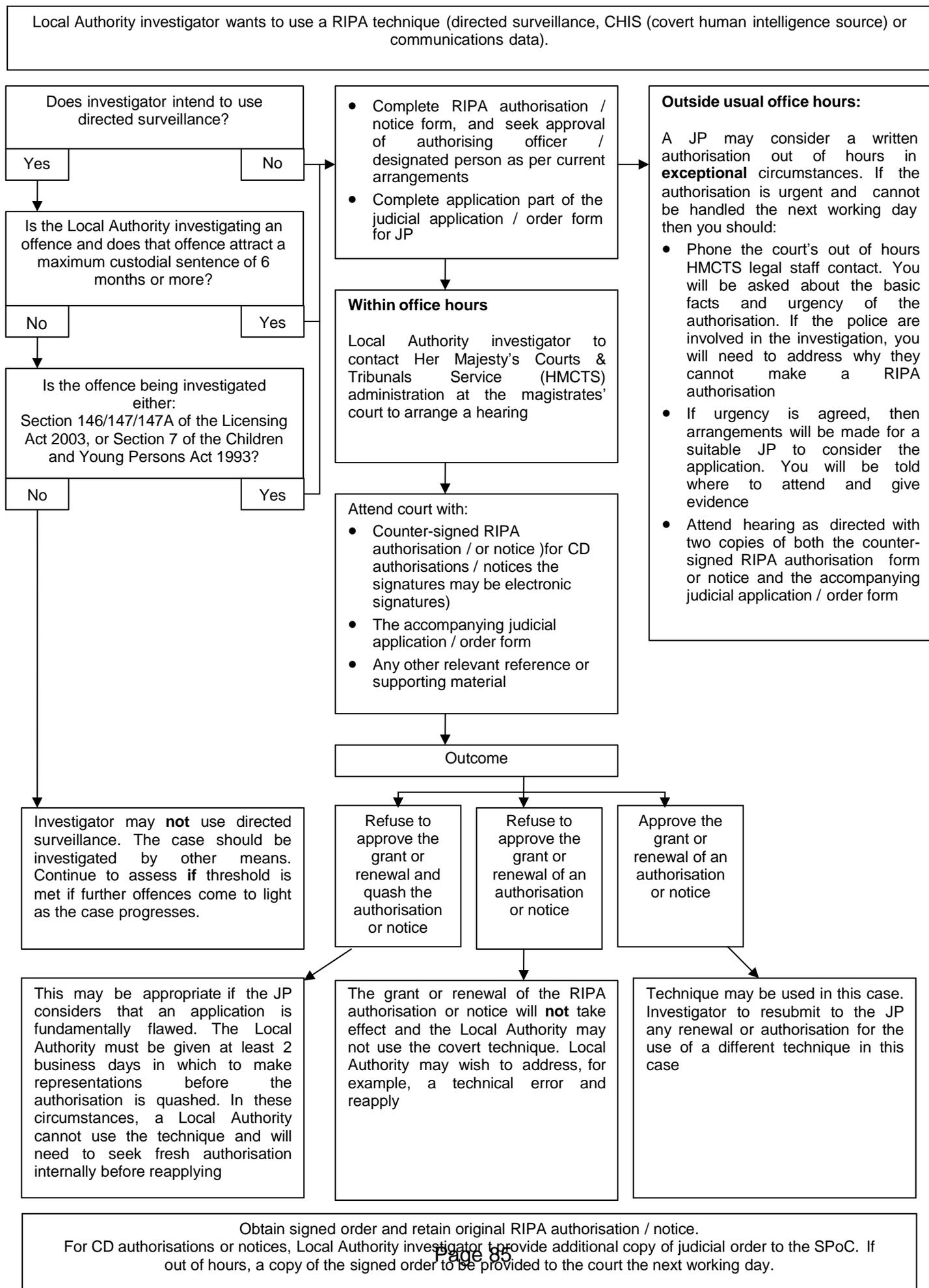
**Flowchart 5.2 -Are you doing Intrusive Surveillance?**



**Flowchart 5.3 - Are you using CHIS? (Section 26(8))**



**LOCAL AUTHORITY PROCEDURE: APPLICATION TO A JUSTICE OF THE PEACE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE**



Signed .....

Dated .....

# Gloucester City Council

<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>8 November 2017</b>
<b>Subject:</b>	<b>Royal City Status Consultation Results</b>		
<b>Report Of:</b>	<b>Leader of the Council</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies</b>		
	<b>Email: tanya.davies@gloucester.gov.uk</b>	<b>Tel: 39-6125</b>	
<b>Appendices:</b>	<b>None</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

1.1 This report presents the results of the public consultation on Royal City Status.

### 2.0 Recommendations

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

- (1) Royal City Status is not pursued at the present time.
- (2) The matter be revisited at such time as the Leader of the Council deems it appropriate.

### 3.0 Background and Key Issues

3.1 Council approved the following motion on 28 January 2016 Council:

*“This Council:*

*notes that 2016 is the 800<sup>th</sup> anniversary of the coronation of Henry III in Gloucester Cathedral and resolves to work with the Cathedral, Marketing Gloucester and other partners to maximise the benefits in social, cultural and economic terms of this important occasion;*

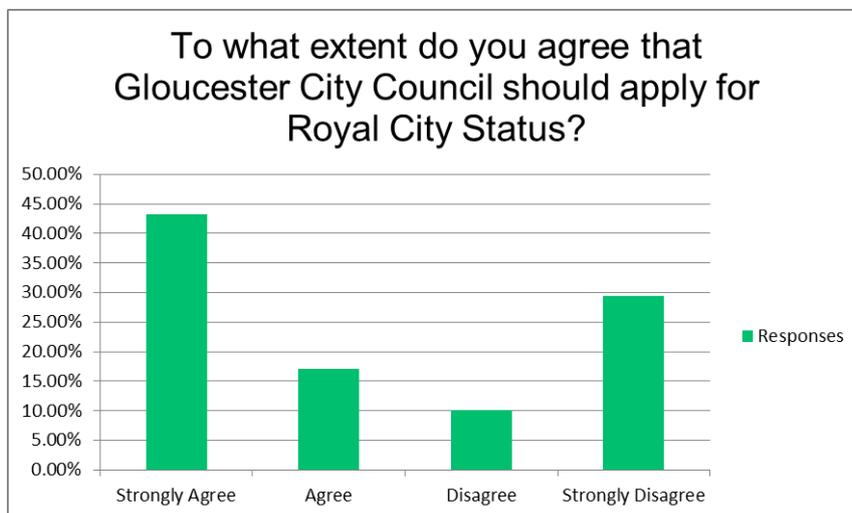
*notes the suggestion made on social media that Gloucester should petition to be granted Royal City status on the basis of the Henry III anniversary and the city’s many other royal connections and resolves to consider this at an all-party working group ahead of consulting the public and key stakeholders, including the City MP, as to whether this suggestion should be pursued.”*

3.2 A cross-party Working Group was set up to consider the relevant factors prior to consulting the public and stakeholders on whether to proceed with petitioning for Gloucester to be granted Royal City Status.

3.3 The Working Group agreed the details of the consultation exercise and information leaflet was produced to accompany the questionnaire; the council would like to thank former Mayor and Councillor Chris Chatterton for his support in producing the consultation material. The consultation ran from the end of July to the end of September and is was promoted via the Council website and social media channels, a press release was issued and the Town Crier, Mr. Alan Myatt, was enlisted to raise awareness and hand out questionnaires in the city centre.

3.3 514 people responded to the consultation, 76% of whom were Gloucester residents, 23% were Gloucestershire residents and 1% were from businesses. This is one of the Council's most successful consultation exercises of recent times, reflecting the strength of feeling on both sides, with responses outnumbering the Council Plan consultation by four to one.

3.4 In response to the key question, 60.5% of respondents agreed that the council should pursue Royal City status and 39.5% disagreed. The graph below shows the results in full.



3.5 Some of the benefits identified by those supportive of the idea included raising the city's profile, both nationally and internationally, wide-ranging economic benefits associated with attracting more visitors, celebrating the city's history and heritage, and contributing to a sense pride in our city.

3.6 Some of the disadvantages identified by those who were not supportive of the idea included the costs associated with petitioning for Royal City status and the costs of rebranding should the petition succeed, the pressures resulting from increased visitors and a perceived conflict with the city's role in the civil war.

3.7 The results have been deliberated and there are strong opinions on both sides. Although a clear majority of respondents were very supportive of the idea of applying for Royal City status, it is considered that the level of support is not sufficient to commit resources to pursuing the matter at the present time. There are no set criteria for being successful in petitioning for Royal City status, but it is believed that a demonstration of strong support from people in the city would be necessary. Although it is a subjective judgement it is felt that a 60/40 split does not show a sufficiently clear level of support.

3.8 The new Council Plan, 'A City that Works for Everyone', includes important objectives around improving the cultural offering and celebrating our rich heritage. A number of respondents highlighted the need to promote particular elements of our Royal heritage, including the burial of Aethelflaed at St Oswalds Priory. A series of events and activities are planned to mark the 1100<sup>th</sup> anniversary of this next year, which have been the subject of a Cabinet report earlier in the year. A fairly consistent theme in other responses was that people felt the city should be further along its regeneration journey before petitioning for Royal City status. In light of this and taking into account the existing level of support for the idea, given that it is possible to petition for Royal City status at any time, it is important to ensure that it can be revisited in the future at a time when the City's political leadership deems it appropriate and when there may be even greater public support for the proposal. It is likely that it would be several years' time before the circumstances were sufficiently different to consider this matter again.

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

4.1 There are no specific ABCD implications; however, the idea underwent public consultation to take account of the views of the city's residents.

#### **5.0 Alternative Options Considered**

5.1 Consideration has been given to pursuing Royal City status on the basis of the favourable results. The report outlines why this has not been recommended.

#### **6.0 Reasons for Recommendations**

6.1 Pursuit of Royal City status is not recommended at present as the level of support is not considered sufficient to divert resources from other work streams.

#### **7.0 Future Work and Conclusions**

7.1 As stated in 3.8 above, the pursuit of Royal City status may be pursued again in the future.

#### **8.0 Financial Implications**

8.1 There are no financial implications resulting from the recommendations in this report. The total cost of the consultation exercise was £1,197, including printing, advertising and promotion.

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

#### **9.0 Legal Implications**

9.1 There are no legal implications resulting from the recommendations within this report.

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

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

10.1 There is a risk that those who were supportive of the proposal are disappointed that the idea is not being pursued; however, on balance it is the right outcome at present and the door is being left open to revisit it an appropriate time in the future.

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

11.1 The recommendation requires no action to be taken therefore a PIA is not required.

## **12.0 Other Corporate Implications**

### Community Safety

12.1 There are no community safety implications.

### Sustainability

12.2 There are no sustainability implications.

### Staffing & Trade Union

12.3 There are no staffing implications.

**Background Documents:** None



<b>Meeting:</b>	Cabinet	<b>Date:</b>	8 <sup>th</sup> November 2017
<b>Subject:</b>	The Gloucester Window		
<b>Report Of:</b>	Cabinet Member for Regeneration & Economy		
<b>Wards Affected:</b>	Westgate		
<b>Key Decision:</b>	No	<b>Budget/Policy Framework:</b>	No
<b>Contact Officer:</b>	Anthony Hodge, Head of Place		
	Email: Anthony.hodge@gloucester.gov.uk	<b>Tel:</b>	<b>39-6034</b>
<b>Appendices:</b>	None		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 It is a condition of the bus station planning approval to make provision for public art. The objective of this report is to advise Cabinet of the intention to discharge this condition by the delivery of a distinctive stained glass window, to be known as the Gloucester Window, to be located at the new bus station. The aim of the window is not only to carry on the theme of Gloucester being a proud and unique city, through having what is believed to be the only “cathedral quality” stained glass art at a new bus station, that acts as a celebration of the city’s history, but also enhances the environment of the bus station and the experience of those that travel through it, including our visitors. This report sets out the rationale for the scheme, the costs and delivery route.

**2.0 Recommendations**

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

- (1) a budget of £100,000 from the existing Transport Hub budget, to fund the Gloucester Window project, be confirmed.
- (2) the Head of Place, in consultation with the Cabinet Member for Regeneration & Economy be given delegated authority to agree full details of the Gloucester Window project, including the direct appointment of Tom Denny or an alternative exceptional artist, and with the Council Solicitor, to

approve all necessary legal documentation to implement the resolution, and Cabinet agrees to waive the Contract Rules accordingly.

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

- 3.1 The Gloucester Transport Hub is now being constructed on site. Members will recall that the Council secured £6.4 million of Government grant through Gfirst LEP towards the cost of building the bus station. It is a high quality design that benefits from modern facilities and good quality materials. Similar to Gloucester, a number of cities and towns have renewed their public transport infrastructure. They have delivered good quality developments but are not necessarily projects that are distinctive or add further value to their urban areas other than updating infrastructure.
- 3.2 Condition 12 of its planning approval does require the bus station to make provision for public art. It states:
- *Details for historic interpretation on the site and proposed public art.*
- 3.3 In addition, one of the themes of the comments received through consultation and the media is that people want Gloucester's regeneration and development to be distinctive and stand out from other towns and cities. This proposal enables the bus station to do just that, delivering a unique experience to those traveling by bus or coach, through providing a thoughtful piece of art that they can enjoy whilst waiting for their transport. Furthermore, it provides a legacy for future generations to enjoy a genuine new piece of world class art in a unique setting. People in Gloucester have waited a long time for their new bus station and the intention is to deliver something that is unique and of high quality.
- 3.4 Finally, as detailed below, it provides a link with one of the most permanent and high profile buildings in the city, county and even nationally/internationally, Gloucester Cathedral, through proposing to use the same artist that has designed new windows for it. The objective being that the bus station will act as the gateway, physically and metaphorically, to our Cathedral city, encouraging people to also visit the Cathedral, to meander through the gates streets and to enjoy the city, to create a genuine sense of place and connectivity.
- 3.5 To deliver this synergy, the suggested route forward is to appoint Tom Denny to design the Gloucester Window. In 1992, as part of the 900th anniversary celebration of Abbot Serlo laying the foundation stone of Gloucester Cathedral in 1089, the South Ambulatory Chapel was refitted with a new stained glass window (designed by Denny) depicting the New Testament story of Thomas in the presence of the risen Christ in the centre light, the windows either side are based on Psalm 148, praising God's creation. The triptych illuminates the chapel in a magnificent blue light.



- 3.6 In 2013, Denny was commissioned to create a window in honour of Ivor Gurney, Gloucestershire's famous poet and composer. Denny's intricate stained glass can be seen in the Cathedral's north chantry chapel in the Lady Chapel. Gurney's poetry was inspired by his love of Gloucestershire countryside and many of the scenes are recognisable local landmarks.



- 3.7 This would be a major piece of art for Gloucester that, not only creates an accessible piece, but complements the city's drive to deliver regeneration and its objective to expand its arts and culture offer and to bid to become UK City of Culture 2025. It is also a requirement of the planning process.
- 3.8 The artist would be required to consult with residents and communities of Gloucester on the content of the windows and for them to have an input into the window's design. The final piece will be accompanied by interpretation boards and also information in the bus station about how to access Denny's other pieces at the Cathedral and maps facilitating people to walk through the gates streets to the Cathedral.

- 3.9 In addition to consultation, the intention is to create an opportunity for local artists to work alongside Denny and to be exposed to the creative process and the technical delivery of the windows. This will ensure local people also have the opportunity to benefit from the delivery of this project.
- 3.10 Denny is one of the world's most celebrated and successful stained glass artists. Other commissions are found in extraordinary buildings all over the country including our own Gloucester Cathedral, Tewkesbury Abbey, Malvern Cathedral and Leicester Cathedral where he designed two windows inspired by the life of Richard III which are located near Richard III's tomb in the Cathedral's St. Katharine's Chapel.
- 3.11 There is also a practical application for the Gloucester Window project panels. The bus station will be south east facing. Bearing in mind the large content of glass, the panels could help to provide a shading effect in a sustainable and non-mechanical way. The Gloucester Window would be made up of 24 panels. The intention is to deliver 12 panels in the first instance, as part of this commission. The remainder could be added to over time depicting contemporary or earlier events, as the city sees fit.
- 3.12 Each panel would depict a period in the city's history, most likely lesser known events to enrich peoples' knowledge of the city's history, potentially around the theme of travel, although this would be subject to consultation. Each panel would be individually designed and erected. The cost of the 12 panels, design, preparation and fitting is identified at £100,000. The funding would come from the current bus station construction budget, due to the requirement of the planning approval to provide public art.
- 3.13 The delivery of the Gloucester Window would be undertaken by the existing Transport Hub delivery group, working closely with the Council's construction contractor, Kier Construction Limited, and the appointed artist. Members will be aware of the recently-approved amended planning consent for the bus station in response to underground services, principally a sewer and a gas main, being in a slightly different location to what was expected. This project is unconnected to those changes. However, Members will be interested to know that in response to the concerns raised as to the number of toilets within the new bus station, space has been created for a further two, bringing the number that will be available to seven.

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

- 4.1 The intention of the Gloucester Window project is to inspire people to enjoy art, and to create connectivity with the city, not least the Cathedral, through being accessible to all. This project, through its highly skilled and specialist nature, will set the bench mark as to what can be achieved. It will be used, as part of the emerging community engagement programme for the Kings Quarter project as a project theme, linked to the Great Places project, to encourage and inspire our communities as to what can be achieved.

## **5.0 Alternative Options Considered**

- 5.1 Do nothing: this would be low risk. The bus station could be a high quality modern public transport hub. However this project can make a statement about the ambition of the city of Gloucester, setting it apart from all the other cities and towns building new transport infrastructure, and acting as a beacon and statement for all the regeneration activity which it is currently enjoying.
- 5.2 Select an artist through a competition process: this has real merit, not least ensuring a choice to be presented. There may or may not be financial improvement through this option. However some of the linkages between the Cathedral and bus station could be lost if a different artist were appointed, and the procurement could preclude the completion of the Window in tandem with the bus station.
- 5.3 A community designed window: we have many fine artists within the city, so it would be possible to run the scheme on the basis of we commission an artist to work with local communities to deliver a window. It is unlikely Tom Denny would be the right artist to do this type of work as it wouldn't be a Denny window. Links to the Cathedral might also be lost, though links to other parts of the wider city area might be strengthened. It is unlikely to be ready for when the bus station opens in August 2018. However without doubt it would certainly create a very interesting and locally 'owned' window. The requirement for the artist to consult and engage with the communities of Gloucester should mean the benefits of this option are still secured through the proposed recommendation.

## **6.0 Reasons for Recommendations**

- 6.1 The recommendations allow us to progress with this proposal, but to also be flexible to be able to deal with the complexities and uncertainty surrounding project delivery.

## **7.0 Future Work and Conclusions**

- 7.1 If Cabinet confirms the recommendations, the Gloucester Window project will be subject to confirming the content of the windows, a number of trial panels will be prepared and detailed discussions held with the construction contractor Kier, to confirm how they will be fitted.

## **8.0 Financial Implications**

- 8.1 The cost of the Gloucester Window will be met from the current approved budget for the delivery of the new bus station. There are no additional financial implications as a result of this report. If the recommendation is not supported, then some financial savings may be possible.

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

## **9.0 Legal Implications**

- 9.1 The total budget for the contract with the artist (or alternative) referred to in the recommendation is below the current EU goods and services threshold of £164,176. Thus it is permissible for the Council to grant a waiver of its own procedure rules. It is suggested that the grounds for the waiver are those contained in Part 4: Rule 6.1.1 of the Council's Contract Procedure Rules relating to the supply of specialised services.

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

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

- 10.1 The primary risk will be the ability deliver the panels for the cost of £100,000, bearing in mind this is unique and doesn't have clearly defined delivery/well worn procedure. However the trial panels will resolve the cost uncertainty and enable the final number of panels to be concluded.

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

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

## **12.0 Other Corporate Implications**

### Community Safety

- 12.1 There are no community safety implications.

### Sustainability

- 12.2 The objective of the project is to provide synergy, opportunity, to be aspirational and to enhance the use of the Transport Hub. Through creating a wonderful environment, the intention is to increase the use of the Hub, and in so doing so the use of more sustainable transport, modes, including buses.

### Staffing & Trade Union

- 12.3 There are no staff or trade union implications.

**Background Documents:** None

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of the Local Government Act 1972.

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