

20 December 2017

Committee	Executive
Date	Wednesday, 3 January 2018
Time of Meeting	2:00 pm
Venue	Committee Room 1

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton
Borough Solicitor**

Agenda

1. ANNOUNCEMENTS

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive apologies for absence and advise of any substitutions.



Item	Page(s)
3. DECLARATIONS OF INTEREST	
<p>Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.</p>	
4. MINUTES	1 - 9
<p>To approve the Minutes of the meeting held on 22 November 2017.</p>	
5. ITEMS FROM MEMBERS OF THE PUBLIC	
<p>To receive any questions, deputations or petitions submitted under Rule of Procedure 12.</p> <p><i>(The deadline for public participation submissions for this meeting is 22 December 2017)</i></p>	
6. EXECUTIVE COMMITTEE FORWARD PLAN	10 - 12
<p>To consider the Committee's Forward Plan.</p>	
7. PERFORMANCE MANAGEMENT REPORT - QUARTER TWO 2017/18	13 - 50
<p>To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter two performance management information.</p>	
8. HOUSING STRATEGY MONITORING REPORT	51 - 75
<p>To consider the achievements made to date in respect of the outcomes identified in the Housing Strategy Action Plan.</p>	
9. TWYNING NEIGHBOURHOOD PLAN REFERENDUM	76 - 200
<p>To consider the Twyning Neighbourhood Development Plan, and agree whether, when modified according to the Examiners recommended amendments, it can progress to community referendum.</p>	
10. BUSINESS RATES UPDATE	201 - 210
<p>To consider an update on the implementation of the spring budget 2017 business rates changes and further changes announced in the autumn budget.</p>	
11. COUNCIL TAX REDUCTION SCHEME 2018-19	211 - 214
<p>To consider the Council Tax Reduction Scheme 2018-19 and make a recommendation to Council for adoption.</p>	

12. SEPARATE BUSINESS

The Chairman will move the adoption of the following resolution:

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

13. SEPARATE MINUTES

215 - 218

To approve the separate Minutes of the meeting of the Committee held on 22 November 2017.

**DATE OF NEXT MEETING
WEDNESDAY, 31 JANUARY 2018**

COUNCILLORS CONSTITUTING COMMITTEE

Councillors: K J Berry, R A Bird (Vice-Chair), G F Blackwell, M Dean, R Furolo, J Greening, E J MacTiernan, J R Mason and D J Waters (Chair)

Substitution Arrangements

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

Recording of Meetings

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

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.

TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Executive Committee held at the Council Offices,
Gloucester Road, Tewkesbury on Wednesday, 22 November 2017 commencing
at 2:00 pm**

Present:

Chair	Councillor D J Waters
Vice Chair	Councillor R A Bird

and Councillors:

K J Berry, G F Blackwell, M Dean, R Furolo, J Greening and J R Mason

EX.55 ANNOUNCEMENTS

55.1 The evacuation procedure, as noted on the Agenda, was advised to those present.

EX.56 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

56.1 An apology for absence was received from Councillor E J MacTiernan. There were no substitutions for the meeting.

EX.57 DECLARATIONS OF INTEREST

57.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

57.2 There were no declarations of interest made on this occasion.

EX.58 MINUTES

58.1 The Minutes of the meeting held on 11 October 2017, copies of which had been circulated, were approved as a correct record and signed by the Chair.

EX.59 ITEMS FROM MEMBERS OF THE PUBLIC

59.1 There were no items from members of the public on this occasion.

EX.60 EXECUTIVE COMMITTEE FORWARD PLAN

- 60.1 Attention was drawn to the Committee's Forward Plan, circulated at Pages No. 10-14. Members were asked to consider the Plan.
- 60.2 In response to a query regarding the resources that were needed in order to progress the Spring Gardens project, the Head of Finance and Asset Management explained that the Asset Team was currently running a number of projects and it did not have sufficient capacity or expertise to take the Spring Gardens project forward. It was anticipated that some additional resource could be gained early in the New Year to drive the project forward.
- 60.3 Accordingly, it was

RESOLVED: That the Committee's Forward Plan be **NOTED**.

EX.61 FINANCIAL UPDATE - QUARTER TWO PERFORMANCE

- 61.1 The report of the Head of Finance and Asset Management, circulated at Pages No. 15-35, highlighted the quarter two financial performance and half year treasury management report which Members were asked to consider.
- 61.2 The Committee was advised that the summary showed an increase of £90,000 surplus in quarter two against quarter one with all expenditure headings looking good. Particular attention was drawn to income which was below target with planning income showing a deficit against the planned budget. Currently there was also a deficit against the garden waste budget but this had been expected due to the annual renewals being changed so they were all aligned to April. In terms of the corporate codes, the impact of treasury management activity during the year had now been included in the mid-year figures rather than just at the year-end; so far the Council was £88,815 ahead of budget – this was largely due to cheap borrowing rates as well as the use of more lucrative funds for cash investments. The Council also had a target for the acquisition of additional investment property and, whilst the quarter two figures showed the Council being behind target due to bids on properties being unsuccessful, it had recently acquired three new properties which would generate nearly £820,000 of income per year; this would mean the Council would exceed its budget target for the current year and that position would be reflected in the quarter three report. Appendix 2 showed the capital position which was currently underspent against the profiled budget as a result of certain projects, such as the refurbishment of the Council Offices, not starting within the expected timescales. The reserves position was shown at Appendix 3 and, whilst the quarter two position showed that there remained a significant balance on the reserves, the expectation was that those balances would be spent in the near future. The Finance Team had requested updates from all departments about their plans to ensure earmarked reserves were either used for their intended purpose or released back to the general fund.
- 61.3 In terms of the mid-year treasury investment activities, an average return of 1.08% had been gained which, at the end of September, totalled £17,575,000 generating interest of £77,000 in the first half of the year against the budget estimate of £13,800. The investment performance had been boosted by an investment of £2million into the CCLA property investment fund which was producing monthly income returns of approximately 4.6%; Officers were confident that the capital value would return to the investment level in the near future and growth would be maintained thereafter. The Council's drive to invest in commercial property had resulted in a requirement to borrow funds to cover direct investments and day-to-day cashflow. The budget had anticipated a borrowing cost of £42,000 at the mid-

year point but, as a result of the delay in property purchase, the efficient management of borrowing requirements and the extremely low borrowing rates available to the Council, actual borrowing costs had only totalled £17,000 which was a saving of £25,000. In addition, brokerage fees totalling £4,700 had been incurred in the period which was substantially less than budgeted for.

- 61.4 During the discussion which ensued, a Member questioned whether the recent rise in bank fees had affected the Council. In response, the Head of Finance and Asset Management explained that a small impact had been noticed since the increase but the long term yield curve remained fairly flat so the market was not projecting any big changes at this stage. There had been a slight increase in borrowing rates but nothing significant to date; this would be kept under review. A Member referred to the fact that the Disabled Facilities Grants budget was consistently underspent and questioned why that was. In response, the Head of Community Services advised that the Council was not receiving the number of applications it had originally anticipated. Tewkesbury Borough was not alone in this as it was a similar picture across the country - the Council did advertise the grants scheme but there was little more it could do to encourage take-up.
- 61.5 Referring to the retained income from the business rates scheme, the Head of Finance and Asset Management explained that this was currently showing a surplus of £187,500 which was a prudent prediction of the year-end position. It was noted that, so far, there had been very little activity with regard to processing appeals, either from past appeal listings or those against the new 2017 list. The Council had set aside a significant provision to cover additional appeals, which was hoped to be sufficient, and this would allow the Council to benefit from wider increases in business rates income. Bearing in mind the losses that had been seen in previous years, the growth target for the current year had been reduced to zero; however, so far there was an improving position with more appeals getting dismissed than had been seen previously. Officers felt confident to include a growth target for next year; this would be discussed as part of the Medium Term Financial Strategy.
- 61.6 A Member questioned why there had been a mismatch between the projected planning income and the actual income received. In response, the Head of Development Services explained that some expected planning applications were yet to be submitted which had impacted the figures. The trajectory of growth was such that she hoped to see an upturn soon and she would be looking to maximise income through other means such as planning performance agreements. One of the strands of the planning review was about the commercialisation of the service but the Council would need to ensure its own house was in order in terms of targets before it would be able to sell the service to other authorities. Historically the Council received a significant return from planning income but overall it was in deficit. The increases in fees, efficiency savings and changes to working practices should all help the situation. In terms of the increase in planning fees, the Head of Development Services advised that the Council would be able to increase its fees by 20% once the law had been changed by the government; initially it had been planned to introduce this in July 2017 but it now looked likely to be in place for April 2018.
- 61.7 Accordingly, it was

RESOLVED: That the financial performance information for the second quarter of 2017/18, along with the half year treasury management report, be **NOTED**.

EX.62 MEDIUM TERM FINANCIAL STRATEGY 2018/19-2022/23

- 62.1 The report of the Head of Finance and Asset Management, circulated at Pages No. 36-60, set out the Medium Term Financial Strategy for 2018/19-2022/23. Members were asked to consider the Strategy and recommend it to the Council for adoption.
- 62.2 The Head of Finance and Asset Management explained that the Medium Term Financial Strategy was a key element within the Council's overall strategic planning framework. It took a five year perspective and was reviewed, updated and rolled forward annually to set a framework for how budget pressures and priorities would be managed within the best estimates of available capital and revenue resources. The Strategy represented a snapshot in time so it was updated regularly to ensure it reflected policy both internally and nationally. Some of the issues which contributed to the uncertainty included the government's approach to public spending and reducing the fiscal deficit; economic impacts resulting from the country's decision to leave the European Union; local government finance post-2020; further consultation over the future of the New Homes Bonus Scheme; the government's approach to 100% retained business rates; and the government's commitment to devolution. The Council's forward projections of its financial position were impacted by further reductions in core government grant of £385,000 in the next two years; salary growth pressure in excess of the 1% cap; further significant financial contributions required for the local government pension scheme; the new General Data Protection Requirements; and increasing demand for additional resources to meet a range of service requirements and pressures.
- 62.3 The Strategy also contained important strategic planning in a number of areas including the increase of Council Tax and the use of New Homes Bonus. The headline recommendations of the Strategy included: Council Tax to be increased by £5 for 2018/19 and with £5 increases thereafter; New Homes Bonus support to the base budget to increase by £200,000 per year, subject to available funding through the Scheme; the Council would operate outside of the Gloucestershire Business Rates Pool in 2018/19 and until such time as the risk from Virgin Media was mitigated; a target for retained business rates income would be reintroduced to the base budget; and the Local Council Tax Scheme would remain unchanged as the default scheme for 2018/19 but a review of the scheme would take place in the first half of the new financial year.
- 62.4 Referring to the proposed Council Tax rises, a Member indicated that, whilst he understood the Medium Term Financial Strategy changed on an almost daily basis, it was still the Council's strategy which set out its intentions in how it approached its finances over the next five years. With that in mind, in the previous year the Council had stepped back from declaring that the Council Tax would increase in line with the referendum limit year on year and had changed it more in line with the Council Plan which indicated that the Council recognised a possible need to increase Council Tax but did not set down any firm increases. He would like the Medium Term Financial Strategy to be reworded in line with that strategic statement and therefore proposed that Section 10.3 be amended to read: "The Council Plan 2016-2020 makes a commitment to 'maintain a low Council Tax'. The Council Plan also sets out objectives to develop alternative revenue streams, and rebase the revenue structure, to become less dependent on government core grants, and collections from taxpayers. Increasing Council Tax to fund any deficit outcome should be a last resort. The previous Medium Term Financial Strategy 2017/18 to 2021/22, 'recognises the likely need for further increases in future years', in order to provide the flexibility to deal with the anticipated deficit faced. Although Council finances have improved, and additional revenue streams are now being developed, there may continue to be a need to resort to some measure of further Council Tax increase each year, over the strategy period. The Council will maintain this previous financial strategy and, in accepting the likely need for future

increases, provides a projection of anticipated inflation rate increases for the five year strategy period. Table 7 highlights potential alternatives of inflation rate increases and referendum limit increases to the charge and the additional income generated.” During the discussion which ensued, some Members expressed the view that there was no need to change the wording as the Medium Term Financial Strategy set out a projection only and the actual Council Tax level was set by the Council at a separate meeting in February. In addition, it was felt that the amendment was unnecessarily wordy. In response, the Member indicated that the Medium Term Financial Strategy set the Council’s intentions and therefore the direction for both the budget and the Council Tax; once the direction was set it would be easier to reach an agreement so it was helpful if the intent was clear. The Head of Finance and Asset Management advised that he could add a paragraph to the Strategy to clarify that Council Tax was one of the elements that could be subject to change – if the tables etc. were amended, more changes would be needed as they would flow through the rest of the Strategy. Currently the Council remained the fifth lowest Council Tax in England with a Band D property being £60 below the national average and it was expected that it would retain that position even with the recommendations contained in the Medium Term Financial Strategy.

62.5 The Chief Executive indicated that the Medium Term Financial Strategy would change; however, it was the starting point for the Council’s financial planning and one of the most important documents for the future of the Council. The External Auditors would look at the figures in the Strategy to judge how the Council was performing and they did not expect to see a whole range of figures. Officers could work with the Transform Working Group to show how reducing income would impact other areas but it was felt that, whilst the explanatory wording could be amended, it would be difficult to change the figures in Table 7 as there would be no clarification in terms of what the Council’s finances were likely to be going forward. It was agreed that the amendment as proposed should be amended so that it offered clarification but was also less prescriptive. Accordingly, it was

RESOLVED: That it be **RECOMMENDED TO COUNCIL** that the Medium Term Financial Strategy 2018/19-2022/23 be **ADOPTED**, subject to the following amendments:

- Paragraph 10.3 of the Strategy be amended to read: ‘The previous Medium Term Financial Strategy recognises the likely need for further increases in future years in order to provide the flexibility to deal with the anticipated deficit faced. Although Council finances have improved, and additional revenue streams are now being developed, there may continue to be a need to resort to some measure of further Council Tax increase each year over the Strategy period. The Council will maintain this previous financial strategy, accepting the likely need for future increases, but seeking to maintain the Council Tax to the lowest possible levels’.
- Table 7 of the Strategy be amended so the heading reads ‘Potential Council Tax Strategy’ and the table includes percentage, as well as monetary, amounts.

EX.63 SUPPORT FOR NEIGHBOURHOOD PLANNING

- 63.1 The report of the Planning Policy Officer, circulated at Pages No. 61-72, provided information on the reduction of funding for Neighbourhood Development Plans from the Department for Communities and Local Government (DCLG). The Committee was asked to agree a way forward for the Council to continue to support Parishes in seeking funding opportunities to aid delivery of their Neighbourhood Plans without providing financial assistance.
- 63.2 The Head of Development Services explained that the DCLG funding to local planning authorities was on a three stage payment with the first payment of £5,000 being made upon designation of a Neighbourhood Area; a second payment of £5,000 following the submission of a plan to the local planning authority for consultation and independent examination; and a third payment of £20,000 following a referendum. In February, a letter had been received from the Chief Planning Officer which had set out the government's changes to that funding for 2017/18 which meant the first payment of £5,000 would be limited to five Neighbourhood Development Plans; the second payment had been withdrawn; and the third payment of £20,000 would be paid once a Plan had completed a successful independent examination and a date was set for a community referendum. At the same time the funding available to Parish Councils direct from the DCLG had increased from £8,000 in 2016/17 to £9,000 in 2017/18.
- 63.3 Members were advised that the information contained within the report demonstrated that the new grant of £20,000, which the local planning authority received to produce the Neighbourhood Development Plans, would only just cover the cost that it had to meet. In addition, the Council supported Parishes anyway through the Gloucestershire Rural Community Council funded from the Council's community development budget and through dedicated Officer time in the preparation of Plans. It was felt that, given the reduction in grant to local planning authorities, and the corresponding increase in funding to Parishes, the Council could no longer support the preparation of the Plans through the grant aid of £2,000. The Council would continue to meet its legal requirements in the preparation of Plans, provide Parishes with professional support and help them in seeking funding opportunities. It was also suggested that, if an area had already been designated, the offer of grant funding should be honoured. In response to a query, the Head of Development Services explained that the money the Council received was for the running of the referendum etc. so it would still be able to do that for Parishes it just would not be able to pass on the extra £2,000 as it would no longer receive it.
- 63.4 Accordingly, it was

RESOLVED:

1. That Parishes which start preparing a Neighbourhood Development Plan no longer be offered grants of £2,000 from Tewkesbury Borough Council; Officers will continue to support Parishes in seeking funding opportunities to aid the delivery of their Plans.
2. That the offer of grant funding to Parishes which have already started to develop a Neighbourhood Development Plan, having had a Neighbourhood Area designated prior to the date of this decision, be honoured.

EX.64 AFFORDABLE HOUSING ALLOCATIONS ON STRATEGIC SITES

- 64.1 The report of the Head of Community Services, circulated at Pages No. 73-81, outlined an allocations plan which sought to meet the housing needs of Gloucester and Cheltenham whilst retaining allocations for Tewkesbury residents in highest housing need. Members were asked to consider the arrangements and recommend them to Council for adoption.
- 64.2 The Head of Community Services explained that the HomeseekerPlus Policy which had previously been agreed by the Council set out that affordable rented housing built within a District was to be let to households with a local connection to that District. This also ensured the method was secured for sales of affordable home ownership properties, such as shared ownership, through Section 106 Agreements. Under the Joint Core Strategy, the strategic allocations for Cheltenham Borough and Gloucester City Councils which fell within the administrative boundary of Tewkesbury Borough would meet the unmet housing needs, including the affordable housing needs, of Cheltenham Borough and Gloucester City. Consideration would also need to be given to the site at Mitton that fell within the boundary of Wychavon District Council. The report before Members outlined an allocations plan which would meet the needs of both Cheltenham Borough and Gloucester City Councils whilst also retaining allocations for the residents of Tewkesbury Borough who were in highest housing need. The initial proposal to address this issue had been that Cheltenham Borough and Gloucester City Councils would retain 100% of the dwellings in those areas to meet their own housing need. This was obviously unacceptable to Tewkesbury Borough given the fact that the housing would be within its boundaries. Following a number of discussions, the current option referred to within the report was that the Cheltenham Borough strategic allocations, within Tewkesbury Borough's administrative boundary, would allow applications from residents from both Tewkesbury Borough and Cheltenham Borough. The same would apply to the Gloucester City strategic allocations. If the properties were not all taken up on that basis they would then be opened up to residents from either Cheltenham Borough or Gloucester City and, if they were still not taken up, they would then be open for any residents in Gloucestershire to apply.
- 64.3 During the discussion which ensued, a Member questioned whether people could sit on the housing list for a number of different authorities. In response, the Head of Community Services advised that as long as there was a local connection they would be accepted to the list they applied to. In response to a query in relation to disabled clients, the Committee was advised that disability specific properties were often advertised in a different way so residents with a disability could come ahead of those with a local connection if there was a particular set of needs that would be met by a specific property.
- 64.4 Accordingly, it was

RESOLVED: That it be **RECOMMENDED TO COUNCIL** that the lettings and sales arrangements for affordable housing allocations on strategic sites be **ADOPTED**.

EX.65 TEWKESBURY BOROUGH COUNCIL DOMESTIC WASTE AND RECYCLING COLLECTION SERVICES POLICY AND PROCEDURES

- 65.1 The report of the Head of Community Services, circulated at Pages No. 82-96, attached a waste and recycling collection services policy which aimed to ensure waste and recycling services operated effectively and efficiently in order to maximise recycling rates and reduce the amount of waste going to landfill in line with the waste and recycling hierarchy. Members were asked to approve the policy.
- 65.2 The Head of Community Services explained that the Council did not currently have a waste and recycling policy. The policy before the Committee provided a set of rules and standards that the Council would use to deliver regular and reliable collections in a customer-focused way, taking into account the need to protect the health and safety of the public and the staff that operated the scheme. The policy covered a number of elements including: waste and recycling containers; frequency of collection; how to present waste and recycling for collection; assisted collections; clinical waste services; bulky waste collections; issues with collections; and complaints, as well as providing contact details. The policy had been considered by the Overview and Scrutiny Committee prior to being submitted to the Executive Committee and that Committee had asked that it be made clear the policy was for household waste rather than commercial waste.
- 65.3 During the discussion which ensued, a Member noted that the waste bins were smaller than the recycling bins and he questioned why this was. In response, the Head of Community Services indicated that the Council was actively encouraging residents to recycle rather than send waste to landfill which was the reason for the difference in sizes. In addition plastic recyclables were quite bulky so a larger bin was helpful; there was also an extra blue bin offered should residents wish to have one. A Member questioned whether this was the case given that she knew of someone who had previously been told they could only have an extra blue bin if there were at least five people in the house. In response, attention was drawn to Page No. 95 which set out that “the Council encourages households to maximise the quantity of materials for recycling. Residents that have additional recyclables on a regular basis can request an additional recycling wheeled bin or food waste caddy free of charge”. The Head of Community Services undertook to speak to the Member outside of the meeting to get further details so he could ensure all staff understood the process. A Member expressed concern that knowing what could and could not go into the blue bin was the main issue and he questioned whether anything could be done to make this clearer for residents. Another Member advised that the Council would never be able to get to 100% recycling as there were some people who were dedicated recyclers and some that just would not recycle. There was an annual campaign in the Borough News about recycling which served as a reminder for residents and the Council also issued calendars which contained information about recycling. In addition, the new waste collection vehicles showed pictures of what could and could not be recycled. Any further ideas on educating residents would be gratefully received.
- 65.4 Accordingly, it was

RESOLVED: That the Tewkesbury Borough Council Domestic Waste and Recycling Collection Services Policy and Procedures be **ADOPTED**.

EX.66 SEPARATE BUSINESS

66.1 The Chair proposed, and it was

RESOLVED That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12(A) of the Act.

EX.67 DISPOSAL OF LAND AT STAVERTON

(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))

67.1 The Committee was provided with information about the disposal of land at Staverton. Members considered the bids received, and the likely housing delivery mix, and agreed the disposal of the site as outlined within the report.

EX.68 DISPOSAL OF LAND, WINCHCOMBE

(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))

68.1 The Committee was provided with information about the disposal of land in Winchcombe. Members considered the detailed research undertaken by Officers since the issue was last looked at by the Executive Committee and agreed to dispose of the site for the development of affordable housing as outlined within the report subject to a small amendment.

The meeting closed at 4:10 pm

EXECUTIVE COMMITTEE FORWARD PLAN 2017/18

REGULAR ITEM:

- **Forward Plan – To note the forthcoming items.**

Addition to 3 January 2018

- Twyning Neighbourhood Plan – Examiners Report and Referendum.
- Business Rates Relief Update.
- Council Tax Reduction Scheme 2018-19.

Removal from 3 January 2018

- Tewkesbury Borough Plan Consultation – will go directly to Council in February.

Committee Date: 31 January 2018

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Budget 2018/19 (Annual) including Treasury Management Strategy.	To recommend a budget for 2018/19 to the Council.	Simon Dix, Head of Finance and Asset Management.	No.
Financial Update – Quarter Three 2017/18 Performance (Annual).	To consider the quarterly budget position.	Simon Dix, Head of Finance and Asset Management.	No.
Data Protection Policy.	To approve the Council's Data Protection Policy.	Shirin Wotherspoon, Principal Solicitor.	No.
Risk Management Strategy.	To approve the Risk Management Strategy.	Graeme Simpson, Head of Corporate Services.	No.
Planning Enforcement Policy.	Following a recommendation from Overview and Scrutiny Committee, to approve the Planning Enforcement Policy.	Annette Roberts, Head of Development Services.	No.

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Agenda Item 6

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Committee Date: 31 January 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Flood and Water Management Supplementary Planning Document Adoption.	To recommend the Flood and Water Management Supplementary Planning Document to Council for adoption.	Annette Roberts, Head of Development Services.	Yes, deferred from 3 January 2018 to allow consideration and further evidence to be collected on one issue relating to climate change allowance to ensure a robust defence.
Workforce Development Strategy.	To approve the Council's Workforce Development Strategy.	Janet Martin, Human Resources Manager.	Yes, deferred from 11 October 2017.
Confidential Item: Disposal of Land at Bishops Cleeve.	To consider the information provided and agree a way forward.	Simon Dix, Head of Finance and Asset Management.	Yes, deferred from 22 November 2017 for further discussion.
(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).			

Committee Date: 14 March 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Equalities Policy.	To approve the Equalities Policy.	Graeme Simpson, Head of Corporate Services.	No.

Committee Date: 25 April 2018

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Three 2017/18 (Annual).	To receive and respond to the findings of the Overview and Scrutiny Committee’s review of the quarter three performance management information.	Graeme Simpson, Head of Corporate Services.	No.
Flood Risk Management Group Terms of Reference and Action Plan (Annual).	To undertake an annual review of the Terms of Reference of the Flood Risk Management Group and action plan.	Peter Tonge, Head of Community.	Updated in line with the term of the Council instead.
Council Plan Update 2016/17 – Year Three (Annual).	To consider the Council Plan and make a recommendation to Council.	Graeme Simpson, Head of Corporate Services.	No.
High Level Service Plan Summaries (Annual).	To consider the key activities of each service grouping during 2017/18.	Graeme Simpson, Head of Corporate Services.	No.
ICT Strategy.	To approve the ICT Strategy.	Graeme Simpson, Head of Corporate Services.	No.

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PENDING ITEMS

Agenda Item	Overview of Agenda Item
Confidential Item: Spring Gardens/Oldbury Road Regeneration	To consider the information provided and agree a way forward.
Confidential Item: MAFF Site.	To consider the way forward for the site.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 January 2018
Subject:	Performance Management – Quarter 2 2017-18
Report of:	Councillor Phil Awford, Chair of Overview and Scrutiny Committee
Corporate Lead:	Mike Dawson, Chief Executive
Lead Members:	Councillor G F Blackwell
Number of Appendices:	Two

Executive Summary:	<p>New Council Plan priorities (2016-2020) were approved by Council on 19 April 2016. Supporting the priorities is a set of objectives and actions. Progress in delivering the objectives and actions are reported through a Council Plan performance tracker. The tracker is a combined document which also includes performance on a key set of performance indicators. The tracker is reported to Overview and Scrutiny Committee on a quarterly basis and the outcome of the review is then reported to Executive Committee by the Chair of Overview and Scrutiny.</p> <p>At Overview and Scrutiny Committee on 28 November 2017, consideration was given to the 2017/18 quarter two performance management information. The observations made by the Committee can be found in Appendix 1. The tracker document that was presented at Overview and Scrutiny Committee can be found in Appendix 2.</p>
Recommendation:	<p>To review and, if appropriate, take action against the observations of the Overview and Scrutiny Committee resulting from its review of the 2017/18, quarter two performance management information.</p>
Reasons for Recommendation:	<p>The Overview and Scrutiny Committee examine the work of the Executive Committee and hold it to account in order to help the Council achieve its priorities.</p>

Resource Implications:	None directly associated with this report.
Legal Implications:	None directly associated with this report.

Risk Management Implications:

If delivery of the Council's priorities is not effectively monitored then the Council cannot identify where it is performing strongly or where improvement in performance is necessary.

Performance Management Follow-up:

Performance management information is reported to Overview and Scrutiny Committee on a quarterly basis. The outcome of each quarterly review is then reported to Executive Committee.

Environmental Implications:

None directly associated with this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1** New Council Plan priorities (2016-2020) were approved by Council on 19 April 2016. Supporting the priorities is a set of objectives and actions. Progress in delivering the objectives and actions are reported through a Council Plan performance tracker. The tracker is a combined document which also includes performance on a key set of performance indicators. The tracker is reported to Overview and Scrutiny Committee on a quarterly basis and the outcome of the review is then reported to Executive Committee by the Chair of the Overview and Scrutiny Committee.
- 1.2** At Overview and Scrutiny Committee on 28 November 2017, consideration was given to the 2017/18 quarter two performance management information. The observations made by the Committee can be found in Appendix 1. The tracker document that was presented at Overview and Scrutiny Committee can be found in Appendix 2.

2.0 COUNCIL PLAN PERFORMANCE TRACKER

- 2.1** The Council Plan (2016-2020) has four priorities which contribute to the overall Council Plan vision "Tewkesbury Borough, a place where a good quality of life is open to all". The priorities are:
- Finance and Resources.
 - Economic Development.
 - Housing.
 - Customer Focused Services.

Each of the four priorities is supported by a number of objectives and actions which will focus activity on delivery of the priorities. The tracker has been developed and contains a set of key performance measures to monitor delivery of each Council Plan action. The actions are reviewed and where appropriate refreshed on an annual basis.

- 2.2** For monitoring the progress of the council plan actions the following symbols are used:

☺ – action progressing well.

☹ – the action has some issues or delay by there is no significant slippage in the delivery of the action.

☹ – significant risk to not achieving the action or there has been significant slippage in the timetable or performance is below target.

Grey – project has not yet commenced.

✓ – action complete or annual target achieved.

For monitoring of key performance indicators the following symbols are used:

↑ - PI is showing improved performance on previous year.

↔ - PI is on par with previous year performance.

↓ - PI is showing performance is not as good as previous year.

2.3 The majority of actions are progressing well, for example, key activities to bring to Member's attention include:

- Acquired additional two properties to add to the Council's portfolio.
- Refurbishment of top floor is continuing and first phase is in progress for completion for mid-December.
- Completion of the replacement of equipment at the Vineyards play area Tewkesbury.
- Inspector's final report for the Joint Core Strategy (JCS) received in October.
- The housing team achieved 73% in the peer review. Allowing the Council to make an application for a bronze award.
- Continued decrease in the number of fly-tipping incidents in areas previously targeted.
- Tender awarded for garden waste sticker licenses.
- New missed bin reporting form now live.
- Moving email to Office 365 has improved business continuity for the Council.

2.4 Due to the complex nature of the actions being delivered then inevitably some may not progress as smoothly or quickly as envisaged. Actions with either a ☹️ or 😊 are highlighted below: -

Action	Status and Reason for Status
Undertake a discretionary trade waste service to ensure it is operating on a viable commercial level.	☹️ Final report received from APSE in mid-October. Officers are considering the options presented.
Put in place a plan to regenerate Spring Gardens.	☹️ Capacity issues have caused delay with this project. Management is looking to bring in additional resources to move it forward.
Allocate and deliver employment land through the JCS and Tewkesbury Borough Plan.	☹️ Target date for the Tewkesbury Borough Plan (TBP) was originally winter 2017 this has been amended to Spring/Summer 2019 where it is estimated the TBP will be adopted.
Deliver a programme with partners to progress Healings Mill and other key sites to support the regeneration of Tewkesbury.	☹️ Site was not sold in the summer discussions are being sought with the developer.

Develop the Tewkesbury Borough Plan.	☹️ Target date for the Tewkesbury Borough Plan (TBP) was originally winter 2017 this has been amended to Spring/Summer 2019 where it is estimated the TBP will be adopted.
Deliver the Public Services Centre refurbishment project.	☹️ Slight delay to the target date now scheduled for completion end of June 2018.
Look at collaborative options for the planning and environmental health services.	☹️ Options will continue to be explored as part of both the Development Services and Community Services review.

3.0 KEY PERFORMANCE INDICATORS (KPIs)

3.1 The set of Key Performance Indicators (KPIs) are a combination of contextual indicators and target related indicators. The set of KPIs must remain flexible to ensure they meet our needs. The data reported is the position at the end of September 2017.

3.2 Of the 16 indicators with targets, their status as at the end of quarter 1 is:

☹️ (achievement of target is unlikely)	😊 (on target)	😊 (target likely to be achieved by the end of the year)
1	13	1

And in terms of the direction of travel i.e. performance compared to last year, the status for the 16 indicators are:

↑ (better performance than last year)	↓ (not as good as last year)
11	4

3.3 Key indicators of interest include:

KPI 14 - Percentage of minor applications determined within eight weeks – significantly below target, this is expected to improve significantly following recent recruitment and improvement work being undertaken with Planning Advisory Service (PAS).

KPI 19 – Substantial decrease in reported enviro-crimes.

KPI 23 – Average number of days for the benefits team to process a change in circumstances has dropped to 3.46 days where the national average is nine days.

KPI 28 – There has been an increase in the average number of sick days per full-time equivalent. Overall total working days lost has increased by 96.49% for Q1 and Q2.

KPI 29 – Percentage of waste recycled or composted is above our 52% target

KPI 30 – There is a reduction of waste sent to landfill in Q2 of 100 tonnes compared to Q1.

4.0 OTHER OPTIONS CONSIDERED

4.1 None.

5.0 CONSULTATION

5.1 None.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 Council Plan 2016-2020.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 None directly.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 None directly.

9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

9.1 Linked to individual Council Plan actions.

10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

10.1 Linked to individual Council Plan actions.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

11.1 Council Plan 2012-16 approved by Council - 19 April 2016.

Background Papers: None.

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Appendices: 1 – Overview and Scrutiny Review and Observations of Quarter Two Performance Management Information.
2 – 2017/18, Quarter Two - Council Plan Performance Tracker.

Appendix 1

Questions raised by Overview and Scrutiny Committee at its meeting on 28 November 2017	
Questions Raised by Overview and Scrutiny	Response from Officers
Performance Tracker - Priority: Finance and Resources	
Objective 3 – Action a) Deliver the aims and objectives of the commercial property investment strategy – A Member sought clarification as to when the acquisition of the three new commercial properties would be complete.	The Head of Finance and Asset Management advised that two of the properties had been acquired and were on the Council's books; the third was currently going through the legal process and it was hoped that outstanding issues would be resolved within the next two or three weeks so that would also be on the books by Christmas.
Objective 3 – Action b) – Undertake a review of the discretionary trade waste service to ensure that it is operating on a viable commercial level – A Member raised concern that this project had slipped and questioned when it would be properly addressed given that it had potential to generate income for the Council.	The Head of Community Services explained that the Association for Public Service Excellence (APSE) report commissioned by the Council was expected to have been completed at a much earlier stage; however, Officers had not been happy with the contents and it had now been revised on a number of occasions. It was hoped that the current draft would be the final draft and Officers would then be in a position to look at the recommendations and see if they would work for Tewkesbury Borough Council, and the particular issues within its commercial service. He provided assurance that the final recommendations would be reported to Council by April 2018.
Key Performance Indicators – Priority: Finance and Resources	
KPI 2 – Outstanding sundry debt in excess of 12 months old – A Member indicated that Officers had reported that the outstanding debt of £10,973 was close to resolution on a number of occasions and he questioned when this would actually be dealt with.	Members were advised that the debt related to road repair costs and there was a dispute about who owed what; the terms were being agreed with the partners and it was hoped that the issue would be resolved when the report came back to the Committee in quarter 3.

Performance Tracker – Priority: Economic Development

Objective 4 – Action b) Deliver a programme with partners to progress Healings Mill and other key sites to support the regeneration of Tewkesbury – A Member sought clarification as to the Council’s role; who the partners were; and what would be achieved by the target date of January 2018.

The Head of Development Services explained that the Council acted as a facilitator. There were a number of different partners involved in the planning process including developers, site owners, agents and statutory bodies such as County Highways. Healings Mill was a historic asset and, whilst the building itself was not listed, it was within a Conservation Area so it was necessary to work with Natural England to find an appropriate solution. By January 2018 it was hoped to have a broad outline and brief for the site which could be used, either with the current developers or others.

The Member questioned why other sites in the area, e.g. Quay Street and Back of Avon, which already had planning permission were not coming forward. In response, the Head of Development Services indicated that, whilst the developers would like to sell it as a package if possible, Healings Mill - and its poor condition - was not helping. Once a plan was in place for Healings Mill other sites should move forward as well.

Objective 4 – Action c) Explore the potential for the formation of a retail group to support the vitality and regeneration of the town – A Member was pleased to note the formation of a Tewkesbury Town Traders retail group and questioned how it would be reported upon.

The Head of Community Services advised that there was no formal reporting structure; however, the meetings were attended by the Economic Development Officer and she would be able to provide Member Updates when appropriate.

Performance Tracker – Priority: Housing

Objective 1 – Action b) Develop the Tewkesbury Borough Plan – A Member raised concern that the target date had been changed to spring/summer 2019 and he sought assurance that it would be delivered within an acceptable timeframe.

The Head of Community Services reiterated that the Tewkesbury Borough Plan Working Group had met earlier that day and both Officers and Members recognised the importance of putting a plan in place in a sound and compliant document. Even if the dates in respect of consultation changed slightly, there was no reason why the target date for the adoption of the plan would not be achieved.

Key Performance Indicators for Priority: Housing

KPI 14 – Percentage of ‘minor’ applications determined within 8 weeks or alternative period agreed with the applicant – A Member raised concern there had only been a 2% improvement between quarter 1 and quarter 2 - from 66.04% to 68.29% - which was still some way off the 90% target.

The Head of Community Services indicated that it was inevitable that some applications took longer to determine than others; however, by the New Year a number of improvement plans would be implemented and she was confident that significant improvement would be made on the figures.

Performance Tracker – Priority: Customer-focused services

Objective 1 – Action a) Deliver improvements through a review of the Revenues and Benefits service – A Member noted that the Revenues and Benefits team had been reduced by 1.5 full-time equivalents; however, he assumed that workload would increase dramatically once the Joint Core Strategy had been adopted and he questioned whether there were plans to expand the department.

The Chief Executive advised that a lot of the housing benefit work was expected to be lost over the coming months due to the roll-out of Universal Credit. In revenue terms, it would be necessary to collect from the new properties; however, a lot of processes were being automated e.g. online payments. He stressed that the structure was being kept under review going forward. The Lead Member for Organisational Development provided assurance that this was being closely monitored at her monthly portfolio briefings.

Objective 3 – Action a) Deliver the Public Services Centre refurbishment project – A Member noted that this project had slipped slightly and he questioned whether this was likely to happen again.

Another Member sought assurance that the pond area at the front of the Council Offices would be tidied up.

The Head of Finance and Asset Management explained that the March 2018 target date had been optimistic and the new target date of June 2018 was based on a much more pragmatic approach to deliver all elements of the project. The update from the contractors following a market tendering exercise was that the project could be delivered for the money available; as soon as it was brought within budget, a programme of delivery could be agreed and timescales firmed up. The second floor was on target and the first tenant would be moving in mid-December. The other two units would be completed in mid-January. Members had made clear that external areas should be part of the project and he confirmed that the entrance and pond areas were both included.

<p>Objective 4 – Action a) Look at collaborative options for the planning and environmental health services – A Member sought further information as to why this had slipped to April 2018.</p>	<p>The Head of Community Services advised that, since he had taken up his role, he had been reviewing all of the services within the department to see how they could be improved. In terms of Environmental Health, whilst it may be easier to collaborate with another authority and absorb the service into theirs, he wanted to ensure that Tewkesbury Borough Council had a fit for purpose service so that it would be in a strong position to lead in any future collaboration. The Chief Executive went on to explain that Officers had been looking at potential options for collaboration with Cheltenham Borough Council, particularly in relation to Environmental Health; however, they had now moved away from that and were considering alternatives. It was a similar situation within Development Services where consideration had been given to a joint planning service, although this was not on the table at the moment. Notwithstanding this, there were a number of options available and these were being considered as part of the Planning Services review. Some collaboration had already taken place with Gloucester City Council on the joint advertising of posts and job descriptions allowing Officers to work across borders if there were particular resource issues at either authority. Whilst opportunities for collaboration could come forward at any time, the Chief Executive recognised that the action needed to be reviewed to make it more definitive and ensure that the target date did not continue to be pushed back.</p>
<p>Objective 5 – Action c) To improve business continuity, migrate to cloud-based Office 365 – A Member raised concern that this action was marked as complete despite Members continuing to have issues with Office 365 e.g. not being able to connect to the intranet when using apps and having to use ‘reply all’ for emails.</p>	<p>The Head of Corporate Services advised that phase one of the project was migrating to cloud-based Office 365 and that was complete. He was not aware that Members had been having any issues and he urged them to contact him directly so he could ensure they were resolved. The second phase of the project would include the roll-out of smartphone apps and training would be provided for Members. The Chief Executive pointed out that this specific action related to business continuity, and the Council being able to operate in the event of system failure. A new action would be included to reflect phase two when the</p>

	Council Plan was refreshed.
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Key Performance Indicators for Priority: Customer Focused Services	
<p>KPI 28 – Average number of sick days per full-time equivalent – A Member questioned whether there was a particular reason for the increase.</p>	<p>The Chief Executive explained that this was largely due to an increase in long term sickness; even one or two Officers being absent due to long term illness could affect the figures quite significantly. In response to Members' concern as to how these absences impacted on other Officers, assurance was provided that the management team did try to backfill and ensure that support was available within the team most directly affected. The Head of Corporate Services indicated that a review of the Absence Management Policy was a pending item in the Overview and Scrutiny Committee Work Programme and he suggested that this could include a workshop to give some information behind the statistics.</p>
<p>KPI 31 – Food establishment hygiene ratings – A Member queried whether it could be made mandatory for hygiene ratings to be displayed on doors.</p>	<p>The Head of Community Service advised that this was governed by the Food Standards Agency; he would welcome making the display of food hygiene ratings compulsory if and when that came forward.</p>

Council Plan Performance Tracker and Key Performance Indicators 2017-18 Progress Report (Quarter 2)

Council Plan tracker actions/ KPI progress key:		KPI direction of travel key:	
😊	Action progressing well/ PI on or above target	↑	PI is showing improved performance on previous year
😐	Action has some issues/delay but not significant slippage/ PI below target but likely to achieve end of year target	↔	PI is on par with previous year performance
😞	Significant risk to not achieving the action or there has been significant slippage in the timetable, or performance is below target/ PI significantly below target and unlikely to achieve target	↓	PI is showing performance is not as good as previous year
	Project has not yet commenced/ date not available or required to report		
✓	Tracker action is complete or annual target achieved		

PRIORITY: FINANCE AND RESOURCES

Actions	Target date	Responsible Officer/Group	Progress to date	Comment
Objective 1. Start on the path to being financially independent of the government's core grants.				
a) Deliver the council's transformation programme.	Target date: March 2018	Corporate Leadership Team (CLT) Gill Blackwell Lead Member for Organisational Development	😊	Delivery is monitored by the Transform Working Group. There are a number of projects across the key themes of the programme which all have different delivery dates. Significant projects in progress include the refurbishment of the Public Service Centre (incl. Growth Hub), Spring Gardens/Oldbury Road regeneration, review of garden waste, new on-line forms, review of the planning service and compliance with the new General Data Protection Regulations.
b) Implement a Fees and Charges Strategy to maximise return in the medium term.	Target date: February 2018-April 2017	Head of Finance & Asset Management Ron Furolo Lead Member for Finance and Asset Management	✓	Strategy approved by Executive in April 2017. Timetable for ensuring fees and charges are reviewed and considered by each service on an annual basis aligns with the budget cycle and allows for publicity and communication with customers prior to their implementation on 1 April.

PRIORITY: FINANCE AND RESOURCES

Actions	Target date	Responsible Officer/Group	Progress to date	Comment
Objective 1. Start on the path to being financially independent of the government's core grants.				
c) Produce a balanced budget in light of elimination of the revenues support grant.	Target date: February 2018	Head of Finance and Asset Management Ron Furolo Lead Member for Finance and Asset Management	☺	Ongoing work with Transform Working Group throughout the year to identify the issues around local government finance and plan the delivery of a balanced budget in the medium term. Budget proposals will go to Council in February 2018.
Objective 2. Maintain a low council tax.				
f) Produce a medium term strategy which ensures that council tax remains in the lowest quartile nationally.	Target date: December 2017	Head of Finance & Asset Management Ron Furolo Lead Member for Finance and Asset Management	☺	Annual Medium Term Financial Strategy is scheduled to go to Council in December 2017.

PRIORITY: FINANCE AND RESOURCES

Actions	Target date	Responsible Officer/Group	Progress to date	Comment
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Objective 3. Investigate and take appropriate commercial opportunities.

<p>a) Deliver the aims and objectives of the commercial property investment strategy.</p>	<p>Target date: March 2018</p>	<p>Corporate Leadership Team (CLT) Gill Blackwell Lead Member for Organisational Development and Ron Furolo Lead Member for Finance and Asset management</p>	<p>☺</p>	<p>The council has been successful in acquiring an additional two properties to add to the portfolio at a cost of circa £7.7m with an average net initial yield of 6.54%. Work is ongoing to secure additional properties with the balance of monies available.</p>
<p>b) Undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level.</p>	<p>Target date: April 2017 July 2017 August 2017 April 2018</p>	<p>Head of Community Services Jim Mason Lead Member for Clean and Green Environment</p>	<p>☹</p>	<p>The final report from the APSE review was provided in mid October and officers are considering the options presented in the report as a way forward. A separate marketing project is being undertaken to look at the way the service is marketed and how we can increase the number of businesses who use the service. This project will run for three months before and will feed into this review.</p>



PRIORITY: FINANCE AND RESOURCES

Actions	Target date	Responsible Officer/Group	Progress to date	Comment
Objective 4. Use our assets to provide maximum financial return.				
a) Put in place a plan to regenerate Spring Gardens	Target date: December 2017	Head of Finance and Asset Management Ron Furolo Lead Member for Finance and Asset Management	☹	Interest in the site remains good and active from developers, retailers and housing providers. However, work to firm up a course of action and delivery programme has slipped due to capacity issues. Management is looking to bring in additional resource with the appropriate skills to support the project and move it forward.
b) Deliver the council's asset plan.	Target date: March 2018	Head of Finance & Asset Management Ron Furolo Lead Member for Finance and Asset Management	☺	Delivery of plan in second quarter has included: <ul style="list-style-type: none"> • Completion of the replacement of equipment at Vineyards play area, Tewkesbury • Contract for refurbishment of top floor of PSC signed and work underway • Detailed design work for ground floor refurbishment undertaken • Lease heads of terms agreed with tenant for top floor of PSC • Negotiations commenced with DWP to renew lease within PSC • Decision to sell land at Lincoln Green Lane ratified at Council • Potential disposals at Staverton and Bishops Cleeve investigated

Key performance indicators for priority: finance and resources

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
1	Percentage of creditor payments paid within 30 days of receipt.	94.74%	94.00%	95.18%	94.70%			↑	☺	There is always a drop during the summer as more people take leave and this causes slight delays in authorising. However, the indicator is still above target.	Lead Member Finance and Asset Management/ Simon Dix
27	2 Outstanding sundry debt in excess of 12 months old.	£33,566	£50,000	£38,317	£43,351			↓	☺	One debt is for £10,973 and Legal is close to a resolution. Another one for £8,154 is with the service manager for a final decision, which leaves the underlying debt at £24,224. This is being looked at with the service areas to reduce the figure by the end of the year.	Lead Member Finance and Asset Management/ Simon Dix

PRIORITY: ECONOMIC DEVELOPMENT

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 1. Be the primary growth engine of Gloucestershire's economy.				
a) Seek approval and implement year one of the Economic Development and Tourism Strategy	Target date: June 2018	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion		The Economic Development and Tourism Strategy was approved at Executive in June 2017. Implementation of annual delivery plan – activities this quarter: <ul style="list-style-type: none"> • Building Design Partnership (BDP) progressing development masterplan for M5 J9/A46 area. • Follow up 1-2-1 meetings with businesses following the business event held at J9 • Growth Hub development (see below) • New business grant scheme available online • Draft Tewkesbury shop front guide produced • Production of tourism marketing plan for Winchcombe • New tourism leaflet in production to support new trails • LEADER funding continuing to be allocated – increased grants now available • In partnership with Cotswold Tourism, running conference training for hospitality sector • Hosted 'Going the Extra Mile' a county run initiative
b) Develop and launch a business growth hub in the Public Services Centre	Target date: Spring 2018	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion		<ul style="list-style-type: none"> • The Due Diligence business case has been submitted to the Local Enterprise Partnership (LEP) board. • Architect designs and survey work is being completed. • The funding agreement and other documentation relevant to the successful delivery of the hub is now in progress. • Report approved at August Executive Committee - providing an update on Growth Hub delivery and a request for delegated powers

PRIORITY: ECONOMIC DEVELOPMENT

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
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Objective 2. Identify and deliver employment land within the borough.

<p>29</p> <p>a) Allocate and deliver employment land through the JCS and Tewkesbury Borough Plan.</p>	<p>JCS target date: Winter 2017</p>	<p>Head of Development Services</p> <p>Elaine MacTiernan Lead Member for the Built Environment</p>	<p>☺</p>	<p>Evidence has suggested a need to support delivery of a minimum of 192ha of B class employment land and 39,500 jobs over the plan period to 2031.</p> <p>Main Modifications to the JCS were approved by each council in January/February 2017 and they were subsequently subject to public consultation which closed on 10 April 2017. The Inspector held further examination hearing sessions on the main modifications from 11 to 21 July 2017. The Inspector's final report was received in October 2017 and will be taken to Tewkesbury Council on 5 December 2017. Final adoption is targeted for winter 2017/18.</p>
	<p>Borough plan target date: Winter 2017 Spring/ Summer 2019</p>	<p>☹</p>	<p>The JCS will set out the strategic employment needs and will also note that some of this need is to be met through the delivery of the Borough Plan. The Employment Land Review study provides the evidence about the potential for new and existing employment sites to meet this need.</p> <p>As part of the development of the next stage of the Borough Plan the potential employment sites are now being assessed to see if they would make sustainable allocations. Much of this work has already been undertaken by officers, but further evidence base studies (Green Belt, flood risk, landscape) have been commissioned to provide further information to develop a set of preferred options.</p> <p>It is anticipated that Council approval for the Preferred Options Borough Plan will take place in January 2018 before going out to public consultation in February 2018.</p>	

PRIORITY: ECONOMIC DEVELOPMENT

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 3. Maximise the growth potential of the M5 junctions within the borough.				
a) Produce a vision for the J9 area.	Target date: March 2017 March 2018	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion	☺	Thinking Places and BDP have been commissioned and have been looking at a vision for the area and an early concept masterplan for potential delivery of development in the area. The Thinking Place vision will launch in the new year.
30 b) Work with our partners, including the JCS partners and the LEP, to promote the M5 Growth Zone.	Target date: Ongoing as part of County Strategic Economic Plan (ends 2022)	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion	☺	Thinking Places has completed its consultation and work in regard to creating a vision for J9 and the wider area. BDP have begun its work in relation to the masterplan concept.
c) Work with partners to build a case for an all-ways M5 junction 10.	Target date: 2021 (approved business case)	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion	☺	Conversations have been initiated with County Highways and other partners, and a bid for Forward Funding from the Housing Infrastructure Fund was submitted in September for funding to create an all ways M5 junction 10 with associated improvements. At the time of writing we are awaiting feedback as to whether the bid has been successful or not.

PRIORITY: ECONOMIC DEVELOPMENT

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 4. Deliver regeneration for Tewkesbury town.				
a) Develop a regeneration plan for Tewkesbury Town.	Target date: April 2018	Head of Development Services Elaine MacTiernan Lead Member for Built Environment	☺	The Tewkesbury Town Regeneration Partnership has been re-launched (incorporating the Riverside Partnership) with revised terms of reference and new membership. Working Groups have been formed to take individual projects forward. <ul style="list-style-type: none"> • Riverside project • Funding group • A masterplan overview group to deliver a refresh of the masterplan for Tewkesbury town centre.
b) Deliver a programme with partners to progress Healings Mill and other key sites to support the regeneration of Tewkesbury.	Target date: September 2017 January 2018	Head of Development Services Rob Bird Lead Member for Economic Development/ Promotion	☹	Following the site not being sold in the summer, discussions are now being sought with developer, to ascertain the potential of the site.
c) Explore the potential for the formation of a retail group to support the vitality and regeneration of the town.	Target date: September 2017	Head of Development Services Rob Bird Lead Member for Economic Development/ Promotion	✓	A Tewkesbury Town Traders retail group has been formed in Tewkesbury and is led by local businesses.

d) Explore with partners – including the Battlefield Society – the potential to increase the heritage offer at the Battlefield site.	Target date: Complete feasibility -December 2017.	Head of Development Services Rob Bird Lead Member for Economic Development/ Promotion	😊	As a result a feasibility assessment is now in progress investigating the potential heritage offer.
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Key performance indicators for priority: economic development

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
32 3	Employment rate 16-64 year olds.	83.7%		74.3%						74.3% relates to 40,800 people within the borough. This is just above the national rate of 74.2%. (Source: ONS April 2016 – Mar 2017. Current figures)	Leader Member Economic Development/ Annette Roberts
4	Claimant unemployment rate.	1.0%		0.9%	0.9%					0.9% relates to 475 people within the borough. This rate is below the county rate of 1.0% (Source: ONS Sept 2017)	Leader Member Economic Development/ Annette Roberts
5	Number of business births.	460 (2015 figure)									Leader Member Economic Development/ Annette Roberts
6	Number of business deaths	335 (2015 figure)									

7	Number of visitors to Tewkesbury Tourist Information Centre (TIC)	32,270	31,000	9,751	11,808 (Q1 & Q2: 21,559)			↑	😊	In addition there were 1,117 visitors to the Heritage Centre. Overseas visitors in Tewkesbury are up 9%.	Leader Member Economic Development/ Annette Roberts
8	Number of visitors to Winchcombe Tourist Information Centre (TIC)	10,316	10,000	4,002	4,233 (Q1 & Q2: 8,235)			↑	😊	Overseas visitors in Winchcombe are up 20%.	Leader Member Economic Development/ Annette Roberts

PRIORITY: HOUSING

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 1. Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.				
a) Continue working with our partner councils to ensure the Joint Core Strategy is adopted.	Target date: Winter 2017	Head of Development Services Elaine MacTiernan Lead Member for the Built Environment	😊	Main Modifications to the JCS were approved by each Council in January/February 2017 and they were subsequently subject to public consultation which closed on 10 April 2017. The Inspector held further examination hearing sessions on the main modifications from 11 to 21 July 2017. The Inspector's final report was received in October 2017 and will be taken to Tewkesbury Borough Council Meeting on 5 December 2017.

<p>b) Develop the Tewkesbury Borough Plan .</p>	<p>Target date: Winter 2018 Spring/ Summer 2019</p>	<p>Head of Development Services</p> <p>Elaine MacTiernan Lead Member for the Built Environment</p>	<p>☹</p>	<p>The timetable for the Tewkesbury Borough Plan (TBP) has been inextricably linked to the JCS. Focus has been on progressing the JCS and this has had the knock-on impact of delaying progress of the plan. A number of Neighbourhood Plans are also being progressed which require significant resource from the team.</p> <p>It is anticipated that Council approval for the Preferred Options Borough Plan will take place in December 2017.</p> <p>Estimated timetable for the TBP to adoption is:</p> <ul style="list-style-type: none"> • Preferred Options Consultation- Early 2018 • Pre-Submission Consultation- Summer 2018 • Submission to Secretary of State- Summer/ Autumn 2018 • Examination in Public- Winter 2018/19 • Adoption- Spring/ Summer 2019
<p>34 c) Support Neighbourhood Development Plans (NDP) across the borough where communities bring them forward.</p>	<p>Target date: March 2018</p>	<p>Head of Development Services</p> <p>Elaine MacTiernan Lead Member for the Built Environment</p>	<p>☺</p>	<p>A total of 13 neighbourhood areas have now been designated across 16 parishes.</p> <p>The Gotherington NDP was subject to examination in April 2017 and was successfully voted through at its referendum on 20 July 2017. The NDP has now been formally 'made' by the Council.</p> <p>Twynning NDP has now been submitted for examination and the examiner's report is expected in November 2018.</p> <p>A number of other plans are also advancing and officers have been working with Alderton, Ashchurch Rural, Churchdown and Innsworth, Down Hatherley, Norton and Twigworth, and neighbourhood plan groups. Two new neighbourhood areas have been designated recently at The Leigh and Stoke Orchard and Tredington.</p>

PRIORITY: HOUSING

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 2. Achieve a five year supply of land.				
<p>35</p> <p>a) Ensure adequate land is allocated within the Joint Core Strategy and Tewkesbury Borough Plan to meet housing needs.</p>	<p>Target date: Winter 2017</p>	<p>Head of Development Services</p> <p>Elaine MacTiernan Lead Member for the Built Environment</p>	<p>😊</p>	<p>The JCS is required to demonstrate how the housing requirement will be met and ensure that there is a five year supply of housing land. The JCS identifies larger Strategic Allocation sites that will contribute significantly to meeting these needs. However, the TBP will also be required to allocate land for smaller-scale non-strategic growth at the Rural Service Centres and Service Villages and Tewkesbury town.</p> <p>Main Modifications to the JCS were approved by each Council in January/February 2017 and they were subsequently subject to public consultation which closed on 10 April 2017. The Inspector held further examination hearing sessions on the main modifications from 11 - 21 July 2017. The Inspector's final report was received in October 2017 and will be taken to Tewkesbury Borough Council Meeting on 5 December 2017. Final adoption is targeted for winter 2017/18.</p> <p>It is anticipated that Council approval for the Preferred Options Borough Plan will take place in December 2017 before going out to public consultation in early 2018.</p> <p>The most recently published Housing Land Supply Statement (June 2017) sets out that the Borough currently has at least a 5.3 year supply of housing land.</p>
<p>b) Continue to promote sustainable development throughout the borough.</p>	<p>Target date: Winter 2017</p>	<p>Head of Development Services</p> <p>Elaine MacTiernan Lead Member for the Built Environment</p>	<p>😊</p>	<p>Through the JCS and TBP the strategy for growth and the identification of sustainable sites to deliver it will be identified. The plans will also provide general development management policies that, in accordance with the National Planning Policy Framework, will enable to ensure that any additional growth is delivered in a sustainable way and against the objectives of the plans.</p>

PRIORITY: HOUSING

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 3. Deliver the homes and necessary infrastructure to create new sustainable communities in key locations.				
a) Monitor annually the delivery of homes within the borough.	Target date: March 2018	Head of Development Services Elaine MacTiernan Lead Member for the Built Environment	✓	The 2016/17 monitoring has now been completed and the report was published onto the council's website in June 2017. This report provides information on how many homes have been delivered within this year.
36 b) Work with partners, infrastructure providers and developers to progress the delivery of key sites.	Target date: March 2018	Head of Development Services Elaine MacTiernan Lead Member for the Built Environment	☺	<p>JCS transport strategy (May 2017) has identified key transport infrastructure requirements for strategic allocations.</p> <p>Government Growth Deal Funding has been received to fund two programmes; infrastructure for a new Cyber Business Park in West Cheltenham and improvements to traffic flow and release of land for housing at Longford. The total amount of funding received is £26.53m.</p> <p>M5 J9/Ashchurch master planning project has started and consultants have been appointed to undertake a concept masterplan as phase 1. This will be important piece of work in determining development potential in the area that will feed into the JCS review.</p>

PRIORITY: HOUSING

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 4. Deliver affordable homes to meet local need.				
a) Implement year one of the Housing and Homelessness Strategy	Target date: 31 March 2018	Head of Community Services Julie Greening Lead Member for Health and Wellbeing	☺	We are currently on target to implement many of our actions for year one of the homeless strategy. Activity this quarter includes: <ul style="list-style-type: none"> • Achieved 73% in the peer review. The council is now able to make an application for our first bronze award. • Lead authority on Places of Safety contract • Housing services, housing options/homelessness form updated • Housing services website successfully updated. • Discussions being had with policy colleagues to research and gather data to establish affordable housing policies for the Borough Plan.
37 b) Deliver 150 affordable homes each year.	Target date: 31 March 2018	Head of Community Services Elaine MacTiernan Lead Member for the Built Environment	☺	Q2 has delivered 26 new affordable properties built including properties in Bishops Cleeve, Longford and Brockworth. They comprise of seven social rented, 16 affordable rented and three shared ownership. This gives a total of 85 to date this year, which is ahead of the target.
c) Work in partnership to prevent residents becoming homeless.	Target date: 31 March 2018	Head of Community Services Julie Greening Lead Member for Health and Wellbeing	☺	Housing services is actively participating in partnerships with other local districts, other public agencies such as the Police Crime Commissioner, Glos County, and the Glos Clinical Commissioning Group to provide a housing first model for rough sleepers. This will lead on many of the actions in our multi agency financial inclusion partnership, as well as working closely within internal partners such as Revenues and Benefits to make best use of the Discretionary Housing Payments funds. We are now the lead authority for the Places of Safety Project for victims of Domestic Abuse and negotiations have facilitated the continuation of the Sanctuary Scheme/target hardening for victims of violence who wish to remain in their own homes until July 2018.

Key performance indicators for priority: Housing

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
9	Total number of homeless applications presented	119		28	23 (Q1 & Q2: 51)			↔		The number of households presenting as homeless during the second quarter has fallen slightly on the previous quarter.	Lead Member Health and Wellbeing/ Peter Tonge
10	Total number of homeless applications accepted	61		16	10 (Q1 & Q2: 26)			↔		The number of accepted homeless applications has fallen slightly on previous quarter	Lead Member Health and Wellbeing/ Peter Tonge
11	Total number of active applications on the housing register	2196 1196 – 1 bed 668 – 2 bed 231 – 3 bed 83 – 4 bed 15 – 5 bed 3 – 6 bed+		2367 1283 – 1 bed 725 – 2 bed 245 – 3 bed 96 – 4 bed 15 – 5 bed 3 – 6 bed	2017 1066 – 1 bed 632 – 2 bed 226 – 3 bed 76 – 4 bed 15 – 5 bed 2 – 6 bed					The breakdown of bands is: Gold – 101 Silver – 500 Bronze – 1373 Emergency - 43 The numbers registered with Choice Based Lettings have fallen following a review and removal of dormant applications in September 2017.	Lead Member Health and Wellbeing/ Peter Tonge

Key performance indicators for priority: Housing

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
12	Total number of homeless prevention cases	187		62	45 (Q1 & Q2: 107)			↑		This has been a successful quarter for preventing both homeless applications and homeless acceptances through positive interventions.	Lead Member Health and Wellbeing/ Peter Tonge
13	Percentage of 'major' applications determined within 13 weeks or alternative period agreed with the applicant.	82.50%	80%	90.90%	80%			↓	😊	Target being met. Small decrease on Q1 out-turn due to small number of applications approved out of time. Performance expected to improve over the year to exceed last years out-turn.	Lead Member Built Environment/ Annette Roberts
14	Percentage of 'minor' applications determined within 8 weeks or alternative period agreed with the applicant.	70.55%	90%	66.04%	68.29%			↓	😊	Significantly below target but improvement on Q1 performance. This is reflective of the senior officer focus on major applications and the reduced capacity at Planning Officer level. This indicator is expected to improve significantly following recent recruitment and improvement work currently being undertaken with Planning Advisory Service.	Lead Member Built Environment/ Annette Roberts

15	Percentage of 'other' applications determined within 8 weeks or alternative period agreed with the applicant.	88.66%	90%	90.19%	90.15%				↑	😊	Excellent performance, exceeding target and improvement on last year's out-turn. Speed of decisions has been positively impacted by the new technical officer post which provides support to officers and carries out the validation of applications.	Lead Member Built Environment/ Annette Roberts
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PRIORITY: CUSTOMER FOCUSED SERVICES

Actions	Target date	Reporting Line	Progress to date	Comment
Objective 1. Maintain and improve our culture of continuous service improvement.				
47 a) Deliver improvements through a review of the Revenues and Benefits service	Target date: January 2018	Head of Revenues and Benefits Gill Blackwell Lead Member for Organisational Development	😊	The main phase of the Revenues and Benefits team restructure has taken place. A new management structure is in place and overall the team has been reduced by 1.5 FTE. The structure will be continually assessed, particularly in light of the rollout of Universal Credit. Improvements to processes are taking place, including improved staff engagement, policy reviews and customer focus activities such as e-billing, pilot of webchat and online forms are in the pipeline..
b) Deliver the enviro-crimes action plan, with a particular focus on fly-tipping and dog fouling	Target date: March 2018	Head of Community Services Jim Mason Lead Member for the Clean and Green Environment	😊	We are currently on target to deliver this action plan. Achievements include: <ul style="list-style-type: none"> • Issue of 20 fixed penalty notices • Decrease in number of fly-tipping incidents in areas previously targeted continues. • Signage and targeted intervention increased in other hot spot areas including recycling bank facilities

				<ul style="list-style-type: none"> • Consultation of Public Space Protection Order (PSPO) for dog fouling underway • Initial stop and search session with partner organisations carried out in October 2017
c) Review garden waste arrangements to improve the renewal and payment process	Target date: March 2018	Head of Corporate Services Jim Mason Lead Member for the Clean and Green Environment	☺	<p>The project timescales are being met for delivery by March 2018.</p> <p>Key activities undertaken this quarter include awarding of tender for sticker licences, development of detailed communications plan and finalising terms and conditions for the change in service.</p>

PRIORITY: CUSTOMER FOCUSED SERVICES

Actions	Target date	Reporting Line	Progress to date	Comment
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↳ **Objective 2. Develop our customer service ethos to ensure that we deliver to the needs of residents.**

a) Improve the quality of our website self-serve forms	Target date: March 2018	Head of Corporate Services Mike Dean Lead Member for Customer Focus	☺	<p>The project is progressing well, and the missed bin form is now live. This form makes it significantly easier for customers to report missed bins, and for Ubico to action them.</p> <p>Other completed forms include:</p> <ul style="list-style-type: none"> • Business grant application • Job application • Community support request • Food business application <p>The team is also working to ensure the bulky waste request form is completed by the end of December.</p> <p>Report it forms, as well as FOI and complaints forms will be completed in the new year.</p>
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<p>b) Roll out a programme of customer services training for staff across the council, including an appraisal of our complaint system.</p>	<p>Target date: March 2017 September 2017 January 2018</p>	<p>Head of Corporate Services Mike Dean Lead Member for Customer Focus</p>	<p>😊</p>	<p>A review of our complaints system has taken place, and feedback is being used to inform the corporate online forms project.</p> <p>In addition, complaints handling training has taken place for operational managers.</p> <p>Customer services training is being organised by the customer services team leader – the date still to be arranged but aiming for the new year. Quanta will be delivering the training to all front-line staff, and it will focus on:</p> <ul style="list-style-type: none"> • Dealing With Customers • Handling Difficult Conversations internally and with Customers • Staff Behaviours Towards Customers • Effective Communication
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Objective 3. Further expansion of the Public Services Centre (bring in other partners).

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<p>a) Deliver the Public Services Centre refurbishment project.</p>	<p>Target date: March 2018 June 2018</p>	<p>Head of Finance & Asset Management Ron Furolo Lead Member for Finance and Asset Management</p>	<p>☹️</p>	<p>Work has now commenced on the top floor with completion of the first unit scheduled for mid-December and the rest of the floor for mid-January. Detailed design work for the ground floor and externals is now coming to a conclusion with the work packages going to the market in November. The scheme costs can then be evaluated and, if delivered within budget, work will begin in January with an estimated completion date of June 2018.</p>
<p>b) To let out the top floor of the Public Services Centre.</p>	<p>Target date: March 2018</p>	<p>Head of Finance and Asset Management Ron Furolo Lead Member for Finance and Asset Management</p>	<p>😊</p>	<p>One tenant to occupy a third of the area on the top floor has been secured with occupation set for the 18 December 2017. Ongoing discussions with a potential partner for the remainder of the top floor have now ended. The vacant space remains on the market and improvements to the marketing materials and the offer will be made if necessary to secure tenants.</p>

PRIORITY: CUSTOMER FOCUSED SERVICES

Actions	Target date	Reporting Line	Progress to date	Comment
Objective 4. Improve and expand our partnership both public and private sector and explore opportunities to do this.				
a) Look at collaborative options for the planning and environmental health services	Target date: Environmental health – December 2017 April 2018 Planning - December 2017 April 2018	Head of Development Services and Head of Community Services Elaine MacTiernan Lead Member for Built Environment and Jim Mason Lead Member for Clean and Green		Environmental Health – Collaborative opportunities will continue to be explored with neighbouring authorities during review of services following permanent appointment of environmental health manager Planning – Options for better collaboration continue to be explored as part of the Development Services review, which will conclude with the Community Services review to look at ways to better deliver services.
b) Work with partners to improve digital links between public services to make life simpler for customers.	Target date: March 2018	Head of Corporate Services Mike Dean Lead Member for Customer Focus		‘Join forces with our partners’ is one of three key priorities in our Digital Strategy. Initiatives include ; <ul style="list-style-type: none"> • New online forms are being developed to improve the way the council works with Ubico, as well as making it easier for customers to report, apply and pay for services. • The introduction of PayPoint will enable face-to-face customers to pay for things such as council tax or garden waste in their local communities, rather than having to drive to the council offices. • The introduction of Office 365 will provide collaborative working opportunities. • The property services help desk is accessible to all PSC customers.

PRIORITY: CUSTOMER FOCUSED SERVICES

Actions	Target date	Reporting Line	Progress to date	Comment
Objective 5. To improve customer access to our services and service delivery through digital methods.				
a) Deliver a Digital Strategy.	Target date: March 2018	Head of Corporate Services Mike Dean Lead Member for Customer Focus	☺	The Digital Strategy was approved at Executive Committee on 6 April 2016. As part of this strategy, the digital team is in the process of inviting a number of suppliers in to demonstrate what might be possible in terms of digital platforms for Tewkesbury Borough Council. In addition, the digital team is in the process of producing a digital story and accompanying info-graphic, which tells the story of how far the council has come in terms of digital changes. This story and info-graphic will be circulated to councillors, staff and publicised online in late November.
44 b) Improve and increase the range of digital payment channels available for our customers	Target date: March 2018	Head of Finance and Asset Management Mike Dean Lead Member for Customer Focus	☺	Implementation of Paypoint system is expected by November with sundry debts going live first followed by Revenues in the new year. This will require the bar coding of all invoices with payments being taken at various shops across the Borough. This will replace the expensive Giro payment system which is being withdrawn later this year and reduce dependence on a central cash office function. Replacement of income system will offer increased ability for the council to offer other forms of payment including the completion of on-line Direct Debit mandates and recurring card payments. Anticipated that these aspects of the new system will go live in the new year.
c) To improve business continuity, migrate to cloud based Office 365	Target date: December 2017	Head of Corporate Services Mike Dean Lead Member for Customer Focus	✓	Moving email to Office 365 has improved business continuity for the council. We no longer lose email due to hardware failures, issues through patching or ransomware. We also have the advantage that if we are unable to access the council offices we still have access to email and other communication applications such as Skype and news feeds.

Key performance indicators for priority: Customer focused services

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
16	Total enquiries logged by the Area Information Centre (AIC).	1595		338	132					<p style="text-align: right;">Q1, Q2</p> <p>Bishops Cleeve 72, 24 Brockworth 147, 53 Churchdown 53, 24 Winchcombe 66, 31</p> <hr/> <p>Total 338 132</p> <p>Reduced customer attendance due to unforeseen closures of AICs - (due to sickness absence).</p>	Lead Member Customer Focus/ Graeme Simpson
17	Total number of people assisted within the borough by Citizens Advice Bureau (CAB).	1372		383	735					<p>Heaviest demand has been: Brockworth 99 clients (13.5%).</p> <p>The following five wards represent 357 (49% of all clients seen: Cleeve St Michaels 75 clients, Tewkesbury Priors Park 71 clients, Churchdown St Johns 60 clients and Tewkesbury Town with Mitton 52 clients.</p> <p>1,350 issues raised compared to 1,492 for the same period last year (Q1 & Q2). With 78% being about:</p>	Lead Member Economic Development /Promotion / Annette Roberts

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										Benefits 24% Debt 23% Employment 12% Relationships 11% Housing 8%	
18	Financial gain to clients resulting from CAB advice	£390,717		£77,593	£139,391					During the quarter, clients have benefitted from £61,798 of financial gains (£139,391 in the six months to 30 September).	Lead Member Economic Development /Promotion / Annette Roberts

Key performance indicators for priority: Customer focused services

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
46 19	Number of reported enviro crimes	1359	1000	353	176 (Q1 & Q2 529)			↑	☺	Figures for the enviro crimes of noise, dog fouling and abandoned vehicles remain similar to previous reports. Substantial decrease in overall figure is due to sharp decrease in preliminary numbers for fly tips cleared. Review of figures is being undertaken with UBICO to check accuracy.	Lead Member Clean and Green Environment/ Peter Tonge

20	Community groups assisted with funding advice	349		46	32 (Q1 & Q2 78)					Since 2015 community groups have been supported by the borough to receive £939,750 in grants from external funders. In quarter 2 of 2017-2018 the council supported groups to raise £127,518 in external grants.	Lead Member Economic Development /Promotion / Annette Roberts
47 21	Benefits caseload: a) Housing Benefit b) Council Tax Support	3,974 4,552		3,971 4,536	4,000 4,461					The number of council tax support claimants has fallen during quarter 2. The housing benefit caseload has increased, but it is estimated this may start to fall during Q3 when we go live with Universal Credit Full Service.	Lead Member Finance and Asset Management / Graeme Simpson

Key performance indicators for priority: Customer focused services

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
22	Average number of days to process new benefit claims	16.19	16.19	13.22	15.67			↑	😊	The benefits team continues to perform well above the national average of 21 days and remain on track to meet the 2017-18 target.	Lead Member Finance and Asset Management / Graeme Simpson

23	Average number of days to process change in circumstances	5.30	5.30	4.27	3.46			↑	😊	Currently performing at 3.46 days which is very good performance. The national average is 9 days.	Lead Member Finance and Asset Management / Graeme Simpson
24	Percentage of council tax collected	98.24%	98%	29.63%	57.5%			↑	😊	Council tax collection is on track to meet the 2017-18 target.	Lead Member Finance and Asset Management/ Graeme Simpson
25	Percentage of NNDR collected	98.97%	98%	33.85%	59.4%			↑	😊	Business rates collection is on track to meet the 2017-18 target.	Lead Member Finance and Asset Management/ Graeme Simpson

Key performance indicators for priority: Customer focused services

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
26	Number of anti-social behaviour incidents	2443		620	601 (Q1 & Q2 1221)					Over a 12 month rolling period there has been a 7.11% decrease.	Lead Member Community/ Peter Tonge
27	Number of overall crime incidents	3070		857	901 (Q1 & Q2 1758)					Over a 12 month rolling period there has been a 10.94% increase.	Lead Member Community/ Peter Tonge

28	Average number of sick days per full time equivalent	7.79	7.0	1.31	2.57 (Q1 & Q2 3.88)			↓	☹️	Overall total working days lost has increased by 96.49% (228 days Q1 to 448 in Q2). This is due to an increase in long term sickness levels. The average number of days lost per employee is 2.57 days (1.3 days in Q1). Currently equating to 10.3 days per year.	Lead Member Organisational Development/ Graeme Simpson
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Key performance indicators for priority: Customer focused services

KPI no.	KPI description	Outturn 2016-17	Target 2017-18	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction of travel	Traffic light icon	Comment	Portfolio Lead / Head of service
29	Percentage of waste recycled or composted	53.29%	52%	56%	57.48%			↑	☺️	Both the recycling rate and the kg/hh demonstrate good performance. There is a reduction of waste sent to landfill in Q2 by 100 tonnes compared to Q1. The MRF is efficiently sorting recyclables and the levels of contamination of wrong items are low. This can range between 6-8% of the material sent for sorting in the blue bin. Suez send this	Lead Member Clean and Green Environment/ Peter Tonge
30	Residual household waste collected per property in kgs	411kg	430kg	95kg	94kg (Q1 & Q2 189)			↑	☺️		Lead Member Clean and Green Environment/ Peter Tonge

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										for energy recovery. Garden waste tonnages remain high throughout the summer despite a slight drop towards the end of the growing season. Food waste tonnage has increased slightly over Q1. Work will continue to keep the recyclables high, landfill low and ensuring residents know to recycle the right items into Q3 and during the Christmas period which can produce high volumes of all waste streams.	
31	Food establishments hygiene ratings	Not measured previously	5% baseline	4.82	4.36					Out of 687 food premises only 30 were rated with a two star rating or below (not compliant with food safety requirements). This is below the 5% baseline.	Lead Member Clean and Green Environment/ Peter Tonge

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 January 2018
Subject:	Housing Strategy Monitoring Report
Report of:	Peter Tonge, Head of Community Services
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Cllr E J MacTiernan, Lead Member for Built Environment Cllr J Greening, Lead Member for Health and Wellbeing
Number of Appendices:	Two

Executive Summary:

The Housing Strategy 2017-21 was developed by an Overview and Scrutiny Working Group and it was adopted by Council in January 2017. The comprehensive Housing Strategy incorporates renewal, as well as two distinct sub strategies: the Homelessness and Prevention of Homelessness Strategy and the Tenancy Strategy.

The Strategy contains four key priorities to meet the housing needs of the borough. These are:

- Priority 1: Increasing the supply of housing.
- Priority 2: Prevent homelessness.
- Priority 3: Meet the housing needs of specific groups.
- Priority 4: Improving the health and well-being of local people.

Annual action plans are agreed by Executive Committee with regular reporting to Overview and Scrutiny Committee for review of achievements and future challenges. The action plan priorities focus on developments in the service rather than service performance which is outlined in the performance tracking.

This report presents Committee with the action plan for 2018-19 which formulates the actions to continue to meet the above priorities in line with the strategy and is attached at Appendix 1 (please note this action plan will cover January 2018-end of March 2019) and a summary of the key activities which have been achieved in the first year of the strategy which can be found in Appendix 2.

Recommendation:

To CONSIDER and SUPPORT the Housing Strategy Action Plan for 2018-19.

Reasons for Recommendation:

The Homelessness Act 2002 and Local Government Act 2003 require all District Councils to develop a strategy which sets out the Council's policies, commitments and programme for a wide range of housing matters. Following development of the Council's Housing Strategy 2017-21, the Overview and Scrutiny Working Group requested that outcomes identified in the strategy action plan be monitored, regular updates be presented to the Overview and Scrutiny Committee, and that the Annual Action Plan is refreshed and agreed by the Executive Committee on an annual basis.

Resource Implications:

Staff time and Member time. Resource implications will be met from existing budget allocations and, where they cannot, will be subject to a growth bid within the Council's Medium Term Financial Strategy and a separate report to Members.

Legal Implications:

The Council is required to have a Housing and Homelessness Strategy in place so that its duties under the Homelessness Act 1996 (as amended) and Local Government Act 2003 can be met. The Homelessness Act 2002 requires local authorities to publish a strategy setting out how it will address homelessness and the Localism Act 2011 places a duty on all local authorities to produce a tenancy strategy.

The Homelessness Reduction Act 2017 is expected to be implemented in April 2018 and the local authority is awaiting the associated Local Authorities Code of Guidance (the consultation document has been circulated and consultation closed on 11 December 2017). The current strategy incorporates the Homelessness Reduction Act, and the action plan is renewed annually to enable the strategy to flexibly respond to legislative changes.

Risk Management Implications:

The review of activities against the strategy action plan identifies the aims and objectives of the strategy and ensures they are being delivered in a timely way. The action plan supports the local authority in meeting statutory housing and homelessness duties, gives direction for improvement, and ensures that focus in housing development and private sector housing remains in line with housing need.

Performance Management Follow-up:

The Housing Strategy 2017-2021 and associated action plan should be reviewed in April 2019 to ensure that it remains fit for purpose in the future.

Environmental Implications:

There are positive environmental implications in the delivery of the strategy objectives e.g. the strategy supports the delivery of new energy efficient homes and energy efficiency improvements in the existing housing stock across the borough.

1.0 INTRODUCTION/BACKGROUND

1.1 The Housing Act 1996 (as amended) and Local Government Act 2003 require all District Councils to develop a strategy which sets out the Council's policies, commitments and programme for a wide range of housing matters. The Housing Strategy 2017-21 was developed by an Overview and Scrutiny Working Group and was adopted by Tewkesbury Borough Council in January 2017. A review of the activities against the strategy action plan January – September 2017 has been undertaken, as requested by the Overview and Scrutiny Committee Working Group, and was included at Appendix 2 to the report.

The action plan has been reviewed and updated for the period January 2018 – March 2019 and is summarised below.

2.0 UPDATE AND KEY ACTIVITIES

2.1 The following is a summary of the key activities, identified within the Housing Strategy 2017-21, which will be the focus for January 2018- April 2019. Many of the actions have been renumbered from the previous action plan following completion of some of the actions. The full detailed action plan outlining all the actions is available in Appendix 1 to the report:

2.2 Priority 1 – Increasing the supply of housing (for full details see action plan)

2.2.1 Two actions have been removed from Priority one following completion during 2017-18. These were the investigation of alternative construction methods to deliver new affordable housing on Council owned land along with detailed affordable housing policies which have also been completed for the Tewkesbury Borough Plan. One new action has been identified and is summarised below:

2.2.2 *P1.1 – Implement JCS housing policies through the development management process.* This is an additional action which has been incorporated into the current action plan to reflect the acceptance of the Joint Core Strategy by all three local authority partners in December 2017. Planning, development, and enabling services will provide consistent advice to developers through pre-application and application discussions, and consistent use of JCS policies in decision making.

2.2.3 *P1.4: Bringing empty homes back into use using enforcement and incentive options.* Long term empty homes have been identified and a current list of empty homes will be maintained. In addition, a range of tools to bring homes back into use will be identified.

2.2.4 *P1.5: Evaluate potential for promotional activities in private sector to boost availability of homes in the borough:* A plan of engagement with private sector landlords will be drawn up to incorporate promotional activities to reinvigorate the fit to rent scheme. The number of landlords participating in the scheme within the borough will be monitored to evaluate success.

2.3 Priority 2 – Homelessness and Homelessness Prevention (for full details see action plan)

2.3.1 Several actions have been removed from Priority 2 following completion. These include the improvement prevention paperwork associated with the Gold peer assessment, the prevention protocol with housing associations, improvements to the housing services website, updating the homelessness and housing options paperwork. New actions have been incorporated to meet the strategy and are identified in the report below.

- 2.3.2** *P1.1 Implement changes associated with the forthcoming Homelessness Reduction Act (HRA).* This is an ongoing action and considerable activity has already taken place to prepare for the new legislation but work is ongoing. This action will be retained until after the HRA has become embedded in the service. Housing Services will continue to develop a compliant homeless database with our Homeseekerplus partners and IT provider and allocate the new burdens funding for additional staff resource and IT upgrades.
- 2.3.3** *P2.1b Reduce statutory homeless acceptances and increase homeless preventions and reliefs.* This is new action which has been introduced for this year to monitor the performance of the service on the new statutory duties and ensure they are successfully introduced.
- 2.3.4** *P2.1d Work with county local authority partners to find solutions for high risk/high support/multiple needs homeless households* – activity on this last year included a social impact bond housing first model being introduced across Gloucestershire, and the continuation of the target hardening and sanctuary scheme. Housing services will continue to work with partners on recommissioning domestic abuse services and monitor delivery from above projects for residents of the borough as well as rough sleeping in the area to ensure that the projects are delivering results.
- 2.3.5** *P2.2 – Work with local authority partners on the Gold standard programme.* Tewkesbury Borough Council Housing Services was peer reviewed in June 2017 by the DCLG and the Forest of Dean District Council and achieved **73%** in the peer review. The borough is now able to make an application for our first Bronze award. Housing Services aims to successfully submit 4 of the 10 challenges associated with the Bronze award during by March 2019 with a view to applying for silver status in 2019-20.
- 2.3.6** *P2.3a Evaluate the implications of welfare reform and establish options to minimise the risk of homelessness.* This is a new action to monitor rises in presentations from residents threatened with homelessness as a result of welfare reform. Housing services will identify causes and seek to find housing options to minimise risks based on the monitoring results.
- 2.3.7** *P2.4 Procure cost effective temporary accommodation within Tewkesbury Borough.* This action is carried forward and will become increasingly important following the introduction of the Homeless Reduction Act and the roll out of Universal Credit in the Borough. Following on from previous work on this action, the working group will recommend temporary accommodation solutions, and seek funding to increase the temporary accommodation within the borough to reduce financial loss on placements out of district through the new benefit regime.
- 2.3.8** *P2.5 Stop the use of private bed and breakfast (B&B) accommodation except in emergencies.* This action is linked to P2.4. Previous activity has reduced the average length of time households stay in B&B to 39 days. The number of households approaching the service and needing emergency accommodation, however, has risen. Any further reduction of B&B use is likely to be effected through an increase in suitable temporary accommodation. The use of B&B will continue to be minimised as far as possible and monitored to understand the need for temporary accommodation within the borough

2.4 Priority 3 Meeting the housing needs of those who need it most (for full details see action plan).

2.4.1 All actions from 2017-18 for priority 3 have been retained for the new action plan.

2.4.2 *Commissioning a Gloucestershire Strategic Housing Market Assessment (SHMA).* Action was delayed through 2017 pending Government consultation. Action will be progressed when guidance is received.

2.4.3 *P3.2 Establishing a local connection policy to ensure development via rural exception is prioritised for needs of local community.* The publication of the document through One Legal and Corporate Services will be progressed.

2.4.4 *P3.4 Profile accommodation based support that the Council has access to in the County.* Accommodation profiled and housing services will continue to work with the county regarding suitability by monitoring access to provision for those from the borough who approach in housing need.

2.5 Priority 4 Improving the health and well-being of local people (for full details see action plan)

2.5.1 One action has been removed from the previous action plan as it is now a service standard. This is to respond to customer complaints about housing conditions within 3 working days.

2.5.2 *P4.1b Work with RPs and partners to offer advice and assistance with grants, loans and support services to vulnerable and older people to help insulate, adapt and maintain homes.* Environmental services will develop action plan in conjunction with providers identifying what services and support can be provided. Develop and maintain communication plan setting out how vulnerable residents can be made aware of support available.

2.5.3 *P4.1c Monitor levels of private sector housing complaints.* Environmental Services will identify a baseline to compare quarterly, review current way of recording complaints to allow for the production of a monthly report.

2.5.4 *P4.1d Identify existing Houses of Multiple Occupation (HMO) and implement the new regulations concerning HMOs.* This action has been updated to incorporate new regulations. Environmental services will develop HMO strategy to: identify potential HMOs, contact landlords to confirm status. Licence those which fall within current definition, risk assess and implement an inspection programme.

2.5.5 *P4.2 Reduce poor quality housing by taking appropriate action to deal with HHSRS category 1 hazards.* Environmental services will continue to ensure that enforcement action is in line with enforcement policy and monitor how landlords resolve category 1 hazards. Housing services will monitor the outcomes for residents affected by Prohibition Notices.

2.5.6 A comprehensive update on the activities planned against each of the objectives outlined in the strategy, can be found in Appendix 1 (Housing Strategy 2017-21 Action Plan Update).

An update on the activities undertaken during 2017-18 can be found in Appendix 2.

3.0 OTHER OPTIONS CONSIDERED

3.1 None – this is an update on forthcoming actions following progress made to meet strategy to date.

4.0 CONSULTATION

4.1 None – updates and new actions have been provided by the relevant Heads of Service.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Housing Strategy 2017-21.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 The main documents driving Government Housing Policy and Legislation are:

- National Planning Policy Framework 2012.
- Homelessness Act 2002 and Housing Act 1996 & 2004 (Housing Standards).
- Local Government Act 2003.
- Housing and Regeneration Act 2008.
- Housing Grants, Construction and Regeneration Act 1996 (Housing grants, loans and home improvement assistance).
- The Future Home Improvement Agency (CLG 2009).
- Equality Act 2010.
- Laying the Foundations: A Housing Strategy for England (Nov 2011).
- Localism Act 2011.
- The Growth and Infrastructure Act 2013.
- Deregulation Act 2015.
- Welfare Reform Acts 2012 and 2016.
- Homelessness Reduction Act 2017.
- Housing and Planning Act 2016.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 None directly associated with this report other than staff and Member time. Any resources associated with the actions in the strategy will form part of the Council's Medium Term Financial Strategy and Asset Management Plan. Resources implications will be met from existing budget allocations and where they cannot, will be subject to a growth bid within the Council's Medium Term Financial Strategy and a separate report to Members.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 The strategy includes consideration of sustainability and energy efficiency in addition to the social and economic implications.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 Housing is a basic human need. An Equality Impact Assessment was undertaken prior to the Council's adoption of the strategy in September 2016 and this is still relevant.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 The Housing Strategy 2017-21 has been approved and adopted by Council in January 2017.

Background Papers: Existing strategies and policies are available on the Council's website.

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Appendices:

1. Housing Strategy 2017-21 Action Plan 2018-19.
2. Housing Strategy 2017-21 Action Plan Update September 2017.

Priority 1 – Increase the supply of housing

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
1.1 Implement JCS housing policies through the development management process.	Strategic Housing & Enabling Officer (SHEO), Planning Policy Manager (PPM) + Development Manager (DM)	March 2019	Provide consistent advice to developers through pre-application and application discussions, and consistent use of JCS policies in decision making.
P1.2 Identify TBC owned land suitable for future Affordable Housing development.	SHEO + PPM	December 2018	Land identified, Property Services hold portfolio. Drafting policy/statement of intent for sites. Property Services to determine whether to dispose of sites and present to Executive Committee.
P1.3 Produce a guidance note that determines the use of commuted sums (financial contributions in lieu of on-site Affordable Housing) and seek Executive Committee approval.	SHEO + DM	December 2018	A task group has been created through the S106 working group to consider and map the process for commuted sums. A guidance note will be produced as part of this exercise.

<p>P1.4 Identify long-term empty homes and use a range of enforcement and incentive options to bring vacant homes back into use; where possible evaluating and encouraging their use to benefit the council's housing services</p>	<p>Environmental Health Manager (EHM)</p>	<p>September 2019</p>	<p>Produce Empty Homes Action Plan: Maintain up to date list of Empty Homes Develop a methodology for assessing and prioritising the feasibility of bringing empty homes back into use. Identify the range of tools available to the Council that can be used to bring homes back into use. Identify what resources and support would be required to utilise these tools. Confirm which tools will be used by seeking relevant approval. Carry out analysis of the effectiveness of these tools, how they are being applied and the overall contribution they are making to the Boroughs housing needs. Apply feasibility methodology to prioritise properties and produce rolling program of bringing properties back into use.</p>
<p>P1.5 Evaluate potential for additional promotional activities with private sector landlords to boost availability of homes in the Borough.</p>	<p>EHM + Housing Services Manager (HSM)</p>	<p>June 2018 Sep 2018 Sep 2018 March 2019 March 2019</p>	<ul style="list-style-type: none"> • Produce plan setting out how we will work with private sector landlords to boost availability of homes. • Produce ongoing plan of promotional activities. • Reinvigorate the landlord accreditation 'Fit to Rent Scheme'. • Work with partners in other districts to develop incentives for landlords to join scheme • Monitor number of landlords in the borough participating in the scheme

Priority 2 – Homelessness and Homelessness Prevention

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Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
P2.1 Implement changes associated with the forthcoming Homelessness Reduction Bill.	HSM	Progress of the bill Ongoing from previous action plan March 2018	Previous action to be continued Progress to date: County Training from Department for Communities & Local Government (DCLG) delivered at Tewkesbury Borough July 2017 Training on security of tenure – s21 notices post the Tenancy De-regulation act December 2017 Suite of new letters ready to publish which reflect new duties – November 2017 Retain until after April 2018 – action ongoing Continue to develop the new homeless database with the Homeseeker Plus partners Allocate burdens funding for additional staff resource and IT upgrades.
P2.1a Improve advice process in prevention paperwork to incorporate action plans which include customer actions	HSM	June 2018	Continuing action - Further changes will be necessary to keep in line with new duties associated with the Homelessness Reduction Act once new code of guidance is issued. Updates for advice and supportive leaflet suite will be necessary
New: P2.1b Reduce homeless acceptances and increase homelessness preventions and reliefs	HSM	March 2019	New target – to enable monitoring of activities <ul style="list-style-type: none"> • Monitor Homelessness preventions, reliefs and full homeless duties to ensure that the new duties are successfully introduced.

HOUSING STRATEGY 2017-21 - YEAR 2 / Jan 2018 to Mar 2019 ACTION PLAN

Appendix 1

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P2.1c Develop solutions for homeowners with special housing needs in mortgage difficulty	HSM	March 2019	<ul style="list-style-type: none"> To identify solutions – establish if this work can be linked to s106 working group on commuted sums Where possible introduce policy based on tenets of old mortgage rescue scheme
P2.1d Work with county local authority partners to find solutions for high risk/high support/multiple needs homeless households	HSM	March 2018 March 2020	<ul style="list-style-type: none"> Work with partners on recommissioning domestic abuse services Monitor delivery from above projects and rough sleeping in the borough
P2.2 Work with local authority partners on Gold Standard Programme	HSM	Dec 2019	<ul style="list-style-type: none"> The authority can now make applications for challenges associated with Bronze Award (1-4 challenges) to be completed
P2.3 Introduce an early intervention protocol for tenants affected by welfare reform including transitional support and assistance to find work	HSM + Revenues & Benefits Manager	April 2018 Sep 2018	<ul style="list-style-type: none"> Pilot budgeting advice scheme being introduced by the Revs and Bens service for those affected by Universal Credit Evaluate pilot & develop plan to roll out scheme if successful
New: P2.3a Evaluate the implications of welfare reform and establish options to minimise the risk of homelessness – particularly following the introduction of universal credit for housing costs.	HSM	April 2019	<ul style="list-style-type: none"> Housing services will monitor any rise in presentations from residents threatened with homelessness as a result of welfare reform. Establish options to minimise risk which recognise new benefit regime based on monitoring results.
P2.4 Procure cost effective temporary accommodation within Tewkesbury Borough for accepted households with poor tenancy histories who are difficult to rehouse including properties suitable for households with mobility needs	HSM	April 2019	<ul style="list-style-type: none"> Working group to recommend temporary accommodation solution Funding to be allocated to temporary accommodation Increase the amount of temporary accommodation within the borough

<p>P2.5 Stop the use of private bed and breakfast accommodation except in emergencies</p>	<p>HSM</p>	<p>April 2019</p>	<p>Previous action to be retained:</p> <ul style="list-style-type: none"> • The average length of time households stay in b and b has been successively reduced by prevention and is now 39 days. There has, however, been a rise in the number of households approaching the service and needing emergency accommodation. <p>This priority is linked to P2.4</p> <ul style="list-style-type: none"> • Monitor use of b and b
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Priority 3 – Meeting the housing needs of those who need it most

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
P3.1 Commissioning, along with the other district councils in Gloucestershire and other partners as appropriate, a Strategic Housing Market Assessment (SHMA).	PPM + SHEO	December 2018	Action delayed through 2017 pending Government consultation on SHMA commissioning. Consultation now complete and we await resulting guidance.
P3.2 Establish a local connection policy which ensures rural affordable housing development, via rural exception, is prioritised for the needs of the local community.	SHEO, PPM + HSM	Sep 2018	Progress publication of document through One Legal and Corporate Services.
P3.4 Profile accommodation-based support that the council has access to in the County.	HSM	March 2019	Accommodation profiled by county commissioners. Continue to work with county regarding suitability of accommodation by monitoring access to provision for those who approach in housing need.

Priority 4 – Improving the health and wellbeing of local people

G4

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
4.1a Maintain and promote the “Fit to Rent” Landlord Accreditation Scheme for landlords wanting to work with the council and be better trained to provide quality accommodation and management.	EHM	September 2018	Update Fit to Rent Policy Update website to reflect updated scheme Produce communication plan setting out how scheme will be promoted.
4.1b Work with RP’s and partners to offer advice and assistance with grants, loans and support services (e.g. handyman services) to vulnerable and older people to help insulate, adapt and maintain homes.	EHM	September 2018	Develop action plan in conjunction with residential providers identifying what services and support can be provided to vulnerable and elderly residents. Develop and maintain communication plan setting out how vulnerable/elderly can be made aware of support available
4.1c Monitor levels of private sector housing complaints.	EHM	Sept 2018	Identify a baseline to compare quarterly. Review current way of recording complaints; ensure complaints are recorded so as to allow for the production of a monthly report. <i>(Current response time to customer complaints about housing conditions is 3 working days)</i>
4.1d Identify existing Houses of Multiple Occupation (HMOs) and implement new regulations concerning HMOs. <i>(Previously – Regulate the standards of larger houses in multiple occupation and caravan sites by enforcing mandatory license conditions.)</i>	EHM	April 2019	Develop HMO strategy to; Identify potential HMOs, contact landlords to confirm status. Licence those that fall within current definition, risk asses and implement an inspection programme.

HOUSING STRATEGY 2017-21 - YEAR 2 / Jan 2018 to Mar 2019 ACTION PLAN

Appendix 1

<p>4.2 Reduce poor quality housing by taking appropriate action to deal with identified Housing Health and Safety Rating System Category 1 hazards.</p>	<p>EHM</p>	<p>April 2019</p>	<p>Ensure appropriate enforcement action that's taken in line with EH enforcement policy. Monitor how landlords resolve category 1 hazards i.e. carry out improvements or remove property from availability to occupy.</p>
<p>4.2a Carry out the actions within the Strategy for Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013-2018.</p>	<p>EHM</p>	<p>April 2019</p>	<p>Continue to support the Warm and Well Partnership and deliver actions set out in the Action for Affordable Warmth.</p>
<p>4.3 To work with the council's community development team to ensure all council services are signposting residents to the 'Going the Extra Mile' Project.</p>	<p>HSM</p>	<p>April 2019</p>	<p>Housing Services to make referrals to community based support provider (Greensquare) and continue to work with financial inclusion partnership to promote partner agencies.</p>

Priority 1 Increase the supply of housing

Ref	Action	Lead officer	Target Date	On Target	Achievement	Further comments and actions as required
P1.1	Investigate how alternative construction methods can deliver new affordable housing on council-owned land	SHEO	Jul-17	YES	<p>April - Conversations have commenced between TBC and SVHS.</p> <p>June - This action is being progressed</p>	<p>April - Meeting with SVHS development colleagues in April to assess local housing needs for development proposal. Further discussions have been held throughout May and June to bring forward.</p> <p>June - This action is being progressed</p>
66 P1.2	Establish detailed affordable housing policies for the Tewkesbury Borough local plan	SHEO	Jul-17	YES	<p>Drafting has commenced;</p> <p>Planning Policy and Housing Services meeting in April to review.</p>	<p>Actions from meetings to be achieved according to Planning Policy deadlines.</p> <p>Discussions between housing and policy colleagues have been held and further research and data has been gathered.</p>
P1.3	Produce a guidance note that determines the use of commuted sums (financial contributions in lieu of on-site affordable housing) and seek Executive Committee approval	SHEO	Mar-17	NO	<p>April - Drafting commenced Jan 2017; Initial officer discussions held; Advice from One Legal being sought April 2017</p> <p>June – No update</p>	<p>April- Initial target deadline has been exceeded but work is in line with affordable housing policy development. There are limited risks associated with the delay at this time. As at June, confirming specific details with One Legal.</p> <p>June – No update</p>
P1.4	Identify long-term empty homes and evaluate their potential benefit to the council's housing service.	EHM	Dec-17	YES	<p>Request to Council tax team for properties claimed to be vacant.</p>	<p>Up to date list will be required to achieve other actions with appropriate priorities assigned.</p> <p>June – Evaluation of empty hoes will commence when the permanent Environmental Health Services manager is in post.</p>

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Appendix 2

P1.5	Use a range of enforcement actions to bring vacant properties back into use	EHM	Dec-17	YES	No feedback to report	<p>We will be reviewing all enforcement actions required in addition to refreshing the vacant homes work stream</p> <p>June – this action is aligned to follow P1.4 and will progress accordingly</p>
P1.6	Evaluate potential for additional promotional activities with private sector landlords to boost availability of homes in the borough.	EHM & HSM	Dec-17	YES	<p>No feedback to report</p> <p>One private rented property procured with landlord, checked by EH and let to homeless household on 12 month tenancy.</p>	<p><i>April - We will be reviewing options to incorporate a section on our website for landlords and increase publicity of the Fit to Rent Scheme.</i></p> <p>June – Visits to lettings agents commenced but have ceased pending details of the Universal roll out to ensure landlord offer is current.</p> <p>A working group on temporary accommodation to meet the needs of those in highest housing need is being convened in October 2017.</p>

Priority 2 Homelessness and Homelessness Prevention

Ref	Action	Lead officer	Target Date	On Target	Achievement	Further comments and actions as required
P2.1	Improve advice process in prevention paperwork to incorporate action plans that include customer actions.	HSM	Jun-17	Complete	<p>April - Paperwork reviewed and incorporated into housing options work.</p> <p>June – Implemented.</p>	<p>April - Further changes may be required following new legislation (Homelessness Reduction Bill)</p> <p>June - This work is complete until we receive the code of guidance for the new legislation.</p>
68 P2.2	Contact all housing associations and private landlords who have worked with us to prevent homelessness to develop an eviction/ prevention protocol	HSM	Jun-17	Yes	<p>April - We have commenced contacting local agencies who have accessed deposits and discussed assistance we can offer to support tenancies.</p> <p>See Action P2.7 below for progress with housing associations</p> <p>June – maps of UC and LHA sent to housing providers + welfare reform visit + reminder to contact Housing services</p>	<p>April - We will continue to contact private landlords.</p> <p>June – all social landlords contacted regarding notifications before eviction. Further promotional work will continue following the detail of the universal credit roll out to ensure that our landlord offer is attractive following the new payment system.</p>
P2.3	Develop solutions for homeowners with special housing needs in mortgage difficulty	HSM	Apr-18	No		<p>April - We will continue to look for grant opportunities following the end of the Mortgage rescue scheme.</p> <p>June - There has been little progress on this priority</p>

Housing Strategy 2017-21 – Year 1 Action Plan Progress 2017
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Appendix 2

P2.4	Improve housing services website and include a landlord advice section	HSM	Jun-17	complete	<p>April - Website updated in June 2017 and landlord advice section added</p> <p>June - No update</p>	<p>April - Time has been allocated to work on the website in June 2017</p> <p>June - We will continue to update the website as changes occur – but website is currently up to date</p>
P2.5	Update the housing services housing options/homelessness form	HSM	Jun-17	complete	<p>April - A re-draft of the form has been completed and the team are working with it successfully</p> <p>June - No update</p>	<p>April - Further changes may be required following pilot.</p> <p>June - Further changes may be required following changes in legislation.</p>
69 P2.6	Work with local authority partners on Gold Standard Programme and achieve 60% in peer review	HSM	Sep-17	complete	<p>April - The peer review for Tewkesbury Borough has been pencilled in for June 2017; confirmation of the dates will be available in the next 2 months.</p> <p>June - Tewkesbury Borough housing services achieved 73% in the DCLG peer review and are eligible to apply for our first award</p>	<p>June - An application for our Bronze award is yet to be submitted following the successful review. This will be submitted by December 2017</p>

P2.7	Introduce an early intervention protocol for tenants affected by welfare reform including transitional support and assistance to find work	HSM	Dec-17	Yes	<p><i>April - Process has commenced. Home visit proforma for housing associations has been drafted and approved by our financial inclusion partners.</i></p>	<p><i>April - The Protocol needs to be written to support use of the agreed proforma.</i></p> <p>June - A toolkit including the arrears (welfare reform) visit proforma, the lha map, a map of the UC areas with introduction dates, and reminder to contact housing services if providers are seeking possession as early as possible has been sent out to all providers. Awaiting outcome of Housing Working group regarding other prevention activities</p>
70 P2.8	Stop the use of private bed and breakfast accommodation except in emergencies.	HSM	Apr-18	Yes	<p><i>April - Delayed pending announcement of flexible homelessness support grant. Grant amount now known at this time.</i></p> <p>June - A paper regarding temporary accommodation and possible options was submitted to SMT. Working groups have been convened to work through a range of possible solutions.</p>	<p><i>April - We will work with partners to find emergency accommodation.</i></p> <p><i>Further places of safety also procured/ being sourced.</i></p> <p>June – this priority is linked to P2.9.</p> <p>The average length of time residents are staying in b + b has been successively reduced over the past 5 years.</p>

P2.9	Procure cost effective temporary accommodation within Tewkesbury Borough for accepted households with poor tenancy histories who are difficult to rehouse including properties suitable for households with mobility needs	HSM	Apr-18	Yes	<p><i>April - As above P2.8 – Flexible homelessness support grant allocation essential to calculate numbers of temporary accommodation possible</i></p> <p>June - A paper was submitted to SMT regarding temporary accommodation possibilities. A working group has been convened to consider which solutions may be suitable.</p>	June - Implement the decisions of the working groups
71 P2.10	Work with county local authority partners to find solutions for high risk/high support/multiple needs homeless households	HSM	Apr-18	Yes	<p><i>April - Successful Social Impact Bond (SIB) bid made to the DCLG for these households.</i></p> <p>June - P3 was selected as the provider of the associated 'Housing First' service in August 2018</p>	<p><i>April - Currently working with the other district Councils in Gloucestershire, the County Council and Clinic Commissioning Gloucestershire (CCG) to procure a provider and accommodation within the County for up to 110 chaotic homeless clients</i></p> <p>June – Contract has been awarded to P3 charity. Continue to work with our partners in: CCG, the County, and the other districts to implement the new service with the new provider and monitor the service.</p> <p>The borough council are now leading on the Places of Safety contract</p> <p>The target hardening service has been recommissioned until July 2018.</p>

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Appendix 2

P2.11	Implement changes associated with the forthcoming Homelessness Reduction Bill	HSM	Progress of the Bill.	Yes	<p>April - Local training organised at Council offices on 13th July for all housing staff.</p> <p>June - Local training held for county including all Tewkesbury Borough housing staff at Council offices on 13 July 2017.</p>	<p>April - Awaiting final details before implementation</p> <p>June - Colleagues now trained and awaiting code of guidance on new legislation before implementing. The new bill introduction date continues to be 1 April 2018</p> <p>Awaiting templates from the DCLG for implementation</p>
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Priority 3 Meeting the housing needs of those who need it most

Ref	Action	Lead officer	Target Date	On Target	Achievement	Further comments and actions as required
P3.1	Commissioning, along with the district councils in Gloucestershire and other partners as appropriate, Strategy Housing Market Assessment	PPM & SHEO	Dec-17	YES	All councils are happy for the SHMA procurement process to move ahead. The open market engagement exercise will be published in due course for a period of two weeks on contracts finder and the GO Shared Services portal.	<p>Following the Housing White Paper and the announcement of a standardised OAN methodology and changes to the approach to AH tenures it has been decided to pause the procurement exercise until the Government provides further details.</p> <p>Remains on hold as no guidance has been received.</p>

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Appendix 2

P3.2	Evaluate the accommodation needs of Travellers and Non-Travellers (as determined by the 2016 updated Gypsy Traveller and Travelling Showpeople Accommodation Assessment (GTTSAA))	PPM & SHEO	Dec-17 Revised Summer 2018	NO	The 2016 update has been published (March 2017) following approval by all 6 council's lead officers.	Tewkesbury Borough Council will need to plan a thorough approach to assessing sites as well as using financial contributions to bring appropriate accommodation forward. It is likely that following a planning appeal in the Forest of Dean that the GTTSAA will need to include 'unknown' status households in the travelling count. We will therefore need to await the re-assessment of needs and establish how to deal with the outcomes.
73 P3.3	Establish a local connection policy that ensures rural affordable housing development, via rural exception, is prioritised for the needs of the local community.	SHEO & HSM	Jul-17 Revised Dec-17	NO	April - Drafting has commenced June - No update, with planning policy	April - Drafting has been finalised and now needs to go through formal route to be put in place as a policy for affordable housing allocation. June - No update
P3.4	Establish a strategic managers group consisting of housing, health and social care to build relationships and create a joined-up way of working to better support vulnerable residents.	HSM	Dec-17	YES	No feedback to report	April - Ascertaining appropriate contacts. June - We will work with district partners to establish county group.
P3.5	Profile accommodation-based support that the council has access to in the county.	HSM	Dec-17	YES	No feedback to report	April - Work will commence in due course. June - No update

Priority 4 Improving the health and well-being of local people

Ref	Action	Lead officer	Target Date	On Target	Achievement	Further comments and actions as required
P4.1 74	Maintain and promote the “Fit to Rent” Landlord Accreditation Scheme for landlords wanting to work with the council and be better trained to provide quality accommodation and management.	EHM	Dec-17	YES	No feedback to report	County partnership scheme to be reviewed June – This is a county wide partnership (currently hosted by Cotswold district Council – http://www.cotswold.gov.uk/residents/housing/private-sector-housing/gloucestershire-landlords/landlords-fit-to-rent-scheme/) that requires a county wide refresh.
P4.2	Work with RP’s and partners to offer advice and assistance with grants, loans and support services (e.g. handyman services) to vulnerable and older people to help insulate, adapt and maintain homes.	EHM	Dec-17	YES	<ul style="list-style-type: none"> Home Energy Conservation Act (HECA) report submitted. Warm and Well contract awarded. County project review of DFG process and provision underway. 	June: HECA report: https://drive.google.com/file/d/0B4KyFQA43JaOWGZtdi1qVzEtOVk/view Warm and Well: http://www.warmandwell.co.uk/ Review continues via county forum. Extensive work to assistance pages has been achieved and is hosted centrally: https://www.stroud.gov.uk/homeadaptations
P4.3	Respond within 3 working days to customer complaints about housing conditions.	EHM	Dec-17	YES	10 housing condition service requests received – responses all within 3 days	June – no update

Housing Strategy 2017-21 – Year 1 Action Plan Progress 2017
January to June 2017

Appendix 2

P4.4	Reduce poor quality housing by taking appropriate action to deal with identified Housing Health and Safety Rating System Category 1 hazards.	EHM	Dec-17	YES	Warrant executed for prohibition order served last year – prosecution pending.	June: enforcement will continue in accordance with enforcement policy to ensure continued prosecution of breach of prohibition order
P4.5	Carry out the actions within the Strategy for Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013-2018	EHM	As per Strategy action plan	YES	Document monitored by Stroud District Council; progress as per current Action Plan Report ¹	Update due 2017. June – Affordable warmth strategy: https://drive.google.com/file/d/0B4KyFQA43JaOWTFxd18zUVZWZ2M/view Affordable Warmth 2013-2018 action plan: https://drive.google.com/file/0B4KyFQA43KaOeE81YnA0UjBGSVU/view
P4.6	Regulate the standards of larger houses in multiple occupation and caravan sites by enforcing mandatory license conditions	EHM	Dec-17	YES	No feedback to report for Jan – March 2017	Work stream refresh required. June: Refresh of this work stream will commence when the permanent environmental Health Services Manager is in post.
P4.7	To work with the council's community development team to ensure all council services are signposting residents to the 'Going the Extra Mile' Project	HSM	Sep-19	Yes	The Tewkesbury Navigator met with TBC departments 26th January 2017.	The council continues to refer residents to the Navigator as appropriate June – The council continues to refer residents to the Navigator as appropriate.

¹ Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013 -2018: Action Plan <https://drive.google.com/file/d/0B4KyFQA43JaOeE81YnA0UjBGSVU/view>

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 January 2018
Subject:	Twyning Neighbourhood Plan Referendum
Report of:	Paul Hardiman, Planning Policy Officer
Corporate Lead:	Annette Roberts, Head of Development Services
Lead Member:	Lead Member for Built Environment
Number of Appendices:	Four

Executive Summary:

Local Planning Authorities have a statutory duty to advise and assist communities in the preparation of Neighbourhood Development Plans, often referred to as 'Neighbourhood Plans' or by the acronym 'NDP'. The Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, as amended, set out the Local Planning Authority's responsibilities including deciding the action to be taken on receipt of a report and recommendations from the Independent Examiner of a Neighbourhood Plan.

The Examiners' Report', attached at Appendix 1, on the Twyning Neighbourhood Plan was received on 16 November 2017.

The Examiner has recommended that "subject to the modifications recommended", the Neighbourhood Plan "should proceed to a Referendum".

The modifications proposed have been considered by Borough Council Officers and the consideration of the recommendations and resulting amendments have been shared with the Parish Council, attached at Appendix 2. The Parish Council has formally recommended that all of the modifications are accepted – see Appendix 3.

Recommendation:

That the Twyning Neighbourhood Development Plan, modified according to the Examiners recommended amendments, is formally approved to progress to Community Referendum, ascribed by Regulation 18 of the Neighbourhood Planning (General) Regulations 2012, as amended.

Reasons for Recommendation:

The Examiner has recommended that the Twyning Neighbourhood Plan, if modified as recommended, meets the 'Basic Conditions' required and should proceed to 'Referendum'.

The Borough Council must consider each of the Examiner's recommendations and publish a 'Decision Statement' on whether the amended plan meets the 'Basic Conditions' and if it should progress to a 'Referendum'.

Within 56 days of the publication of the 'Decision Statement', the Borough Council must organise a referendum on any Plan or Order that it has determined meets the 'Basic Conditions'.

Resource Implications:

Additional financial contributions are currently available from the Department of Communities and Local Government to help the Council meet its obligations.

If the Plan is judged to meet the 'Basic Conditions' there will be human resource implications as we are required to arrange the referendum; and, subject to the results of the referendum, bring the Plan into force within another 56 days of a successful referendum.

The resource implications are corporate including Development Services, Community Development, Financial Services and One Legal. However, at the referendum stage the greatest demand will be on Democratic Services.

Legal Implications:

We have a duty to undertake this work under the Town and Country Planning Act 1990 (as amended), the Localism Act 2011, the Neighbourhood Planning (General) Regulations 2012, as amended and the Neighbourhood Planning (Referendums) Regulations 2012, as amended.

Risk Management Implications:

The decision on progressing a Neighbourhood Plan, that has successfully passed Independent Examination is the statutory duty of Tewkesbury Borough Council as Local Planning Authority. However, the consideration and recommendation of the Parish which has prepared the Plan, referred to in the legislation as the 'Qualifying Body', has been sought to reassure Members that the Plan, as modified according to the Examiner's recommendations, is still supported by those who have prepared it.

Providing all of the recommended modifications are accepted by the Qualifying Body and the Local Planning Authority, the Examiner concluded that this will satisfy the Basic Conditions and Tewkesbury Borough Council has an obligation, under Schedule 4B of the 1990 Town and Country Planning Act, to arrange a referendum, unless the Examiner's recommended modifications and/or conclusions are to be challenged.

Performance Management Follow-up:

Since the 'Neighbourhood Planning (Referendums) (Amendment) Regulations 2016' came into force on 1 October 2016, the referendum must be held within 56 days of the Decision Statement being published, following the expiry of the call-in period for this Executive Committee meeting.

Environmental Implications:

The implications for biodiversity, habitats, energy usage, waste and recycling or protected species have been considered by the Qualifying Body, with the assistance of the Borough Council, as required by the Environmental Assessment of Plans and Programmes Regulations 2004 and the Conservation of Habitats and Species Regulations 2010.

1.0 INTRODUCTION/BACKGROUND

- 1.1** The planning system helps decide what gets built, where and when. It is essential for supporting economic growth, improving people's quality of life and protecting the natural environment. The government's intention is to give local communities a greater say in planning decisions that affect them by providing the opportunity to prepare a Neighbourhood Plan if they wish. Neighbourhood planning was introduced in the Localism Act 2011 with specific legislation including the Neighbourhood Planning (General) Regulations 2012, as amended.

1.2 There are five key stages to neighbourhood planning:

Stage 1 – Defining the Neighbourhood Area and applying to the Borough Council to have it formally designated.

Stage 2 – Preparing the Plan includes a number of activities including public consultation undertaken by the Neighbourhood Planning Group, submission of a draft Plan, as a proposal to the Borough Council and then the Borough Council undertaking its own public consultation.

Stage 3 – With the agreement of the Qualifying Body (Parish Council), we are required to appoint an independent examiner to check that it meets the basic standards required. It is when the Examiner publishes their final report that the Borough Council must consider any recommendations of changes to be made so that the Plan meets the basic conditions and formally decide whether to send the Plan to referendum.

Stage 4 – The Borough Council is responsible for organising a referendum of those people in the Neighbourhood Area who are entitled to vote in local elections.

Stage 5 – If more than 50% of people voting in the referendum support the Plan then the Borough Council must bring it into legal force.

2.0 MOVING FORWARD TO REFERENDUM

2.1 On receiving the report of the Independent Examiner, the Borough Council must publish the report and its decision on the Plan proposal. As required this was done on the Council's website on 17 November 2017.

2.2 If the decision of the Committee is to send the Plan to referendum, the Council is then required to publish a decision statement which will include:

“The decision and the reasons for it” which may be –

- The Council is not satisfied with, and has decided to refuse, the Plan proposal as it is not considered to meet the basic conditions and/or would not even with modification;
- The Council is satisfied that the Plan meets the basic conditions, or will with modification, and an explanation of the actions to be taken and modifications made in response to the Examiners report; and
- “whether to extend the area to which the referendum is (or referendums are) to take place”.

2.3 The decision to refuse a Plan proposal can only be made on the following grounds:

- If the Council is not satisfied that the Plan proposal meets the basic conditions;
- If the Council does not believe that, with modification, the Plan proposal can meet the basic conditions;
- If the Council considers that the Plan proposal constitutes a repeat proposal; and
- If the Council does not believe that the Qualifying Body is authorised or that the proposal does not comply with that authorisation.

3.0 OTHER OPTIONS CONSIDERED

3.1 As this is a statutory function no other options have been considered.

4.0 CONSULTATION

4.1 Consultation has been undertaken in order to legally comply with the requirements of the Neighbourhood Planning (General) Regulations 2012, as amended. In addition to public engagement throughout the process of preparing the Plan, the regulations require two statutory six week periods of consultation in the second stage of the process:

- Under Regulation 14 the Qualifying Body is required to consult; and
- Under Regulation 16 the Council is required to consult on the Plan submitted as a Plan proposal (under Regulation 15) and forward the responses to the Independent Examiner for consideration.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Tewkesbury Borough Council Plan 2016 – 2020.
Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 The National Planning Policy Framework (2012).

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 Additional financial contributions are currently available from the Department of Communities and Local Government to help the Council meet its obligations.

If the Plan is judged to meet the 'Basic Conditions' there will be human resource implications as the Council is required to arrange the referendum; and, subject to the results of the referendum, bring the Plan into force within another 56 days of a successful Referendum.

The resource implications are corporate including Development Services, Community Development, Financial Services and One Legal. However, at the referendum stage the greatest demand will be on Democratic Services.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver, as part of the Local Plan for the area, the sustainable development they need.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 The neighbourhood planning process requires evidence of involvement by hard to reach groups. This is a matter that the Qualifying Body preparing the Plan has addressed and reported on to the Examiner in its Consultation Statement, which is a requirement for examination alongside a Basic Conditions Statement and the Plan as a proposal itself.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

- 10.1** Decision of Council to delegate to the Executive Committee the authorisation for Neighbourhood Plans to go to community referendum – 20 September 2016.

Background Papers:	None.
Contact Officer:	Paul Hardiman MRTPI, Planning Policy Officer Tel:01684 272261 Email: paul.hardiman@tewkesbury.gov.uk
Appendices:	<ol style="list-style-type: none">1. Examiners Report on the Twyning Neighbourhood Plan (November 2017).2. Local Planning Authority Consideration of the Examiners recommended modifications.3. Confirmation from the Qualifying Body (Twyning Parish Council) that they accept the proposed amendments.4. Amended/Referendum Version of the Twyning Neighbourhood Plan.

Twyning Parish

Neighbourhood Development Plan

Submission Version 2011 – 2031

Report of Examination

November 2017

Undertaken for Tewkesbury District Council with the support of Twyning Parish Council on the submission version of the plan.



Independent Examiner:

Liz Beth BA (Hons) MA Dip Design in the Built Environment MRTPI

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Summary

- I have undertaken the examination of the Twyning Parish Neighbourhood Development Plan from September to early November 2017 and detail the results of that examination in this report.
- Subject to the recommended modifications being made, the Plan meets the basic conditions and may proceed to referendum.
- I recommend the referendum boundary is the designated neighbourhood plan area.

Abbreviations used in the text of this report:

The Twyning Neighbourhood Development Plan is referred to as 'the Plan' or 'Twyning NDP'.

Twyning Parish Council is abbreviated to 'Twyning PC' or the 'Parish Council'.

Tewkesbury Borough Council is abbreviated to 'Tewkesbury BC'.

The National Planning Policy Framework is abbreviated to 'NPPF'.

The National Planning Practice Guidance is abbreviated to 'NPPG'.

Acknowledgements: Thanks to Local Authority and qualifying body staff for their assistance with this examination and prompt replies to me. My compliments to the local community volunteers and Twyning Parish Council, who have produced a beautifully illustrated Plan dealing with relevant local issues.

1. Introduction and Background

1.1 Neighbourhood Development Plans

1.1.1 The Localism Act 2011 empowers local communities to develop planning policy for their area by drawing up neighbourhood plans. For the first time, a community-led plan that is successful at referendum becomes part of the statutory development plan for their planning authority.

1.1.2 Giving communities greater control over planning policy in this way is intended to encourage positive planning for sustainable development. The National Planning Policy Framework (NPPF) states that:

“neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need”.

Further advice on the preparation of neighbourhood plans is contained in the Government’s Planning Practice Guidance website:

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>

1.1.3 Neighbourhood plans can only be prepared by a ‘qualifying body’, and in Twyning that is the Twyning Parish Council. Drawing up the Neighbourhood Plan was undertaken by the Twyning Parish Neighbourhood Plan Steering Group, working to the Parish Council.

1.2 Independent Examination

1.2.1 Once Twyning PC had prepared their neighbourhood plan and consulted on it, they submitted it to Tewkesbury BC. After publicising the plan with a further opportunity for comment, Tewkesbury BC were required to appoint an Independent Examiner, with the agreement of Twyning PC to that appointment.

1.2.2 I have been appointed to be the Independent Examiner for this plan. I am a chartered Town Planner with over thirty years of local authority and voluntary sector planning experience in development management, planning policy and project management. I have been working with communities for many years, and have recently concentrated on supporting groups producing neighbourhood plans. I have been appointed through the Neighbourhood Plan Independent Examiners Referral Service (NPIERS). I am independent of any local connections to Twyning and and Tewkesbury BC, and have no conflict of interest that would exclude me from examining this plan.

1.2.3 As the Independent Examiner I am required to produce this report and recommend either:

- (a) That the neighbourhood plan is submitted to a referendum without changes; or
- (b) That modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
- (c) That the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.

1.2.4 The legal requirements are firstly that the plan meets the 'Basic Conditions', which I consider in sections 3 and 4 below. The plan also needs to meet the following requirements under Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990:

- It has been prepared and submitted for examination by a qualifying body;
- It has been prepared for an area that has been properly designated by the Local Planning Authority;
- It specifies the period during which it has effect;
- It does not include provisions and policies for excluded development;
- It does not relate to land outside the designated neighbourhood area.

The Twynning NDP complies with the requirements of Paragraph 8(1). The Neighbourhood Area was designated on the 8th January 2014 by Tewkesbury BC, although the current Plan does not state this correctly or consistently, and that will need to be corrected. With minor changes detailed in the modifications in section 4 below, the plan will not relate to land outside the designated Neighbourhood Area. It specifies the period during which it has effect as 2011 – 2031 but the consultation statement will need correcting to these dates as it is mistakenly giving the date as 2017 – 2031. The Plan has been submitted and prepared by a qualifying body and people working to that qualifying body. It does not include policies about excluded development; effectively mineral and waste development or strategic infrastructure.

Modification 1: For accuracy and clarity, the Plan is recommended to show the correct dates consistently for the designation of the neighbourhood area (8th January 2014) and the time period the Plan covers: 2011 - 2031.

1.2.5 I made an unaccompanied site visit to the Parish to familiarise myself with the area and visit relevant sites and areas affected by the policies. This examination has been dealt with by written representations, as I did not consider a hearing necessary.

1.2.6 I am also required to consider whether the referendum boundary should be extended beyond the designated area, should the Plan proceed to a referendum. I make my recommendation on this in section 5 at the end of this report.

1.3 Planning Policy Context

1.3.1 The Development Plan for Twyning and Tewkesbury, not including documents relating to excluded mineral and waste development, are the saved policies of the Tewkesbury Borough Local Plan to 2011, adopted March 2006. The Joint Core Strategy (JCS) for Gloucester, Cheltenham and Tewkesbury is at a very advanced stage of preparation; the main modifications to the plan were out for consultation from February to April of this year. The Inspector has just issued a final report that concludes the JCS is sound, subject to commencement of immediate review of several issues, including housing allocations in Tewkesbury. The new Tewkesbury Borough Local Plan is at an earlier stage of development. Neither of them are part of the development plan for the purposes of this examination therefore, but the Parish Council have wisely taken the JCS in particular into account during formulation of this Plan.

1.3.2 The National Planning Policy Framework (NPPF) sets out government planning policy for England, and the National Planning Practice Guidance (NPPG) website offers guidance on how this policy should be implemented.

1.3.3 During my examination of the Twyning NDP I have considered the following documents:

- National Planning Policy Framework (NPPF) 2012
- National Planning Practice Guidance (NPPG) 2014 and as updated
- Town and Country Planning Act 1990 (as amended)
- Planning and Compulsory Purchase Act 2004
- The Localism Act 2011
- The Neighbourhood Planning Regulations 2012 (as amended)
- Submission version of the Twyning Parish NDP
- The Basic Conditions Statement submitted with the Twyning Parish NDP
- The Consultation Statement submitted with the Twyning Parish NDP
- The Strategic Environmental Assessment Screening Decision for the Twyning Parish NDP
- Neighbourhood Area Designation (map)
- Tewkesbury Borough Local Plan to 2011: Adopted March 2006
- Cheltenham, Gloucester and Tewkesbury Joint Core Strategy Nov 2014 submission version
- Inspector's Final Report on the JCS: 26 October 2017
- Representations received during the publicity period (reg16 consultation)

2. Plan Preparation and Consultation

2.1 Pre-submission Process and Consultation

2.1.1 The Parish of Twyning lies between the rivers Severn and Avon, to the north of Tewkesbury and thus also in the north of the county of Gloucestershire. The parish includes several settlements within a rural setting, the largest being the main village of Twyning and adjacent Twyning Green. This settlement, which is designated as a Service Village in the JCS, is collectively referred to as 'Twyning Village' in the Plan.

2.1.2 A steering group, known as the Advisory Group, was set up to work on the Plan for the Parish Council. The group was made up of Parish Councillors and volunteers from the local community. The Parish Council website carried details of progress with the Plan. Social media, the newsletters of St Mary's Twyning and the Parish Council were all used to inform residents of developments and invite participation, as well as posters and printed roadside banners. Early work included evidence gathering and data analysis, and subject tasks groups were also set up.

2.1.3 The Consultation Statement sets out the nature and form of consultation prior to the formal Reg14 six week consultation. There was a questionnaire delivered to every house in the parish, and also available on line, which had a response rate of just over 30%. The questionnaire explored opinion on a variety of issues. Other engagement techniques involved local meetings and exhibitions at events such as the summer fete.

2.1.4 As required by regulation 14 of the Neighbourhood Planning Regulations 2012, the formal consultation for six weeks on the pre-submission Twyning Draft NDP ran from the 12th December 2016 to the 22nd January 2017. The draft Plan was available on the Parish Council website with evidence base documents. Hard copies were available at the village shop and two local pubs. Statutory consultees, as advised by the LPA, were mailed an electronic copy of the draft Plan. All were invited to comment. Posters, banners and a flyer to every household advertised the Reg 14 consultation.

2.1.5 Representations were received from 67 residents and 4 statutory bodies during the Reg14 consultation period, and comments received are detailed in an appendix to the Consultation Statement with the Qualifying Body's response.

2.1.6 I am satisfied that due process has been followed during the consultation undertaken on the Plan, although comments from residents are not named due to the detail not being required at

the time. The record of comments and objections received during the regulation 14 consultation shows that these were properly considered, and the Statutory bodies that responded are identified.

2.1.7 As required, the amended plan, together with a Basic Conditions Statement, a Consultation Statement, the Screening Opinion and a plan showing the neighbourhood area was submitted to Tewkesbury Borough Council on the 20th June 2017.

2.1.8 Tewkesbury BC undertook the Reg 16 consultation and publicity on the Twyning NDP for six weeks, from the 26th June until the 4th August 2017. The representations received during this consultation are considered below.

2.2 Regulation 16 Consultation Responses

2.2.1 Publicity and consultation on the Plan, as required by regulation 16 of the Neighbourhood Planning Regulations 2012, resulted in 18 comments, including two from the LPA and one from the qualifying body (Twyning Parish Council). Eight of the responses had no specific comments to make on this plan, two responses supported the Plan. Other responses are summarised below, and, where necessary, issues they raise concerning a failure to comply with the basic conditions are considered in sections 3 and 4 of this report.

2.2.2 Natural England suggested Policy ENV1 could be more specific about protecting biodiversity and priority habitats, and also promoted adding protection of biodiversity into other policies. The comments would have been more useful at an earlier stage in the plan-making process, as they do not address issues of whether or not the Plan and its policies meets the Basic Conditions.

2.2.3 Two residents have requested the Plan deal with the need for a cycle route between Tewkesbury and Twyning, two other residents have stated that the development boundary is not flexible enough.

2.2.4 Mark Godson of SF Planning has also objected to the inflexibility of the development boundary, and that the Plan does not provide for self-build homes. These comments are considered further in the discussions about Policies S2 and H2.

2.2.5 The Local Planning Authority, Tewkesbury BC, have submitted detailed comments on the Plan, as well as a summary of all responses, which was useful. The comments made that are considered to be a matter of whether or not the Basic Conditions have been met are considered in section 4 of this report. Some comment on grammar and other textural errors, while correct and best corrected in a final version, are not an examination matter. I am to concern myself solely with Basic Condition issues in this examination.

3. Compliance with the Basic Conditions.

3.1 General legislative requirements of the 1990 Town and Country Planning Act (TCPA) other than the Basic Conditions are set out in paragraph 1.2.4 above. The same section of this report considers that the Twyning NDP has complied with these requirements subject to modifications for accuracy as detailed in Modification 1. What this examination must now consider is whether the Plan complies with the Basic Conditions, which state it must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan for the area; and
- Be compatible with and not breach European Union (EU) obligations and human rights law.

3.2 The Basic Conditions Statement explains on pages 7 - 9 how the plan promotes the social, economic and environmental goals of sustainable development. With the modifications to policy recommended below, I accept that this is so.

3.3 The screening opinion has been drawn up by Tewkesbury Borough Council (the LPA) according to the Basic Conditions Statement, although this is not clear on the actual document. It sets out the advice of various key officers of the LPA and the national statutory bodies that neither Strategic Environmental Assessment (SEA) nor Habitat Regulations Assessment (HRA) are required for the Twyning NDP. There are assessed to be no likely significant environmental effects arising from it, a statement the relevant authorities all agree on. These environmental requirements in EU law are the main EU Directives that neighbourhood plans need to comply with.

3.4 The Twyning NDP in my view complies with Human Rights Legislation as it states in the Basic Conditions Statement (page 11). It has not been challenged with regard to this, and the consultation undertaken on the Plan attempted to engage with as much of the community as possible.

4. Compliance with National Policy and the adopted Development Plan

4.1 The final and most complex aspect of the Basic Conditions to consider is whether the Twyning NDP meets the requirements as regards national policy and the development plan. This means firstly that the Plan must have regard to national policy and guidance, which for this neighbourhood plan is the NPPF and the NPPG. Secondly the Plan must be in general conformity with the strategic policies of the development plan. The phrase 'general conformity' allows for some flexibility. If I determine that the Plan as submitted does not comply with the Basic Conditions, I may recommend modifications that would rectify the non-compliance.

4.2 The Plan and its policies are considered below in terms of whether they comply with the Basic Conditions as regards national policy and the development plan. If not, then modifications required to bring the plan into conformity are recommended. Modifications are boxed in the text, with text to remain *in italics*, new text highlighted in **Bold** and text to be deleted shown but ~~struck through~~. Instructions for modifications to the Plan are shown underlined.

4.3 The General layout of the document is clear, and policies are justified individually. Background information and history set the context well. The intent to review the Plan when the new Tewkesbury Borough Local Plan is adopted is good practice. The last paragraph on page 13 which describes the process from submission of the Plan to the referendum needs to be updated. The neighbourhood plan map on page 8 has been criticised for not being clear enough. My view is that it is just acceptable, particularly as the boundary is the same as the parish boundary – which is defined well independently of this Plan.

4.4 The fourth paragraph of page 20 of the Plan refers to 'a number of aspirations' that are not land-use included in the plan. I could find no such aspirations, certainly none specifically drawn out in a way that could contradict the requirement that any such statements of intent be separate from the land-use planning document. For clarity, and to ensure the document complies with government guidance in its format therefore, I recommend that this reference is deleted, as set out in modification 2.

Modification 2: Remove the last two sentences from the fourth paragraph on page 20 in order that no impression is given of a document that mixes land-use and other policies within it.

4.5 On page 22 of the Plan there is a list of saved policies from the adopted Tewkesbury Local Plan that are considered relevant to this Plan. In fact all saved policies in this Local Plan are relevant, unless they are specifically dealing only with sites that are outside of the neighbourhood area. Additionally, the JCS, which may well be adopted by early 2018, also details policies from the adopted Local Plan that will be superseded when this happens. As the list of adopted local plan policies is not complete, and therefore could be misleading, and is likely to change radically again within a year, I recommend that it is removed from the body of the text for accuracy and clarity, as set out in modification 3. The first paragraph concerning whether or not Tewkesbury has a 5 year housing land supply is also likely to change again due to various factors and should also be deleted for accuracy. The remaining list of policies in the Twyning NDP could usefully become a guide to location with page numbers, but this is not a Basic Conditions issue, and I make no formal recommendation in this regard.

Modification 3: All text on page 22 to be deleted in the interests of accuracy and clarity.

4.6 Section 8 identifies two 'strategic policies' which are dealing with aspects of a defined development (settlement) boundary. These policies are updating a boundary originally set in the adopted Local Plan but now out of date. The JCS gives neighbourhood plans a role in guiding the distribution of development in their area (page 38). Thus the principle of the Twyning NDP covering settlement boundary issues is in general conformity with the strategic policy of the development plan, as well as complying with the intent of the emerging JCS. Policies S1 and S2 in the Twyning NDP are not setting out new strategic policy, which the Basic Conditions do not allow it to do, they are extending and updating existing strategic policy in the local plan. The identification of Policies as 'strategic' is confusing in the Twyning NDP, and appears to be undertaking strategic policy formulation that it is beyond the scope of a neighbourhood plan.

Modification 4: For reasons of clarity of purpose of this plan, and accuracy, I recommend that the section heading 'Strategic Policies' is removed. Policies S1 and S2 to be renumbered and added to the section 'General Development Policies'. Explanatory text and justification to be altered as required to suit this amendment.

NB: To assist comprehension of this report, the existing policy numbering system is used for reference.

4.7 Policy S1 New Housing Development in the Open Countryside: For reasons of clarity in the policy, as required by the NPPF (para 154), the policy needs to include the wider development plan as a consideration for all the criteria - in order to qualify the statement that all development meeting the criteria 'will be supported'. Material planning considerations, and other policy, may mean that a proposal meets the required criteria but is still not acceptable. It is not entirely clear a proposal only needs to meet one of the criteria to be acceptable, but the sense of the policy makes this the only reasonable interpretation.

4.7.1 The development plan for Tewkesbury is out of date with regard to housing allocations, and the Twyning NDP states on page 24 (3rd paragraph) that the development boundary may need to accommodate additional housing if required by the emerging Tewkesbury Local Plan. This statement is more policy than justification and, as suggested by the LPA, should be included within Policy S1 (as renamed) to allow for necessary future flexibility given that allocations may shift further as the new Tewkesbury Local Plan progresses.

Modification 5: I recommend that the following changes are made to Policy S1 for clarity and accuracy, as required by the NPPF and NPPG:

Policy S1 – New Housing Development In the open countryside

Proposals for new housing outside of the development boundary, and not on allocated sites, in the open countryside will be supported if they meet one or more of the following criteria and comply with all other policy in the development plan:

- a) Replacement dwellings;***
- b) Rural exception housing to meet an identified Parish need in accordance with Tewkesbury Borough Council policy, ~~taking account of other policies in this Plan;~~***
- c) Agricultural and forestry dwellings;***
- d) Where proposals would involve the re-use or conversion of an existing building and accords with the relevant development principles set out at Policy GD1. (or relevant new number) or***
- e) The future Local Plan for Tewkesbury identifies an additional need for further housing in Twyning as a service village beyond the allocations in this plan and the defined development boundary.***

4.8 Policy S2 Development Boundary of Twyning Village: This policy was criticised as too inflexible in several Reg16 responses, but the purpose of a defined boundary is to be clear about the dividing line between the open countryside and a settlement. Comments about distribution between settlement villages needing to be flexible does not indicate that settlement boundaries have to be flexible. Given the current situation with planning permissions in the parish, a housing allocation has been made that is broadly in line with the requirements of the emerging JCS as regards service villages. Further allocations may be required as a result of the emerging Local Plan, but this possibility has been allowed for in the recommended modification to Policy S1.

4.8.1 The proposed development boundary has been based on the previous boundary in the adopted Local Plan. In places it is not immediately obvious why certain sites have been included, and the text does not set out criteria for the review of the boundary, which for clarity and transparency it should do. I recommend that the Plan includes criteria for drawing development boundaries provided by the LPA, and I have used these to review the proposed boundary and make recommendations on the proposed alterations. In this way revisions to the boundary will be in line with the accepted criteria of the LPA and the policy will be in general conformity with the strategic policy of the development plan determining the previous boundary location.

4.8.2 The policy also needs to clarify that development will only be supported within the development boundary if it meets the requirements of other policy in the development plan, and there is a missing 'does' in the last sentence.

4.8.3 The final paragraph of page 24 is an instruction to the LPA as to how it should carry out its duties as the planning authority, and is not a legitimate concern of a neighbourhood plan. To have due regard to government guidance in the NPPG I recommend this paragraph is deleted.

Modification 6: I recommend that the following alterations are made to Policy S2, its reasoned justification and appendix A, in order that the Twyning NDP complies with the Basic Conditions, is in general conformity with the development plan for Tewkesbury and the process of reviewing the development boundary is transparent and clear:

Policy ~~S2~~ – Development within the defined Development Boundary of Twyning Village
Development within the defined Development Boundary, as indicated in ~~on the Proposal Map~~
Appendix A, will be supported where it is consistent with other policy in the development plan.
Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause significant harm and respects existing patterns of development, such as open spaces that contribute to the key characteristics of the village.

Delete the final paragraph on page 24, and replace with the following:

The Development Boundary has been reviewed using the following criteria:

- **It include sites where new development has been built, is under construction or has permission but was outside the existing development boundary;**
- **It follows physical features and boundaries for clarity.**

Appendix A map and revised development boundary to be amended as follows:

- Willowend on Brockbridge Road to be excluded from the development boundary as it is not adjacent to any part of it and separated by land in agricultural use. This takes into account the outline permission 14/01081/OUT, which does not necessitate the inclusion of the site in this instance.
- In the vicinity of School Farm Stables, current planning application 17/00959/FUL, the site to be added if planning permission gained, but otherwise the boundary to exclude the south west part of this site and existing barn. Boundary to be revised to continue along the field boundary of gardens to properties to the east of the site on Fleet road;
- Revision to boundary that includes the car park to Fleet Inn to be removed and existing boundary from the adopted Local Plan to be retained at this location.

4.9 Policy GD1 – Development principles:

This policy complies with the Basic Conditions

4.10 Policy GD2 – Landscape and bio-diversity:

One of the aims of this policy is to protect ‘important views’, although the description of these varies within the Plan; they are sometimes referred to as ‘distinctive views’, and sometimes just as ‘views’. The policy refers to an Appendix B as a guide to where these views are taken. The LPA has expressed concern that some of the views indicated in Appendix B do not appear to be taken from public spaces, and after my site visits I would agree with this. After clarification with the Parish Council and LPA I recommend that a consistent term “important public views” be used in Policy GD2 and throughout the Plan, in order that it is clear that a landuse issue of views from public places is being protected, and that these views are particularly noteworthy. Government Guidance and thus the Basic Conditions include a requirement that the Plan deals with landuse issues (NPPG: ID 41-004-20140306). Appendix B is still a useful guide to important views, but the title of this Appendix should be altered for clarity and to reflect a clear focus on important public views, not areas of land.

Modification 7: In order that the policy is clear and deals with land-use issues I recommend the following alterations to Policy GD2:

The use of the word ‘views’ in bullets 1 and 6 shall be replaced by the following qualifying and descriptive text: “important public views”.

The title of Appendix B to be altered as follows:

Appendix B – ~~Areas that are defined as~~ Important for their public views in the parish

4.11 Policy GD3 – Provision for vehicles:

The policy uses the expression “smaller areas” which does not offer a specific enough indication to developers as to what is intended. I understand there is no highway guidance on this point, and to insert into the policy the specific number requested by Twynning PC would impinge on highway matters. However clarity could be improved with an additional sentence in the justification for the policy on page 31.

Modification 8: The justification for Policy GD3 is recommended to include the following sentence after the fourth paragraph of page 31 for clarity of meaning as required by the NPPF (para 154):

“Smaller areas and subdivision of parking areas are considered within the context of Twyning Parish to normally cater for no more than two or three vehicles each.”

4.12 Policy GD4 – Effect on nearby occupants:

The policy needs minor adjustment for the clarity required of policy in the Basic Conditions.

Modification 9: I recommend that for clarity of purpose the policy is worded as follows:

“Development proposals will need to demonstrate that they will not lead to unacceptable levels of noise, general disturbance, smell, fumes, loss of daylight or sunlight, loss of privacy or have an overbearing effect on neighbouring properties.”

4.13 Policy GD5 – Water resources, quality and flood risk:

The policy is split over two pages, with a picture in between. For clarity, as required by the NPPF, the second part should be labelled as a continuation if the picture cannot be moved to either side. The phrase “sustainable water issue solutions” in the context of trees and woodland at bullet 4 is not immediately clear and understandable. The Parish Council have provided further clarification on this point, which I recommend is added to the justification for clarity.

Modification 10: In order that the Basic Conditions are met with regard to clarity of policy I recommend the following alterations to the justification for this policy and its presentation:

The policy to be written continuously or, if split over pages and by a picture, to indicate with a new heading that it is a continuation of Policy GD5.

The following paragraph to be added to the policy justification on page 34:

“Sustainable water issue solutions in an area with a high water table include the planting of trees and woodland. Excess water and potential flooding will be alleviated due to the trees’ need for considerable volumes of water, particularly in their mature state.”

4.14 Policies GD6 and GD7: 'Light pollution' and 'Street lighting and lighting on buildings'

These policies are dealing with similar issues, and the current overlap of requirements is confusing for developers and other interested parties. Additionally some of the requirements are not reasonable or landuse issues as currently written. It is not stated that Policy GD7 is dealing with external lighting schemes for example, and street lighting is normally a highway issue and not subject to regulation by planning permission and the development plan.

4.14.1 For reasons of reasonableness, as required by the NPPG, and clarity, as required by the NPPF, I recommend that Policies GD6 and GD7 are amalgamated and deal with landuse issues only with reasonable requirements of developers in order that the policies meet the requirements of the Basic Conditions, as shown in modification 11.

Modification 11: Policies GD6 and GD7 are recommended to be amalgamated and read as follows:

“Development that would create an unacceptable level of light pollution will not be supported. Exceptional circumstances for reasons of safety will require clear and evidenced justification. Flood lighting outside of residential areas will not normally be permitted. Within residential areas, external lighting will be expected to be minimised as far as safety and security requirements allow.

All new development proposals with significant external lighting proposals should provide technical details of that scheme such that its impact on light pollution can be properly assessed.”

The justification for the policy to include the following text as further explanation and advice:

“Light pollution should be considered at an early stage of the design process for all developments and minimised throughout the proposal’s design evolution. Street lighting is encouraged to be limited to areas of habitation and other activity, and its visual impact and lighting impact be minimised as far as safety allows.”

4.15 Policy GD8 – Street paraphernalia:

Road schemes are highway works and as such not regulated by planning requirements. The reduction of signage clutter, particularly in visually sensitive areas, is a planning issue as the appearance of an area is impacted. In order that the policy deals solely with landuse issues, and thus complies with the Basic Conditions, I recommend it should be altered as set out in modification 12.

Modification 12: Policy GD8 is recommended to be amended as follows:

"New developments and associated infrastructure ~~and any associated road schemes, should~~ are encouraged to ~~include~~ minimise the visual impact of street signage, markings, accessories and other roadside paraphernalia so that they are appropriate to the rural setting of the parish and ~~that will~~ do not result in an adverse impact upon the character and appearance of ~~the~~ the locality."

4.16 Policy H1 – Housing Site Allocations:

It is not correct to say that the Twynning NDP allocates sites. There has been no site allocation work undertaken, which is quite acceptable; a neighbourhood plan is not required to consider allocations. The development boundary as revised has included sites with recent permissions, including two significant areas of new development that are currently under construction and are referred to as being 'allocated' in this Plan. The inclusion of these sites within the development boundary makes it acceptable to refer to the sites as 'designated', and so with this change to Policy H1 it will comply with the Basic Conditions.

Modification 13: Policy H1 is recommended to be amended so that line 2 of the first paragraph reads '.....two sites are ~~allocated~~ designated for residential development...'

4.17 Policy H2 – Housing standards, design and mix:

A representation at the Reg16 consultation stage objected to this policy's failure to mention provision for self-build homes, and suggested that doing this was a duty of a neighbourhood plan. In fact the NPPF (para 59) does require the LPA to consider provision for self-build homes, but a neighbourhood plan cannot be required to deal with any particular issue.

4.17.1 The policy to be reasonable needs to clarify that only development with several dwellings proposed will be expected to provide a mix of types and the statement required in bullet 2. It is also not acceptable to state baldly that 'permission will be granted', as material considerations and other policy may require that permission is withheld, even if all of the quoted criteria are met. There is a punctuation error in the policy – bullet 3 needs a full stop, bullet 2 a semi-colon.

Modification 14: In order that Policy H2 complies with government guidance on reasonableness of policy and planning law I recommend that the following alterations are made to it:

~~“Permission will be granted for”~~ *Residential development or redevelopment will be supported, provided if all of the following criteria and other development plan policies are met:*

1. *Where development is of an appropriate size, it includes a mix of housing in terms of dwelling size, type and tenure;*
2. *Proposals for new dwellings, where appropriate, will be expected to provide a statement, setting out how the development meets the objectively identified.....*

Rest of the policy as existing.

4.18 Policy H3 – Affordable Housing

The policy is requiring affordable housing to ‘be fully integrated and evenly distributed throughout the development’, and this may not always be possible. In a similar way requiring any homes allocated to be prioritised for people with a local connection is not always going to be reasonable. The local connection requirement is within a policy dealing with affordable housing, and is normally a requirement with rural exception housing policies. The policy could usefully have better defined what a local connection actually is, but local connection policies by strengthening communities are dealing with an issue promoted in the NPPF (para 69). The policy will be reasonable and have paid due regard to government policy and guidance in this respect, as required by the Basic Conditions, with more room for flexibility written into it.

Modification 15: I recommend that Policy H3 is amended as shown in order that it is reasonable and flexible:

In order to meet objectively identified housing needs, an element of affordable housing will be sought as part of any housing scheme in accordance with the requirements of TBC’s adopted development plan policies. Where possible affordable housing is provided on-site it shall should provide for a mix that reflects local housing need, and shall be fully integrated and evenly distributed throughout the development of which it forms a part.

~~All~~ *Affordable housing where appropriate will be subject to a planning obligation to ensure that when homes are allocated, priority is given to people with a local connection to Twyning Parish (currently living, working or with close family ties to the Parish).*

4.19 Policy H4 – Residential extensions:

This policy complies with the Basic Conditions.

4.20 Policy H5 – Mobile homes:

This policy complies with the Basic Conditions.

4.21 Policy LF1 – Infrastructure:

This policy complies with the Basic Conditions.

4.22 Policy LF2 – Twyning Village:

This policy states an aim rather than sets out a clear policy on development. It does not comply with the NPPF's requirement that policy gives a clear message to developers. It is a nice expression of positive planning intent, but cannot be presented as a land-use policy, it is too vague.

Modification 16: I recommend that Policy LF2 is deleted in order that the Plan and its policies comply with the Basic Conditions. The wording of the policy to be adapted to another aim and objective for the Plan and added to the others on page 14.

4.23 Policy E1 – Principles of employment development:

This policy complies with the Basic Conditions.

4.24 Policy E2 – Working from home:

For clarity, and to comply with all strategic policy in the development plan and thus the Basic Conditions, this policy needs to make clear that home working will be supported as long as it also complies with other policy in the development plan.

Modification 17: I recommend Policy E2 is amended as follows:

Development that enables home-working will be supported subject to complying with other policy in the development plan.

4.25 Policy E3 – Broadband:

In order to be reasonable and not overburden development with costly obligations, as required by the NPPF (para 173), this policy needs to be more flexible. In order that it meets the Basic Conditions in this regard I recommend that it is amended as set out in Modification 18.

Modification 18: The first sentence of Policy E3 is recommended to be amended as follows:

~~All~~ **New residential and employment development should will provide Superfast Broadband to all properties where possible.**

4.26 Policy TP1 – Traffic:

The wording of this policy is not clear in intent, and there is an assumed 'at risk' missing from the end of the paragraph. Additionally although development may have potentially severe impact, if this can be mitigated then the development should become acceptable, in terms of its traffic impact at least. In order that the policy is clear therefore, and promotes positive planning with effective mitigation, I recommend that in order to comply with the Basic Conditions it is amended as set out in Modification 19.

Modification 19: Policy TP1 is recommended to be amended as follows:

~~Development will only be permitted when it can be demonstrated that any will not resulting cause a severe adverse traffic impact and increase in the volume of traffic within Twynning Parish that cannot be acceptably mitigated on traffic increase in the volume of traffic within Twynning Parish will not result in a severe impact, particularly where the road network is narrow and pedestrian traffic facilities inadequate.~~

4.26 Policy TP2 – Access:

This policy complies with the Basic Conditions.

4.27 Policy ENV1 – Nature conservation areas:

Appendix D is confusing, and I sought guidance on the actual areas being designated. Part of the response from the Qualifying Body indicated that they would like to take the opportunity to delete some areas from the protection the policy offers. This is not an option for me during this examination, the areas designated have local wildlife value, and do not cover an overly extensive area. They do not need reduction as a Basic Conditions issue, and other consultees have, during the Reg16 stage, requested more features could be included (Natural England), which would indicate they would not support the removal of some areas. The additional information provided for four sites would usefully be inserted into the justification for the policy, but this is not a basic conditions issue and I make no formal recommendation on this.

4.27.1 For clarity however, as required by the NPPF and therefore the Basic Conditions, Appendix D needs to be amended. There would seem to be no need to repeat this map on page 54, and it could be confusing. The Twyning NDP should only deal with land within the parish of Twyning, so if the areas at the bottom of page 55 headed “Adjacent sites at:” are outside the parish, they should be removed to comply with the Basic Conditions.

Modification 20: I recommend that Appendix D and reference to it is amended for clarity as follows:

Any area shown shaded but outside the neighbourhood plan area to be removed;

Each of the areas listed to be protected to be shown by an area of shading not bisected by internal solid lines;

‘Appendix D’ to be re-named as needed after other recommended modifications are made – specifically the removal of Appendix C.

Policy ENV1 to not refer to a ‘policies map’, as it is the Appendix that has the relevant information.

The justification on page 55 to not include mention of any sites that are outside the neighbourhood area.

4.28 Policy ENV2 – Significant Gap:

The area defined in Appendix C as the significant gap is not in itself adequate. There is land around the defined area that would also need to be included, were the designation to properly set out an area to be defined as a Significant Gap between settlements. The designation is stated in the justification to be aimed at maintaining a clear distinction between Twyning Village and Church End to protect their respective individual identities, a legitimate landuse concern.

4.28.1 The justification on page 56 (last sentence) states that proposals should not detract from the open and undeveloped character of the area, wording that is effectively policy. In order that the Basic Conditions are met, appendix C cannot be included, as the area defined is not supported by adequate evidence, as required by the NPPG (ID41-040 20160211). It is not a coherent designation when viewed either on plan or on site. The concept however is an accepted land-use concern and the justification sets out the policy intent, with some text that can be stated in the policy as well for clarity of the intent and extent of the policy.

Modification 21: I recommend that Policy ENV2 and its Appendix is amended as follows:

Appendix C to be deleted and Policy ENV 2 altered to read:

“Development proposals should ensure the retention of the open character of the ~~Significant Gap~~ countryside between Twyning Village and Church End and not detract from this open and undeveloped character.”

4.29 Policy ENV3 – Sport, recreation and amenity value:

This policy complies with the Basic Conditions.

5. The Referendum Boundary

5.1 The Twyning Parish Neighbourhood Development Plan has no policy or proposals that have a significant enough impact beyond the designated Neighbourhood Plan Boundary that would require the referendum boundary to extend beyond the Plan boundary. Therefore I recommend that the boundary for the purposes of any future referendum on the Twyning Parish Neighbourhood Development Plan 2011 – 2031 shall be the boundary of the designated Neighbourhood Area for the Plan, the Twyning Parish boundary.

Policy	Examiners Recommendation	LPA Consideration	Action
General.	<p><u>Modification 1: For accuracy and clarity, the Plan is recommended to show the correct dates consistently for the designation of the neighbourhood area (8th January 2014) and the time period the Plan covers: 2011 - 2031.</u></p>	<p>Modification 1 accepted.</p>	<p><u>Modifications to be made:</u> Page 12, Paragraph 3: 11 November 2013 on the 8th January 2014</p>
General.	<p><u>Corrections:</u> Some comment on grammar and other textual errors, while correct and best corrected in a final version, are not an examination matter.</p>	<p>Corrections accepted.</p>	<p><u>Modifications to be made:</u> Page 4, Title: Remove number from 'Foreword' Page 4, Paragraph 4: Capitalise N for neighbourhood planning/plan(s) here and throughout the document Page 4, Paragraph 5 to Page 5, Paragraph 3: The NDP has concluded a period of Having undergone a 6-week period of public consultation, and the Steering Group considered and representations made have been considered in producing this the Submission (Regulation 15) version of the TNDP. Tewkesbury Borough Council will take took the TNDP through a further statutory consultation stage before the plan is was examined by an independent examiner who will recommended whether it should proceed to referendum</p>

~~and make suggestions for amendments (if any are required). When that with amendments recommended by the examiner have been considered by Tewkesbury Borough Council, the revised INDP will be subject to a~~ it could go forward to Referendum. The amendments recommended by the examiner were considered by Tewkesbury Borough Council, prior to the Community Referendum. In a Referendum, if over 50% of those who vote recommend approval ~~of the INDP~~, it can be 'made' (or adopted) by the Local Planning Authority (LPA), in this case Tewkesbury Borough Council.

Once adopted, the Twynning NDP ~~will~~ forms part of the development plan for the designated Neighbourhood Area, which includes the Local Plan ~~saved policies from the TBLP~~, the Waste Core Strategy and the Minerals Local Plan. The development plan is the starting point for deciding where ~~and how~~ development should be located and ~~to~~ what standards ~~are required~~.

Page 5, Second Sentence:

Remove '~~and how~~'

Page 5, Paragraph 6 and 7:

~~It is vital to stress that, until Once~~ adopted, the ~~emerging~~ Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS) and the emerging Tewkesbury Borough Plan 2011 – 2031 (TBP) ~~do not will~~ form part of the development plan for Tewkesbury Borough. ~~However, this~~ This Neighbourhood Plan has been informed by both the emerging JCS and the emerging TBP.

This Neighbourhood Plan is in general conformity with the strategic policies contained within the ~~adopted development plan (i.e. the saved policies of the TBLP 2011, (adopted 2006) which was the adopted development plan for the majority of its preparation. What there was~~ ~~There is~~ no policy requirement, at ~~this~~ ~~the~~ ~~time of~~ ~~preparation~~, to include emerging plans, ~~this~~ ~~plan~~ ~~has~~ ~~been~~ ~~informed~~ ~~by~~ ~~them~~ ~~and~~ ~~however~~, once those emerging plans are adopted, ~~then~~ the Twynning Neighbourhood Plan will need to be reviewed to ensure it continues to be in general conformity with strategic policies contained within ~~both parts of the new~~ development plan.

Page 6, Paragraph 1:

The NDP aims to make Twynning Parish a better place to be, now and for future generations. It ~~will~~ covers a 20-year time period from 2011 – 2031 and ~~be~~ ~~is~~ in line with the ~~emerging~~ JCS which was emerging during ~~its~~ preparation and the emerging TBP. Once adopted the Plan will be the subject of annual monitoring of its implementation by the Parish Council.

Page 10, Paragraph 1:

One of these is that all Neighbourhood Plans must be in general conformity with higher level planning policy, namely the ~~NPPF~~ and the ~~saved policies of the adopted Local Plan~~ ~~TBLP~~.

Page 11, Paragraph 2:

This Plan seeks to make ~~a~~ housing provision that

<p>would exceed that number of dwellings.</p> <p>Page 11, Paragraph 5:</p> <p>Tewkesbury Borough Plan and will set out important issues for the Borough, including rural allocations for housing and policies to guide decision taking on planning applications, such as employment, the countryside, and town centres, etc.</p> <p>Page 18, Paragraph 3:</p> <p>This can also help meet the housing number set out in the Emerging JCS for Gloucester, Cheltenham and Tewkesbury along with the Emerging TBP.</p> <p>Page 26, Background, Second Paragraph:</p> <p>Delete repetition Twynning Parish has distinctive surroundings and character. This should set a precedent for all new development to follow to be successfully accommodated into the Parish. Standard urban design will not be acceptable.</p> <p>Page 31, Provision for vehicles, Paragraph 1:</p> <p>nuisance caused by indiscriminate inconsiderate car parking</p> <p>Page 31, Effects on nearby occupants:</p> <p>Residents' amenities esy can be harmed in a number of ways</p>		
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			<p>Page 32, Infrastructure capacity:</p> <p>The Community seeks to protect the area from unnecessary Support will be given to developments that would lead to do not cause adverse impacts on specific infrastructure sources.</p> <p>Policy GD5, now 7:</p> <p>Applications and proposals that relate specifically to reducing the risk of flooding (e.g. defence/alleviation work, retro-fitting of existing development, off site detention / retention basins for catchment wide interventions) will be encouraged supported.</p> <p>Page 34, Light Pollution:</p> <p>The Twyning Parish Community neighbourhood development plan seeks to ensure that light pollution is kept to a minimum and has put measures in place in an attempt includes a policy which aims to achieve this.</p> <p>Page 37, Paragraph 2:</p> <p>Derived from the Interim Report on the <u>JCS</u> by the Planning Examiner Inspector,</p> <p>Page 47, Paragraph 3:</p> <p>The evidence provided by the Office of National Statistics Statistics</p>
Page 13.	Update: The last paragraph on page 13 which describes the	Update accepted.	<u>Modifications to be made:</u>

	<p>process from submission of the Plan to the referendum needs to be updated.</p>	<p>Page 13, Sub heading: Final Plan and From submission to examination adoption</p> <p>Page 13, Paragraph 3:</p> <p>At the conclusion of the assessment of representations following the 6-week public consultation and the resultant changes to the plan, a Statement of Community Involvement will be prepared. A Basic Conditions Statement will follow before IPC are requested to formally endorse the submission version of the NDP before it is submitted to TBC. From there it is the subject of an independent inspection by an examiner who will prepare a report recommending what should be done. Following receipt of this report, TBC will consider whether to accept the plan proposal based on the recommendations of the examiner, which includes a consideration of legal compliance and any modifications required. Following this, the plan will be put to a public referendum. If over half of those voting support the plan then it would be adopted as part of the development plan for Twynning Parish. The draft Neighbourhood Plan along with the Basic Conditions Statement, Consultation Statement and Environmental Statement were formally submitted to Tewkesbury Borough Council, as Local Planning Authority on 20th June 2017. A second round of consultation was undertaken by the LPA, on behalf of the Independent Examiner, from 26th June 2017 to 4th August 2017. The independent</p>
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<p>Page 20.</p>	<p><u>Modification 2: Remove the last two sentences from the fourth paragraph on page 20</u> in order that no impression is given of a document that mixes land-use and other policies within it.</p>	<p>Modification 2 accepted.</p>	<p>examiner checked that the plan meets the required basic standards and recommended changes to address any issues that would then allow the plan to go forward to Referendum, in her final report received on 16th November 2017. The Borough Council are then required to organise a referendum provided the plan meets the basic conditions and complies with the required legislation, which ensures that the community has the final say on whether the Plan comes into force. People living in the Neighbourhood Area who are registered to vote in local elections are entitled to vote in the referendum. If more than 50% of people voting in the referendum support the plan, then the LPA must bring it into force.</p> <p><u>Modifications to be made:</u></p> <p>Page 20, Paragraph 4:</p> <p>Alongside its core policies the NDP therefore includes a number of aspirations to encourage interventions by wider stakeholders. These are included within each topic where relevant.</p>
<p>Page 22.</p>	<p><u>Formatting: All text on page 22 to be deleted</u> in the interests of accuracy and clarity.</p>	<p>Formatting accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Page 22</p> <p>Saved policies of the TBLP relevant to the NDP</p> <p>It is noted that some of these saved policies have been considered out of date by Inspectors on appeal due to the</p>

<p>then-lack-of-a-Borough-wide-5-year-housing-land-supply-A-situation-that-is-now-corrected-(April-2017)-to-5-3-year-supply-</p>			
<p>Policy</p>			
<p>HOU2-9, HOU11, HOU13-14, Housing-development-HEN2 Setting-of-conservation-areas;</p>			
<p>LND3-landscape-protection-zones-LND4-Countryside</p>			
<p>LND7-Landscaping</p>			
<p>NCN3, NCN5 and NCN6-Nature-conservation, where these are-in-conformity-with-the-NPPF.</p>			
<p>EVT9-Drainage,</p>			
<p>EVT5 and EVT9-Flood-and-SUDs, EVT2-light-pollution</p>			
<p>GNL2-Design-requirements-for-major-development-proposals GNL13-Advertisements</p>			
<p>GNL15-New-community-facilities</p>			
<p>TPT1, TPT3, TPT5, TPT6, TPT9, Accessibility</p>			
<p>GNL11, GNL15, Design-implementation-and-new-facilities RCN1-4-Recreational-Areas</p>			
<p>RET3-6, 8-9-Commercial-properties</p>			
<p>EMP2, EMP3, EMP4 and EMP5, Business-properties-and</p>			

			<p>employment</p> <p>NCN3, NCN5 and NCN6 Nature conservation, where these are in conformity with the NPPF.</p> <p>RCN1-4 Outdoor leisure facilities</p>
<p>Page 23.</p>	<p>Modification 3: The remaining list of policies in the Twynning NDP could usefully become a guide to location with page numbers, but this is not a Basic Conditions issue, and I make no formal recommendation in this regard</p>	<p>Modification 3 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Page 23: Page # added to each Policy</p>
<p>Policies S1 and S2.</p>	<p>Modification 4: For reasons of clarity of purpose of this plan, and accuracy, I recommend that the section heading '<u>Strategic Policies</u>' is removed. Policies S1 and S2 to be renumbered and added to the section '<u>General Development Policies</u>'. <u>Explanatory text and justification to be altered as required to suit this amendment.</u></p>	<p>Modification 4 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Page 24: Heading 8 changed from Strategic to General Development Policies Change of S1 to GD1, S2 to GD2 and consequent changes to GD1 to GD3 on. Removal of heading 9- General development and first sentence in section 9. Removal of heading 10- General development policies. Change of heading 11- Housing growth to 9 and consequent changes to ongoing heading numbers.</p>

<p>Policy S1.</p>	<p>Modification 5: I recommend that the following changes are made to Policy S1 for clarity and accuracy, as required by the NPPF and NPPG:</p> <p>Policy S1 – New Housing Development in the open countryside</p> <p>Proposals for new housing outside of the development boundary, and not on allocated sites, in the open countryside will be supported if they meet one or more of the following criteria and comply with all other policy in the development plan:</p> <ul style="list-style-type: none"> a) Replacement dwellings; b) Rural exception housing to meet an identified Parish need in accordance with Tewkesbury Borough Council policy, taking account of other policies in this Plan; c) Agricultural and forestry dwellings; d) Where proposals would involve the re-use or conversion of an existing building and accords with the relevant development principles set out at Policy GD1. <u>(or relevant new number) or</u> 	<p>Modification 5 accepted subject to changing 'allocations' in new bullet point e to designations for residential development in line with the recommendations in modification 13.</p>	<p><u>Modifications to be made:</u></p> <p>Page 24, Policy S1:</p> <p>Renumber Policy to GD1, add and delete text recommended by Examiner –</p> <p>Proposals for new housing outside of the development boundary, and not on allocated sites, in the open countryside will be supported if they meet one or more of the following criteria and comply with all other policies in the development plan:</p> <ul style="list-style-type: none"> a) Replacement dwellings; b) Rural exception housing to meet an identified Parish need in accordance with Tewkesbury Borough Council policy, taking account of other policies in this Plan; c) Agricultural and forestry dwellings; d) Where proposals would involve the re-use or conversion of an existing building and accords with the relevant development principles set out at Policy GD13; or e) The future Local Plan for Tewkesbury identifies an additional need for further housing in Twynning as a service village beyond the allocations in this plan and the defined development boundary.
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<p>Policy S2.</p>	<p>e) The future Local Plan for Tewkesbury identifies an additional need for further housing in Twynning as a service village beyond the allocations in this plan and the defined development boundary.</p>	<p>Modification 6 accepted with one caveat:</p> <p>“• In the vicinity of School Farm Stables, current planning application 17/00959/FUL, the site to be added if planning permission gained, but otherwise the boundary to exclude the south west part of this site and existing barn. Boundary to be revised to continue along the field boundary of gardens to properties to the east of the site on Fleet road”</p> <p><u>Reason</u></p>	<p><u>Modifications to be made:</u></p> <p>Policy S, now GD2:</p> <p>as indicated on the Proposal Map in Appendix A, will be supported where it is consistent with other policies in the development plan. Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause significant harm</p> <p>Page 24, last Paragraph:</p> <p>The Parish Council supports the UK Sustainable Development Strategy and expects decision-makers to take into account the provisions and guidance of the strategy when assessing applications for new development The Development Boundary has been reviewed using the following criteria:</p> <ul style="list-style-type: none"> • It include sites where new development has been built, is under construction or has permission but was outside the existing development boundary: • It follows physical features and boundaries for clarity. <p>Appendix A map:</p>
<p>Modification 6: I recommend that the following alterations are made to Policy S2, its reasoned justification and appendix A, in order that the Twynning NDP complies with the Basic Conditions, is in general conformity with the development plan for Tewkesbury and the process of reviewing the development boundary is transparent and clear:</p> <p><i>Policy S2 – Development within the defined Development Boundary of Twynning Village</i></p> <p><i>Development within the defined Development Boundary, as indicated in on the Proposal Map Appendix A, will be supported where it is consistent with other policy in the development plan. Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause</i></p>	<p>Modification 6: I recommend that the following alterations are made to Policy S2, its reasoned justification and appendix A, in order that the Twynning NDP complies with the Basic Conditions, is in general conformity with the development plan for Tewkesbury and the process of reviewing the development boundary is transparent and clear:</p> <p><i>Policy S2 – Development within the defined Development Boundary of Twynning Village</i></p> <p><i>Development within the defined Development Boundary, as indicated in on the Proposal Map Appendix A, will be supported where it is consistent with other policy in the development plan. Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause</i></p>	<p>Modification 6 accepted with one caveat:</p> <p>“• In the vicinity of School Farm Stables, current planning application 17/00959/FUL, the site to be added if planning permission gained, but otherwise the boundary to exclude the south west part of this site and existing barn. Boundary to be revised to continue along the field boundary of gardens to properties to the east of the site on Fleet road”</p> <p><u>Reason</u></p>	<p><u>Modifications to be made:</u></p> <p>Policy S, now GD2:</p> <p>as indicated on the Proposal Map in Appendix A, will be supported where it is consistent with other policies in the development plan. Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause significant harm</p> <p>Page 24, last Paragraph:</p> <p>The Parish Council supports the UK Sustainable Development Strategy and expects decision-makers to take into account the provisions and guidance of the strategy when assessing applications for new development The Development Boundary has been reviewed using the following criteria:</p> <ul style="list-style-type: none"> • It include sites where new development has been built, is under construction or has permission but was outside the existing development boundary: • It follows physical features and boundaries for clarity. <p>Appendix A map:</p>

	<p><i>significant harm and respects existing patterns of development, such as open spaces that contribute to the key characteristics of the village.</i></p> <p>Delete the final paragraph on <u>page 24, and replace with the following:</u></p> <p>The Development Boundary has been reviewed using the following criteria:</p> <ul style="list-style-type: none"> • It include sites where new development has been built, is under construction or has permission but was outside the existing development boundary; • It follows physical features and boundaries for clarity. <p><u>Appendix A map and revised development boundary to be amended as follows:</u></p> <ul style="list-style-type: none"> • <u>Willowend on Brockbridge Road to be excluded from the development boundary as it is not adjacent to any part of it and separated by land in agricultural use. This takes into account the outline permission 14/01081/OUT,</u> 	<p>The application is for: An extension to the residential development within the existing (Local Plan to 2011) residential settlement boundary; The retention of the existing barn, which also currently sits within the residential settlement boundary (LP2011); and A new stable building outside the current residential settlement boundary (LP2011).</p> <p>The application therefore mixes uses and whilst it is recommended for refusal in the event that it did receive planning permission we do not agree with the Examiner that the residential settlement boundary should be extended to include the stable buildings. In the event that the application is refused</p>	<ol style="list-style-type: none"> 1. Redraw to remove Willowend; 2. Redraw to remove existing barn; and 3. Revert to LP06 boundary around the Fleet Inn and Car Park.
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<p>Policy GD2.</p>	<p>which does not necessitate the inclusion of the site in this instance.</p> <ul style="list-style-type: none"> In the vicinity of School Farm Stables, current planning application 17/00959/FUL, the site to be added if planning permission gained, but otherwise the boundary to exclude the south west part of this site and existing barn. Boundary to be revised to continue along the field boundary of gardens to properties to the east of the site on Fleet road; Revision to boundary that includes the car park to Fleet Inn to be removed and existing boundary from the adopted Local Plan to be retained at this location. 	<p>we would agree that the boundary should be revised to continue along the field boundary of gardens to properties to the east of the site, which would remove the existing barn from the residential settlement boundary.</p> <p>In considering the use classes of the different parts of the site we recommend following the Examiners recommendation to exclude both the existing barn and the proposed stables from the residential settlement boundary as recommended by the Examiner.</p>	
	<p>Modification 7: In order that the policy is clear and deals with land-use issues I recommend the following alterations to Policy GD2: The use of the word 'views' in bullets 1 and 6 shall be replaced by the following qualifying and</p>	<p>Modification 7 accepted.</p>	<p><u>Modifications to be made :</u></p> <p>Policy GD2, now 4, bullet point 1:</p> <p>Development shall respect the local landscape quality and ensure that important public views are maintained wherever possible (See Appendix B). Development shall be of a height, massing and appearance that does not adversely affect key distinctive important public views</p>

<p>descriptive text: "important public views". <u>The title of Appendix B to be altered as follows:</u> Appendix B – Areas that are defined as Important for their public views in the parish.</p>		<p>Policy GD2, now 4, bullet point 6: New development proposals likely to affect distinctive important public views will be expected to be supported by impact assessments and scaled drawings setting out how the development meets the above policy objectives. The level of detail contained within such assessments shall be commensurate with the scale of development proposed</p> <p>Appendix B, Title: Areas that are defined as Important for their public views in the parish</p> <p>Page 18, Paragraph 4: Important strategic public views are to be protected in and out of the Parish.</p> <p>Page 26, paragraph 5: New buildings should respect important public views in and out of streets and settlements.</p>
<p>Page 31 justification Policy GD3.</p>	<p>Modification 8: The justification for Policy GD3 is recommended to include the following sentence after the fourth paragraph of page 31 for clarity of meaning as required by the NPPF (para 154): "Smaller areas and subdivision of parking areas are considered within the context of Twynning Parish to normally cater for no</p>	<p><u>Modifications to be made:</u> Page 31, Paragraph 4: Added 'Smaller areas and subdivision of parking areas are considered within the context of Twynning Parish to normally cater for no more than two or three vehicles each'</p>

<p>Policy GD4.</p>	<p>more than two or three vehicles each.”</p> <p>Modification 9: <u>I recommend that for clarity of purpose the policy is worded as follows:</u> “Development proposals will need to demonstrate that they will not lead to unacceptable levels of noise, general disturbance, smell, fumes, loss of daylight or sunlight, loss of privacy or have an overbearing effect on neighbouring properties.”</p>	<p>Modification 9 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Policy GD4, now 6: Added ‘on neighbouring properties’</p> <p>Policy GD4, title: Policy GD46 – Effect on neighbouring properties nearby residents</p>
<p>Policy GD5.</p>	<p>Modification 10: In order that the Basic Conditions are met with regard to clarity of policy I recommend the following alterations to the justification for this policy and its presentation: <u>The policy to be written continuously or, if split over pages and by a picture, to indicate with a new heading that it is a continuation of Policy GD5.</u> <u>The following paragraph to be added to the policy justification on page 34:</u> “Sustainable water issue solutions in an area with a high water table include the planting of trees and woodland. Excess</p>	<p>Modification 10 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Policy GD5, now 7, second part: Added ‘Policy GD7 – Water resources, quality and flood risk. Cont.’ as a heading or move picture to after policy if formatting allows.</p> <p>Page 34, Supporting text: Added new paragraph ‘Sustainable water issue solutions in an area with a high water table include the planting of trees and woodland. Excess water and potential flooding will be alleviated due to the trees’ need for considerable volumes of water, particularly in their mature state’</p>

<p>Policies GD6 and GD7.</p>	<p>water and potential flooding will be alleviated due to the trees' need for considerable volumes of water, particularly in their mature state."</p> <p><u>Modification 11: Policies GD6 and GD7 are recommended to be amalgamated and read as follows:</u></p> <p>"Development that would create an unacceptable level of light pollution will not be supported. Exceptional circumstances for reasons of safety will require clear and evidenced justification. Light pollution must be considered at an early stage of the design process for all developments and minimised throughout the proposal's design evolution.</p> <p>And</p> <p>Except for reasons where there is an over-riding justification related to matters of safety and security, street and flood lighting outside of the Parish settlement areas will be resisted. Within the Parish settlement areas, only minimum levels of lighting consistent with safety and security requirements will be permitted.</p> <p>All new development proposals, including the extension of existing buildings or the change of use of buildings, shall include information that fully defines lighting schemes in detail, including the position of lighting, light</p>	<p>Modification 11 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Policies GD6 and GD7, now Policy GD8:</p> <p>Amalgamation –</p> <p>Development that would be likely to lead to an unacceptable level of light pollution will be resisted. Exceptional circumstances for reasons of safety will require clear and evidenced justification. Light pollution must be considered at an early stage of the design process for all developments and minimised throughout the proposal's design evolution.</p> <p>And</p> <p>Except for reasons where there is an over-riding justification related to matters of safety and security, street and flood lighting outside of the Parish settlement areas will be resisted. Within the Parish settlement areas, only minimum levels of lighting consistent with safety and security requirements will be permitted.</p> <p>All new development proposals, including the extension of existing buildings or the change of use of buildings, shall include information that fully defines lighting schemes in detail, including the position of lighting, light</p>
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<p>Policy GD8.</p>	<p>“Light pollution should be considered at an early stage of the design process for all developments and minimised throughout the proposal’s design evolution. Street lighting is encouraged to be limited to areas of habitation and other activity, and its visual impact and lighting impact be minimised as far as safety allows.”</p>		<p>level, style of lanterns/lamps and columns/supporting structures.</p> <p>To</p> <p>Development that would create an unacceptable level of light pollution will not be supported. Exceptional circumstances for reasons of safety will require clear and evidenced justification. Flood lighting outside of residential areas will not normally be permitted. Within residential areas, external lighting will be expected to be minimised as far as safety and security requirements allow.</p> <p>All new development proposals with significant external lighting proposals should provide technical details of that scheme such that its impact on light pollution can be properly assessed</p>
<p>Policy H1.</p>	<p><u>Modification 12: Policy GD8 is recommended to be amended as follows:</u> <i>“New developments and associated infrastructure and any associated road schemes, should be encouraged to include minimise the visual impact of street signage, markings, accessories and other roadside paraphernalia so that they are appropriate to the rural setting of the parish and do not result in an adverse impact upon the character and appearance of its the locality.”</i></p> <p><u>Modification 13: Policy H1 is</u></p>	<p>Modification 12 accepted.</p> <p>Modification 13 is</p>	<p><u>Modifications to be made:</u></p> <p>Policy GD8, now 9:</p> <p>New developments, and any associated road schemes, should infrastructure are encouraged to include minimize the visual impact of street signage, markings, accessories and other roadside paraphernalia so that they are which is appropriate to the rural setting of the parish and that will do not result in an adverse impact upon the character and appearance of it’s the locality</p> <p><u>Modifications to be made:</u></p>

	<p>recommended to be amended so that line 2 of the first paragraph reads 'two sites are allocated designated for residential development...'</p>	<p>accepted.</p>	<p>Policy H1: allocated designated Policy S, now GD1, Paragraph 1: allocated sites designated for residential development Policy S, now GD1, new bullet point e: designated for residential development rather than 'allocations' in modification 5 Page 11, Paragraph 5: This Plan, once formally adopted, will provide locally specific policies and site allocations designations to complement the strategic direction provided in the JCS. Page 24, Supporting text, Paragraphs 3 and 4: allocated housing sites designated for residential development and allocated sites designated for residential development respectively</p>
<p>Policy H2</p>	<p>Modification 14: In order that Policy H2 complies with government guidance on reasonableness of policy and planning law I <u>recommend that the following alterations are made to it:</u></p>	<p>Modification 14 is accepted.</p>	<p><u>Modifications to be made:</u> Policy H2: Permission will be granted for Residential development or redevelopment will be supported, provided if all of the following criteria and other development plan policies are</p>

<p>Policy H3.</p>	<p>“Permission will be granted for residential development or redevelopment will be supported, provided if all of the following criteria and other development plan policies are met:</p> <p>1. Where development is of an appropriate size, it includes a mix of housing in terms of dwelling size, type and tenure;</p> <p>2. Proposals for new dwellings, where appropriate, will be expected to provide a statement, setting out how the development meets the objectively identified needs.....</p> <p>Rest of the policy as existing.</p>	<p>Modification 15 accepted.</p>	<p>met:</p> <ol style="list-style-type: none"> The Where development is of an appropriate size, it includes a mix of housing in terms of dwelling size, type and tenure; Proposals for new dwellings, where appropriate, will be expected to provide a statement, setting out how the development meets the objectively identified housing needs.
<p>Policy H3.</p>	<p><u>Modification 15: I recommend that Policy H3 is amended as shown in order that it is reasonable and flexible:</u></p> <p><i>In order to meet objectively identified housing needs, an element of affordable housing will be sought as part of any housing scheme in accordance with the requirements of TBC’s adopted development plan policies. Where possible affordable housing is provided on-site it shall should provide for a mix that reflects</i></p>	<p>Modification 15 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Policy H3:</p> <p>Where possible affordable housing is provided on-site it shall should provide for a mix that reflects local housing need, and shall be fully integrated and evenly distributed throughout the development of which it forms a part.</p> <p>All affordable housing where appropriate will be subject to a planning obligation to ensure that:</p> <p>When when homes are allocated, priority is given to people with a local connection to Twynning Parish (i.e.).</p>

<p>currently living, working or with close family ties to the Parish).</p>		<p>local housing need, and shall be fully integrated and evenly distributed throughout the development of which it forms a part. All-Affordable housing where appropriate will be subject to a planning obligation to ensure that when homes are allocated, priority is given to people with a local connection to Twynning Parish (currently living, working or with close family ties to the Parish).</p>	<p>Policy LF2.</p>
<p><u>Modifications to be made:</u> Policy LF2: Policy LF2 – Twynning Village Development that supports the vibrancy and vitality of Twynning Village will be supported.</p> <p>Add new bullet point to NDP vision on Page 14 – Supporting development that maintains and enhances the vibrancy and vitality of Twynning Village</p> <p><u>Modifications to be made:</u> Policy E2: Development that enables home-working will be</p>	<p>Modification 16 is accepted.</p>	<p><u>Modification 16:</u> I recommend that Policy LF2 is deleted in order that the Plan and its policies comply with the Basic Conditions. <u>The wording of the policy to be adapted to another aim and objective for the Plan and added to the others on page 14.</u></p>	<p>Policy LF2.</p>
<p><u>Modifications to be made:</u> Policy E2: Development that enables home-working will be</p>	<p>Modification 17 accepted. Correction of 'policy' to 'policies' made to recommendation.</p>	<p><u>Modification 17:</u> I recommend Policy E2 is amended as follows: Development that enables home-working will be supported subject to complying with other policy in</p>	<p>Policy E2.</p>

	the development plan.		supported subject to complying with other policies in the development plan.
Policy E3.	<p><u>Modification 18: The first sentence of Policy E3 is recommended to be amended as follows:</u> <i>All New residential and employment development should will provide Superfast Broadband to all properties where possible.</i></p>	Modification 18 accepted.	<p><u>Modifications to be made:</u></p> <p>Policy E3, first sentence: All New residential and employment development should will provide Superfast Broadband to all properties where possible.</p>
Policy TP1.	<p><u>Modification 19: Policy TP1 is recommended to be amended as follows:</u> <i>Development will only be permitted when it can be demonstrated that any will not resulting cause a severe adverse traffic impact and increase in the volume of traffic within Twynning Parish that cannot be acceptably mitigated on traffic increase in the volume of traffic within Twynning Parish will not result in a severe impact, particularly where the road network is narrow and pedestrian traffic facilities inadequate.</i></p>	Modification 19 accepted.	<p><u>Modifications to be made:</u></p> <p>Policy TP1: Development will only be permitted where it can be demonstrated that any resulting will not cause a severe adverse traffic impact and increase in the volume of traffic within Twynning Parish that cannot be acceptably mitigated will not result in a severe impact, particularly where the road network is narrow and pedestrian traffic facilities inadequate</p>
Policy ENV1.	<p><u>Recommendation:</u> The additional information provided for four sites would usefully be inserted into the justification for the policy, but this is not a basic</p>	Recommendation accepted.	<p><u>Modifications to be made:</u></p> <p>Page 55, Paragraph 2, Bullet Points 1 to 5:</p>

	<p>conditions issue and I make no formal recommendation on this.</p>		<p>1) Upham Meadow and Summer Leasow (SSSI Site of Special Scientific Interest)</p> <p>2) Brockridge Common, a key wildlife site. An attractive open area registered as Common Land and also designated access land under the Countryside & Rights of Way act 2000. Contains examples of rare flora and fauna as identified in the Twyning Flora & Fauna List in the evidence submission. Crossed by public footpaths.</p> <p>3) Shuthonger Common. A mix of open pasture and wooded borders encompassing a disused railway line. A valuable habitat for a variety of wildlife. Crossed by footpaths.</p> <p>4) Hill End Common.</p> <p>5) Riverside Meadows between Twyning and Tewkesbury. Specifically identified in the Landscape Character Assessment for the Parish. The riverside meadows have several functions fulfilling the floodplane function and providing the habitat for important numbers of breeding waders and wildfowl. Significant views across to the Cotswold Escarpment and containing an important footpath between Twyning and Tewkesbury.</p>
<p>Page 54, 55 and Appendix D.</p>	<p>Modification 20: I recommend that Appendix D and reference to it is amended for clarity as follows: <u>Any area shown shaded but outside the neighbourhood plan area to be removed;</u> <u>Each of the areas listed to be protected to be shown by an area of shading not bisected by internal solid lines;</u></p>	<p>Modification 20 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Page 54: Remove map as included at Appendix D, now C.</p> <p>Appendix D: Rename to Appendix C -- including reference in Policy ENV1. Policy ENV1:</p>

	<p><u>'Appendix D' to be re-named as needed after other recommended modifications are made – specifically the removal of Appendix C.</u></p> <p><u>Policy ENV1 to not refer to a 'policies map', as it is the Appendix that has the relevant information.</u></p> <p><u>The justification on page 55 to not include mention of any sites that are outside the neighbourhood area.</u></p>		<p>Delete reference to 'The areas identified o in the Policies map' Appendix D C</p>
<p>Policy ENV2 and Appendix C.</p>	<p>Modification 21: I recommend that Policy ENV2 and its Appendix is amended as follows:</p> <p><u>Appendix C to be deleted and Policy ENV 2 altered to read:</u></p> <p><i>"Development proposals should ensure the retention of the open countryside between Twynning Village and Church End and not detract from this open and undeveloped character."</i></p>	<p>Modification 21 accepted.</p>	<p><u>Modifications to be made:</u></p> <p>Policy ENV2:</p> <p>Policy ENV2, title:</p> <p>Policy ENV2 – Significant-Gap Countryside between Twynning Village and Church End</p> <p>Policy ENV2, text:</p> <p>Development proposals should ensure the retention of the open character of the Significant-Gap countryside between Twynning Village and Church End and not detract from its open and undeveloped character.</p> <p>Appendix C:</p> <p>Deleted.</p>

Page 57, supporting text to Policy ENV2:

~~The Significant Gap is shown at Appendix C.~~ The purpose of maintaining ~~this gap~~ the open countryside between Twynning Village and Church End, which serves as a buffer or visual break between rural settlements is to protect the character and setting of the settlements and to provide additional protection to open land that may be subject to development pressures. The ~~designation helps~~ aim is to maintain a clear separation between Twynning Village and Church End in order to retain their individual identity. Acceptable development proposals for recreation will be supported providing proposals do not detract from the open and undeveloped character of the area.

From: Robert Stone [mailto:clerk@twyningvillage.co.uk]
Sent: 14 December 2017 13:48
To: Paul Hardiman
Subject: Re: Twyning NDP

Hi Paul,

Just to say I have done an email poll of TPC's Councillors to ask their view on the NDP resolution below before the Council meets next Tuesday evening.

Seven have responded. All are content.

Hope this helps with your 19/12 deadline.

Regards,

Robert

----- Forwarded Message -----

Subject:Re: URGENT
Date:Wed, 13 Dec 2017 12:35:44 +0000
From:Robert Stone
Reply-To:clerk@twyningvillage.co.uk
To:Paul Hardiman
CC:David Luckett , Denis Murray , Jeremy Horsfall , Bill O'Dell

Paul,

The weather postponed our meeting on Monday until the evening of the 19th.
I am very confident that TPC will approve the agenda item that I have inserted below.

Regards,

Robert

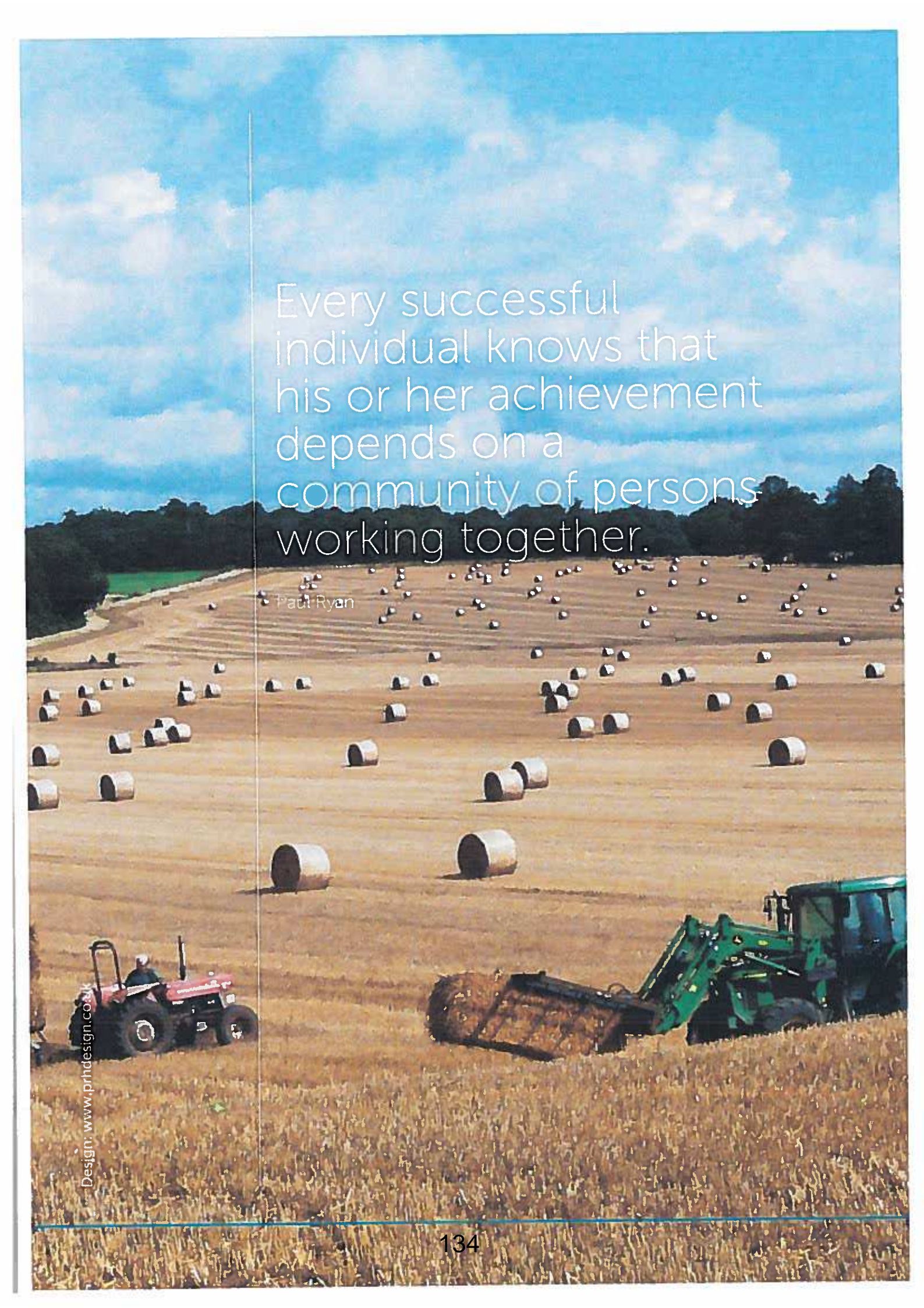
" That Twyning Parish Council accept the amendments made to the Twyning Neighbourhood Development Plan by the Examiner and those additional amendments made by Tewkesbury Borough Council as revised following discussion with the Twyning NDP team, and thereby permit TBC to take the NDP to Referendum"



Twyning Parish Neighbourhood Development Plan 2011-2031

January 2018

Safeguarding the quality of
life in Twyning...



Every successful individual knows that his or her achievement depends on a community of persons working together.

Paul Ryan

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Foreword

The Localism Act (2011) introduced Neighbourhood Planning into the hierarchy of spatial planning in England, giving local communities the right to shape future development at a local level. The Twyning Neighbourhood Development Plan (TNDP) must be in line with higher level planning policy, namely the 2012 National Planning Policy Framework (NPPF) and the adopted development plan that at present comprises the saved policies of the Tewkesbury Borough Local Plan to 2011. (adopted 2006) (TBLP)

In January 2014 Twyning Parish Council (TPC) was successful with its application to Tewkesbury Borough Council (TBC) to designate the Parish of Twyning as a Neighbourhood area.

The NDP reflects extensive consultations with the people of Twyning and others with an interest in the Parish, and the consideration that their views have been given. Community-wide comments, observations and concerns about Twyning Parish's future have been brought together with census information, strategic and statistical evidence into a 'living promise' that mirrors the community's desire to make Twyning Parish a better place to live and work, both now and in the future.

The NDP has been produced by a Neighbourhood Planning Steering Group including Parish Council members and community volunteers. Professional advice has been provided by Gloucester Rural Community Council (GRCC), TBC and Hunter Page Planning Ltd. (HPP).

Having undergone a 6-week period of public consultation, the Steering Group considered the representations made in producing the Submission (Regulation 15) version of the TNDP.

Tewkesbury Borough Council took the TNDP through a further statutory consultation stage before the plan was examined by an independent examiner who recommended that with amendments it could go forward to Referendum. The Amendments recommended by the examiner were considered by Tewkesbury Borough Council, prior to the Community Referendum. In a Referendum, if over 50% of those who vote recommend approval it can be 'made' (or adopted) by the Local Planning Authority (LPA), in this case Tewkesbury Borough Council.

Once adopted, the Twyning NDP forms part of the development plan for the designated Neighbourhood Area, which includes the Local Plan, the Waste Core Strategy and the

Paragraph 184 notes:

'Neighbourhood Plans should reflect these policies and neighbourhoods should plan positively to support them. Neighbourhood Plans and orders should not promote less development than set out in the Local Plan or undermine its strategic policies.'

Minerals Local Plan. The development plan is the starting point for deciding where development should be located and what standards are required.

Paragraph 184 of the Framework makes clear that Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan.

In addition, Paragraph 8 (2) of Schedule 4B of the Town and Country Planning Act 1990 outlines that Neighbourhood Plans must meet a set of basic conditions if it is to proceed to referendum. One of the basic conditions stipulates that Neighbourhood Plans must be in general conformity with the strategic policies contained in the development plan.

Once adopted, the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS) and the emerging Tewkesbury Borough Plan 2011 – 2031 (TBP) will form part of the development plan for Tewkesbury Borough. This Neighbourhood Plan has been informed by both the emerging JCS and the emerging TBP.

This Neighbourhood Plan is in general conformity with the strategic policies contained within the saved policies of the TBLP to 2011 (adopted 2006) which was the adopted development plan for the majority of its preparation. Whilst there was no policy requirement, at the time of preparation, to include emerging plans, this plan has been informed by them and once those emerging plans are adopted, the Twynning Neighbourhood Plan will need to be reviewed* to ensure it continues to be in general conformity with strategic policies contained within both parts of the new development plan.

*See glossary.
A review policy is proposed in the Neighbourhood Planning Bill

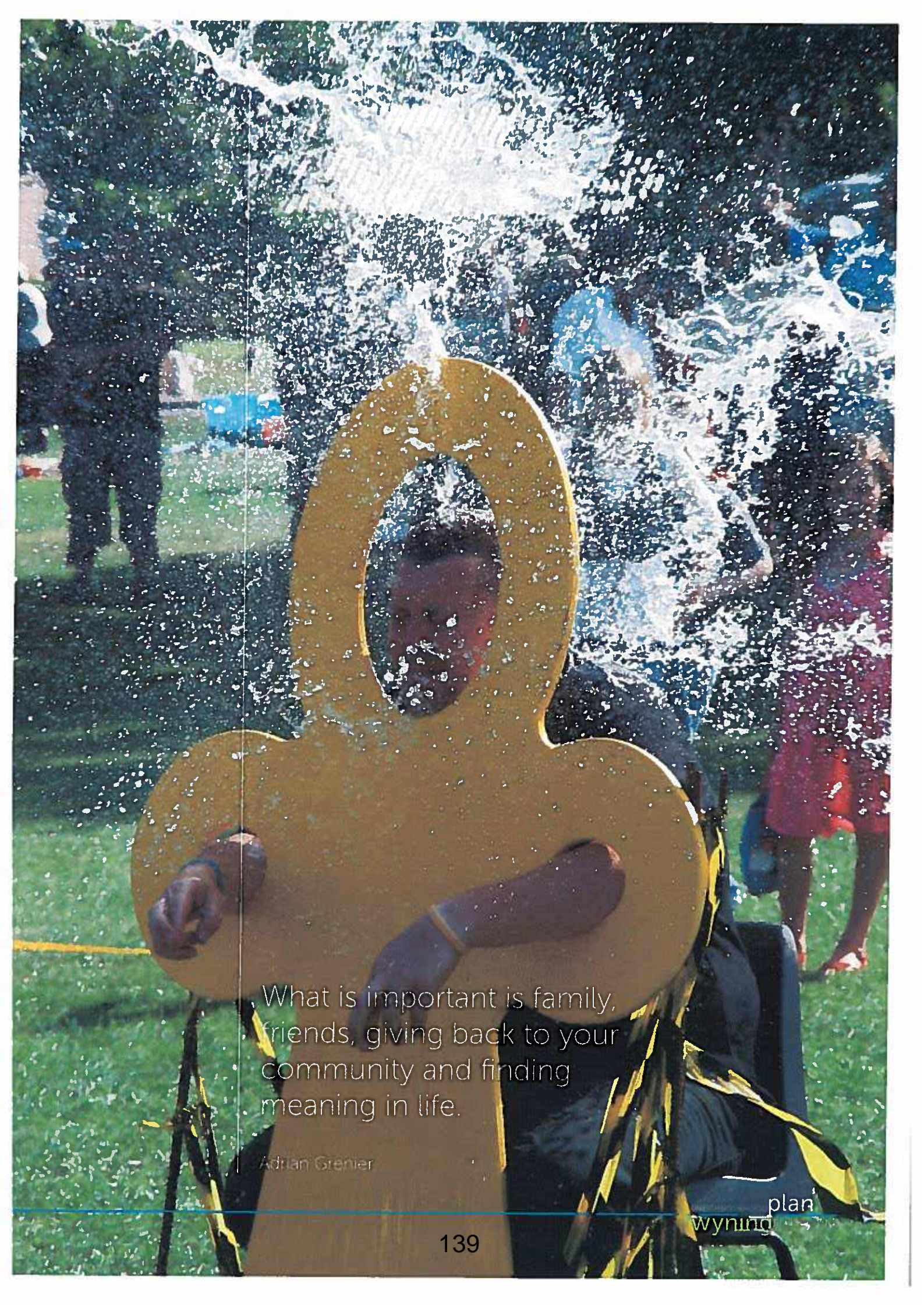
Introduction

The NDP aims to make Twynning Parish a better place to be, now and for future generations. It covers a 20-year time period from 2011 – 2031 and is in line with the JCS which was emerging during its preparation and the emerging TBP. Once adopted the Plan will be the subject of annual monitoring of its implementation by the Parish Council.

The NDP process enables communities to better shape their local area by informing how development takes place, influencing the type, quality, location and impact of that development, ensuring that change brings with it local benefit.

Neighbourhood Planning in general now provides an opportunity for local communities to have a real say over local decision making, to achieve its long-standing goals through the planning system and address the challenges facing the future vitality of the Parish. There is a considerable local appetite to seize that opportunity and shape Twynning Parish to meet its future needs.

The NDP is based on extensive research and influenced by robust engagement with the local community.

A man in a wheelchair is the central focus, holding a large, yellow, cutout of a person's head and shoulders. He is wearing a dark shirt and a yellow and black striped sash. Water is splashing over him and the cutout, creating a dynamic and celebratory atmosphere. In the background, other people are visible, some also wearing sashes, suggesting a parade or community event. The scene is set outdoors on a grassy area with trees in the distance.

What is important is family,
friends, giving back to your
community and finding
meaning in life.

Adrian Grenier

plan
wyning

Location

The Parish of Twyning is situated in the most northerly part of Gloucestershire and is some 4 miles north of Tewkesbury. The Parish is large and is comprised of the settlements of Twyning and Twyning Green (known hereafter as Twyning Village), Church End, Shuthonger, Stratford Bridge, Hill End, Whirly Grove, Showborough and Puckrup. The landscape of the Parish is characterised by the translation of the word Twyning as 'the place between'. The Parish lies between the River Severn and River Avon and connects the Cotswold escarpment of Bredon Hill to the east and the Malvern Hills to the west. It has the unique landscape designation 'Twyning Hills' and is additionally characterised as having riverside meadows and commons.



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Parish history

Around the year A.D. 740, already established and with a name, it was known as Tweoneaum; an 11th century charter records that in A.D. 814 it was called Bituinaeum; the Doomesday Book refers to it as Tvening; by 1777 it was known as Twinning but during the next two centuries it finally settled on the present form, Twyning. This is a contraction of the old English folk name derived from the original Bituinaeum, and means 'the folk living in the land between the rivers Severn and Avon'.

The original nucleus of the present community was an isolated mission lying in Gloucestershire as a possession of Winchcombe Abbey. The 1793 ordnance map records 'Abbots Court' or farm and 'Chad Well' both in the vicinity of Church End, Twyning, confirming the existence of the first community whose church was (and still is) dedicated to St Mary Magdalene. The pre-Reformation building was much restored in 1868 but conserves its perpendicular font, Norman Arch and south doorways; the tower too is perpendicular, and there is a 1575 alabaster tomb.

It is believed that in about 1348 in an effort to escape the Black Death, the settlement of Twyning Village was established. With a proper sense of the practical, the civic, commercial and agricultural growth of the village developed around Twyning Village, taking advantage of a fordable point in the Avon, near the confluence of a tributary, the River Fleet. The 'Deeds and Papers of Miss Hopton' recorded, in 1663, the existence of a means of transport across the Avon, with the description 'a ferry called Twyning's Fleet'.

A cursory study of some place names on the ordnance map suggests a widespread Parish, roughly pear-shaped, within its river boundaries. At the top lies Stratford Bridge (Stretforde in 1182), 'the ford on the Roman road'. This refers to the old road from Worcester to Tewkesbury across 'Ripple Brook'; it was also a salt-way of some importance. Lower down are more historic but familiar names, such as Puckrup, 'the goblin-haunted farmstead', the very same Puck of Shakespeare's 'Midsummer Nights Dream' and of Kipling's 'Puck of Pook's Hill'.

Twyning Parish profile*

Some 1560 people live in the Parish in 650 households, comprising 399 detached and 187 semi-detached houses, the remainder being terraced, flats or caravan style accommodation. At 58.4% the detached housing stock is significantly higher than the County Authority or the national average.

At 67% the figure of 783 economically active residents is slightly below the national average while 33% (385) are economically inactive. This figure reflects a higher than national average of residents who are retired.

*Statistics Source: Census 2011

1. Neighbourhood Plan background

The Neighbourhood Development Plan is a new type of planning document. It is part of the Government's new approach to planning, which aims to give local people more say about what goes on in their area. This is set out in the Localism Act that came into force in April 2011. Although the Government's intention is for local people to decide what goes on in their area, the Localism Act sets out some important requirements. One of these is that all Neighbourhood Plans must be in general conformity with higher level planning policy, namely the NPPF and the adopted Local Plan.

The NPPF embraces the 'presumption in favour of sustainable development' taking account of three critical roles:

- 1 an economic role, contributing to a strong, responsive, competitive economy;
- 2 a social role, supporting vibrant and healthy communities
- 3 an environmental role, protecting and enhancing our natural, built and historic environment.

The NPPF also recognises twelve core planning principles. Summarising, they are:

- 1 led by local plans which set out a vision for the future of the area;
- 2 enhance and improve the places where people live;
- 3 drive sustainable development;
- 4 secure a high quality of design and a good standard of amenity;
- 5 protect the diversity of different areas;
- 6 support the transition to a low-carbon future;
- 7 help conserve and enhance the natural environment;
- 8 encourage the re-use of land;
- 9 promote mixed use developments;
- 10 conserve heritage assets;
- 11 make full use of public transport, walking and cycling;
- 12 improve health, social and cultural wellbeing.

The NDP is designed to embrace these principles and roles of sustainable development and the twelve core planning principles, in so far as they can be applied to the Parish of Twynning.

**Emerging
Cheltenham,
Gloucester and
Tewkesbury Joint
Core Strategy**

The Plan is written having regard to the JCS, which contains a range of strategic policies relevant to the Neighbourhood Plan. The JCS in Policy SP2 identifies certain villages that are considered suitable to sustain further development. Twyning Village is one of those to be identified as a Service Village and is therefore expected to contribute towards meeting the housing needs of the Borough. The Draft Tewkesbury Borough Plan (February 2015) provided an indicative requirement of 75 dwellings for the village.

It is recognised that the figure of 75 dwellings is not a ceiling but takes account of the JCS Policy SP2 figures in determining the level of provision required. This Plan seeks to make housing provision that would exceed that number of dwellings.

The NDP is designed to be in general conformity with policies of the development plan, in so far as they can be applied to the Parish of Twyning. Once adopted, policies in the NDP will take precedence over existing non-strategic policies in the development plan for where they apply to the specific area covered by the NDP.

Paragraph 185 of the Framework states that

'...once a Neighbourhood Plan has demonstrated its general conformity with the strategic policies of the Local Plan and is brought into force, the policies it contains take precedence over existing non-strategic policies in the Local Plan for that neighbourhood, where they are in conflict. Local planning authorities should avoid duplicating planning processes for non-strategic policies where a Neighbourhood Plan is in preparation.'

**Emerging Tewkesbury
Borough Plan**

The NDP has regard to the emerging TBP being prepared and its evidence base, which covers the entirety of Tewkesbury Borough. This Plan, once formally adopted, will provide locally specific policies and site designations to complement the strategic direction provided in the JCS. The reviewed Local Plan will be called the Tewkesbury Borough Plan and will set out important issues for the Borough, including rural allocations for housing and policies to guide decision taking on planning applications, such as employment, the countryside and town centres.

'This NDP will need to be reviewed once the TBP has been adopted'.

Please see the Tewkesbury Borough Plan at:

www.tewkesbury.gov.uk/boroughplan

2. How the NDP was prepared

Residents and members of TPC, working as part of a Neighbourhood Planning Steering Group, have prepared the Twyning NDP. Support has been forthcoming from GRCC, TBC and HPP. The process has involved a number of key steps detailed below:

Raising awareness

In October 2013, following consultation on the JCS and the awareness that a new TLP was being prepared, a steering group was formed to discuss the creation and scope of the Neighbourhood Plan process. In the same month, the intention to form a steering group was announced in the Village Bulletin and parishioners were encouraged to join. Since October 2013 the community has been kept well informed about progress on the emerging NDP and how residents, employees and the owners/managers of businesses in the Parish could engage with the Plan process.

Twyning Neighbourhood Area designation

The NDP area was formally designated by TBC On the 8th January 2014 (see designated Neighbourhood Area map on page 8). The evidence and policies in the Plan predominantly concern Twyning Village, however there is a significant area with agricultural land uses as well as several smaller settlements including Puckrup and Church End.

Timetable of consultation and evidence gathering

During March and April 2014 a series of public meetings for residents and owners/managers of businesses were held to test support for a NDP, gather opinion on objectives and recruit members. Following this the Neighbourhood Plan website was established. A survey was conducted and the views of Twyning Primary School students, local businesses and the weekly Luncheon Club were sought. Updated information and progress reports were made public in further issues of the Parish Bulletin. The draft vision and objectives were formed and a major consultation exercise took place during the Annual Parish Fete.

By the end of December 2014 some 496 questionnaires had been returned,...

Throughout November 2014 a comprehensive survey was conducted when a 14 page questionnaire was delivered to every household in the Parish. The questionnaire evolved with the assistance of the GRCC and HPP.

By the end of December 2014, 496 questionnaires had been returned, 286 on paper, the rest online*. The results of the exercise were published in January 2015 in the Parish Bulletin and on the Parish NDP website which now includes a NDP forum section.

Over two weekends at the end of February and the beginning of March 2015, public consultations were organised in order to rank sites with potential for further development.

*Percentage figures quoted in the NDP are calculated from the 496 base figure.

Vision and Objectives

Through analysis of the findings of the consultation exercises and local evidence, the Steering Group drafted a Vision and Objectives document for inclusion in the NDP.

Draft Plan creation

Throughout the latter half of 2014 and early 2015 the Vision and Objectives proposals, responses to community engagement exercises and local evidence were used to develop the draft NDP. Consultants HPP were appointed to support this process.

From submission to adoption

The draft Neighbourhood Plan along with the Basic Conditions Statement, Consultation Statement and Environmental Statement were formally submitted to Tewkesbury Borough Council, as Local Planning Authority on 20th June 2017. A second round of consultation was undertaken by the LPA, on behalf of the Independent Examiner, from 26th June 2017 to 4th August 2017. The independent examiner checked that the plan meets the required basic standards and recommended changes to address any issues that would then allow the plan to go forward to a Referendum, in her final report received on 16th November 2017. The Borough Council are then required to organise a referendum provided the plan meets the basic conditions and complies with the required legislation, which ensures that the community has the final say on whether the Plan comes into force. People living in the Neighbourhood Area who are registered to vote in local elections are entitled to vote in the referendum. If more than 50% of people voting in the referendum support the plan, then the LPA must bring it into force.

3. Structure of the Plan

The Neighbourhood Plan sets out:

- The vision for the future of Twyning Parish
- The objectives of the Plan
- The Neighbourhood Plan policies.

Community Vision

The Community Vision for Twyning Parish was developed from a Community Consultation event and questionnaire surveys involving all parishioners and businesses in the Parish between February and October 2014. Two broad themes emerged: maintaining the character of the Parish and developing a sustainable community.

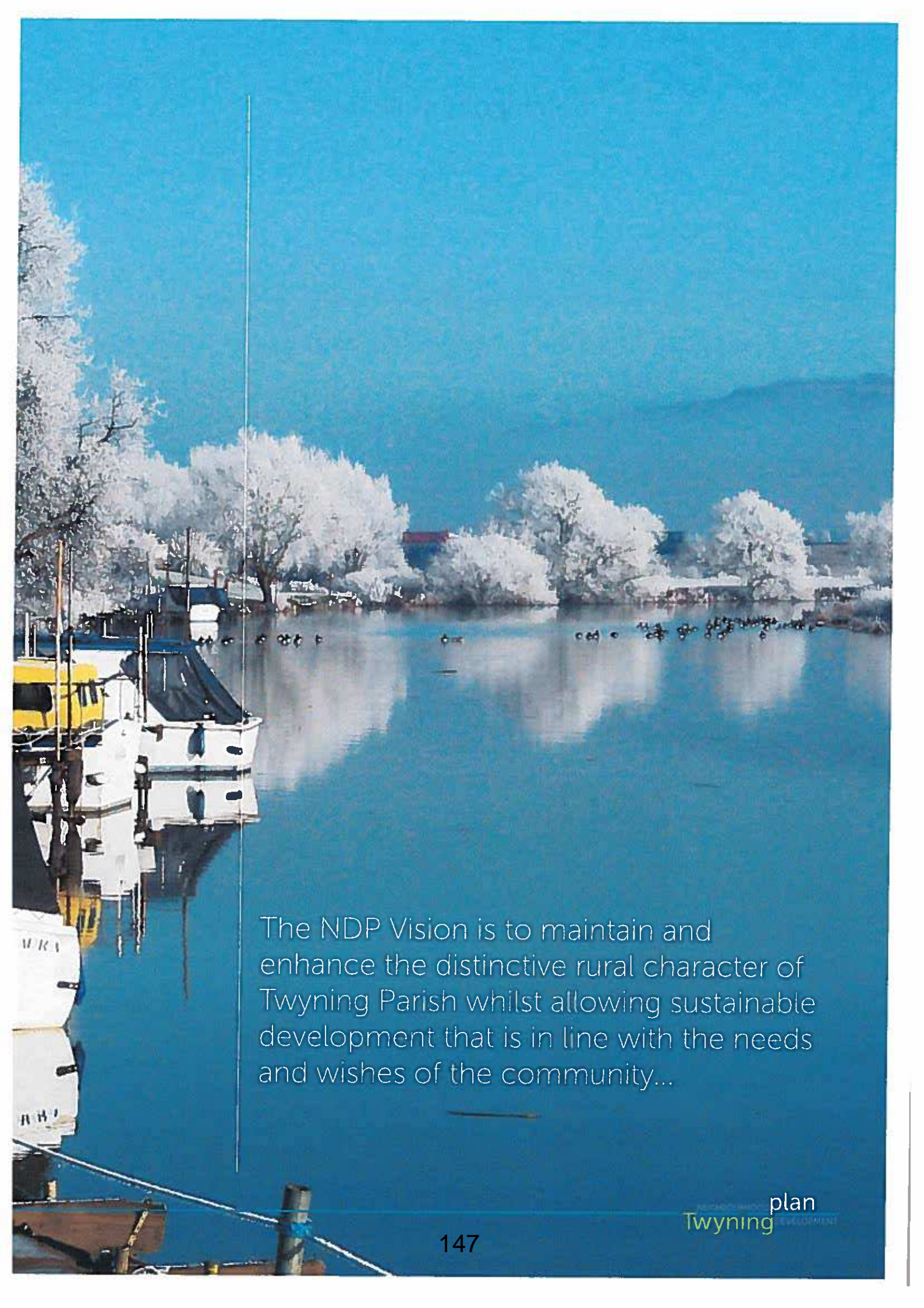
The Neighbourhood Plan Vision for Twyning

The NDP Vision is to maintain and enhance the distinctive rural character of Twyning Parish, whilst allowing sustainable development that is in line with the needs and wishes of the community.

The Plan will do this by

- Delivery of a housing growth strategy tailored to the needs and context of Twyning
- Supporting sensitive development that protects and enriches the landscape and built setting
- Sustaining excellent local facilities for existing and new residents
- Strengthening and supporting economic activity
- Supporting development that maintains and enhances the vibrancy and vitality of Twyning Village;
- Seeking ongoing improvements to transport, to utility infrastructure and to digital connectivity
- Prioritising local distinctiveness in every element of change and growth
- Protecting green space, the landscape and support nature conservation; and
- Involving local people on an ongoing basis in the process of plan making.

The NDP Vision is to maintain and enhance the distinctive rural character of Twyning Parish.



The NDP Vision is to maintain and enhance the distinctive rural character of Twynning Parish whilst allowing sustainable development that is in line with the needs and wishes of the community...

4. Community objectives

Maintaining the character of Twyning Parish

Twyning Parish is where:

A rural character and sense of 'community' has been maintained. The overwhelming view of local people is that the strengths of Twyning lie in a strong sense of community and an identity as a rural Parish. The overall vision for the NDP is to conserve this rural character evident in its settlements.

A rural Parish whose appearance has been preserved by the managed integration of new housing built to high standards of design. Twyning Parish has a wide range of listed buildings (heritage assets) that together create a distinctive rural setting. Although the main village of Twyning Village will grow, this rural and attractive character should be conserved for the benefit of residents and visitors alike.

A rural community that actively responds to environmental issues and seeks to protect and enhance its countryside landscape, wildlife habitats and biodiversity. In consultation events, the Community has expressed its commitment to landscape, nature conservation and protection of its local green open spaces. Residents have a close relationship with the open countryside: most live within 5 minutes' walk of the surrounding open countryside.

A rural Parish where current through-traffic and parking issues have been a cause for concern. The Community has expressed a clear wish to remain free of urban and suburban traffic management infrastructure. Nevertheless, increasing traffic volumes through and within Twyning Village pose significant problems, including the parking of cars. The Community supports management methods suited to a rural village that may combat these problems, as well as developments that promote public transport, walking and cycling, rather than use of the car.

... the Community has expressed its commitment to landscape, nature conservation and protection of its local green open spaces.



Developing a sustainable community

A rural community containing an integrated mix of people by age, gender, ethnicity, religion, sexual orientation and disability. Twyning Parish's strong sense of community rests on the successful integration of people with a wide range of personal characteristics. There is a low crime rate, a high participation rate in community events and a range of volunteer groups that provide care within the community. The community is committed to sustaining and developing these features.

It is the Plan's objective to encourage a mix of appropriate village uses to support and enhance the vibrancy of Twyning village centre.

A rural Parish, where the community recognises that some growth in its stock of housing is needed to take account of population growth. A mixture of housing types would maintain the broad age range of the community, whilst a phased expansion of new housing would maintain the strong sense of community.

A rural community whose varied educational, recreational, leisure and retail needs are met by a range of sustainable services and facilities. There is a need to ensure the sustainability of a range of different services, including shopping, recreation, leisure, health and education, through adaptation and development.

A rural community, that plays its part in reducing and mitigating environmental degradation and climate change. The community will seek to minimise traffic flows within Twyning Village, and retain and enhance wildlife habitats and corridors.



5. Strategy

Twynning Village will be prioritised as a thriving centre for local services and community infrastructure. Sustaining local businesses and improving local facilities is a key priority. Local community facilities will be supported.

Housing growth is to be accommodated in a sensitive way and the strategy for housing growth is explained later in this Plan.

A small number of in-fill houses could be accommodated within the development boundary which may provide new affordable housing opportunities. This can also help meet the housing number set out in the JCS for Gloucester, Cheltenham and Tewkesbury along with the Emerging TBP.

Important public views are to be protected in and out of the Parish. (Important views are shown on the map [Appendix B](#).) The NDP is also positive about new employment development of an appropriate scale taking place within the Parish.

Improved walking and cycling connections are promoted as an early action, with a priority given to the Twynning Village to Tewkesbury Avon riverside walk.

To achieve this, a thoughtful and innovative approach is required, with residents, landowners and developers taking a continuing interest in the future of Twynning Parish.

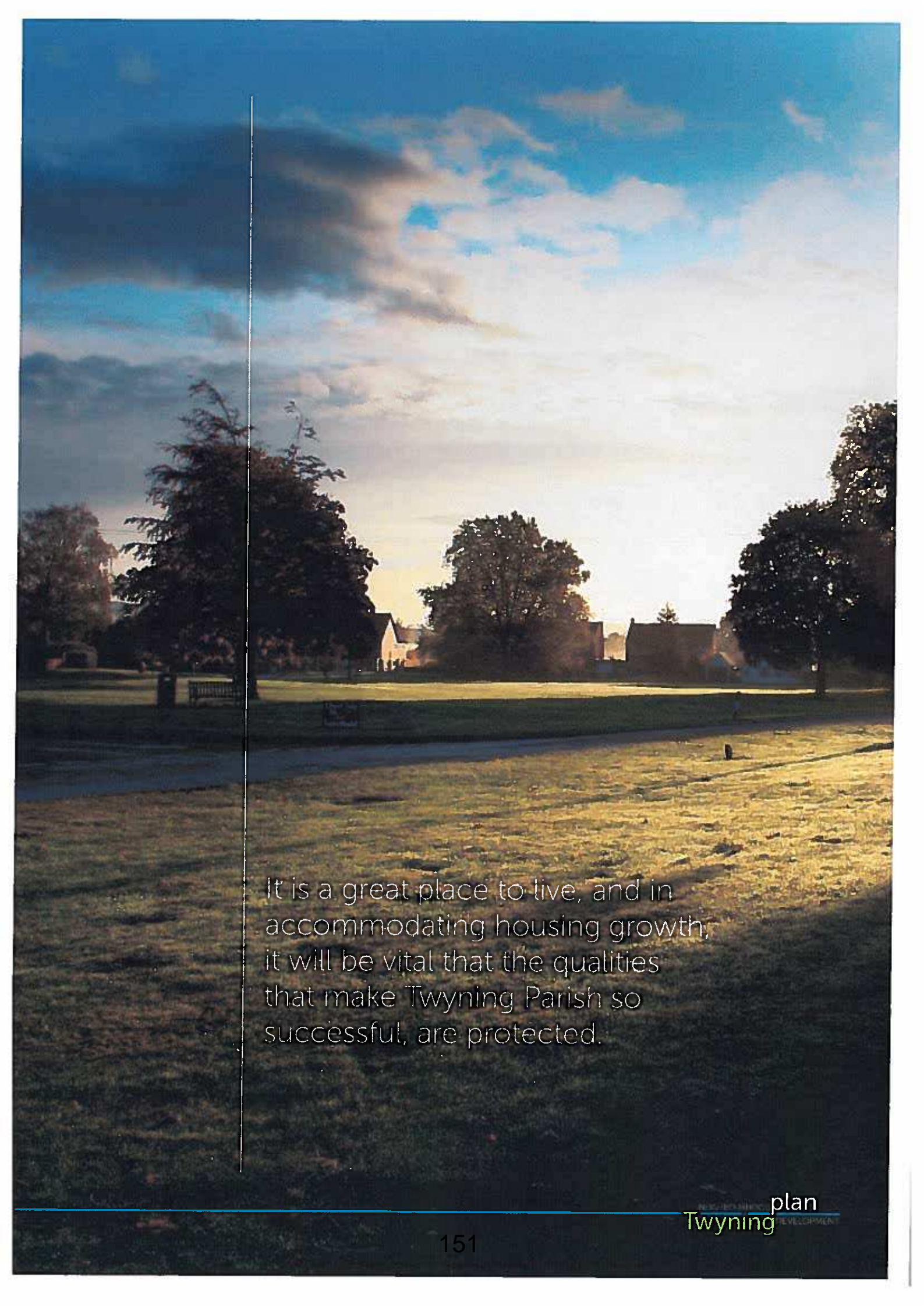
This is the approach adopted in the NDP and on the basis of this, Twynning Parish will look to engage positively with the statutory planning process to guide future development.

People living in Twynning Parish appreciate the special qualities the Parish possesses. It is a great place to live, and in accommodating housing growth, it will be vital that the qualities that make the Parish so successful are protected. Current residents accept that more people will want to come and live in Twynning Parish and this is important to any thriving and evolving community.

This NDP is not anti-development and the Community understands the need to accommodate housing growth. But there is great concern that new development in Twynning Parish could erode the very qualities that make the Parish special if it is not carefully managed in terms of its location and design. This next layer of growth for the Parish must create developments of quality which contribute to the character of the Parish and which provide local benefits. It must be more than an exercise in meeting housing supply 'numbers' by the addition of characterless estates on the rural fringes of the settlements more typical of suburban developments.

The objective, therefore, is to enable the provision of a choice of new homes to meet the needs of all sections of the community in a manner that respects the character of Twynning Parish.

People living in Twynning Parish appreciate the special qualities the Parish possesses.



It is a great place to live, and in accommodating housing growth, it will be vital that the qualities that make Twyning Parish so successful, are protected.

6. Neighbourhood Plan

Maintaining the character of Twyning Parish

All policies have been framed in the context of the NPPF and the saved policies of the TBLP and have regard to the emerging JCS and TBP.

Meeting Twyning Parish's social, economic and environmental needs

The following set of policies has been developed to manage the future development of Twyning Parish in order to achieve the vision, objectives and strategy of the NDP. Once 'made' the NDP will become part of the statutory development plan. This carries legal weight that the decision-taker needs to accord with unless material considerations indicate otherwise.

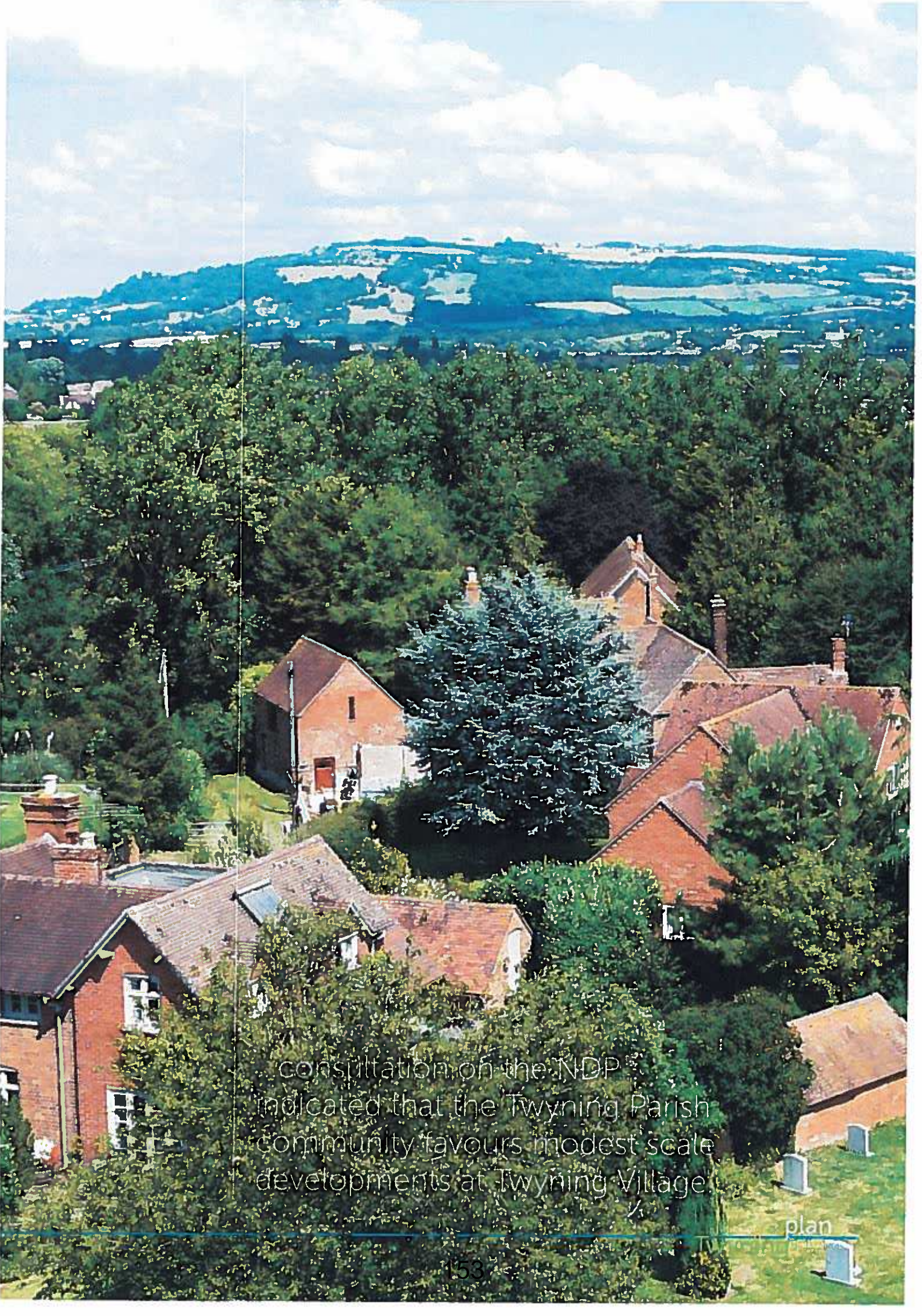
To reflect the results of the consultation events undertaken during the NDP preparation and evidence of local issues and characteristics, the policies are separated into six themes – General Development, Housing, Local Economy, Landscape and Environment, Local Facilities and Transport.

To aid interpretation for decision makers and applicants, each policy is accompanied by supporting text setting out the context for the theme and the local community's views on that subject. All policies have been framed in the context of the NPPF and TBLP and have regard to the JCS and emerging TBP.

Whilst the NDP is first and foremost a land-use document, the local community identified a number of issues falling outside of the planning system's remit during consultation events.

The Emerging JCS has designated Twyning Village as a service village. To accord with that designation, this Plan identifies a Development Boundary. The Boundary is included on the proposals map: 'Twyning Development Boundary' at Appendix A.

This follows from early consultation on the NDP that indicated that the Twyning Parish community favours modest scale developments at Twyning Village. The community is also conscious that enabling smaller scale development across the Parish may be necessary in exceptional circumstances.



consultation on the NDP
indicated that the Twynning Parish
community favours modest scale
developments at Twynning Village

plan

**Neighbourhood Plan
Policies**

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7. General development policies

Twyning Parish is recognised for its rural character and development seamlessly blending into the surrounding landscape. Unlike Twyning Village, the majority of the settlements in the Parish lack services, facilities, public transport and access to local jobs.

Consequently, these are not considered to be sustainable locations for development; therefore Development Boundaries have not been defined around them.

Policy GD1 – New Housing Development in the open countryside

Proposals for new housing outside the development boundary, and not on sites designated for residential development, in the open countryside will be supported if they meet one or more of the following criteria and comply with all other policies in the development plan:

- a) Replacement dwellings;
- b) Rural exception housing to meet an identified Parish need in accordance with Tewkesbury Borough Council policy;
- c) Agricultural and forestry dwellings;
- d) Where proposals would involve the re-use or conversion of an existing building and accords with the relevant development principles set out at Policy GD3; or
- e) The future Local Plan for Tewkesbury identifies an additional need for further housing in Twyning as a service village beyond the sites designated for residential development in this plan and the defined development boundary.

Outside of the development boundary, and away from the sites designated for residential development, new housing development in the open countryside will be strictly controlled, subject to any additional housing requirement being identified for Twyning Parish through the preparation of the Tewkesbury Borough Plan.

This policy seeks to focus development within the development boundary, on sites designated for residential development and in the open countryside only when meeting the requirements of Policy GD1.

It is about providing flexibility through future plan making if the need arises and prevents speculative development outside of the village.

The Development Boundary has been reviewed using the following criteria:

- It include sites where new development has been built, is under construction or has permission but was outside the existing development boundary;
- It follows physical features and boundaries for clarity.

Definition of Rural exception sites taken from NPPF Annex 2

Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Definition of the Plan Making Policy:

A development plan document adopted under the Planning and Compulsory Purchase Act 2004.

**Policy GD2 –
Development within the defined Development Boundary of Twyning Village**

Development within the defined development boundary, as indicated in Appendix A, will be supported where it is consistent with other policies in the development plan. Infill development will be supported where it is consistent with the principles of sustainable development, and does not cause significant harm and respects existing patterns of development, such as open spaces that contribute to the key characteristics of the village.

There was unanimous agreement in the NDP consultation results that the rural character of the village is important. 80% of respondents either agreed or strongly agreed that the level of new development should be small scale. In this context, small scale is defined as limited in density to that of the surrounding area.

Infill plots constitute land within existing built-up areas. However, if the rural character* of Twyning is to be retained, not all open spaces will be suitable for development. Infill plots typically relate to a street frontage, and to adjacent buildings and gardens. Each infill plot has a unique characteristic and when assessing proposals for development that fall within the defined development boundary, consideration will be given to ensure development does not undermine the appearance of the village centre and those aspects that define its unique rural character.

In accordance with other policies within this Plan, proposals will be expected to relate well to the topography and geography of a site and to acknowledge the pattern of historical use of that site. New buildings should respect important public views in and out of streets and settlements. The aim should also be to create new views and juxtapositions of elements that add to the variety and texture of the setting. Proposals for infill developments must respect their surroundings. High quality design, relevant to context, is the most important factor, and a contemporary solution that provides modern spaces, while at the same time considers the scale, materials, grain and elevational rhythm of its context may provide a better solution. Today's high-quality buildings are tomorrow's heritage.

For the purposes of this Plan, in the case of residential development Infill Development is defined as:

- a) Development which fills a restricted gap in the continuity of existing buildings where the site has existing building curtilages, normally residential, adjoining on at least two sides; and,

* See Landscape Character Assessment document in evidence.

- b) development of the site itself as a complete scheme and not the first stage of a larger development;

This section also establishes development principles in relation to landscape and biodiversity, residential amenity and infrastructure.

Background

Work has taken place over the years to define the shape and direction of future development as exemplified in the Twynning Parish Appraisal of 1991 and in the work that was undertaken to devise a Parish Plan that sadly failed to mature into a working document.

Twynning Parish contains a large number of trees that have preservation orders and it is important that their amenity value is not lost. All new developments as well as incorporating new tree planting and landscaping schemes, should be designed to safeguard existing trees.

Twynning Parish is off the mains gas network and most homes are heated by fuel oil or LPG gas. It is essential that all communities take action in their local area wherever possible, to tackle the national and global issue of climate change. In this context it is therefore essential that steps be taken to encourage developments that are more energy efficient and make use of opportunities to use green sources of energy wherever possible.

Community feedback

Consultation on the emerging NDP revealed the following general issues that have informed the objectives of the NDP. General development considerations that have been identified by the community are a need to:

- Protect and enhance the natural environment. 98% agreed.
- Retain the clear identities of settlements. 92% agreed.
- Take measure to avoid spoiling the rural and riverside views. 97% agreed.
- Provide easy and ready access to the countryside. 98% agreed.
- Development must not have an adverse effect on environmentally sensitive landscape and habitat. 96% agreed.

Development principles

The Parish and its settlements have distinctive surroundings and character. This should set a precedent for all new development to follow to be successfully accommodated into the Parish. Standard urban design will not be acceptable. The nature of existing development in Twyning Village will influence the form of any new development – good quality design is an important principle at higher level planning policy. Policy GD3 will establish these issues.

Policy GD3 – Development principles

New dwellings shall respect the local character and historic and natural assets of the surrounding area. Development that, through good design and use of suitable materials, reinforces local distinctiveness and a strong sense of place, will be supported. New development will be assessed having regard to the following criteria:

1. New development should reflect the historical growth that has shaped the distinctive character of Twyning Parish respecting the pattern of development, its grain, density and materials within the immediate area;
2. New buildings should not dominate or overwhelm the street scene in terms of their height, scale and massing;
3. New buildings, or extensions to existing buildings, shall be sited where they will respect the established development pattern of the area including any defined building line within the street;
4. Development that incorporates locally distinctive features will be supported.
5. The height, size and design of extensions to existing buildings, and the materials used shall be in keeping with the scale, character and appearance of the locality and its wider setting. Extensions to existing buildings which form part of a group, such as a terrace row or where there is a regular pattern to a group of detached buildings, shall respect the appearance of that group of buildings, for example, porches, roof pitches, chimneys, windows and dormer windows;
6. Existing boundary treatments of an area shall be retained and, where feasible, enhanced. In all developments, boundary materials and treatments shall be compatible with, and respectful of, the rural character and appearance of the locality;
7. Development shall take every opportunity to incorporate features that improve its environmental performance thereby reducing carbon emissions.

The landscape within the Parish has the unique character designation of Twynning Hills and Riverside Meadows. Its ancient ridge and furrow fields are a feature of the landscape. These areas contribute to local distinctiveness and the retention of their character is a key element in achieving sustainable development.

Whilst agriculture remains the principal land use in the Parish, the character of the local landscape is also defined by several smaller settlements each of which contain an impressive number of listed buildings, shown on next page.

These range from barns and houses to dovecotes, pigsties, gates and walls. A large part of Church End is designated as a conservation area, dominated by the Parish church. It is essential that these historic assets are protected.



Listed buildings

- Civil Administration Area
- Grade I
- Grade II
- Grade II*



Please see the append ces section to view this map at a larger size



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All new development shall respect the local landscape character, natural and ecological assets of the locality. Where possible development should take every opportunity, through design and suitable landscaping, to reinforce local distinctiveness and enhance the bio-diversity of the Parish. New development will be assessed having regard to the following criteria:

1. Development shall respect the local landscape quality and ensure that important public views are maintained wherever possible (See [Appendix B](#)). Development shall be of a height, massing and appearance that does not adversely affect important public views;
2. Features that are visually, ecologically or biologically important, or historically or culturally significant, shall be retained unless there are overriding reasons for their removal;
3. Where appropriate, proposals for new development shall be accompanied by a landscape strategy which will identify existing landscape features and set out measures to be taken to safeguard, and where appropriate enhance, existing trees, hedgerows and other landscape features. Development shall seek to retain and manage existing woodland areas, in-field trees, boundary trees and hedgerows. Removal of such features will be resisted;
4. Development will normally be expected to protect and enhance existing ecological corridors and landscape features for their biodiversity value. New development should avoid causing harm to the network of local ecological features such as watercourses, ponds, hedgerows and tree lines. If resulting harm cannot be avoided, adequately mitigated or, as a last resort, compensated for, then permission will not be granted;
5. New roads associated with all new development shall incorporate grass verges where appropriate in order to maintain the rural character of the Parish and to provide wildlife habitat;
6. New development proposals likely to affect important public views will be expected to be supported by impact assessments and scaled drawings setting out how the development meets the above policy objectives. The level of detail contained within such assessments shall be commensurate with the scale of development proposed.

Provision for vehicles

Parking is an issue regularly raised as a concern within the community; both in terms of the limited availability of on-street car parking and the nuisance caused by inconsiderate car parking. The provision of adequate parking for both residents and visitors, particularly in Twyning Village, within any new development is therefore essential. It is also important to ensure that new developments do not have a negative impact on existing parking arrangements.

Each development proposal will come with its own parking needs. Those needs will vary in light of the type, mix and use proposed, the accessibility of the development, the availability of and opportunities for public transport and local car ownership levels. Public transport services are limited at Twyning and car ownership levels are high. It is not the aim of the NDP to set a local parking standard, instead new dwelling proposals should be accompanied by an assessment of parking needs that are informed by the issues above.

In the context of Policy GD5, this means that spaces should be provided within the development at a level informed by an assessment of parking provision and that overspill parking onto the public highway is to be avoided.

Policy GD5 also seeks to prevent large expanses of hard surfaces in prominent and sensitive locations to help meet the vision and objectives of the plan. Smaller areas and subdivision of parking areas are considered within the context of Twyning Parish to normally cater for no more than two or three vehicles each.

Policy GD5 – Provision for vehicles

Where possible new residential and business developments should include off-street parking. Car parking and new roads shall be achieved in a way that does not detract from the character and appearance of the area. Parking provided within the residential curtilage of a residential dwelling should be to the side of dwellings and behind the building line, where possible. The requirements of the motor vehicle will not be the overriding criteria when considering the design and layout of new developments. Car parking areas should be sub-divided into smaller areas and be appropriately landscaped.

Dwelling development proposals should be accompanied by an assessment of parking needs, and car parking spaces should be provided within the development at a level informed by that assessment.

Effect on nearby occupants

The effect of a development on the amenity of any residents or occupiers of adjacent land who may be affected is a material planning consideration. Residents' amenity can be harmed in a number of ways, but they all involve the disruption of their daily life in one way or another. Harm is likely to arise from a development which would lead to an unacceptable level of noise, general disturbance, smell, fumes, loss of daylight or sunlight, loss of privacy or have an overbearing effect.

The residents of Twynning Parish currently enjoy a good level of residential amenity, therefore the community seeks to restrict development which would have an adverse impact on these factors, which would help meet the overriding objectives of sustainable development.

Policy GD6 – Effect on neighbouring properties

Development proposals will need to demonstrate that they will not lead to unacceptable levels of noise, general disturbance, smell, fumes, loss of daylight or sunlight, loss of privacy or have an overbearing effect on neighbouring properties.

Infrastructure capacity

New development will have some impact on the existing, and the need for new, infrastructure, services and amenities. Sometimes these impacts can be detrimental and so developers must expect to contribute towards the cost of providing additional infrastructure. Support will be given to developments that do not cause adverse impacts on specific infrastructure.

Policy GD7 – Water resources, quality and flood risk

New development will be required to incorporate Sustainable Drainage Measures (SuDs) in accordance with the most up to date version of the CIRIA SuDs Manual or any other industry best practice guidance superseding or replacing that document. This should be informed by specific catchment and ground characteristics, and will require the early consideration of a wide range of issues relating to the management, long term adoption and maintenance of SuDs. Irrespective of the need for development proposals to be accompanied by a Flood Risk Assessment, a Drainage Assessment will be expected to be undertaken and submitted with all applications for built development in order to demonstrate how surface water will be managed to prevent the potential impact of flooding to and from the site.

Development proposals will need to demonstrate that they will not lead to an adverse impact on the foul water drainage infrastructure, sewage treatment systems and surface water drainage infrastructure. Planning permission will not be granted to any development that would be likely to lead to an adverse impact on the foul water drainage infrastructure or surface water drainage infrastructure.

Applications and proposals that relate specifically to reducing the risk of flooding (e.g. defence/alleviation work, retro-fitting of existing development, off site detention / retention basins for catchment wide interventions) will be supported.



Twynning floods, 2007

For developments in areas with known surface water flooding issues, appropriate mitigation and construction methods will be required.

Policy GD7 –
Water resources,
quality and flood risk
(continued)

For developments in areas with known surface water flooding issues, appropriate mitigation and construction methods will be required. New development in areas with known ground and surface water flooding issues will seek to provide betterment in flood storage and to remove obstructions to flood flow routes where appropriate. Development will need to demonstrate:

1. Conservation and enhancement of the ecological flood storage value of the water environment, including watercourse corridors;
2. The opening up of, where appropriate and where safe and practicable, any culverted watercourse to provide infrastructure which benefits the whole community;
3. Improvements to water efficiency through incorporating appropriate water conservation techniques including rainwater harvesting and grey water recycling;
4. Use of the natural environment, including woods and trees, to deliver sustainable water issue solutions.

Parts of Twyning Parish sit on an Environment Agency designated Secondary A Aquifer in an area of Gloucestershire that is hydraulically sensitive. In order to capture the nature of the risk, the Parish Council commissioned a Hydrological Appraisal that is presented in the NDP evidence ([Enzygo Flood and Hydrology Report](#)). It is essential that all new developments address this issue in detail, the requirements for which are identified in this policy.

Sustainable water issue solutions in an area with a high water table include the planting of trees and woodland. Excess water and potential flooding will be alleviated due to the trees' need for considerable volumes of water, particularly in their mature state.

Light pollution

Obtrusive lighting can be both an environmental and intrusive visual nuisance arising predominantly from glare and light spillage. Light pollution in the countryside can lead to a suburban feel, losing the sense of distinctiveness associated with the countryside. The neighbourhood development plan seeks to ensure that light pollution is kept to a minimum and includes a policy which aims to achieve this.

Street lighting and lighting on buildings

Twynning Parish currently sits as a rural community in the heart of the Tewkesbury Borough countryside. The overriding vision for Twynning Parish is to maintain the character of the area. Unsuitable levels of street lighting and lighting associated with individual buildings would have an adverse impact on the character of the Parish currently enjoyed by the community and as such requires some consideration for general development proposals.

Policy GD8 – Lighting

Development that would create an unacceptable level of light pollution will not be supported. Exceptional circumstances for reasons of safety will require clear and evidenced justification.

Flood lighting outside of residential areas will not normally be permitted. Within residential areas, external lighting will be expected to be minimised as far as safety and security requirements allow.

All new development proposals with significant external lighting proposals should provide technical details of that scheme such that its impact on light pollution can be properly assessed.

Street paraphernalia

The Twynning Parish community has identified the desire to retain the character of the Parish. It is considered that street paraphernalia of prominence can have a serious adverse impact on the character of this rural area, detracting from the important visual surroundings already in place.

Policy GD9 – Street paraphernalia

New developments, and associated infrastructure are encouraged to minimise the visual impact of street signage and other roadside paraphernalia so that they are appropriate to the rural setting of the parish and do not result in an adverse impact upon the character and appearance of the locality.

8. Housing growth

Background

The best communities have developed through incremental growth that harmonises with the existing character of their setting and buildings.

There are currently 658* dwellings and 110 residential caravans in the Parish of Twyning. 470 are located in Twyning Village whilst the remainder are spread around the Parish in smaller settlements including Hill End, Church End, Shuthonger, Stratford Bridge, Whirly Grove, Showborough and Puckrup.

This NDP has been prepared, taking into account the latest figures from the Objectively Assessed Housing Need (OAHN) for Tewkesbury Borough, which sits within the context of the Gloucestershire housing market area. Derived from the Interim Report on the JCS by the Planning Inspector, the housing requirement for Tewkesbury is set at 9899 and brings the new OAHN figure for the period 2011-2031 to 35,175. It is against this figure that the 5-year housing land supply is calculated. Consequently, it is on that basis that the Neighbourhood Plan's housing needs have been considered.

For the purposes of providing sufficient homes the JCS Policy SP2 sets out a spatial strategy to delivering housing that primarily seeks to concentrate new development in and around the existing urban areas of Cheltenham and Gloucester and elsewhere in Tewkesbury Borough, following a hierarchical approach to allocating housing by identifying Tewkesbury Town, Rural Service Centres and Service Villages as locations for lower levels of housing development. Twyning is a settlement that has been identified in the JCS as a Service Village. Together these Service Village settlements are expected to accommodate 880 homes over the planning period. This figure has been derived through a consideration of historic housing delivery across the rural parts of the Borough along with an uplift to provide flexibility and a boost to housing supply.

As a Service Village, it is accepted that Twyning needs to provide for a share of the need for new homes that the JCS identifies and which is likely to be confirmed within the emerging TBP. An indicative housing disaggregation process has been undertaken by TBC. The methodology followed the requirements in the emerging JCS (Policy SP2) and derived figures for each Service Village proportional to their size and function, and also reflecting their proximity and accessibility to Cheltenham and Gloucester. The further requirement under JCS Policy SP2 to be taken into account relates to environmental, economic and social considerations.

With the above in mind, the Borough Council's Rural Settlements evidence paper, submitted to the JCS Examination, identifies an 'indicative disaggregated requirement' of 75 dwellings attributed to Twyning to be delivered between 2011 -2031.

In the opinion of the NDP Steering Group the best communities have developed through incremental growth that harmonises with the existing character of their setting and buildings. It is essential that this continues to be the case in Twyning Parish. The supply of new homes in Twyning Village and the wider Parish must be realised in accordance with the distinctive features, scale and grain of the local area. Housing sites must be carefully considered and will only be acceptable where they reflect these principles and are consistent with the NDP taken as a whole.

*2011 census

At a public consultation the public were asked to prioritise a number of sites that were, in the main, consistent with those identified in the TBC Strategic Housing Land Availability Assessment.

The community recognises that housing development can sometimes bring wider benefits, such as the redevelopment of brownfield sites, securing the on-going use of a building and providing much needed affordable homes.

Community feedback

Consultation on the emerging NDP revealed the following key points in relation to housing that the policy seeks to address:

- A variety of building styles to add to the character of the Parish. 89% agreed.
- Be limited to 10 new homes over the next 20 years. 12% agreed.
- Be limited to 11-30 new homes over the next 20 years. 34% agreed.
- Be limited to 31-60 new homes over the next 20 years. 34% agreed.
- Housing needs to be met by one large scheme. 88% disagreed.



Housing policies

Policy H1 – Housing Site Designations

To support the sustainable development of Twyning Village as a Service Village up to 2031, two sites are designated for residential development as shown on the proposals map at [Appendix E](#). Those sites are referenced:

Site A – Land adjacent to caravan park. Indicative capacity: 22 dwellings.

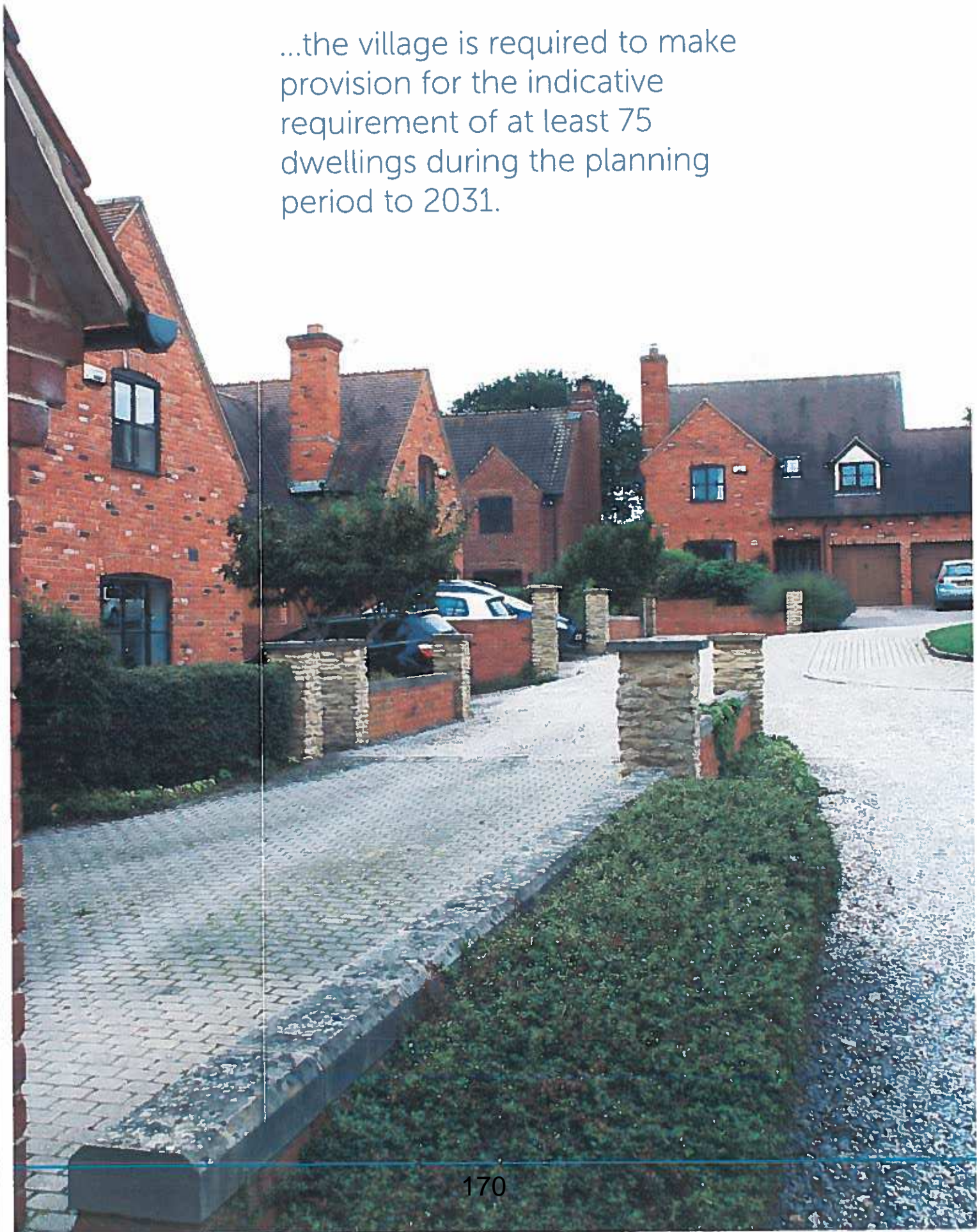
Site B – Land South of Brockeridge Road. Indicative capacity: 58 dwellings.

The sites have been identified following extensive community consultation and these parcels have been identified on the basis of their deliverability, i.e. permission having already been granted. It should, perhaps, be noted that the purpose of identifying them as development sites in this NDP is to ensure that completions materialise under the current permissions.

In addition, Policy GD2 of this plan is permissive of organic growth by way of infill development within the defined development boundary shown on the proposals map at [Appendix A](#) of this Plan. There has also been a net increase of 4 new dwellings within the Parish since 2011 and further developments are either underway or in the planning process.

Policies GD2 and H1 will together ensure that the emerging TBP housing requirement for Twyning is met. By exceeding the indicative strategic housing requirement and ensuring the flexibility to respond to changes required as a result of the adoption of both the JCS and TBP in the future, this plan demonstrates it has been 'positively prepared'.

...the village is required to make provision for the indicative requirement of at least 75 dwellings during the planning period to 2031.



Policy H2 – Housing standards, design and mix

Residential development or redevelopment will be supported, if all of the following criteria and other development plan policies are met:

1. Where development is of an appropriate size it includes a mix of housing in terms of dwelling size, type and tenure;
2. Proposals for new dwellings, where appropriate, will be expected to provide a statement, setting out how the development meets the objectively identified housing needs. In addition such development will be supported by a landscape design statement that sets out how the proposed development responds to its landscape setting. The level of detail contained within supporting statements shall be commensurate with the scale of development proposed;
3. Appropriate areas of open space around dwellings are provided to each property, so as to ensure reasonable privacy, daylight, and adequate private outdoor living space. Where other types of residential accommodation are proposed, an appropriate level of amenity space to serve the scheme as a whole is provided.

Affordability remains a key housing issue for Twyning Parish and there is a compelling case to meet local targets for affordable housing provision. There is a requirement to provide a proportion of affordable units on-site, with provision of both intermediate and affordable rent. The affordable units will be provided for those individuals in housing need in accordance with the TBC housing allocation policy with priority being given to those with a local connection to the Parish of Twyning.

Policy H3 –
Affordable housing

In order to meet objectively identified housing needs, an element of affordable housing will be sought as part of any housing scheme in accordance with the requirements of TBC's adopted development plan policies. Where possible affordable housing should provide for a mix that reflects local housing need, and be fully integrated and evenly distributed throughout the development of which it forms a part.

Affordable housing where appropriate will be subject to a planning obligation to ensure that:

when homes are allocated, priority is given to people with a local connection to Twyning Parish (currently living, working or with close family ties to the Parish).

The Plan seeks to enable residential extensions through good design solutions which will be encouraged where they contribute to the character and visual interest of a building or townscape. Inappropriate designs such as large over-dominant extensions which are out of character with its surroundings will be discouraged.

Policy H4 –
Residential extensions

Applications for the extension of residential properties, and for the erection of outbuildings incidental to the enjoyment of the dwelling, will be supported provided all the following criteria are met:

1. The height, size and design of the extension, or outbuilding and the materials used are in keeping with the scale, character and appearance of the dwelling to be extended and its wider setting;
2. Important gaps and spaces which contribute to the character and appearance of the locality;
3. Properties where extensions or outbuildings are proposed will be supported where enhanced property/ies meets the requirements for parking and supports the principle of Policy GD5.

Tourism contributes to the Twyning Parish economy created predominantly by a large caravan community.

The plan expects existing residential mobile homes to represent an important element of the overall housing stock within the district. However, in planning terms, when assessing whether replacement of mobile homes by dwellings is appropriate, it is important to disregard the existing use/permission, and to assess the site as if it were appropriate for new residential development.

Policy H5 – Mobile homes

Applications for the use of land for the siting of residential caravans or the extension of existing sites will be assessed in accordance with the criteria relating to new residential development. Applications for the replacement of existing mobile homes/residential caravans (or sites with the benefit of an extant permission) by permanent dwellings on sites where residential development is inappropriate, will not be supported.



9. Local facilities

With increasing mobility it is essential that the Parish facilities and services are maintained and wherever possible enhanced.

Primary facilities in the Parish include the church and chapel, school, shop and Post Office. Many clubs and societies also operate within the Parish and they include five scouting groups, the Women's Institute, Short Mat Bowls and the M5/M50 Railway Club. Sporting facilities are offered at the Twyning Recreational and Amenities Complex (TRAC) and the parish Sports Club. These venues cater for tennis, cricket and soccer with an additional sports activity area and a well-equipped play park. There are two commercial fishing complexes and private fishing on the Avon. The Puckrup Hall Hotel provides accommodation, leisure, golf and spa facilities. Other leisure facilities within the Parish include a horse riding school and an extensive footpath network.

Community clubs and activities take place in the Twyning Village Hall and the Ann Townend Hall in Church End. The Twyning Village Hall, with licensed bar facilities, caters for activities include a Playgroup, (four weekday mornings) a Friday luncheon club, the Village Players Theatre Group and various musical and private events. The smaller Ann Townend Hall is used by the Bridge Club and also hosts various meetings including two of the monthly Parish Council meetings.

Other community assets and facilities include a 17 seater mini-bus, a Parish website, a Neighbourhood Watch scheme and The Bulletin which is published three times a year.

The receipts received from S.106 agreements and the Community Infrastructure Levy will be used to deliver new community infrastructure and, where necessary, planning obligations will be used to address the impacts of development proposals. Occasionally, development will offer substantial opportunities to enhance existing infrastructure, such as distributing mains gas to large parts of the Parish that are currently off-grid. Where such improvements are made as part of new development proposals, this will be seen as a positive benefit.

Community feedback

Consultation on the emerging Neighbourhood Development Plan revealed the following key points in relation to this topic:

- Support or enhance existing services and facilities (including village store and Post Office, school, sports, pubs and community buildings). On average over 95% agreed.
- Village Hall facilities are greatly valued by the community. 91% agreed.
- Major improvements are required to the electricity, mobile phone and sewer infrastructure. On average 64% agreed.
- Seek to improve village infrastructure (including power, gas, telephony, broadband, sewer and surface water services). On average over 60% agreed.

Local facilities policies

Background

Despite being identified as a service village, in the area surrounding Twyning Village, infrastructure services are limited. There is no gas connectivity to most parts of the Parish and the electricity supply is prone to frequent short-lived outages. Mobile phone reception is patchy and poor in the lower parts of the Parish. The sewer system has hydraulic and processing capacity issues, the solution of which is part of an ongoing technical investigation by Severn Trent.

Policy LF1 – Infrastructure

Where development is acceptable in principle under the policies of this Plan, all development proposals will be expected to have regard to existing levels of infrastructure, services and facilities. Account shall be taken of the cumulative impacts arising from the new development combined with other schemes that have planning permission. Development that is likely to adversely affect infrastructure, services and facilities will be resisted unless an appropriate level of mitigation can be achieved and evidenced.

New development will be supported where it provides new or improved infrastructure to which there is an identified need that will benefit the community as a whole.

To promote the on-going prosperity of Twyning Parish it is essential that Twyning Village retains and provides local services that will sustain the vitality of the wider parish community and encourage local spending through the identified retail facilities. At present the retail facilities of Twyning Village include a village store which opens seven days a week and hosts a cashpoint machine, a Post Office service three mornings a week and a book exchange. A hairdressing salon is located in premises above the village store. There are two farm shops between Twyning Village and Tewkesbury Town. These facilities are complemented by three public houses located across the Parish.

*See page 176

10. The local economy

Background

Twyning Parish enjoys a rural location whilst also benefiting from its close proximity to Junction 8 of the M5 motorway and Junction 1 of the M50 motorway. This allows fast and convenient access to the major motorway and road networks of the Midlands and Southwest. These excellent transport links connect with local employment and business centres in Tewkesbury, Cheltenham, Gloucester and Worcester and further afield to Bristol and Birmingham.

The Parish has a lower than average unemployment rate with 5.5% of working age adults receiving some form of "out of work" benefits compared to an English average of 9.8%. This may be due in part to the higher than average number of residents with level 4 qualifications – 35% compared to the County average 29% and English average 27.4%.

The evidence provided by the Office of National Statistics (March 2011) of high employment rates demonstrates the success of the local economy:

- 63% economically active vs. English average of 61%
- 17% self-employed compared to 12% English average
- 35% retired compared to a national average of 25%
- 49% work in management, professional and technical occupations vs. English average 41%

Two business parks operate near the motorway junction supporting a diverse mix of businesses from award winning marketing agencies to cutting edge technology companies. The growth in technology based manufacturing and design businesses are consistent with the GFirst LEP vision for business support and growth along the M5 corridor. The skill and qualification profile of the local community should also provide local employment opportunities in this sector.

Whilst many of the businesses based in the parish operate in national and international markets others are more closely associated with the local economy. Independent small businesses in Shuthonger and Stratford Bridge provide local vehicle maintenance and repair services. Haulage and transport companies frequently use the lay-by and parking facilities in the Parish due to its proximity to the motorway junction and surrounding network and are also supported by a café and truck stop on the A38 near Ripple.

The parish has a notably higher number of self-employed than the national average. The business sectors are diverse including software development, health and beauty services, business consultancy and building services. Apart from the Hilton Hotel there are no specific business support services available in the parish at present, however Regus Group has opened a Business Centre at nearby Strensham Services providing meeting rooms and working space for hire.

As a rural parish the area has historically been highly dependent on land based businesses and employment including arable, livestock and mixed farms, market gardening, ornamental and tree nurseries. These businesses continue to operate although they now account for less than 4% of employment.

Some land-based businesses have diversified into leisure and tourism propositions including fishing lakes, riverside moorings, camping and caravan parks, B&B and holiday cottages. The Parish is recognised by Cotswolds Tourism as a visitor and tourist destination due to its rural character, tourism offering and proximity to local attractions. The most significant local provider and employer in the sector is Hilton Group's Puckrup Hall Hotel in Puckrup. The business employs 110 staff and attracts 40,000 visitors to the area per annum.

The following business requirements were identified from the Consultation Event in February 2014:

- Fast reliable broadband
- Improved mobile voice and data communications
- Reliable electricity supplies
- Improved transport services
- Exploitation of river connections
- Local employment: attract technology companies

Community feedback

Consultation on the emerging NDP revealed the following key issues in relation to this topic that the policy seeks to address:

- No further development of the business parks. 54% agreed.
- No mixed use residential live/work units. 52% agreed.
- Plan to include policies for working from home. 76% agreed.
- Improved infrastructure and services needed for people to work from home. 79% agreed.
- More leisure and tourism businesses. 44% in favour, 41% against.

Local economy policies

Twyning Parish already has a good level of employment in the area, however these are mainly located in business parks. The community has identified that further large scale development at these business parks should be prohibited to help maintain the rural character of Twyning as a Parish. The Twyning community recognises that it is important to support new enterprises provided that they are appropriate in scale, type and design.

Policy E1 – Principles of employment development

New employment development involving the conversion of existing buildings or the small-scale expansion of existing premises will be permitted providing it results in no adverse impact upon the landscape and providing the following criteria are met:

1. the development would improve local employment opportunities;
2. the development is appropriate in scale to the locality; or
3. where the development relates to the conversion or re-use of a vacant building, the building should be of a construction that is suitable for the development proposed without the need for major, additional construction works.

Small-scale employment development that is demonstrated to improve local employment opportunities will be permitted within, or adjacent to Twyning Village and within or adjacent to the outlying settlements. Development that improves local employment opportunities will be supported in sustainable locations within or adjacent to settlements within the Parish providing they are of a scale, form and function which respects the existing character of that particular settlement.

Whilst working from home may not be a suitable option for every employee in every business, using home as a working base for at least part of the week offers a number of benefits for businesses and employees. For example, home working can help working parents with childcare responsibilities.

Working from home does not necessarily need planning permission. Whatever business is carried out from home, the key test is: is the premises still mainly a home, or is it used primarily for business? With a relatively large proportion of residents working from home, the Plan responds positively to enable these businesses to grow.

Policy E2 – Working from home

Development that enables home-working will be supported subject to complying with other policies in the development plan.

The internet is driving business innovation and growth, helping people access services, and opening up new opportunities for learning. The residents and businesses of Twynning Parish have benefitted from the recent connection of Superfast Broadband. However, the coverage is not complete and further improvements to the network are required.

Superfast broadband is revolutionising the internet and the Plan considers that it should be a basic requirement for all new housing and business development. Further connectivity should include expanding the coverage to those areas in the Parish that have so far not been connected.

Policy E3 – Broadband

New residential and employment development should provide Superfast Broadband to all properties where possible. Support will be given to developments that incorporate fibre broadband cabinet points at locations which facilitate the further expansion of the network.

11. Transport

Background

Twynning Parish is rural and is bisected North/South by the A38 Worcester to Tewkesbury road, East/West by the M50 motorway and has the M5 motorway and River Avon to the East.

The main settlement is serviced by minor roads turning off the A38 and a major entrance at Junction 1 off the M50. Local roads are safe, with no recorded injurious accidents in the last few years, although fatalities have been recorded locally on the A38.

The majority of cars in and out of the village are residents' vehicles with a mix of HGV's and farm vehicles.

A number of large HGVs transit through the main Twynning Village settlement en-route to neighbouring business parks. This traffic is inappropriate to the type of minor road in use and often causes traffic conflict.

Prior to 2016 public transport has historically been poor, but has seen an increased service delivered recently. One bus route runs between Tewkesbury and Worcester via Twynning Village, but the timetable is unsuitable for use to get to work. A second service serves Tewkesbury to Upton-on-Severn but this is fragmented, only diverting through the village on a small number of occasions. This service has the same problems with timing as the Worcester route. As a result, bus services are under-utilised. There is a term-time bus service to take school children to and from Tewkesbury school.

For most people living in the Parish the car is the principle mode of transport. There is some car sharing, mostly for the transportation of children.

Sustainability is important to residents, who would like to see a shift to a more low carbon emission society, which would necessitate a better connected transport service that is able to link them with their jobs and services.

As the Parish grows there is a strong demand for an improved bus service and road maintenance scheme. Traffic calming measures are not considered necessary, although illuminated speed signs are favoured. There is a need to improve and enhance pedestrian road safety measures.

Local footpaths are well used, but steps should be taken to improve them to make them more suitable for all-weather use. There is scope to upgrade the Twynning to Tewkesbury Avon-side footpath to facilitate disabled access.

There is strong feeling that the rural nature of the Parish be maintained, with no street lighting, traffic calming or numerous car parks, although it is accepted that there needs to be some car parking in the vicinity of the school. Pavements are accepted as being essential for pedestrian safety, providing they do not intrude on the rural aspect. This also applies to speed limit signs, with a view to reducing the overall speed of traffic, bearing in mind that because most traffic is resident generated, it is in residents' own hands to control this.

Community feedback

Consultation on the emerging Neighbourhood Plan revealed the following key points in relation to this transport topic that policies seek to address:

- Improve public transport. 71% agreed.
- Reduction in Parish speed limits. 67% agreed.
- Imposition of weight limits on narrow access roads. 85% agreed.
- Increase the number of cycle paths. 68% agreed.

Transport policies

Most of the roads within the village of Twyning are not well suited to today's modern traffic. Local people have expressed concerns about road safety, noise and vehicle emissions associated with the volume and speed of traffic passing through the centre of the village. The Community wants to minimise the impact of additional traffic generated by new development, particularly around Twyning Village. The community also wishes to extend this thinking as a Parish-wide ideology.

The Plan does not propose specific traffic management measures, which have little local support. However, the Plan aims to ensure that new development does not make the current situation significantly worse and TPC will keep traffic management under review.

Policy TP1 – Traffic

Development will only be permitted where it will not cause a severe adverse traffic impact and increase in the volume of traffic within Twyning Parish that cannot be acceptably mitigated, particularly where the road network is narrow and pedestrian facilities inadequate.

Opportunities for promoting walking, cycling and public transport should be given priority in the layout and design of the development. Twyning Parish, as a rural community, is over reliant on private car use and the community has identified that development in the Parish should form the basis for improving accessibility within the Twyning Village area and within the site context itself. Access should be made available to all, including people with mobility difficulties.

Policy TP2 – Access

Where appropriate, development proposals will be encouraged to contribute to improved traffic flow, safe walking and cycle links between Twynning and Tewkesbury as well as making provision for improved public transport infrastructure.



12. Landscape and environment

Background

Twyning is a large rural Parish with several unique features. Its landscape character is described as Twyning Hills because rising ground dominates between the rivers Avon and Severn. Its riverside meadows feature views across to the Cotswold escarpment of Bredon Hill to the east and the Malvern Hills to the west.

While the main settlement has seen development in the second half of the 20th century, it retains a number of green spaces, including the village green, which contribute to this rural character and provide opportunities for informal and formal recreation. In accordance with national planning guidance, the community wishes to see these spaces protected for future generations.

A detailed description of the Parish landscape character can be found in the evidence documentation Landscape Character Assessment which can be found at www.twyningvillage.co.uk/environment

The Parish contains a number of smaller settlements and features of significant visual impact. Its rural nature supports a wide range of wildlife. Taking up a large part of the Parish are three areas of common land forming Brockeridge, Shuthonger and Showborough Commons. These wild areas support a number of endangered species including the great crested newt. In addition, Upham Meadow and Summer Leasow is a Site of Special Scientific Interest (SSSI) consisting of managed pasture grassland, which supports a large number of breeding waders and over-wintering populations of waders and wildfowl. Redshank, Curlew, Snipe and Lapwing all breed in this SSSI. Additionally it contains the largest population of the nationally scarce narrow-leaved water dropwort and many other rare species of flora.

Not far away from the parish boundary lies both Rectory Farm Meadow SSSI and Bredon Hill, which is a European designated Special Area of Conservation and is a Site of Special Scientific Interest.

The Parish is home to a wide range of flora and fauna as further described in the evidence documentation Flora and Fauna Report which can be found at www.twyningvillage.co.uk/statistics-and-resources

The riverside meadows of the Avon act as a flood plain during periods when the Avon overflows its banks.

To enable a greater appreciation of the Parish's landscape features and interaction with its wildlife, access to the countryside is achieved via a network of 52 footpaths, bridleways and permissive paths. Circular walks feature in the network, which connect well to footpaths in the area of Tewkesbury.

Community feedback

Consultation on the emerging Neighbourhood Plan revealed the following key issues in relation to this topic that the policy seeks to address:

- Development to be in keeping with the settlement's distinctive rural character. 97% agreed.
- Protect and enhance the natural environment. 98% agreed.
- Direct new development away from areas at risk of flooding. 91% agreed.
- Development must not have an adverse effect on environmentally sensitive landscapes and habitat. 96% agreed.
- Safeguarding and retention of green spaces is important. 97% agreed.
- It is essential to retain the character of the commons to preserve wildlife habitat and access. 95% agreed.
- Maintenance of footpaths and bridleways is important. 97% agreed.
- Maintain the distinctive views across the surrounding countryside. 97% agreed.
- Improve the Twyning to Tewkesbury riverside footpath to facilitate greater access. 97% agreed.

LANDSCAPE AND ENVIRONMENT POLICIES

Nature conservation areas

There are a number of sites in the Parish that are significant in terms of their wildlife value that warrant protection. The sites listed below are all managed to safeguard and enhance their biodiversity.

1. **Upham Meadow and Summer Leasow** (a Site of Special Scientific Interest).
2. **Brockeridge Common**, a key wildlife site. An attractive open area registered as Common Land and also designated access land under the Countryside & Rights of Way act 2000. Contains examples of rare flora and fauna as identified in the Twyning Flora & Fauna List in the evidence submission. Crossed by public footpaths.
3. **Shuthonger Common**. A mix of open pasture and wooded borders encompassing a disused railway line. A valuable habitat for a variety of wildlife. Crossed by footpaths.
4. **Hill End Common**.
5. **Riverside Meadows between Twyning and Tewkesbury**. Specifically identified in the Landscape Character Assessment for the Parish. The riverside meadows have several functions fulfilling the floodplane

function and providing the habitat for important numbers of breeding waders and wildfowl. Significant views across to the Cotswold Escarpment and containing an important footpath between Twyning and Tewkesbury.

6. Harbour Wood.
7. Ratley Green.
8. Showborough Common.

Policy ENV1 –
Nature conservation
areas

The areas identified in [Appendix C](#) are significant in terms of their wildlife value and warrant special protection. Development in these areas is likely to be unacceptable unless:

- a) The development can be subject to conditions that will prevent damaging impacts on wildlife habitats or important physical features, or
- b) If other material considerations are sufficient to override nature conservation considerations.

Policy ENV2 –
Countryside between
Twyning Village and
Church End

Development proposals should ensure the retention of the open character of the countryside between Twyning Village and Church End and not detract from its open and undeveloped character.

The purpose of maintaining the open countryside between Twyning Village and Church End, which serves as a buffer or visual break between rural settlements is to protect the character and setting of the settlements and to provide additional protection to open land that may be subject to development pressures. The aim is to maintain a clear separation between Twyning Village and Church End in order to retain their individual identity. Acceptable development proposals for recreation will be supported providing proposals do not detract from the open and undeveloped character of the area.

13. Sports and recreation

Sports and recreation

These are sites valued for their open access for sport, recreation and amenity. They are areas where residents can come together informally and where community events are held.

- a) Village Green
- b) Land adjacent to the TRAC site
- c) Sports field at Puckrup

Sports and recreation policies

Policy ENV3 – Sport, recreation and amenity value

The sites identified in Appendix D will be protected as areas for sports, recreation and amenity value. Where appropriate, development proposals should make provision for the enhancement of those facilities or support the creation of additional space for sports and outdoor recreation to maintain a high level of amenity value.

Potential development of areas b) and c) above would only be allowed if an alternative of the same or better provision is provided.



14. Monitoring and delivery

When the NDP is adopted, the policies within the Neighbourhood Plan will be considered as part of the development plan alongside other material considerations by TBC as Local Planning Authority

TPC will maintain regular contact with TBC in order to monitor the implementation of the Plan and consider the need to review the Plan in response to changing National, District and local requirements.

If circumstances within the designated area change, the Parish will re-convene the NDP committee for the purpose of ensuring that the Plan is still appropriate for the changed circumstances and meets the needs of the Parish. If there is evidence that the needs have changed and the NDP no longer meets those needs, the committee may make a recommendation to the Parish Council to amend the Plan and resubmit for consultation or such process as may have been developed in the meantime.

This process will be repeated should similar circumstance arise from the production of the TBP.

15. Glossary and further evidential papers

<u>NPPF</u>	National Planning Policy Framework
<u>JCS</u>	Emerging Joint Core Strategy for Gloucester, Cheltenham and Tewkesbury
<u>GRCC</u>	Gloucestershire Rural Community Council
<u>TBC</u>	Tewkesbury Borough Council
<u>TBLP</u>	Tewkesbury Borough Local Plan to 2011
<u>TBP</u>	Emerging Tewkesbury Borough Plan
<u>NDP</u>	Twyning Parish Neighbourhood Development Plan
<u>TPC</u>	Twyning Parish Council
<u>GFirst LEP</u>	Gloucestershire Local Enterprise Partnership

16. Definitions

Definitions of 'vitality' and 'viability'. (Vitality is defined in the Oxford English Dictionary as 'the state of being strong and active; energy' and 'the power giving continuance of life'.)

The vitality of neighbourhoods is enhanced by creating variety, choice and a mix of uses to attract people to live, work and play in the same area. Interesting and safe neighbourhoods often have a mix of uses which involve different people using the same parts of buildings or places at different times of the day, as well as different uses happening in various parts of a buildings or spaces at the same time. Neighbourhoods should also cater for a range of demographic groups especially young and older people.

Definition 'reviewed'. (Reviewed is defined in the Oxford English Dictionary as 'to examine again'.)

Definition 'vibrancy'. (Vibrancy is defined in the Oxford English Dictionary as 'the state of being full of energy and life'.)

In town planning terms vibrancy can be achieved by securing a mix of uses that are compatible with one and another and interact with each other positively, avoiding opportunities for conflict.

Landscape and Visual Sensitivity Report (Toby Jones Assoc) commissioned by Tewkesbury Borough Council. Please see:
www.twyningvillage.co.uk/statistics-and-resources

Landscape and Visual Sensitivity map commissioned by Tewkesbury Borough Council. Please see:
www.twyningvillage.co.uk/statistics-and-resources

Enzygo Hydrology Report. Please see:
www.twyningvillage.co.uk/statistics-and-resources

Links

[NPPF](#)

[JCS](#)

[TBC Plan 2011](#)

[Draft TBC Plan 2015](#)

[Questionnaire results](#)

[Conservation area](#)

[Visual Sensitivity Map](#)

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

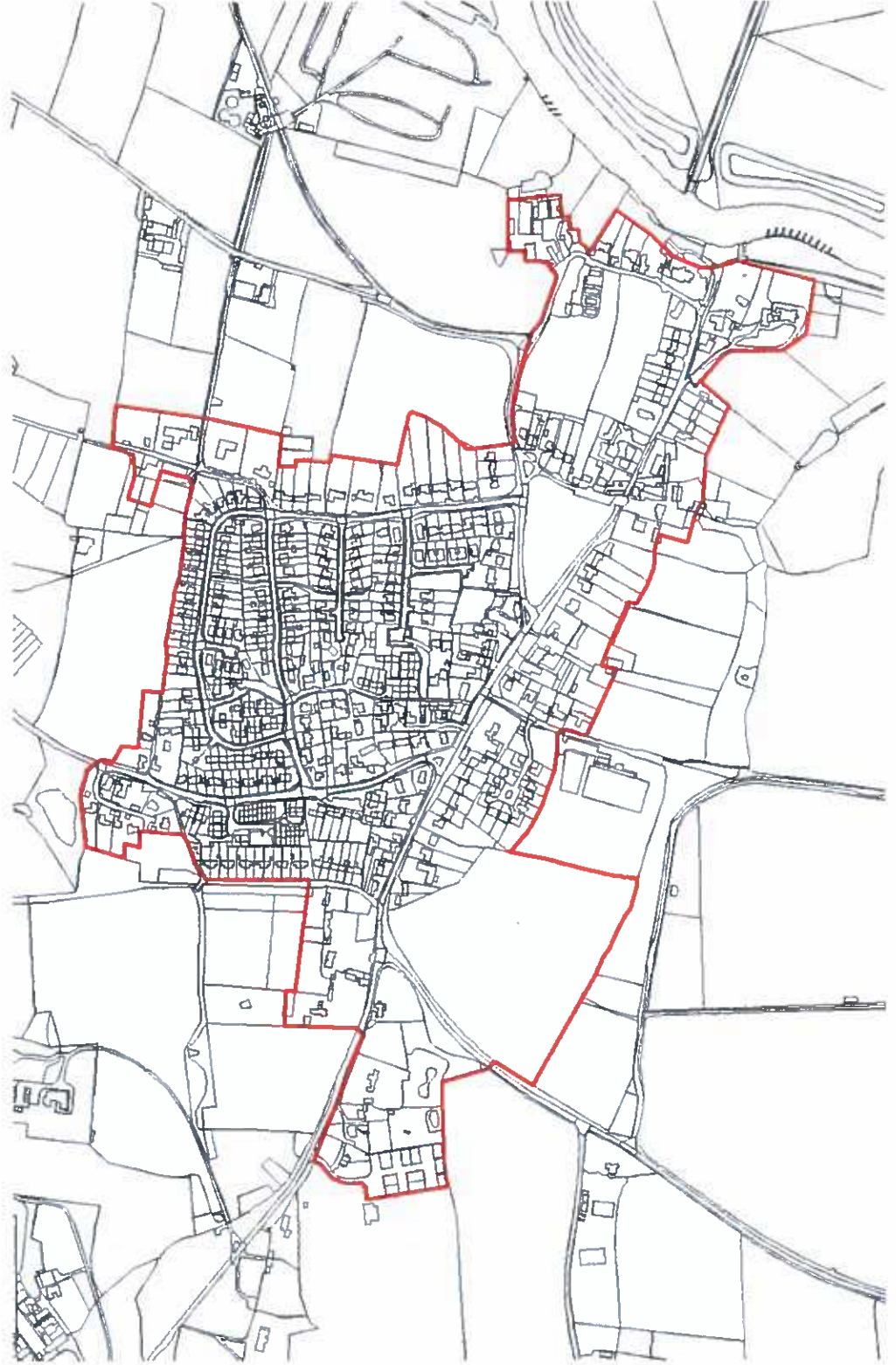
[Appendix E](#)

Appendices

Appendix A – Twynning Residential Development Boundary



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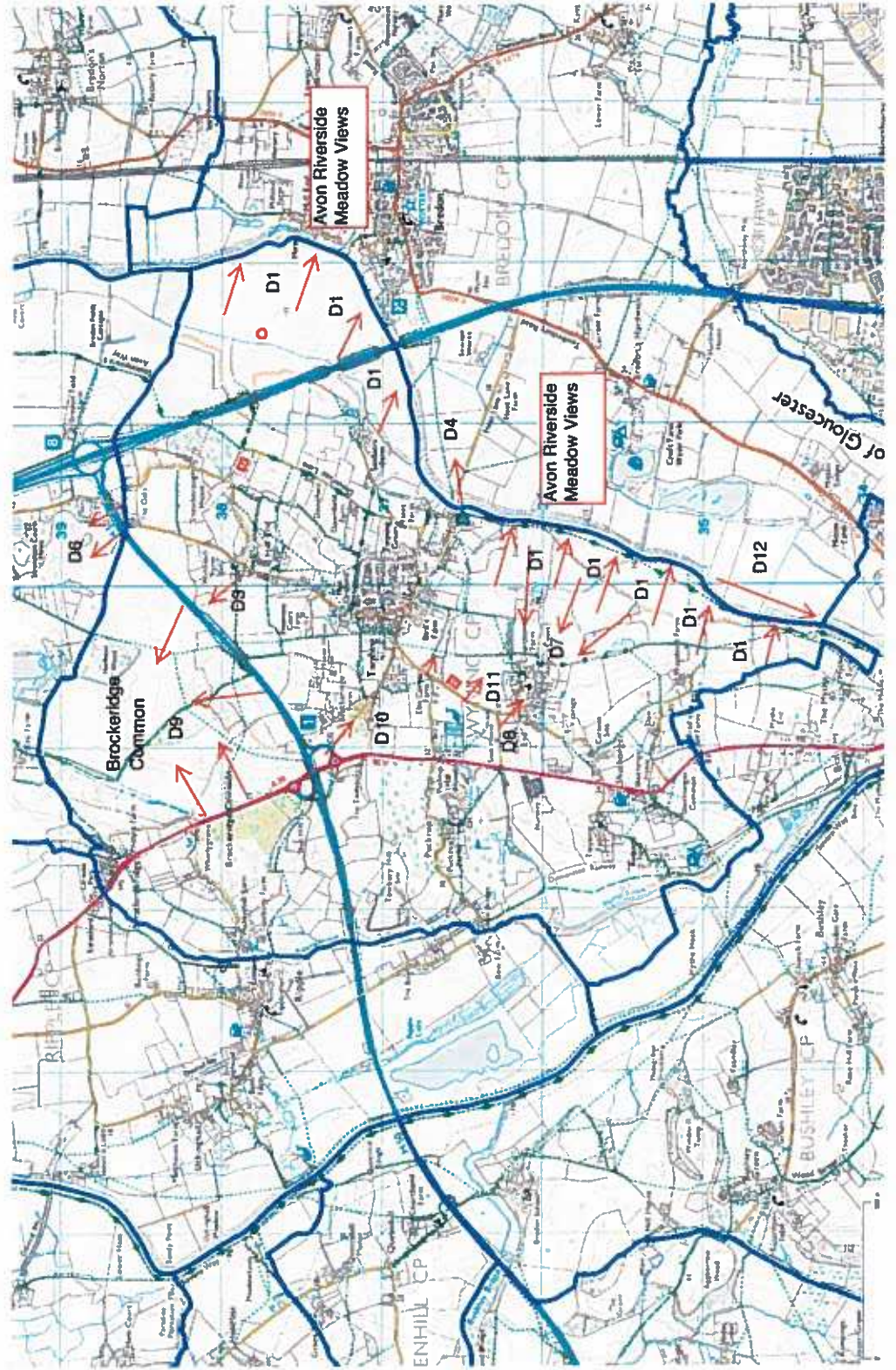


Appendix B – Important public views in the parish



Parish Online

Date Created: 30-5-2015 | Map Centre (Easting/Northing): 359430 / 236590 | Scale: 1:30949 | © Crown copyright and database right. All rights reserved (000009999) 2015
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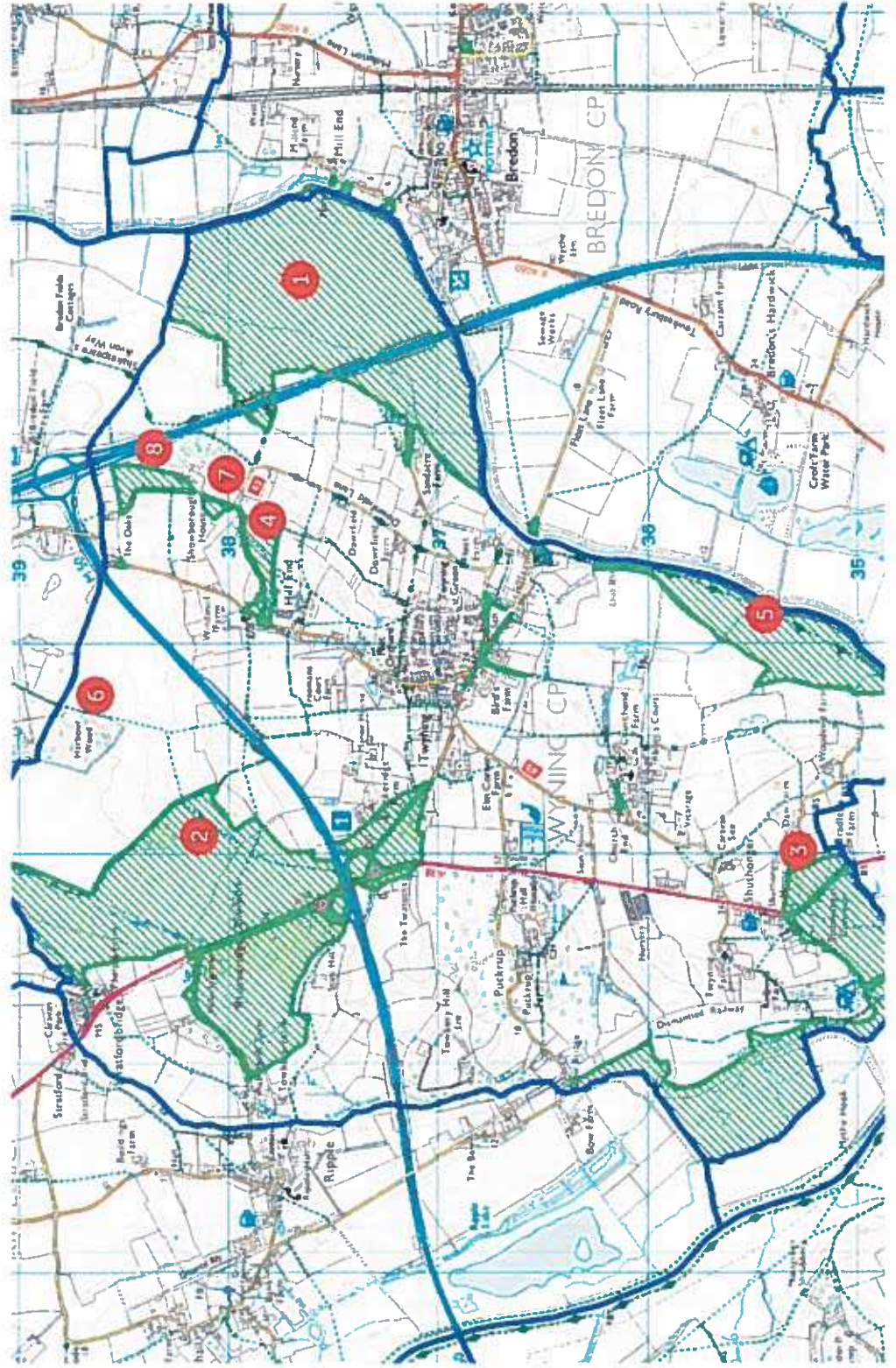


Appendix C – Areas identified as being of particular nature conservation interest

- 1 Upham Meadow and Summer Leasow (SSSI)
- 2 Brockridge Common, a key wildlife site
- 3 Shuthonger Common
- 4 Hill End Common
- 5 Riverside Meadows between Twynning and Tewkesbury
- 6 Harbour Wood
- 7 Ratley Green
- 8 Showborough Common



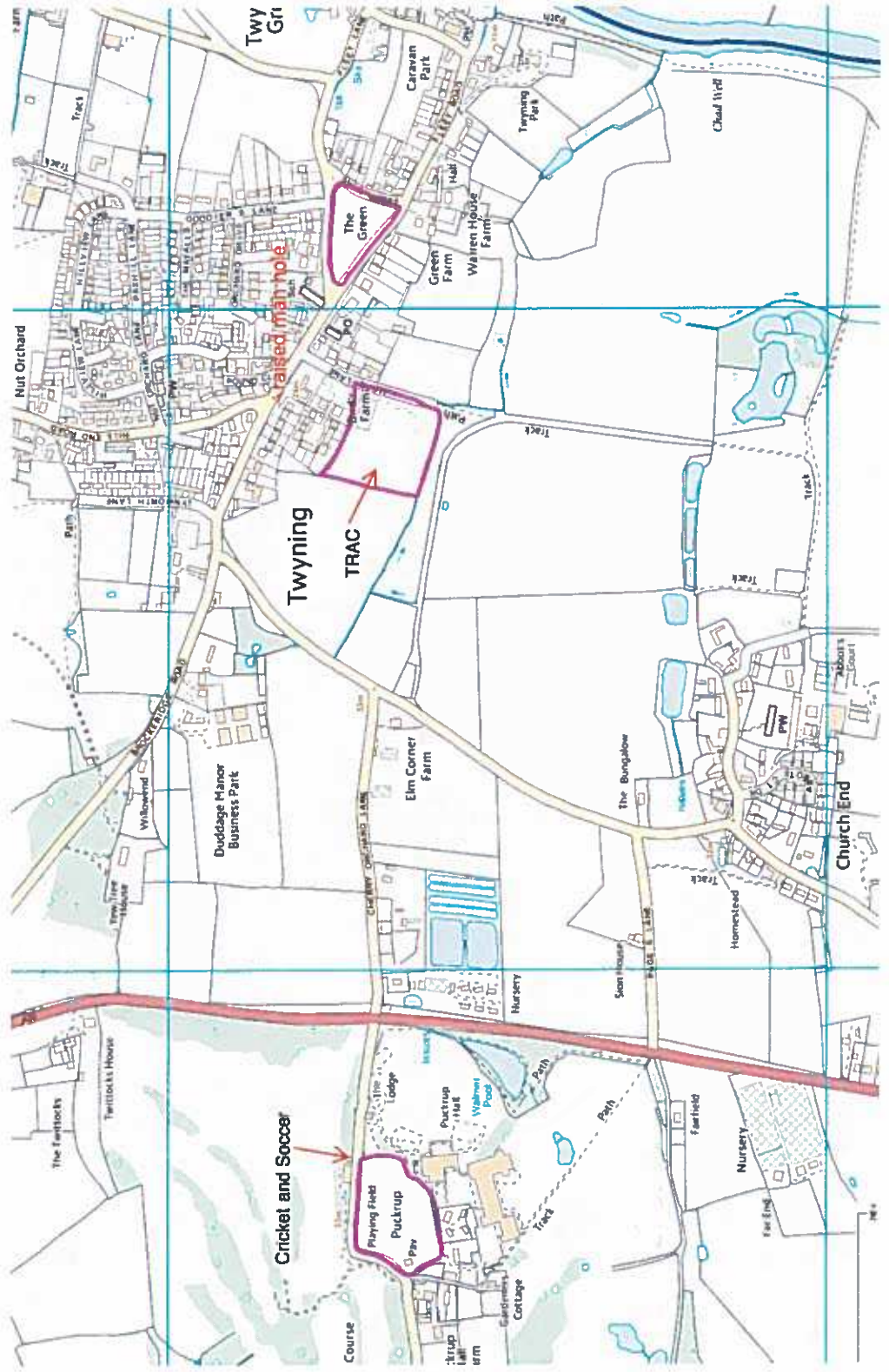
Date Created: 30-5-2015 | Map Centre (Easting/Northing): 369743 / 236509 | Scale: 1:30949 | © Crown copyright: ar'd database r'ght. All rights reserved (0000093999): 2015
 © Contains Ordnance Survey Data - Crown copyright, ar'd database r'ght 2015



Appendix D – Areas identified as important for sport, recreation and amenity space



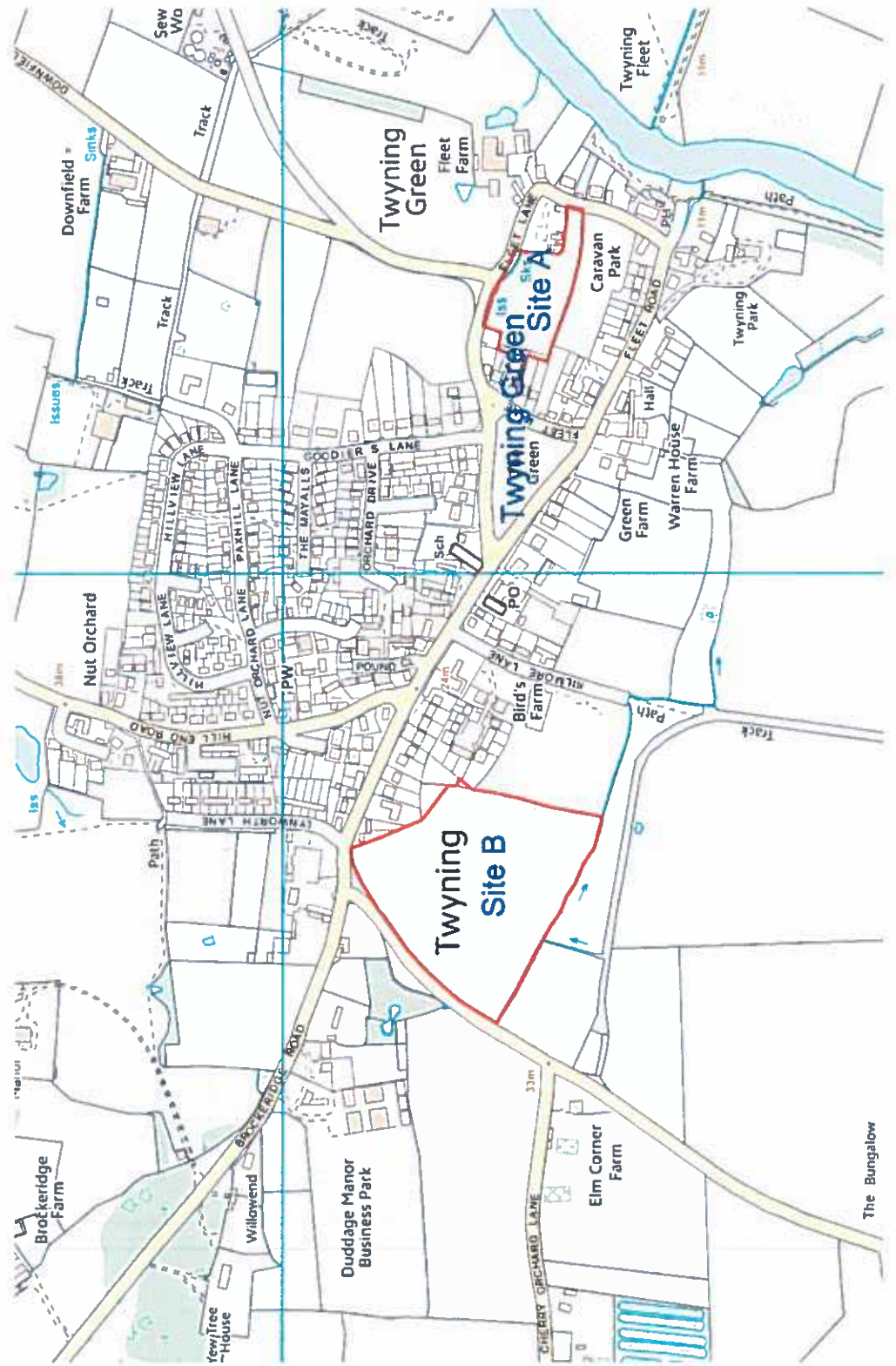
Date Created: 30-5-2015 | Map Centre (Easting/Northing): 359430 / 236590 | Scale: 1:7630 | © Crown copyright and database right. All rights reserved (000099999) 2015
 © Contains Ordnance Survey Data. Crown copyright and database right 2015



Appendix E – Sites designated for residential development



Date Created: 23-10-2015 | Map Centre (Easting/Northing): 389964 / 236741 | Scale: 1:6582 |
 © Contains Ordnance Survey Data



**Neighbourhood
Development Plan
Committee Members**

D. Murray (Chairman)

M. Ball

G. Cowper

P. Griffin

D. Henstock

S. Holden

J. Horsfall

S. Lambert

D. Lockett

B. O'Dell

L. O'Dell

P. Phillips

P. Roome

C. Wright

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TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 January 2018
Subject:	Business Rates Update
Report of:	Graeme Simpson, Head of Corporate Services
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Lead Member for Finance and Asset Management
Number of Appendices:	One

Executive Summary:

The purpose of this report is to approve the amendment of the Business Rates Policy for New Reliefs to ensure that the Council is able to provide support to those businesses affected by the Business Rates Revaluation.

It also provides Members with an update on the implementation of the other spring budget 2017 business rates changes and further changes announced in the autumn budget.

Recommendation:

- 1. That the revised policy for awarding reliefs to ratepayers facing significant increases in business rates bills, following the 2017 Revaluation, is ADOPTED.**
- 2. That the Business Rates Relief Scheme for Pubs for 2018/19 is ADOPTED.**
- 3. That the doubling of Rural Rate Relief for 2018/19 is ADOPTED.**
- 4. That delegated authority is given to the Head of Finance and Asset Management, in consultation with the Lead Member for Finance and Asset Management, to implement any further business rates reliefs introduced by Government.**

Reasons for Recommendation:

Before new business rates reliefs can be awarded, the proposals must be put before the Council's Executive Committee for consideration and adoption.

Resource Implications:

For all new reliefs the Government has announced that it will reimburse Councils for the actual cost of the relief granted, in accordance with its guidance, through Section 31 grant.

The local scheme aims to distribute no more than the government grant provided for this purpose in the spring budget 2017, namely £191,000 in 2017/2018.

Legal Implications:

Section 47 of the Local Government Finance Act 1988, and subsequent amending legislation, provides the criteria for awarding discretionary rate relief to certain categories of non-domestic ratepayer. Section 69 of the Localism Act 2011 provides a new discretionary power to reduce business rates for any local ratepayer. It is this new power that government is directing billing authorities to use to award the new categories of relief.

Relief from taxes, including non-domestic rates, can constitute state aid under European Union legislation. There are block exemptions from state aid rules where aid is below a de minimis level. The de minimis level applies to all de minimis aid received, including other subsidies or grants, in addition to any rate relief given as a de minimis aid. It is for the Council to ensure that any relief granted does not transgress state aid rules. The de minimis threshold is €200,000 from all sources to the recipient as a whole over a rolling period of three years.

Risk Management Implications:

Government believes that local authorities are best placed to judge the particular circumstances of local ratepayers and have therefore directed funding where it is most needed to support local economies. In not implementing the changes we may be subject to reputational risk from the business community.

Performance Management Follow-up:

The award of business rates reliefs will be monitored and steps will be taken to maximise take up by business ratepayers.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

1.1 The government has made several announcements to reduce the burden of business rates for businesses. All government 'local discount' schemes are funded under Section 31 Local Government Act 2003, so the Council is effectively reimbursed by way of a grant for loss of income arising due to the granting of some types of relief. Whilst operated under the discretionary powers available under Section 47 of the Local Government Act 1988 the Council is always expected to adopt them, particularly where the cost of granting and administering the reliefs is met by government funding.

2.0 Background

2.1 The Council collects National Non-Domestic Rates (Business Rates) on behalf of the government under the Local Government Finance Act 1988. The rateable value of all properties is normally reassessed every 5 years. The previous revaluation took place in 2010 but, in October 2012, government announced that it was deferring the 2015 revaluation by two years to 2017.

2.2 The 2017 Revaluation has seen considerable increases in bills for some ratepayers and the government has, as is usual, introduced a transitional scheme for phasing in both increases and reductions. However, even though the transitional scheme has provided some assistance, a large number of ratepayers still face considerable increases in their bills. In the spring budget 2017 the government introduced three measures to provide support to businesses as follows:

1. Supporting small businesses relief;
2. Local discretionary relief schemes; and
3. Rate relief for pubs.

2.3 In each case the government expected billing authorities to use their discretionary powers under Section 47 of the Local Government Finance Act 1988 to deliver the new reliefs.

Spring Budget 2017

2.4 On 30 August 2017, Executive adopted a new policy for awarding reliefs to ratepayers facing significant increases in business rates bills following the 2017 Revaluation. Supporting small businesses relief was made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief. This relief has been implemented and we have been able to provide support to five businesses in the Borough. The qualifying criteria for this relief are very narrow so this small figure is as expected based on the nature of the business rates base.

2.5 The business rates relief scheme for pubs has also been implemented. Pubs with a rateable value of £100,000 or less have received a discount worth up to £1,000 per year. We have been able to award this relief to 38 pubs in the Borough. Chain type pubs have not been awarded pub relief due to state aid implications, however, if an individual pub applies for relief under the scheme we will consider the application on its own merits.

2.6 In implementing the local discretionary relief scheme, it has been found that the software system we use cannot deal with the complexity of the scheme agreed by Executive on 30 August 2017. The broad principles of the adopted scheme remain unchanged, but in paragraph 5.1 “the 2017/2018 net bill has increased by 12.5% or more over the 2016/2017 year’s gross liability” needs to be amended to “the 2017/2018 net bill has increased by 12.5% or more over the 2016/2017 year’s net liability” and “for the 2017/2018 year the ratepayer will be eligible to receive relief to reduce the rates increase (less the 12.5% threshold) by 40%” needs to be amended to “for the 2017/2018 year the ratepayer will be eligible to receive relief to reduce the net bill by 40%”.

2.7 Government is keen for schemes which have not yet been implemented to be introduced as soon as possible and we have received letters from the Local Government Minister, Marcus Jones MP, asking us to make rapid progress in implementing the relief and rebilling eligible businesses. We have identified 20 businesses which meet the scheme criteria and we are able to support in awarding the relief. This low number is mainly due to the number of businesses who would qualify, but occupy more than one property and therefore are excluded from the scheme. We are continuing to analysis the Rating List to see if there are any further businesses we are able to support as if we do not spend the full amount of our grant allocation it will need to be returned to government.

2016 Changes

- 2.8** In the business rates information letter (2/2016) it was announced that the government will legislate to enable local authorities to use their existing discretionary relief powers to support publicly owned public toilets from 1 April 2018. At the time of writing, legislation to allow for this relief has not been brought forward.
- 2.9** The government also intends to bring forward a fully funded scheme for full fibre relief – telecom fibre optics, but it is yet to be implemented as it requires changes to primary legislation. When implemented, the intention is to provide a 100% local discount for five years for all new full fibre infrastructure cabling and will be backdated to 1 April 2017.
- 2.10** The 2016 Autumn Statement confirmed the doubling of rural rate relief available to eligible businesses from 50% to 100%. The 20 December 2016 business rates information letter (BRIL) 3/2016 subsequently set out the government’s intention to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. Following the decision not to reintroduce the Local Government Finance Bill for 2018/19, Government expects local authorities to continue to use their local discount powers to grant 100% rural rate relief to eligible ratepayers. Local authorities will be compensated in full for their loss of income as a result of this change.

Autumn Budget 2017

- 2.11** In the autumn budget 2017, the Chancellor announced that the pubs relief scheme would be extended by a further year. The existing guidance and terms for the current scheme will continue to apply in the same way with eligible pubs with a rateable value below £100,000 receiving a £1,000 discount on their bill.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** Members could choose not adopt the reliefs but, in view of the fact that expenditure will be reimbursed, the government expects billing authorities to grant relief to all qualifying ratepayers.

4.0 CONSULTATION

- 4.1** Consultation on the original local discretionary relief scheme was carried out with major preceptors.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** Business rates policy for new reliefs.

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** Policies for relief to support the financial burden on business rates payers.

7.0 RESOURCE IMPLICATIONS (Human/Property)

- 7.1** None directly associated with this report other than officer time.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

- 8.1** None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 Central government is either funding the reliefs through direct grant allocations or reimbursement through Section 31 grant.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Linked to previous report to Executive Committee on 30 August 2017 – Business Rates Policy for New Reliefs. Changes to the Existing Discretionary Relief Policy.

Background Papers: None.

Contact Officer: Geni Hotchkiss, Revenues and Benefits Manager Tel: 01684 272119
Email: geni.hotchkiss@teWKesbury.gov.uk

Appendices: Business Rates Policy for New Reliefs.

Business Rates policy for new reliefs. The policy is for businesses facing significant rates increases after the business rates revaluation for 2017. Including the local newspaper relief.

1.0 The Government has made a series of announcements to assist businesses facing large increases in business rates following the 2017 business rates revaluation. In addition, Central Government has announced that local newspapers will receive relief to reduce their rates bills by £1,500, per year, for two years, from the 1st April 2017.

2.0 Central Government will provide funding for all of the four reliefs below:

- Supporting Small Businesses Relief
- New Discretionary Relief Scheme
- New Business Rate Relief Scheme for Pubs
- Local newspaper relief

3.0 Notice Periods

3.1 The Non- Domestic Rating (Discretionary Relief) Regulations 1989 (S.I 1989/1059) requires the council to provide rate payers with at least a year's notice in writing before any decision to revoke or vary a decision so as to increase the amount of business rates the ratepayer has to pay takes effect. For example as a consequence of a rateable value increase. Under normal circumstances, the change can only take effect at the end of the year. Within the Government's provisions for the three new reliefs at (2.0) provision is allowed to amend any relief awarded during the year.

3.2 Funding across the four years will decrease for the supporting small business relief and new discretionary relief schemes and those receiving the awards will be advised that their awards are for 12 months only. Further consideration will be given to make further awards, to those businesses across future years, providing they meet the appropriate criteria to receive help.

4.0 State Aid law

4.1 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. All three business rates relief schemes will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013).

The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a rolling three year period (consisting of the current financial year and the two previous financial years).

To administer De Minimis it is necessary for Tewkesbury Borough Council to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).

4.0 Supporting Small Businesses relief

- 4.1 The Supporting Small Businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.

To support these ratepayers, the Supporting Small Businesses relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:

- A percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation. Unlike the transitional relief scheme, for the first year of the scheme the percentage increase is taken against the bill for 31 March 2017 after small business rate relief or rural rate relief, or
 - A cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought into paying something.
- 4.2 In the first year of the scheme, this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter.
- 4.3 Those on the Supporting Small Businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement to fund small business rate relief while they are eligible for the Supporting Small Businesses relief scheme.
- 4.4 Ratepayers remain in the Supporting Small Businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme. A change of ratepayers will not affect eligibility for the Supporting Small Businesses relief scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or community amateur sports club.
- 4.5 There is no 2nd property test for eligibility for the Supporting Small Businesses relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.

5.0 New Discretionary Relief Scheme

The government has made a national discretionary business rate relief fund available of £300 million over four years from 2017/18 to support those businesses that face the steepest increases in their business rates as a result of the revaluation. Tewkesbury Borough Council has received a grant allocation of £191,000 for 2017/18.

5.1 The Council will consider awarding relief in the following circumstances:

- All cases with rateable values below £200,000 will be eligible for the relief (although there will be exceptions).
- The eligible ratepayer is the ratepayer on 31.03.2017 and continues to be the ratepayer.
- The 2017/2018 net bill has increased by 12.5% or more over the 2016/2017 year's gross liability.
- For the 2017/2018 year, the ratepayer will be eligible to receive relief to reduce the rates increase (less the 12.5% threshold) by 40%.
- The ratepayer only occupies one property.
- Anyone falling into an exception category below will not be eligible for new discretionary relief.

5.2 **Exceptions:**

- Empty Properties
- New occupiers on or after 1 April
- Those in receipt of any other relief i.e. Mandatory relief, Community Amateur Sports Club relief. Discretionary relief, Small Business Rate Relief, Rural Rate relief Discretionary Rural Rate relief. Not including transitional relief or supporting small businesses relief and new business rate relief scheme for pubs
- Those properties occupied by Government organisations.

5.3 Those ratepayers eligible to receive supporting small business relief and new business rates relief for pubs may also qualify to receive an award of the new discretionary relief. In all cases, priority will be given to awarding supporting small business relief and new business rates relief for pubs first. If the ratepayer remains eligible for new discretionary relief they will receive the balance.

5.4 **Delegated Authority**

The Section 151 will have delegated authority to determine the percentage level of award in future years.

6.0 **New Business Rate Relief Scheme for Pubs**

6.1 At the spring budget, the Government announced a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme eligible pubs will receive a £1,000 discount off their bill. The relief will have effect for the 2017/2018 financial year.

6.2 The Government's intention is that eligible pubs should:

- Be open to the general public
- Allow free entry other than when occasional entertainment is provided
- Allow drinking without requiring food to be consumed
- Permit drinks to be purchased at the bar
- Not already in receipt of a relief worth in excess of £1,000 (other than transitional relief).

6.3 For the purposes of the relief the Government has excluded the following groups:

- Restaurants
- Cafes
- Night clubs
- Hotels
- Snack Bars
- Guest Houses
- Boarding Houses
- Sporting Venues
- Musical Venues
- Festive sites
- Theatres
- Museums
- Exhibition Halls
- Cinemas
- Concert Halls
- Casinos

6.4 The above exclusions are not exhaustive and it will be for the Officers administering the scheme to determine eligibility.

7.0 Local Newspaper Relief

7.1 The Government has introduced a £1,500 business rates discount, per year, for office space that is occupied by local newspapers. The relief will run for two years from the 1st April 2017. The relief will be assessed and calculated on a daily basis.

7.2 To receive the relief the applicant must meet the following conditions:

- The relief is to be specifically for local newspapers. It is not available to magazines or on line newspapers.
- The property must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.

- The amount of relief is limited to a maximum of one discount per newspaper and per property up to state aid limits.

8.0 **Decision Making**

- 8.1 The Officer responsible for administering business rates will make the awards.
- 8.2 The Officer will ensure that the recipients of the award are sent a revised business rates bill which includes details of the awards made. They will also ensure to notify those applicants, in writing, who are not eligible for the relief why an award cannot be made.
- 8.3 There is no right of appeal against the Council's use of its discretionary relief powers. However the Council will accept an applicant's written request for a redetermination of its decision. The review will be carried out by a senior manager within the Revenues and Benefits team. The person making the request for a redetermination will receive a written response within 28 days giving reasons whether their request for relief has been successful or not.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 January 2018
Subject:	Council Tax Reduction Scheme 2018/19
Report of:	Graeme Simpson, Head of Corporate Services
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Lead Member for Finance and Asset Management
Number of Appendices:	None

Executive Summary:

There is a requirement to have a Council Tax Reduction Scheme to support residents who qualify for assistance in paying Council Tax. The Local Government Finance Act 1992 requires each billing authority in England to make a scheme specifying the reductions which are to apply to amounts of Council Tax payable by persons, or classes of person, whom the authority considers are in financial need (“a Council Tax Reduction Scheme”).

The scheme must be agreed by 31 January 2018.

Recommendation:

The Committee is asked to RECOMMEND TO COUNCIL that the Council Tax Reduction Scheme for 2018/19 be ADOPTED.

Reasons for Recommendation:

The report recommends that the Council continues with the default local Council Tax Reduction Scheme that was adopted in April 2013. To reduce costs to the Council, changes would have to be made to the level of support provided to working age claimants. Most local authorities have already incorporated a reduced level of support into their local schemes and it is something that should be considered and reviewed on an annual basis. It is recommended that, due to uncertainty surrounding the roll out of Universal Credit Full Service, the scheme remains ‘as is’ for 2018/19, but a full review will be taken in 2018 and new proposals will be brought forward for consideration.

Resource Implications:

Since 2014/15, the amount of grant received from government to pay for Council Tax Reduction (CTR) has been included in the Revenue Support Grant that the Council receives with the amount to support CTR schemes not specifically identified year on year.

Legal Implications:

The Welfare Reform Act 2012 abolished Council Tax Benefit and instead required each billing authority to design a scheme specifying the reductions which are to apply to amounts of Council Tax. The prescribed regulations set out the matters that must be included in such a scheme.

The scheme is required under Section 13A of the Local Government Finance Act 1992 (updated in 2012). That Act states that for each financial year, Councils must consider whether to revise the scheme or replace it with another scheme and that such decisions need to be made by 31 January in the financial year preceding that for which the revision or replacement scheme is to take effect. If the Council does not make/revise its scheme by 31 January 2018, a default scheme will be imposed on the Council which will be effective from April 2018.

Risk Management Implications:

To reduce the cost to the Council, changes would have to be made to the level of support provided to working age claimants. Most local authorities have already incorporated a reduced level of support into their local schemes and it should be something that is reviewed and considered on an annual basis. There is a risk that the cost of maintaining the current local scheme will increase if the number of claimants rises due to the state of the local and national economy.

Performance Management Follow-up:

The impact of the Council Tax Reduction Scheme and its costs will be monitored on an ongoing basis.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

1.1 The Welfare Reform Act 2012 abolished Council Tax Benefit. The Local Government Finance Act 1992 requires each billing authority in England to make a scheme specifying the reductions which are to apply to amounts of Council Tax payable by persons, or classes of person, whom the authority considers are in financial need (“a Council Tax Reduction Scheme”).

2.0 BACKGROUND

2.1 Prior to April 2013, Council Tax payers who qualified for assistance could apply for Council Tax Benefit (CTB) to help pay their Council Tax. The Council Tax Benefit (CTB) scheme was administered by local authorities on behalf of the Department of Work and Pensions (DWP) and was assessed on a means tested basis. Under this national scheme, Council Tax Payers could receive benefit of up to 100% of their Council Tax liability. Changes introduced by the Government abolished CTB from 1 April 2013 and made local authorities responsible for setting their own Council Tax Reduction (CTR) schemes for working age people. The Government also reduced the amount of funding given to Councils to pay for schemes in 2013/14 by 10%. The CTR scheme for pensioners is set by the government and is not subject to funding cuts. In devising new CTR schemes most local authorities have largely adopted schemes that replicate the old CTB schemes and have then applied a minimum payment for working age customers to make up the funding difference.

- 2.2** Since 2014/15, the amount of grant received from government to pay for CTR has been included in the Revenue Support Grant that the Council receives and the amount to support CTR schemes is not specifically identified year on year.
- 2.3** The legislation confers an obligation on the Council to review its scheme on an annual basis. This needs to be done by 31 January 2018. It is proposed that the Council continues with the default Council Tax Reduction Scheme that was first adopted in April 2013.
- 2.4** It is proposed that the eligibility under the new local scheme mirrors what has already been set out in legislation relating to the old Council Tax Benefit scheme, other than the annual uprating of premiums, allowances, non-dependant deductions and any changes to the national pension age scheme that need to be reflected in the local working age scheme.
- 2.5** Universal Credit Full Service has been rolled out in part of the Borough from 6 December 2017 with the remainder of the Borough going live in 2018. The impact of Universal Credit will be monitored with a view to introduce a “tolerance level” of income change which would mean we ignore changes of less than a certain percentage or amount. This will be incorporated into the final scheme.
- 3.0 OTHER OPTIONS CONSIDERED**
- 3.1** To not agree a Council Tax Reduction Scheme for 2018/19. This would have financial implications for the Council and those residents affected by wider welfare reform.
- 4.0 CONSULTATION**
- 4.1** The legislation requires consultation prior to making a change to the Council Tax Reduction Scheme, but there is no such requirement when no change is being made. Accordingly no public consultation has been undertaken in respect of the proposed Council Tax Reduction Scheme for 2018/19.
- 5.0 RELEVANT COUNCIL POLICIES/STRATEGIES**
- 5.1** The Local Council Tax Reduction Scheme.
- 6.0 RELEVANT GOVERNMENT POLICIES**
- 6.1** The Council is required to adopt a Council Tax Reduction Scheme on an annual basis.
- 7.0 RESOURCE IMPLICATIONS (Human/Property)**
- 7.1** None directly associated with this report other than officer time.
- 8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 8.1** None.
- 9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 9.1** An Equality Impact Assessment should be undertaken if there are any proposals to amend the scheme.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: None.

Agenda Item 13

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