

17 April 2018

Committee	Executive
Date	Wednesday, 25 April 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	
	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.	
4.	MINUTES	1 - 7
	To approve the Minutes of the meeting held on 14 March 2018.	
5.	ITEMS FROM MEMBERS OF THE PUBLIC	
	To receive any questions, deputations or petitions submitted under Rule of Procedure 12.	
	<i>(The deadline for public participation submissions for this meeting is 19 April 2018)</i>	
6.	EXECUTIVE COMMITTEE FORWARD PLAN	8 - 14
	To consider the Committee's Forward Plan.	
7.	PERFORMANCE MANAGEMENT REPORT - QUARTER THREE 2017/18	15 - 57
	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter three performance management information.	
8.	COUNCIL PLAN UPDATE 2016/17 - YEAR THREE	58 - 75
	To consider the Council Plan and make a recommendation to Council.	
9.	2018/19 SERVICE PLANS	76 - 113
	To endorse the 2018/19 Service Plans.	
10.	DRAFT REVISED NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION	114 - 193
	To approve the response to the Draft National Planning Policy Framework consultation, as set out at Appendix 2 to the report, to be submitted on behalf of Tewkesbury Borough Council; and to delegate authority to the Head of Development Services, in consultation with the Lead Member, to add further comments to the response prior to its submission on behalf of Tewkesbury Borough Council.	
11.	ALDERTON NEIGHBOURHOOD PLAN REFERENDUM	194 - 325
	To consider the Alderton Neighbourhood Development Plan, and agree whether, when modified according to the Examiners recommended amendments, it can progress to community referendum.	

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

326 - 331

To approve the separate Minutes of the meeting of the Committee held on 14 March 2018.

DATE OF NEXT MEETING**WEDNESDAY, 6 JUNE 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, 14 March 2018 commencing at
2:00 pm**

Present:

Chair
Vice Chair

Councillor D J Waters
Councillor R A Bird

and Councillors:

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

also present:

Councillors P W Awford

EX.92 ANNOUNCEMENTS

92.1 The evacuation procedure, as noted on the Agenda, was taken as read.

EX.93 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

93.1 An apology for absence was received from Councillor R Furolo. There were no substitutions on this occasion.

EX.94 DECLARATIONS OF INTEREST

94.1 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.

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

EX.95 MINUTES

95.1 The Minutes of the meeting held on 31 January 2018, copies of which had been circulated, were approved as a correct record and signed by the Chair.

EX.96 ITEMS FROM MEMBERS OF THE PUBLIC

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

EX.97 EXECUTIVE COMMITTEE FORWARD PLAN

- 97.1 Attention was drawn to the Committee's Forward Plan, circulated at Pages No. 15-16. Members were asked to consider the Plan.
- 97.2 A Member expressed concern about the number of items on the current Agenda which had not been on the Forward Plan and asked that the Plan be used more effectively in future. The Chief Executive undertook to try and improve the situation in conjunction with the Management Team.
- 97.3 Accordingly, it was

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

EX.98 REVENUES AND BENEFITS WRITE-OFF POLICY

- 98.1 The report of the Head of Corporate Services, circulated at Pages No. 17-25, asked Members to adopt, with effect from 1 April, the amended Revenues and Benefits Write-Off Policy which was attached to the report at Appendix 1.
- 98.2 The Committee was advised that the write-off of bad debts was a necessary function of any organisation which dealt with the collection of debt. The current policy had been in place since April 2016 and now needed to be refreshed and updated to ensure the policies and procedures in place were effective in enabling the management of debt in an ever changing local taxation environment, as well as to incorporate a number of staff changes which had taken place. The amended policy referenced how the Council treated credit balances and included more detailed information than the previous one. It also sought to introduce more robust management checks to ensure that, when writing balances off, the appropriate procedures had been followed.
- 98.3 Referring to a later Agenda item, a Member expressed concern that the Council had let a debt build up over quite a long period and questioned how this could happen. In response, the Revenues and Benefits Manager explained that the issue would be dealt with through a policy on the collection of debt rather than the Write-Off Policy. She was keen to improve the Council's collection rates and she would be bringing that policy before Members in due course. Another Member queried how small an amount would need to be before it was 'uneconomical to collect'. In response, the Committee was advised that the amount charged for a summons was £55 so, in theory, anything less than that would not be economical. In general the Council tried to collect all debts but, in reality, there was a need to focus resources; it therefore made sense not to specify an amount but to leave it to a judgement of the individual circumstances.
- 98.4 Accordingly, it was

RESOLVED: That the Revenues and Benefits Write-Off Policy, as attached at Appendix 1 to the report, be **ADOPTED** with effect from 1 April 2018.

EX.99 DISCRETIONARY HOUSING PAYMENTS POLICY 2018-19

- 99.1 The report of the Head of Corporate Services, circulated at Pages No. 26-37, asked Members to approve, with effect from 1 April 2018, the Discretionary Housing Payments Policy which was attached to the report at Appendix 1.
- 99.2 Members were advised that the Council had the power to award discretionary housing payments to provide additional financial assistance towards housing costs where claimants were in receipt of housing benefit or universal credit where housing costs were included. The amended policy sought to update the existing arrangements to incorporate the Council's responsibilities in respect of universal credit claimants, and to ensure consistent decisions were made, as well as to place greater emphasis on the actions that an applicant needed to follow to avoid long term reliance on discretionary housing payments. The amended policy was based on good practice guidance from the Department for Work and Pensions but also incorporated discussions with the Council's housing services team and so made quite significant changes in terms of how claimants would interact with the Council. Page No. 34 set out a criteria for applicants which included a requirement for applications to be in writing on an approved form; for applicants to engage with housing services to establish whether any issues could be resolved with landlords through negotiation without needing to apply for discretionary housing payments, or to facilitate a move to more affordable accommodation; to prove financial hardship or exceptional personal circumstances; to demonstrate the steps taken to achieve financial independence; and to demonstrate meaningful attempts to move to more suitable accommodation if financial hardship was as a result of the current property being unsuitable for the household's housing need.
- 99.3 Members expressed the view that the policy before the Committee was an excellent piece of work. It was certainly the case that there were many in the Borough that could only attain poorly paid jobs and this would offer them some support. A Member questioned how those 'harder to reach' residents would be helped by the policy. In response, the Revenues and Benefits Manager explained that there were some people that the Council found it hard to engage with but most people who were entitled to discretionary housing payments were referred by partner organisations which was helpful. It may be possible to consider the communications around the policy to try and reach more residents and it could also be considered as part of the financial inclusion partnership work. In terms of sharing data across partner organisations, this was something the Council tried to do to ensure it was not missing any vulnerable people; however, this would be made more difficult with the introduction of the General Data Protection Regulation so would need to be considered carefully. As the impact of universal credit was as yet unknown, a case was due to be submitted to the government for more funding for discretionary housing payments - it was not known at this stage how successful that would be.
- 99.4 Accordingly, it was

RESOLVED: That the Discretionary Housing Payments Policy, as attached to the report at Appendix 1, be **ADOPTED** with effect from 1 April 2018.

EX.100 PUBLIC SPACE PROTECTION ORDER (DOG FOULING)

- 100.1 The report of the Environmental Health Manager, circulated at Pages No. 38-47, sought to replace the current enforcement activity carried out under the Dogs (Fouling of Land) Act 1996 with a Public Spaces Protection Order which provided authorised officers with more effective enforcement methods to deal with dog fouling. Members were asked to consider the implementation of the Public Spaces Protection Order and to make a recommendation to Council that it be implemented along with the introduction of fixed penalty notice fines of £100 for all controls contained in the Order.
- 100.2 The Head of Community Services explained that the Anti-Social Behaviour, Crime and Policing Act 2014 provided local authorities with powers to create Public Spaces Protection Orders where they were satisfied that activities carried out in a public place had, or were likely to have, a detrimental effect on the quality of life of those in the locality; was, or was likely to be, persistent or continuing in nature; was, or was likely to be, unreasonable; or where they justified the restrictions imposed. The Council currently controlled dog fouling through the provisions of the Dogs (Fouling of Land) Act 1996 but that legislation had been repealed and the dog fouling provisions had become part of the Clean Neighbourhoods and Environment Act 2005 – this had since been replaced by Dog Control Orders. The main advantages of the proposed approach was that it allowed for the increase of fixed penalty fines from £50 to £100 and for the introduction of a second offence of “failing to have readily available a suitable means of picking up any faeces deposited by a dog under an individual’s control”. The introduction of the Public Spaces Protection Order had required a 12 week period of public consultation and Page No. 47 of the report set out a summary of the consultation responses. In addition, a copy of the Order was attached to the report at Page No. 43 and it was confirmed that it would cover all areas of public land in the Borough.
- 100.3 Members agreed that this was an extremely emotive issue and felt the Order was definitely a step in the right direction in terms of stopping dog fouling. In response to Member queries, the Head of Community Services confirmed that evidence from the public was helpful but Officers would also be actively making patrols and issuing fixed penalty notices. In terms of the delegation of the powers to other organisations, it may be possible to provide them to officers of Parish Councils rather than Members; however, he undertook to check this. In addition, the Chief Executive indicated that it could be difficult to delegate powers to Parishes as training was required to ensure enforcement action was taken in the correct way. There was also some reluctance for them to issue fines as it could give rise to issues between neighbours. Another Member noted that, whilst people did pick up after their dogs, it was often difficult to find a bin in which to dispose of it. In response, the Head of Community Services indicated that Ubico was engaged to empty dog bins and the frequency of this was currently being reviewed; however, the public were always encouraged to report bins which required emptying so those could be reported to Ubico in a timely manner. A Member suggested it may be helpful in the press release to tell people they could put dog waste in any bin as they often did not realise they could use litter bins as well as dog waste bins.

100.4 Accordingly, it was

RESOLVED: That it be **RECOMMENDED TO COUNCIL:**

1. That a Public Spaces Protection Order be implemented under S.59 of the Antisocial Behaviour, Crime and Policing Act 2014 as set out at Appendix A to the report.
2. That Fixed Penalty Notice fines of £100 be introduced for all controls contained in the Public Spaces Protection Order.

EX.101 SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER - LOCAL CONNECTION CRITERIA

101.1 The report of the Head of Development Services, circulated at Pages No. 48-53, sought approval to introduce a local connection criteria, under Regulation 5(2) of the Self-Build and Custom Housebuilding Regulations 2016, for entry onto the Council's Self-Build and Customer Housebuilding Register.

101.2 The Head of Development Services explained that the Self-Build and Custom Housebuilding Act 2015 placed a duty on the Council to prepare and maintain a register of individuals or groups who were interested in undertaking a self-build or custom housebuilding project. On 31 October 2016, the Self-Build and Custom Housebuilding (Register) Regulations 2016 came into force and this gave local authorities the power to introduce an additional 'local connection test' for anyone seeking to join the Register, as well as placing a duty on local authorities to grant planning permissions for enough serviced plots to meet the demand on the Register in any given year. The benefit of the local connection test was to give the Council the ability to ensure that the Register was truly reflective of the local demand for plots.

101.3 The Committee was referred to Page No. 50, Paragraph 2.1, which set out the criteria for the local connection test; only those applicants who met one of the elements would be eligible for inclusion on Part 1 of the Register. In the event that an application was from a group of individuals each of the households would be required to meet the criteria.

101.4 Accordingly, it was

RESOLVED:

1. That a local connection criteria be introduced for entry onto the Council's Self-Build and Custom Housebuilding Register.
2. That the local connection criteria, as set out at Paragraph 2.1 of the report, be **APPROVED**.

EX.102 ROSES THEATRE, COMMUNITY GRANT ALTERATION

102.1 The report of the Head of Development Services, circulated at Pages No. 53-57, set out a request from the Roses Theatre Trust to use a grant provided by the Borough Council for a different purpose than that for which it had been granted. Members were asked to consider the request and agree whether the amendments should be approved, subject to the Trust completing a lease of the Roses Theatre with the Council.

- 102.2 The Head of Development Services explained that, in September 2016, the Roses Theatre had been awarded a community grant of £19,950 towards the refurbishment of the Morecambe Room and a hearing loop for the café. However, in January 2018, the Roses Theatre had approached the Council to request a change to the application to upgrade the seating in the auditorium to bring it up to the standard expected for a Theatre; and for the refurbishment of the stage and backstage area to make it appropriate for the Theatre's needs and to meet the expectations of performers. In addition, there was a necessity to upgrade the technical equipment such as the hanging bars from which the lighting and drapes were suspended along with the sound and lighting equipment.
- 102.3 A Member questioned whether the grant allocated would be enough for the works under discussion. In response, the Committee was advised that the Theatre had also applied to the LEADER Programme and had previously been awarded a grant; however, that funding worked in a different way so, to change the purpose for the grant, the original application had to be withdrawn and a new one submitted. The Theatre was also working with the Council's Community Funding Officer to secure other match funding. A Member queried whether the Council could provide the grant for a specific part of the Theatre's improvements, i.e. the stage and backstage area, that way it could use the LEADER funding for the seating. Another Member questioned whether planning permission would be required for any of the works and whether a contribution was required from the private sector in order for the LEADER funding bid to be successful. In response, the Head of Development Services indicated that the Council was in contact with the Theatre about the improvement plan so if planning permission was required that would be advised in a timely manner. In terms of the LEADER funding, she would have to check the specifics of the application as there were different requirements for different elements.
- 102.4 Members agreed that they would like the Council's grant to be used specifically for the stage and backstage improvements. Accordingly, upon being put to the vote, it was

RESOLVED: That, subject to the Trust completing a lease of the Roses Theatre with the Council, the amendments to the grant for the Roses Theatre Trust be **AGREED** on the basis that the grant be used for the items specified in Paragraph 2.1B of the report.

EX.103 SEPARATE BUSINESS

- 103.1 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.104 REVIEW OF DEVELOPMENT SERVICES

(Exempt – Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information which is likely to reveal the identity of an individual)

- 104.1 The Committee considered the outcomes from the review of Development Services and recommended the service restructure proposals and associated action plan to the Council for approval.

EX.105 USE OF THE DEPOT, LOWER LODGE LANE

(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))

- 105.1 The Committee considered a report on the use of the Lower Lodge Lane Depot and approved a future lease arrangement in respect of part of the site.

EX.106 IRRECOVERABLE DEBTS WRITE-OFF

(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))

- 106.1 Members considered and approved the write-off of irrecoverable debts as identified within the report.

The meeting closed at 4:15 pm

EXECUTIVE COMMITTEE FORWARD PLAN 2018/19

REGULAR ITEM:

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

Addition to 25 April 2018

- National Planning Policy Framework Consultation Response.
- Alderton Neighbourhood Development Plan Referendum.

Committee Date: 6 June 2018

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Appointment of Portfolio Holders and Support Members (Annual).	To approve the Portfolio Holders and Support Members for the forthcoming Municipal Year.	Lin O'Brien, Head of Democratic Services.	No.
Financial Outturn Report (including Capital Financing and Earmarked Reserves) (Annual).	To consider the Council's financial outturn.	Simon Dix, Head of Finance and Asset Management.	No.
Data Protection Policy.	To approve the Council's Data Protection Policy.	Shirin Wotherspoon, Principal Solicitor.	Yes – from 31 January to allow for the full implications of the General Data Protection regulation (GDPR).

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Committee Date: 6 June 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
ICT Strategy.	To approve the ICT Strategy,	Graeme Simpson, Head pf Corporate Services.	Yes – from 25 April to allow for further work on the Strategy,
Risk Management Strategy.	To approve the Risk Management Strategy.	Graeme Simpson, Head pf Corporate Services.	Yes – from 25 April to allow for further work on the Strategy,
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 25 April 2018 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: 11 July 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 Four 2017/18.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter four performance management information.	Graeme Simpson, Head of Corporate Services.	No.

Committee Date: 29 August 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Financial Update – Quarter one 2018/19.	To consider the quarterly budget position.	Simon Dix, Head of Finance and Asset Management.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Graeme Simpson, Head of Corporate Services.	No.
(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: 10 October 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 One 2018/19.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter one performance management information.	Graeme Simpson, Head of Corporate Services.	No.

Committee Date: 21 November 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Financial Update – Quarter Two 2018/19.	To consider the quarterly budget position.	Simon Dix, Head of Finance and Asset Management.	No.
Medium Term Financial Strategy (Annual).	To recommend to Council the adoption of the five year MTFS which describes the financial environment the Council is operating in and the pressures it will face in delivering its services and a balanced budget over the period.	Simon Dix, Head of Finance and Asset Management.	No.
Housing Strategy Monitoring Report (Year 3) (Annual).	To approve the Housing Strategy Monitoring Report for Year Three.	Paula Baker, Housing Services Manager.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Graeme Simpson, Head of Corporate Services.	No.
(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: 2 January 2019			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Two 2018/19.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter two performance management information.	Graeme Simpson, Head of Corporate Services.	No.

Committee Date: 6 February 2019			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Budget 2019/20 (Annual).	To recommend a budget for 2019/20 to the Council.	Simon Dix, Head of Finance and Asset Management.	No.
Financial Update - Quarter Three 2018/19.	To consider the quarterly budget position.	Simon Dix, Head of Finance and Asset Management.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Graeme Simpson, Head of Corporate Services.	No.
(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: 6 March 2019			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required

Committee Date: 3 April 2019			
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 2018/19.	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.
Council Plan 2016/20 Refresh (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.

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.
Workforce Development Strategy.	To approve the Council's Workforce Development Strategy.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	25 April 2018
Subject:	Performance Management – Quarter 3 2017/18
Report of:	Councillor Phil Awford, Chair of Overview and Scrutiny Committee
Corporate Lead:	Mike Dawson, Chief Executive
Lead Members:	Lead Member for Organisational Development
Number of Appendices:	Five

Executive Summary:

New Council Plan priorities (2016-20) 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 a key set of performance indicators. The report also includes the Revenue Budget Summary Statement, the Capital Monitoring Statement and the Reserves Position Summary.

At Overview and Scrutiny Committee on 20 March 2018, consideration was given to the 2017/18 quarter three performance management information. The observations made by the Committee can be found in Appendix 1. The performance management documents presented at Overview and Scrutiny Committee can be found in Appendices 2-5.

Recommendation:

To scrutinise the performance management information and, where appropriate, require action or response from the Executive Committee.

Reasons for Recommendation:

The Overview and Scrutiny Committee examines the work of the Executive Committee and holds it to account in order to help the Council achieve its priorities.

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 (2016-20) 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 a key set of performance indicators. Also reported is financial performance, and this is reported through the Revenue Budget Summary Statement, the Capital Monitoring Statement, and the Reserves Position Summary.
- 1.2** At Overview and Scrutiny Committee on 20 March 2018, consideration was given to the 2017/18 quarter three performance management information. The observations made by the Committee can be found in Appendix 1. The performance management documents presented at Overview and Scrutiny Committee can be found in Appendices 2-5.

2.0 COUNCIL PLAN PERFORMANCE TRACKER

- 2.1** The Council Plan (2016-20) 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 and key activities to bring to Members' attention since the last performance report include:

- Although 'routine' business, significant work has been undertaken in preparing and approving the annual budget and medium term financial strategy.
- A further £12 million approved by council for commercial property investment.
- Second floor refurbishment of the Public Service Centre is complete and a new tenant now occupying one third of the top floor. The refurbishment of the rest of the building is now well underway.
- Joint Core Strategy has been adopted.
- Significant support continues to be given to Parishes in developing neighbourhood plans. A further plan has been designated making it 14 across 16 Parishes.
- First year of the housing and homeless strategy action plan is complete.
- 150 affordable homes have been delivered to date thereby achieving the annual target ahead of time.
- Revenues and Benefits restructure is fundamentally complete.
- The garden waste project is concluding with the annual renewal of over 15,000 customers taking place.
- Over 500 responses received in relation to consultation on Public Space Protection Order with results supporting the introduction of such an order.
- Over £500,000 of LEADER funding approved.

Due to the complex nature of the actions being delivered 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 review to ensure it is operating on a viable commercial level.	☹️ Final report now received and findings of the report are being considered. A separate marketing project has recently commenced.
Put in place a plan to regenerate Spring Gardens.	☹️ Original target date of December 2017 has been amended to September 2018. Bruton Knowles appointed to review existing position and advise on current market conditions and opportunities.
Produce a vision for the J9 area.	☹️ Delay to the target date from March 2018 to June 2018 to allow work to be completed by Building Design Partnership (BDP).
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 a number of agencies to secure development.
Explore with partners- including the Battlefield Society- the potential to increase the heritage offer at the Battlefield site.	☹️ A delay in completing the feasibility assessment has caused the target date to change from December 2017 to April 2018.
Deliver the Public Services Centre refurbishment project.	☹️ Slight delay to the target date now scheduled for completion August 2018.
Look at collaborative options for the environmental health service.	☹️ Delay to the target date from April 2018 to July 2018 for Environmental Health to look at the feasibility of shared posts for contaminated land.

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 end of December 2017.

3.2 Of the 15 indicators with targets, their status as at the end of quarter 3 is :

☹️ (achievement of target is unlikely)	😊 (on target)	😊 (target likely to be achieved by the end of the year)
2	13	0

In terms of the direction of travel i.e. performance compared to last year, the status for the 15 indicators are:

↑ (better performance than last year)	↓ (not as good as last year)	↔ (on par with previous year performance)
11	3	1

3.3 Key indicators of interest include:

- KPI 13- Percentage of 'major' applications determined - is above both the target and last year's out-turn being exceeded.
- KPI 14- Percentage of 'minor' applications determined - is an improvement on last years out turn figure but will not meet the target of 90%.
- KPI 15 – percentage of 'other' applications determined – performance is both exceeding target of 90% and previous year's performance of 88.66%.
- KPI 19 – there is a significant reduction in the number of reported enviro crimes. 710 to date compared with 1359 reported for the full year in 2016/17.
- KPI 22- Average number of days to process new benefit claims has reduced to 14 days where the national average is 21 days.
- KPI 28- Average of 7.2 sick days have been lost per full time employee for the year to date meaning the 7 day target has not been achieved.
- KPI 29- Percentage of waste recycled or composted continues to perform strongly at nearly 56%.

4.0 FINANCIAL SUMMARY - REVENUE POSITION

4.1 The financial budget summary for Q3 shows a £590,640 surplus (£315,331 – Q2) against the profiled budget. Below is a summary of the expenditure position for the Council split out between the main expenditure types.

Services expenditure	Full Year Budget	Budget	Actual	Underspend/ (overspend)
	£	£	£	£
Employees	8,644,124	6,299,959	6,214,358	85,601
Premises	521,412	404,908	388,593	16,316
Transport	169,250	125,228	100,833	24,395
Supplies & Services	1,819,164	1,406,805	1,342,324	64,481
Payments to Third Parties	4,957,832	3,853,638	3,769,577	84,061
Transfer Payments - Benefits	19,627,180	0	(86,981)	86,981
Income	(25,890,598)	(3,772,545)	(3,590,462)	(182,083)
Support Services	(17,954)	0	0	0
Capital Charges	992,592	0	0	0
	10,823,002	8,317,993	8,138,241	179,753

Corporate Codes

Interest costs	57,086	42,815	(74,153)	116,968
Investment Properties	(1,179,467)	(926,317)	(1,025,237)	98,920
Corporate Savings Targets	(60,000)	(45,000)	0	(45,000)
New Homes Bonus	47,300	0	0	0
Business rates income	0	0	(240,000)	240,000
	9,687,921	7,389,491	6,798,851	590,640

Note: With regards to savings and deficits, items in brackets and red are overspends

- 4.2** The budget position in relation to the Heads of Service responsibility shows an underspend of £179,753 as at the end of December (£115,464 – Q2). As can be seen there are three main areas of savings - employees of £85,601, payments to contractors of £84,061 and the Housing Benefit service of £86,981.
- 4.3** Employee costs savings are generated mainly through staff vacancies and maternity leave. Services have managed vacancies in the short term with limited use of agency staff and help from current staff to cover work.
- 4.4** The underspend on payments to contractors is generated from small savings across all services. The Benefits Service performance in ensuring that the Council keep up-to-date on processing claims and changes as well as targeting overpayments means that the Council is recovering more subsidy on its expenditure than was budgeted.
- 4.5** In terms of overspends being reported at the half year stage there are two significant overspends which need to be reported to Members at this stage. Planning income has been consistently below target during Q3 leading to a deficit of £255,662 against budget on Development service. Garden Waste is also below budget and is as a result of the changes to the charging structure whereby customers are making pro rata payments for this financial year. This was expected and is a one off issue relating to the change to a single renewal date for all customers and the introduction of a sticker system for bin collections.
- 4.6** Attached at Appendix 3 is a summary of the position for each Head of Service, which shows the current variance against their budget. Where the main types of expenditure headings within the Head of Service's responsibility have a variance over £10,000, a short explanation for the reason for the variance has been provided.
- 4.7** Although the Head of Service's position is underspent, the budget report also recognises the need to achieve savings from the base budget in terms of salaries and procurement savings. These savings targets are currently held on the corporate budget codes on the ledger. No savings are recognised against these plans as they accumulate through the year within service groupings. This has the effect of reducing the underspend on services by £45,000
- 4.8** Also detailed under corporate budgets is the retained income from the Business Rates Scheme. This is showing a surplus of £240,000. This is a prediction of the year end position although it should be noted that there has been so far very little activity with regards to processing appeals against the new 2017 list. A number of outstanding appeals against the 2017 list have been processed or withdrawn. The Council has set aside a significant provision to cover appeals which is hoped to be sufficient in meeting successful appeals, therefore allowing the council to benefit from wider increases in business rates income.

- 4.9** The Council also has a target for the acquisition of additional investment property. The Council has bid on properties in 2017 and has completed the purchase of 3 additional properties at a cost of £13.6m. These new properties, will generate nearly £820,000 of gross income per year and given the low interest rates currently being enjoyed it is envisaged that they will make a contribution of £291,000 in excess of budget in the current year. It is suggested within the Commercial Investment Strategy that these monies are set aside to pump prime a sinking fund for the management of void costs.
- 4.10** Treasury Management activity has produced a positive variance of £116,968 against budget. Access to low borrowing rates and the use of more lucrative funds for our cash investments has resulted in our treasury management activity providing a much better return than expected.
- 4.11** Taking into account the positive position on the corporate accounts, the overall position of the council at the end of Q3 is a surplus of £590,640.
- 4.12** The Council has successfully bid for £4.53 million from the growth deal fund via the LEP to improve the existing Longford roundabout and to add a new roundabout east along the A40 to access the new development site at Innsworth. In order to access the funds, a business case needs to be put forward to the LEP Board for approval. The business case will need to include modelling, designs, financial justification, risks etc. all of which are revenue activities. This work will be contracted to transport consultants to undertake with a delivery timescale of Autumn 2018. The LEP Board will be presented with the business case in early 2019 which upon acceptance will allow the drawdown of the grant monies.
- 4.13** It is anticipated that it will cost £100,000 to produce the business case with the work commencing in February 2018. The LEP Board will not finance the development of the business case but the money invested can be recovered from the overall grant once awarded. It is therefore necessary for the Council to forward fund the development of the business case with a 'loan' of £100,000 available from accumulates in-year surpluses.

5.0 CAPITAL BUDGET POSITION

- 5.1** Appendix 4 shows the capital budget position as at Q3. This is currently showing a significant underspend against the profiled budget.
- 5.2** The underspend is as a result of not utilising all of the agreed funding on the purchase of commercial investment properties. There is also slippage in timescales on certain projects such as the refurbishment of the council offices and also consistent underspends against expectations on disabled facilities grants.

6.0 RESERVES POSITION

- 6.1** Appendix 5 provides a summary of the current usage of available reserves.
- 6.2** Reserves have been set aside from previous years to fund known future costs and the strategic planning decisions on the authority's future operation. The information in the appendix does not take account of reserves which have been committed, but not yet paid.
- 6.3** Whilst the Q3 position shows that there remains a significant balance on the reserves, the expectation is that the balances will be spent in the future. Finance has asked for updates from all departments about their plans to ensure that earmarked reserves are either used for their intended purpose, or released back to the general fund.

7.0 OTHER OPTIONS CONSIDERED

7.1 None.

8.0 CONSULTATION

8.1 None.

9.0 RELEVANT COUNCIL POLICIES/STRATEGIES

9.1 Council Plan 2016-20.

10.0 RELEVANT GOVERNMENT POLICIES

10.1 None directly.

11.0 RESOURCE IMPLICATIONS (Human/Property)

11.1 None directly.

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

12.1 Linked to individual Council Plan actions.

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

13.1 Linked to individual Council Plan actions.

14.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

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

Background Papers: None.

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Appendices:

- 1 – Overview and Scrutiny Committee review.
- 2 – Council Plan Performance Tracker Qtr 3 2017/18.
- 3 - Revenue Budget.
- 4 - Capital Budget.
- 5 – Reserves.

**Questions raised by Overview and Scrutiny Committee at meeting held on
20 March 2018**

Questions raised by Overview and Scrutiny		Response from officers
Performance Tracker - Priority: Finance and Resources		
Sickness absence – a Member questioned whether the recommendations which had come out of the absence management presentation in February would be taken forward. i.e. more detailed breakdown of figures.		The Head of Corporate Services confirmed a more detailed breakdown would be provided moving forward.
Leavers – the Member went on to raise concerns that Members were not made aware of staff changes at an early enough stage.		The Head of Corporate Services clarified that Members were notified of staff changes on a monthly basis via the Member Update Sheet. The Chief Executive recognised that changes to personnel could be difficult but, rather than being a Human Resource issue, this was more about Service Managers ensuring that there was a proper handover with Members and he undertook to raise this with the Management Team.
Financial Information		
A Member noted that retained income from the business rates scheme was showing a surplus of £240,000 and he questioned when this would be available to spend. He also queried whether there was a programme in place for 100% retention.		The Head of Finance and Asset Management confirmed that the surplus of £240,000 was the anticipated year end position. In terms of 100% retention, Officers were working through the scheme detail to see how the pilot would work. If it was in line with the projection, the scheme could generate an additional £400,000 for the Council. The Chief Executive reminded Members that business rates, and other income streams such as the New Homes Bonus, were volatile and any changes made by the government could have a significant impact on the authority's accounts. One of the risks with business rates was the potential number of appeals and this was something which had been a substantial cost to the Council in the past.

<p>A Member drew attention to the successful bid of £4.53M from the growth deal fund to improve the existing Longford roundabout and A40 access to the new development site at Innsworth. In order to access the funds, a business case needed to be put forward to the Local Enterprise Partnership (LEP) for approval. With this in mind, he questioned how the Council would finance the transport consultants who were being contracted to do that work.</p>	<p>The Head of Finance and Asset Management explained that the Executive Committee had approved £100,000 from the surplus to support the development of the business case; if approved by the LEP board, this would be replenished so there would be no detriment to the Council financially, although there was clearly an element of risk. The Head of Development Services confirmed that the first stage of the process was to produce the business case and this would unlock the wider allocation. Whilst there was no guarantee, the money had been allocated to this project and the risk had not increased since Members had been advised previously.</p>
<p>A Member asked if there had been any progress on the disposal of the MAFF site.</p>	<p>The Head of Finance and Asset Management confirmed an officer group was working up an options appraisal for a potential care home or residential facility on the site.</p>
<p>A Member raised a question about planning income being below target. Another Member raised concern that conflicting advice was being given at the pre-application stage and when the formal application was submitted.</p>	<p>The Head of Development Services explained that a number of applications which had been expected throughout the year had not yet been received for various external reasons. This could not have been foreseen and they were still anticipated to come forward at some stage given that a lot were reserved matters applications linked to outline planning permissions. She pointed out that there had been a 20% increase in planning fees nationally which would have an impact but consideration was being given as to how to increase opportunities for commercialising the planning service. The Head of Development Services explained that pre-application advice assisted with the planning process and was a crucial way to increase planning income. Whilst schemes did occasionally change throughout the life of an application, there should be consistency in the advice being given. If Members heard of any times when this did not happen as it should then it was very important that she was given the details.</p>

Appendix 1

<p>A Member queried the financial return on the new leisure centre.</p>	<p>The Head of Finance and Asset Management advised that the Council received £150,000 per year from Places for People plus a 45% share of the profit share in year 4 – 45% went to Places for People and the remaining 10% went to the Board to be used for improvements to the Leisure Centre and its facilities.</p>
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Council Plan Performance Tracker and Key Performance Indicators 2017-18 Progress Report (Quarter 3)

Annex A

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 and review of the planning service. The progress in delivering these individual projects may vary but overall the transformation programme is delivering its objectives.
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	✓	Budget proposal was approved at Council on 20 February. The proposal is balanced despite the £1.6m deficit.
Objective 2. Maintain a low council tax.				
 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 was approved at Council in December 2017.

PRIORITY: FINANCE AND RESOURCES

Actions	Target date	Responsible Officer/Group	Progress to date	Comment
Objective 3. Investigate and take appropriate commercial opportunities.				
28 a) Deliver the aims and objectives of the commercial property investment strategy.	Target date: March 2018	Corporate Leadership Team (CLT) Gill Blackwell Lead Member for Organisational Development and Ron Furolo Lead Member for Finance and Asset management	☺	The council has been successful in acquiring an additional three properties to add to the portfolio at a cost of circa £13.6m with an average net initial yield of 5.99%. Portfolio is now worth £31.09m and generates over £1.9m gross income. A net return, after deducting financing costs, of £1.15m is available to support the council budget in 2018/19. Council has agreed a further £12m investment in additional properties.
b) Undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level.	Target date: April 2017 July 2017 August 2017 April 2018	Head of Community Services Jim Mason Lead Member for Clean and Green Environment	☺	The final report has been received. Officers are now considering the outputs, implications and any subsequent actions. A separate marketing project has recently commenced.


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 September 2018 (revised date)	Head of Finance and Asset Management Ron Furolo Lead Member for Finance and Asset Management		Bruton Knowles appointed to review current position and advise on current market conditions and opportunities. Feedback to be provided to Spring gardens working group and will be reported in Spring.
29 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 third quarter has included: <ul style="list-style-type: none"> • Agreement to dispose of garage sites at Winchcombe and Staverton • Land disposal at Lincoln Green Lane, Tewkesbury progressed • Top floor of Public Service Centre (PSC) refurbished and tenant moved in • Ground floor refurbishment plan and costs agreed – commence 1st February • New leases agreed for existing tenants at PSC • Land transferred to Tewkesbury Nature Reserve • Vineyards play area refurbishment completed and re-opened • Abbey caravan site agreement for lease in place and works commenced • Heads of Terms agreed for lease to Roses Trust



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%	94.55%		↔	☺	The percentage has remained stable in the third quarter.	Lead Member Finance and Asset Management/ Simon Dix
2	Outstanding sundry debt in excess of 12 months old.	£33,566	£50,000	£38,317	£43,351	£47,956		↓	☺	Two big debts totalling £19,127 are close to being resolved while the underlying debt of £28,830 needs to be addressed by service managers.	Lead Member Finance and Asset Management/ Simon Dix

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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	☺	<p>The Economic Development and Tourism Strategy was approved at Executive committee in June 2017.</p> <p>Implementation of annual delivery plan – activities this quarter:</p> <ul style="list-style-type: none"> • Growth Hub development (see action below) • Implementation of tourism marketing plan for Winchcombe • LEADER funding continuing to be allocated – increased grants now available approved 19 projects, with a total value of £515k (31%) across Tewkesbury Borough and Forest of Dean • LEP and Gloucestershire districts submitting an Expression of Interest to the European Regional Development Fund (ERDF)

				<p>Inward Investment bid call – to improve and develop the Inward investment service and capacity for the county.</p> <ul style="list-style-type: none"> • Promotional advert in Commercial Property magazine – opening South West section. • In partnership with Cotswold Tourism, new Visitor Guide produced – 200,000 copies being distributed globally • Reached 1,000,000 hits on Cotswold Tourism website • New Battle Trail leaflet in production
<p>b) Develop and launch a business growth hub in the Public Services Centre</p>	<p>Target date: Spring 2018</p>	<p>Head of Development Services</p> <p>Rob Bird Lead Member for Economic Development/Promotion</p>		<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 completed. • Workshop with Heads of Service and Operational Managers planned • The funding agreement and other documentation relevant to the successful delivery of the hub is now in progress. • Draft governance structure in place • Ongoing meetings with other Hub providers

PRIORITY: ECONOMIC DEVELOPMENT

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 2. Identify and deliver employment land within the borough.				
<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>The JCS was adopted on 11th December 2017. This sets out a requirement to deliver a minimum of 192ha of B class employment land and 39,500 jobs over the plan period to 2031.</p> <p>The JCS identifies strategic allocations which include a significant amount of employment land (112ha). The plan also sets out general policies to manage the development of employment land in the Borough</p>
	<p>Borough plan target date: Winter 2017 Spring/ Summer</p>	<p>Elaine MacTiernan Lead Member for the Built Environment</p>		<p>The Tewkesbury Borough Plan will identify further employment sites which will be informed by the Employment Land Review. 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</p>

	2019			<p>sustainable allocations. Much of this work has 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>Slight delays on the Preferred Options plan, containing employment allocations, being presented to Council. This is due to additional work being carried out with the member working group. It is anticipated to go to Council in April 2018.</p>
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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.				
32 a) Produce a vision for the J9 area.	Target date: March 2017 March 2018 June 2018 (revised date)	Head of Development Services Rob Bird Lead Member for Economic Development/Promotion	☹	Following the Thinking Places consultation. Building Design Partnership (BDP) are in the final stages of completing their first stage report setting out opportunities for future development at the area which will lead to a masterplan for the area to underpin the work of the JCS, prior to its publication later in the Spring. Detailed work on the masterplan will be updated following Housing Infrastructure Fund (HIF) award.
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 their consultation and work in regard to creating a vision for J9 and the wider area and have reported their initial findings to the J9 Members Working Group. Along with partners a response is being prepared to the Road Investment Strategy to highlight the importance of the M5 junctions in TBC area and Gloucestershire as a whole.
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	☺	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. Outcome of the bid is expected in February.

		Member for Economic Development/ Promotion		
PRIORITY: ECONOMIC DEVELOPMENT				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 4. Deliver regeneration for Tewkesbury town.				
33 a) Develop a regeneration plan for Tewkesbury Town.	Target date: April 2018	Head of Development Services Elaine MacTierman Lead Member for Built Environment	☺	<p>The Tewkesbury Town Regeneration Partnership has been re-launched (incorporating the Riverside Partnership) with revised terms of reference and new membership.</p> <p>Working Groups have been formed to take individual projects forward.</p> <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. <p>The masterplan overview group has met to refresh the masterplan and has considered that the masterplan would be appropriately made into an supplementary planning document.</p>
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 March 2018 (revised date)	Head of Development Services Rob Bird Lead Member for Economic Development/ Promotion	☹	Following the site not being sold last summer, discussions are now being sought with developer, to ascertain the potential of the site. Alongside this discussions with a number of agencies are being held to secure development. Officers have also met with the Environment Agency and Historic England on site to look at the constraints in environmental and flooding terms. A programme of action is being drawn up.
c) Explore the potential for the formation of a retail group to support the vitality	Target date: September 2017	Head of Development Services	✓	A Tewkesbury Town Traders retail group has been formed in Tewkesbury and is led by local businesses. The Economic Development Officer regularly attends meetings to represent the Council but also to understand

and regeneration of the town.		Rob Bird Lead Member for Economic Development/ Promotion		the retailers aspirations.
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 . April 2018 (revised date)	Head of Development Services Rob Bird Lead Member for Economic Development/ Promotion	☹	A feasibility assessment is in progress investigating the potential heritage offer. The original target date has been extended to conclude this work.

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
34											
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%	0.8%				0.8% relates to 425 people within the borough. This rate is below the county rate of 1.0% (Source: ONS Dec 2017)	Leader Member Economic Development/ Annette Roberts
5	Number of business births.	460 (2015 figure)				480 (2016 figure)					Leader Member Economic Development/

6	Number of business deaths	335 (2015 figure)				515 (2016 figure)					Annette Roberts
7	Number of visitors to Tewkesbury Tourist Information Centre (TIC)	32,270	31,000	9,751	11,808 (Q1 & Q2: 21,559)	4,180 (Q1 - Q3: 25,739)		↑	😊	UK & overseas visitor's numbers have remained steady, with slight decrease in local residents using the service. This is mainly as a result of more customers booking coach/buses online.	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)	1,172 (Q1 - Q3: 9,407)		↑	😊	Numbers remaining consistent. TBC working closely with Winchcombe Town Council to promote the area more effectively through a joint marketing plan.	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	✓	All three councils adopted the JCS with Cheltenham Borough Council being the final council, on 11 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 April 2018.</p> <p>Estimated timetable for the TBP to adoption is:</p> <ul style="list-style-type: none"> • Preferred Options Consultation- Spring 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>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 14 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 was also successfully voted through at its referendum on 1 March 2018. Alderton NDP has now been successful at examination and the examiner's report is expected in February 2018.</p> <p>A number of other plans are also advancing and officers have been working with, Ashchurch Rural, Churchdown and Innsworth, Down Hatherley, Norton and Twigworth, and neighbourhood plan groups.</p>

PRIORITY: HOUSING				
Actions	Target date	Reporting Officer/Group	Progress to date	Comment
Objective 2. Achieve a five year supply of land.				
a) Ensure adequate land is allocated within the Joint Core Strategy and Tewkesbury Borough Plan to meet housing needs.	Target date: Winter 2017 (JCS) Spring/ summer 2019 (TBP)	Head of Development Services Elaine MacTiernan Lead Member for the Built Environment	☺	The JCS was adopted on 11 th December 2017. Where adequate land was allocated to meet the housing needs. It is anticipated that Council approval for the Preferred Options Borough Plan will take place in April 2018 before going out to public consultation. 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.
37 b) Continue to promote sustainable development throughout the borough.	Target date: Winter 2017 (JCS) Spring/ Summer 2019 (TBP)	Head of Development Services Elaine MacTiernan Lead Member for the Built Environment	☺	The JCS was adopted in December 2017 and achieved its Winter 2017 target. However, the TBP will now follow the JCS and is being developed to reach adoption in Spring/Summer 2019. Therefore there has been a need to change the target date against this objective.
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	✓	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.

		for the Built Environment		
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	😊	JCS transport strategy (May 2017) has identified key transport infrastructure requirements for strategic allocations. 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. Both projects are progressing with the input of officers. M5 J9/Ashchurch visioning (thinking place) and master planning project (BDP) will be published shortly. This will be important piece of work in determining development potential in the area that will feed into the JCS review.

PRIORITY: HOUSING

Actions	Target date	Reporting Officer/Group	Progress to date	Comment
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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	✓	<p>The first year of the Homeless strategy Action Plan has now concluded. Year two action plan has been submitted to Executive committee. The new action plan is a 15 month plan to realign the plan to the municipal year rather than the calendar year.</p> <p>Successful activity this quarter includes:</p> <ul style="list-style-type: none"> • An application for Challenge 1 of the Gold Standard was submitted in December 2017 and the authority should receive a Bronze award in the new year. • Lead authority on Places of Safety contract • A new county housing first service for chaotic entrenched rough sleepers has been introduced through a joint SIB funding bid • Housing services website successfully updated. • Affordable housing policies agreed with planning policy as part of the Borough Plan.
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39	b) Deliver 150 affordable homes each year.	Target date: 31 March 2018	Head of Community Services Elaine MacTiernan Lead Member for the Built Environment	✓	Q3 has delivered 65 new affordable properties including properties in Bishops Cleeve, Longford, Tewkesbury and Churchdown. They comprise of; 35 affordable rented and 30 shared ownership. This gives a total of 150 to date this year and means the annual target has been met ahead of time.
	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)	33 (Q1,Q2 & Q3: 84)		↔		The number of households presenting as homeless during the second quarter has risen on the previous quarter but remain largely in line with the previous year	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)	57 (Q1, Q2 & Q3: 164)		↑		This has been a successful quarter for preventing both homeless applications and homeless acceptances through positive interventions. The first three quarters indicate that prevention figures this year will be significantly higher than previous years	Lead Member Health and Wellbeing/ Peter Tonge
41 13	Percentage of 'major' applications determined within 13 weeks or alternative period agreed with the applicant.	82.50%	80%	90.90%	80%	88.51%		↑	😊	Improved performance in Q3 with both target and last year's out-turn being exceeded. Performance expected to continue to the year end. During this year a total of 35 'major' applications have been determined of which 31 were determined within 13 weeks or the agreed timescale with the applicant.	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%	73.89%		↑	☹	<p>Well below target but continued and significant improvement since Q1 and improvement on last year's out-turn. Not expected to meet target by year end however would expect to maintain improved performance.</p> <p>During this year a total of 180 'minor' applications have been determined of which 133 were determined within 8 weeks or the agreed timescale with the applicant.</p>	Lead Member Built Environment/ Annette Roberts
42 15	Percentage of 'other' applications determined within 8 weeks or alternative period agreed with the applicant.	88.66%	90%	90.19%	90.15%	91.11%		↑	☺	<p>Continued 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.</p> <p>During this year a total of 472 'other' applications have been determined of which 430 were determined within 8 weeks or the agreed timescale with the applicant.</p>	Lead Member Built Environment/ Annette Roberts




PRIORITY: CUSTOMER FOCUSED SERVICES

Actions	Target date	Reporting Line	Progress to date	Comment
Objective 1. Maintain and improve our culture of continuous service improvement.				
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	✓	<p>The main phase of the Revenues and Benefits team restructure is complete. A new management structure is in place supported with an overall reduction in the number of FTE within the benefits team. As routine business, the team structure will remain under review to ensure it is fit for purpose and responsive to changes resulting from legislative changes and customer requirements.</p> <p>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.</p>
13) 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	😊	<p>The requirements of the enviro crime strategy continue to be implemented.</p> <ul style="list-style-type: none"> • Officers continue to successfully issue fixed penalty notices, now more than 20 have been issued • Two cases relating to illegal waste deposit and carrying waste offences were sent for prosecution, report outcome in Q4 • Signage continues to be erected at hotspots • Signage and Enforcement appearing to be effective as less tipping at common hotspots. Require to monitor over longer period to confirm trend. • Results from Public Space Protection Order (PSPO) dog fouling consultation indicate that there is broad support from responders regarding introduction of Borough wide PSPO. Report to committee in Q4 regarding adoption of PSPO across borough. • Joint stop and search initiative with Environment Agency carried out in October. Initiative considered by all parties a general success. Whilst no enforcement action was taken on this occasion



				a number of advisory letters were sent out and advice given. Will look to repeat this initiative in Q1 2018/19 and develop scope of initiative as a result of this experience.
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	😊	Notification for the annual renewal has been sent to 15,000 garden waste customers. The sticker licence is in place and will be forwarded once payment has been made. Resilience work has been undertaken with the Customer Services Team to prepare them for call volumes.
PRIORITY: CUSTOMER FOCUSED SERVICES				
Actions	Target date	Reporting Line	Progress to date	Comment
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>Report it forms, as well as FOI and complaints forms will be completed in the new year.</p>

b) Roll out a programme of customer services training for staff across the council, including an appraisal of our complaint system.	Target date: March 2017 September 2017 January 2018	Head of Corporate Services Mike Dean Lead Member for Customer Focus		A review of our complaints system has taken place, and feedback is being used to inform the corporate online forms project. In addition, complaints handling training has taken place for operational managers. Customer services training is now programmed in for all front line staff – the council's corporate customer care standards will be central to this.
Objective 3. Further expansion of the Public Services Centre (bring in other partners).				
a) Deliver the Public Services Centre refurbishment project.	Target date: March 2018 June 2018 August 2018 (revised date)	Head of Finance & Asset Management Ron Furolo Lead Member for Finance and Asset Management		Refurbishment works to top floor has now been completed. Works to the ground floor and entrance to offices now agreed within the allocated finances. Works to commence 1 st February with an estimated programme of 29 weeks. Reception areas and business hub to be completed by the end of June with civic suite and externals completed by the end of August.
b) To let out the top floor of the Public Services Centre.	Target date: March 2018	Head of Finance and Asset Management Ron Furolo Lead Member for Finance and Asset Management		One tenant to occupy a third of the area on the top floor has been secured with occupation on the 18 December 2017. The vacant space remains on the market and improvements to the marketing materials, potential inducements and increasing the amount of agents acting on behalf of the council to be considered if no tenants in place by the end of February. Refurbished top floor being used as civic suite through ground floor refurbishment works therefore space unavailable for new tenants to occupy the area until September.

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 July 2018 (revised date)	Head of Development Services and Head of Community Services Elaine MacTierman Lead Member for Built Environment and Jim Mason Lead Member for Clean and Green		Environmental Health Manager Appointed in November 2017. EHM is in discussion with neighbouring authorities about the feasibility of shared post relating to planning consultations and contaminated land. The structure of the EH team is also currently under review.
	Planning - December 2017 April 2018			Planning – a report is to be presented at Executive Committee in March outlining the proposals of the Development Services review.
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		<p>‘Join forces with our partners’ is one of three key priorities in our Digital Strategy. Initiatives include ;</p> <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 has produced a digital story and accompanying info-graphic, which tells the story of how far the council has come in terms of digital changes. This has been circulated to councillors, staff and neighbouring districts.
47 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 channel is now complete and payments are being received. Replacement of the income system will go live for garden waste payments in February 2018 with other services going live before the year end.
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	✓	This constitutes phase one of the 365 project and all staff and members email have been moved onto 365.

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	224				<div>Q1, Q2 Q3</div> <div>Bishops Cleeve 72, 24 64</div> <div>Brockworth 147, 53 101</div> <div>Churchdown 53, 24 19</div> <div>Winchcombe 66, 31 40</div> <div>Total 338 132 224</div> <div>Customer foot fall remains steady.</div>	Lead Member Customer Focus/ Graeme Simpson
17	Total number of people assisted within the borough by Citizens Advice Bureau (CAB).	1372		383	735	1,114				<div>2,175 issues raised compared to 2,206 for the same period last year Q1-Q3). With 75% being about:</div> <div>Benefits 26%</div> <div>Debt 20%</div> <div>Employment 11%</div> <div>Relationships 10%</div> <div>Housing 8%</div> <div>Of the 1,114 clients seen in the first 9 months of this year the heaviest demand was again in Brockworth at 149 (13.4 %).</div> <div>The following five wards represent 515 (46%) of all clients seen:</div> <div>Brockworth 149, Cleeve</div>	Lead Member Economic Development /Promotion / Annette Roberts

										St Michael 107, Tewkesbury Priors Park- 107, Churchdown St Johns 84 and Tewkesbury Town with Mitton 71.	
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
18	Financial gain to clients resulting from CAB advice	£390,717		£77,593	£139,391	£198,524				During the quarter, clients have benefitted from £59,133 of financial gains (£198,524 in the nine months to end of December).	Lead Member Economic Development /Promotion / Annette Roberts
19	Number of reported enviro crimes	1359	1000	353	176 (Q1 & Q2 529)	181 (Q1 & Q2 & Q3 710)		↑	☺	Enviro-Crime figures for Q3: <ul style="list-style-type: none"> fly tips- 75 littering- 1 dog fouling- 38 abandoned vehicles- 28 noise- 39 General reduction in reported enviro crimes continues in this quarter. This reflects the notable reduction of fly tipping at hotspots. Indication that Enviro crime strategy is having an effect. Longer data period required before conclusive analysis can be stated.	Lead Member Clean and Green Environment/ Peter Tonge

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
20	Community groups assisted with funding advice	349		46	32 (Q1 & Q2: 78)	30 (Q1- Q3: 108)				<p>Since July 2015 community groups have been supported by the borough to receive £1,000,174 in grants from external funders.</p> <p>In quarter 3 of 2017-2018 the council supported groups to raise £100,991 in external grants.</p>	Lead Member Economic Development /Promotion / Annette Roberts
21	Benefits caseload: a) Housing Benefit b) Council Tax Support	3,974 4,552		3,971 4,536	4,000 4,461	4,008 4,441				<p>The number of council tax support claimants has fallen during quarter 3. The housing benefit caseload has increased during this quarter, but it is anticipated that this will start to fall during Q4 once the whole of the Borough has moved to Universal Credit.</p>	Lead Member Finance and Asset Management / Graeme Simpson
22	Average number of days to process new benefit claims	16.19	16.19	13.22	15.67	14.0		↑	😊	<p>The benefits team continue to perform well above the national average of 21 days and remain on track to meet target.</p>	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
23	Average number of days to process change in circumstances	5.30	5.30	4.27	3.46	6.0		↓	☺	Performance remains good, the national average is 9 days. Performance has declined in quarter 3 due to changes with regard to homeless claims taking longer to assess at 10 days. Standard changes are currently taking 4 days on average to process.	Lead Member Finance and Asset Management/ Graeme Simpson
24	Percentage of council tax collected	98.24%	98%	29.63%	57.5%	85.6%		↑	☺	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%	84.8%		↑	☺	Business rates collection is on track to meet the 2017-18 target.	Lead Member Finance and Asset Management / Graeme Simpson
26	Number of anti-social behaviour incidents	2443		615	600 (Q1- Q2: 1215)	501 (Q1- Q3: 1716)		↑		Over a rolling 12 mth period there has been a decrease in incidents of 8.5%	Lead Member Community/ Peter Tonge
Key performance indicators for priority: Customer focused services											
KPI	KPI description	Outturn	Target	Outturn Q1 2017-18	Outturn Q2 2017-18	Outturn Q3 2017-18	Outturn Q4 2017-18	Direction	Traffic light	Comment	Portfolio Lead / Head

no.		2016-17	2017-18					of travel	icon		of service
27	Number of overall crime incidents	3070		851	893 (Q1- Q2 1744)	793 (Q1- Q3: 2537)		↓		Over a 12 mth rolling period there has been an increase of 13.24%.	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)	3.39 (Q1- Q3: 7.4)		↓	☹	Total sick days to Qtr 3 = 1306. Comprising long term (746) and short term (560). Long term sickness equates to av 4.28 days and short term 3.21 days	Lead Member Organisational Development/ Graeme Simpson
29	Percentage of waste recycled or composted	53.29%	52%	56%	57.48%	55.95%		↑	☺	Both the recycling rate and the kg/hh demonstrate good performance. There is a reduction of waste sent to landfill which is promising for a wasteful time of year at Christmas and New Year, even when some collections did not take place over the Christmas period due to bank holidays and some delays due to inclement weather. 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 for energy recovery. Garden waste tonnages have dropped due to the change in season, however still averaging 406 tonnes per month over the quarter. Food waste tonnage is	Lead Member Clean and Green Environment/ Peter Tonge
30	Residual household waste collected per property in kgs	411kg	430kg	95kg	94kg (Q1-Q2 189KG)	94kg (Q1- Q3: 283KG)		↑	☺		Lead Member Clean and Green Environment/ Peter Tonge

										slightly lower than previous quarters, but this isn't reflected in the landfill tonnage and also will be down slightly due to the missed Christmas collections. Both the food and other bin tonnages will be up in January most likely as the catch up collections take place.	
31	Food establishments hygiene ratings	Not measured previously	5% baseline	4.82	4.36	4.30				There are 650 food hygiene rated premises. Of this 28 are below a food hygiene rating of three.	Lead Member Clean and Green Environment/ Peter Tonge

AP9 Budget Report - Appendix 3

Chief Executive

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	241,157	180,599	180,956	(357)	(0.2)	
Premises	0	0	0	0	-	
Transport	2,898	2,178	1,628	550	25.3	
Supplies & Services	4,132	3,052	3,340	(288)	(9.4)	
Payments to Third Parties	2,000	2,000	195	1,805	90.3	
Support Services	(250,187)	0	0	0	-	
Income	0	0	0	0	-	
TOTAL	0	187,829	186,119	1,710	0.9	

Community Services

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	1,013,123	758,925	734,811	24,114	3.2	1
Premises	2,500	1,876	325	1,551	82.7	
Transport	35,284	26,471	21,770	4,701	17.8	
Supplies & Services	155,744	105,807	82,223	23,584	22.3	2
Payments to Third Parties	4,197,547	3,405,292	3,386,995	18,297	0.5	3
Support Services	445,907	0	0	0	-	
Depreciation	542,291	0	0	0	-	
Income	(1,824,800)	(1,425,605)	(1,433,077)	7,472	(0.5)	
TOTAL	4,567,596	2,872,766	2,793,046	79,720	2.8	

1) Employee savings relate to a number of savings made due to having a vacant licencing officer post which is being partially covered by current establishment, along with general staff turnover, maternity and sickness.

2) The saving on supplies and services is mostly related to the ending of the safe at home initiative, which was the cost of overseeing Disabled Facility Grant (DFG) applications. This is not being charged as part of the capital costs of DFGs.

3) Payments to third parties are showing an underspend due to a saving on the anticipated cost of the end of life costs on the vehicle contract. This was being funded from New Homes Bonus and so savings will be returned to reserves to fund other one off projects. The saving on this is being offset by a £38k projected overspend on the Ubico contract.

Corporate Services

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	1,665,669	1,289,324	1,316,886	(27,562)	(2.1)	4
Premises	0	0	0	0	-	
Transport	16,951	12,781	10,456	2,325	18.2	
Supplies & Services	479,695	365,985	363,877	2,107	0.6	
Payments to Third Parties	111,720	65,969	55,985	9,984	15.1	
Transfer Payments - Benefits Service	19,627,180	0	(86,981)	86,981	-	5
Support Services	(336,319)	0	0	0	-	
Depreciate	24,136	0	0	0	-	
Income	(20,068,485)	(238,508)	(300,263)	61,755	(25.9)	5
TOTAL	1,520,547	1,495,550	1,359,960	135,590	9.1	

4) The employees' budget is overspent at the end of quarter 3 due to some savings from the Revenues and Benefits restructure yet to be realised as a result of minimal impact from the transfer to UC. Position to be reviewed throughout 2018.

5) The overall position is, however, positive due to excellent performance in the Benefits team and some additional income received from Central Government to support the delivery of legislative changes.

Democratic Services

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	247,331	186,836	141,659	45,177	24.2	6
Premises	0	0	390	(390)	-	
Transport	17,888	13,421	10,879	2,542	18.9	
Supplies & Services	449,510	342,417	314,129	28,287	8.3	7
Payments to Third Parties	36,700	20,422	21,177	(755)	(3.7)	
Support Services	913,191	0	0	0	-	
Depreciation	21,021	0	0	0	-	
Income	(500)	(378)	(14,898)	14,520	(3,841.3)	8
TOTAL	1,685,141	562,718	473,337	89,381	15.9	

6) Employees cost are underspent as the additional costs of running elections in year has been less than the savings derived from the vacant post held in democratic services.

7) Small savings in the cost of annual computer licences, election costs and the cost of civic functions have resulted in a underspend across the service of nearly £30k.

8) A new burdens grant from central government has been received in the year which had not been budgeted for.

Deputy Chief Executive

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	106,036	79,540	79,298	242	0.3	
Premises	0	0	0	0	-	
Transport	3,440	2,585	1,458	1,127	43.6	
Supplies & Services	4,350	3,766	3,328	438	11.6	
Support Services	(113,826)	0	0	0	-	
Income	0	0	0	0	-	
TOTAL	0	85,891	84,085	1,806	2.1	

Development Services

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	1,637,208	1,227,190	1,221,432	5,758	0.5	
Premises	43,230	9,136	10,102	(966)	(10.6)	
Transport	56,072	42,068	36,785	5,283	12.6	
Supplies & Services	165,030	148,286	152,149	(3,863)	(2.6)	
Payments to Third Parties	217,825	169,630	116,439	53,191	31.4	9
Support Services	438,685	0	0	0	-	
Depreciation	20,614	0	0	0	-	
Income	(1,472,081)	(1,074,177)	(818,515)	(255,662)	23.8	10
TOTAL	1,106,583	522,133	718,392	(196,259)	(37.6)	

9) The savings made on payments to third parties are as a result of £21K 2016/17 creditor that wasn't needed and so could be released into this year's budget. In addition, there has been a saving on agency costs relating to planning. This is directly linked to lower income received.

10) Planning income is £266,700 down on what we'd predicted in the budget at Q3. There are some other small income gains that have offset this slightly however it is now highly unlikely that we will meet the full budgeted income for this year.

Finance and Asset

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	2,382,270	1,629,900	1,619,043	10,857	0.7	11
Premises	472,682	393,896	377,776	16,120	4.1	12
Transport	15,142	11,371	7,842	3,529	31.0	
Supplies & Services	474,561	358,830	349,859	8,971	2.5	
Payments to Third Parties	241,680	182,481	186,548	(4,067)	(2.2)	
Support Services	(753,235)	0	0	0	-	
Depreciation	384,530	0	0	0	-	
Income	(1,274,495)	(854,763)	(848,207)	(6,556)	0.8	
TOTAL	1,943,135	1,721,715	1,692,862	28,854	1.7	

11) A number of savings on posts as a result of maternity leave and some employees working reduced hours has resulted in an underspend against budget.

12) A range of small gains at a variety of locations against the costs of business rates, electricity and water has resulted in an underspend.

One Legal

	Full Year Budget	Budget	Actual	Savings / (Deficit)	Budget Variance	
	£	£	£	£	%	
Employees	1,351,330	947,645	920,273	27,373	2.9	13
Premises	0	0	0	0	-	
Transport	21,575	14,353	10,015	4,338	30.2	
Supplies & Services	83,142	78,663	73,417	5,245	6.7	
Payments to Third Parties	150,460	7,845	2,238	5,607	71.5	
Support Services	(362,170)	0	0	0	-	
Income	(1,244,337)	(179,114)	(175,502)	(3,613)	2.0	
TOTAL	0	869,392	830,441	38,951	4.5	

13) Legal budgets are closely monitored through the JMLG meetings between the three partner organisations of one legal. The only significant variance is on employee costs, which is where extraordinary income has been used to offset employee costs, rather than being shown as a gain on income

Appendix 4 - Analysis of Capital Budget

	Q3 Budget Position £	Q3 Actual Position £	(Over) / Under spend £	% Slippage	Comments
Council Land & Buildings	1,730,000	704,389	1,025,611	59	Majority of the expenditure is in relation to starting the refurbishment of the public services centre. This work is progressing with the 2nd floor being completed at the end of January and 1/3rd of the area now being rented commercially. However the rest of the project has slipped from the anticipated start date showing a saving against budget profile but with the ground floor phase commencing at the beginning of February, expenditure is expected to catch up over the next six months.
Vehicles & Equipment	636,299	553,813	82,486	13	The expenditure on vehicles is on budget and now delivered. The variance is primarily due to waste bin purchases. Expenditure is currently behind the budget profile, but it is likely that the budget will be utilised in full by the end of the year.
Capital Investment Fund	16,780,400	13,662,761	3,117,639	0	Officers have successfully concluded £13.6m of investment in the third quarter. A balance of £3.1m remains to be invested.
56 Community Grants	81,126	8,872	72,254	89	At the beginning of the year the expectation was that the majority of the remaining 9 capital grant projects would be underway. This has not happened and 4 schemes have not yet commenced at the end of Q3.
Housing & Business Grants	525,000	259,215	265,785	51	Spend on disabled facilities grants continue to be lower than expected in the budget.
Total	19,752,825	15,189,050	4,563,775	23	

Appendix 5 - Revenue Reserves for 17/18

Reserve	Balance 31st March 2017	Spend on Reserves to Quarter 3	Reserve Remaining	Note
Service Reserves				
Asset Management Reserve	521,892	16,563	505,329	
Borough Regeneration Reserve	6,934	-	6,934	
Business Support Reserve	232,299	27,632	204,668	
Business Transformation Reserve	322,070	92,480	229,590	1
Community Support Reserve	127,362	59,470	67,892	2
Development Management Reserve	103,800	44,378	59,422	3
Development Policy Reserve	296,884	70,935	225,949	4
Elections Reserve	63,000	-	63,000	
Flood Support and Protection Reserve	43,731	11,999	31,732	
Health & Leisure development reserve	28,046	16,057	11,989	
Housing & Homeless Reserve	18,160	573	17,587	
IT Reserve	14,726	2,495	12,231	
Organisational Development Reserve	14,458	2,086	12,372	
Risk Management Reserve	7,703	5,450	2,253	
Transport Initiatives Reserves	342,046	52,302	289,744	
Waste & Recycling development Reserve	28,750	1,313	27,438	
	2,171,862	403,733	1,768,128	
Corporate Management Reserves				
Business Rates Reserve	1,491,301	-	1,491,301	
MTFS Equalisation Reserve	1,167,617	-	1,167,617	5
	2,658,918	-	2,658,918	
Totals	£4,830,779	£403,733	£4,427,046	

Notes to Reserves

- 1 Expenditure incurred on a range of initiatives including General Data Protection Requirements, replacement of income systems and the replacement of on-line forms
- 2 Expenditure against balance of community grants brought forward
- 3 Costs resulting from planning appeals and temporary staff to support major planning studies (externally funded)
- 4 Expenditure relating to the advancement of the Borough Plan and other initiatives
- 5 £837,000 of this reserve is being used to support the base budget in 2017/18 with the balance supporting future years

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	25 April 2018
Subject:	Council Plan Year 3 (2016-20)
Report of:	Graeme Simpson, Head of Corporate Services
Corporate Lead:	Mike Dawson, Chief Executive
Lead Member:	Leader of the Council
Number of Appendices:	One

Executive Summary:

The Council Plan is a key strategic document which establishes an overarching vision for the Borough and sets out in broad terms the priorities, objectives and actions that the Council will focus upon to work towards the vision. The current plan (2016-20) was approved by Council on 19 April 2016. The plan is reviewed on an annual basis and where appropriate updated. The Council plan 2016-20 (Year Three) is attached at Appendix 1.

Recommendation:

Subject to any amendments from the Executive Committee, the Council Plan refresh is RECOMMENDED TO COUNCIL for adoption.

Reasons for Recommendation:

To ensure the plan remains a live document, actions need to be reviewed on an annual basis and refreshed where appropriate.

Resource Implications:

None arising directly from this report.

Legal Implications:

None arising directly from this report.

Risk Management Implications:

If the Council does not have an up to date Council Plan then it cannot demonstrate that priorities are being achieved.

Performance Management Follow-up:

Delivery of the Council plan actions are monitored through a Performance Tracker which is reported to Overview and Scrutiny Committee on a quarterly basis. The outcome of the Overview and Scrutiny Committee is reported to Executive Committee by the Chair of Overview and Scrutiny.

Environmental Implications:

None arising directly from this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1** The Council Plan is a key strategic document which establishes an overarching vision for the Borough and sets out in broad terms the priorities, objectives and actions that the Council will focus upon to work towards the vision. The plan (2016-20) contains four priority themes supported by a number of key objectives and actions. The plan is reviewed annually and where appropriate updated. The refresh ensures the plan is a 'live' document. The draft plan (Year 3) is attached in Appendix 1.

2.0 THE COUNCIL PLAN 2016-20 (Year 3)

- 2.1** It is proposed the vision, values and priority themes remain substantially unchanged. The vision for the Borough is 'a place where a good quality of life is open to all'. The plan also sets out the values which we will hold as we work to deliver the vision. We are a Council which puts customers first, is positive about working with others and which values its employees.

- 2.2** The plan re-affirms the four priority themes that were established at its inception, though two have been slightly reworded to reflect the broader remit and relevance of the priority area. The priorities are:

- Finances and Resources;
- Promoting and Supporting Economic Growth (replacing Economic Development);
- Growing and Supporting Communities (replacing Housing);
- Customer-Focused Services.

Each of the four priorities is supported by a series of key objectives and actions which will focus activity on delivery of the priorities. Similar to the priority themes, a small number of the objectives have been reworded so they adequately support the wider remit of the renamed priority themes.

- 2.3** The actions can be either of an operational or strategic nature and are updated where appropriate to reflect progress made during the course of the previous year. For example, a number of supporting actions have been removed as they were delivered in year two e.g. new garden waste system, implementation of a fees and charges strategy. Actions which are not subject to change, tend to be those that are of a more strategic nature and are likely to be implemented in the medium to long term. For example, the regeneration of Spring Gardens and those actions relating to future growth and infrastructure of the Borough.

- 2.4** The plan reflects the feedback received from Lead Members at a recent Corporate Leadership Team/Executive Committee away day. The priorities and supporting objectives and actions ensure the Council retains its ambition and is one that is seen to 'punch above its weight'. The rewording of the two priority themes and supporting objectives, helps reinforce the ambition to be the economic engine for Gloucestershire's growth and helping new communities to form and existing communities to receive the benefit of growth.

3.0 MONITORING PROGRESS

- 3.1** A performance tracker is in place to monitor delivery of the Council Plan actions and this is reported to Overview and Scrutiny Committee on a quarterly basis. Outcomes of the Overview and Scrutiny Committee review are then reported to Executive Committee.

4.0 PROMOTING THE COUNCIL PLAN

- 4.1** The prime audience for the Council Plan are the Council's Members, staff and key partners. The updated plan will be available on the Council's website, intranet and in hard copy format on request. Easy print and summary versions will also be available. The plan will be published in the media and through Borough News. Poster versions will also be available for use internally.

5.0 OTHER OPTIONS CONSIDERED

- 5.1** None.

6.0 CONSULTATION

- 6.1** Corporate Management Team, Operational Managers and Lead Members.

7.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 7.1** There are a number of key strategies that support delivery of Council plan priorities. For example digital strategy, housing and homelessness strategy, economic development and tourism strategy, etc.

8.0 RELEVANT GOVERNMENT POLICIES

- 8.1** A wide range of government policies underpin actions within the priority themes.

9.0 RESOURCE IMPLICATIONS (Human/Property)

- 9.1** No direct resource implications.

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

- 10.1** The Council Plan seeks to ensure economic, social and environmental sustainability.

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

- 11.1** The Council Plan seeks to ensure value for money and equitable service provision.

12.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

- 12.1** Council plan (2016-2020) approved 19 April 2016.

Background Papers: None

Contact Officer: Graeme Simpson, Head of Corporate Service Tel: 01684 272002
Email: graeme.simpson@teWKesbury.gov.uk

Appendices: 1 – Council Plan refresh (2016-2020) Year 3



Tewkesbury Borough



Council Plan 2016-20

Year 3: 2018



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Foreword

We have made great progress during the second year of our Council Plan 2016-2020. This year we have made some changes to our priorities and objectives in order to continue to drive forward our vision:

"Tewkesbury Borough, a place where a good quality of life is open to all"

To deliver this vision and provide a focus for our Council Plan, our four priorities are:

- Finance and resources
- Promoting and supporting economic growth
- Growing and supporting communities
- Customer focused services

We have changed our economic development priority to reflect our ambitions to drive economic growth and to become the primary economic engine for Gloucestershire's growth. We have also changed our housing priority to reflect our commitment to support our communities - encouraging new communities to establish and develop and supporting existing communities to thrive.

The next two years will continue to be exciting and challenging. We are an ambitious council, punching above our weight with the services we are delivering, while facing unprecedented financial pressure. We will carry on driving our 'transform' programme forward to ensure we continue to have efficient and effective services that we are proud of.

Since we launched this plan two years ago, we have continued with our commercial approach to generating income. We will keep investigating commercial opportunities so that we can continue providing excellent value for money whilst meeting our customers' needs. Our council tax remains one of the lowest in the country and has been for many years, so we are experts in doing more for less.

We are focused on our priorities and will continue to use our resources effectively to improve the quality of life for our communities. We pride ourselves on being agile and flexible, despite the financial challenges and will maintain our essential role in developing our sense of 'place'.

We will continue to transform our business to meet the challenges we face and in everything we do, we will be a council that is 'better for customers, better for business'.

This plan highlights many achievements under each of our priorities and we will continue with our progress throughout this year.

In summary, the future for Tewkesbury Borough is about encouraging growth in our economy and housing together with infrastructure delivery to support this. We want to build successful communities and provide services which offer high quality and value and these have formed our actions in this year's plan.

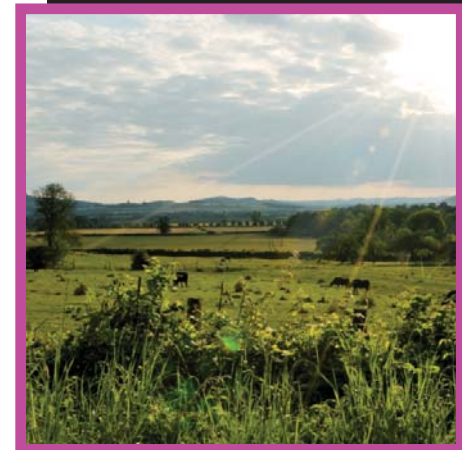


Councillor Dave Waters,
Leader of the Council and
Councillor Robert Bird,
Deputy Leader of the Council



Tewkesbury Borough

Our borough is predominantly rural and located in the north of the county extending southwards beyond Gloucester and Cheltenham. The eastern part of the borough lies within the Cotswold AONB. Our population is roughly 86,890 made up of 40,808 households spread across 160 square miles. It has an excellent location at the heart of the M5 corridor.



Despite its apparent rural character, the borough includes a wide range of economic activity ranging from large multinationals to micro businesses. The borough is an established centre for high quality manufacturing and home to some world class high tech aero engineering firms. The diverse and contrasting range of settlements provides a high quality environment in which to live and this, combined with its excellent strategic location, makes it an ideal area for economic and business growth.



A snapshot of Tewkesbury Borough

- The borough has a population of around 88,518, with ONS projections of 96,931 by 2028 and 106,773 by 2039.
- Projections suggest the number of people aged 65 and above will increase from 19,531 in 2016 to 31,881 in 2039, an increase of 62%. This compares to a projected increase of 16.0% for the 0-19 year old population and 6.0% for the 20-64 year old population.
- The proportion of Black and Minority Ethnicity (BME) population rose from 1.4% to 2.5% between 2001 and 2011 (lower than the county and national %). "White Other" population has more than doubled between 2001 and 2015, from 940 to 2,106
- The borough has a highly skilled workforce that reflects the nature and demand of a high technology manufacturing and service base which is projected to grow.
- The borough remains an established centre for manufacturing and this represents 21.3% of overall employment in Tewkesbury Borough.
- The current employment rate of 16-64 year olds is 74.8% which is slightly higher than the national rate of 74.4% and lower than the county rate of 80.5%.
- Claimant unemployment is 0.9% which is below the county average of 1.1% and the national rate of 2.1%.
- Life expectancy at birth is 80.8 years for males and 84.7 years for females which is slightly higher than the county average and significantly higher than the national average
- 16.5% of residents reported having a long term health problem or disability, broadly in line with the county average and below the regional and national average.
- Two thirds of the borough are ranked within the 40% least deprived areas in England, accounting for 65% of the population. The borough has small pockets of deprivation ranked in the top 20% deprived areas nationally.
- Tewkesbury is the 4th most deprived area out of the six districts in Gloucestershire. The borough has the greatest proportion of population (53%) in Gloucestershire living in the least deprived 20% of LSOAs in England for Crime and Disorder.
- The borough experience crime rates much lower to the overall rates for England and Wales, South West region and Gloucestershire County.



Our vision and values 2016-20

Our vision is to make:

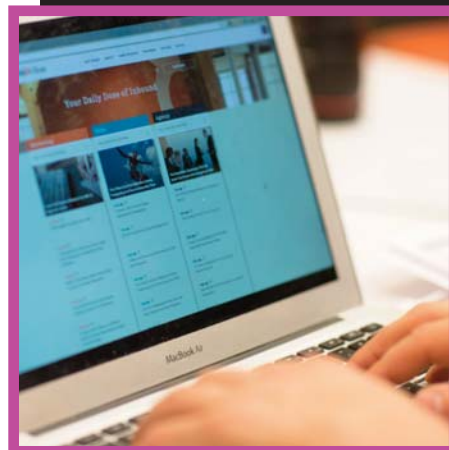
"Tewkesbury Borough, a place where a good quality of life is open to all."

Our values

Everything we do is aimed at delivering our vision but the way we deliver services is equally important to us. We are an ambitious council punching above its weight, and we have therefore adopted a set of values which we apply across all of our activities. We are a council which:

- ✓ **Puts customers first**
We will put the needs of our customers at the heart of what we do and listen to what they say, treating people fairly and without bias.
- ✓ **Is positive about working with others**
We recognise we cannot achieve our vision by working alone. We will continue to develop productive working relationships with other organisations and our communities, including the voluntary sector, town and parish councils and neighbourhood groups to achieve common goals.
- ✓ **Values our employees**
We will support, praise and invest in our workforce to develop our organisation.

Supporting our values we also have an ethos that whatever we do will be 'better for customers, better for business'.



Our priorities and objectives 2016-20

● **Finances and resources**

- Seek to be financially independent of the government's core grants.
- Maintain a low council tax.
- Investigate and take appropriate commercial opportunities.
- Use our assets to provide maximum financial return.

● **Promoting and supporting economic growth**

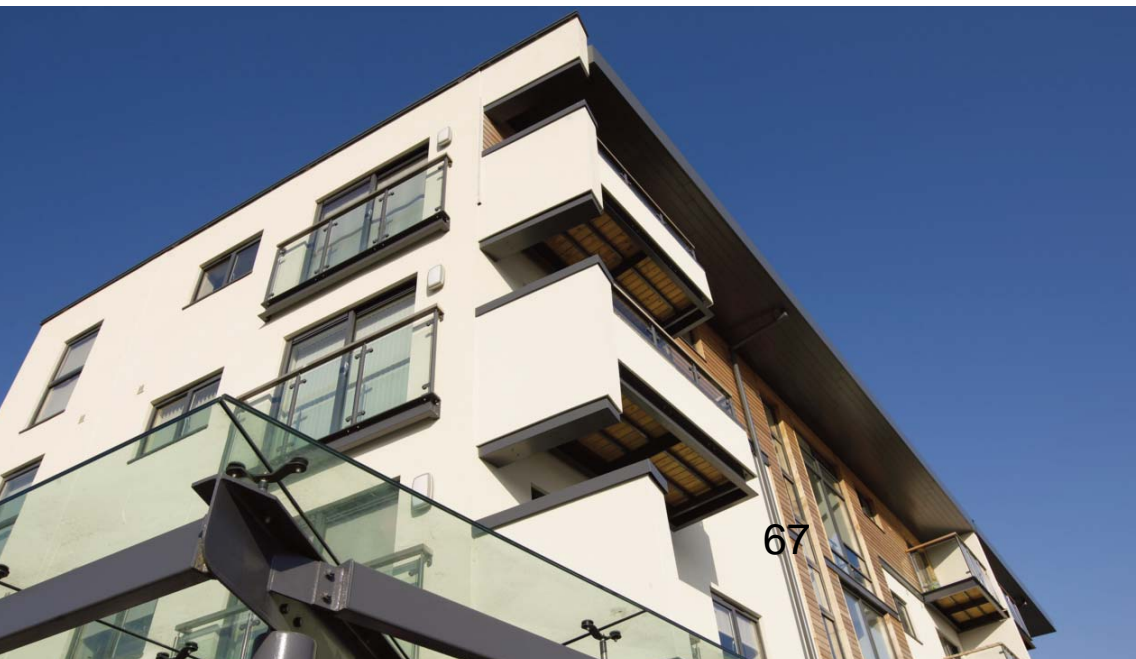
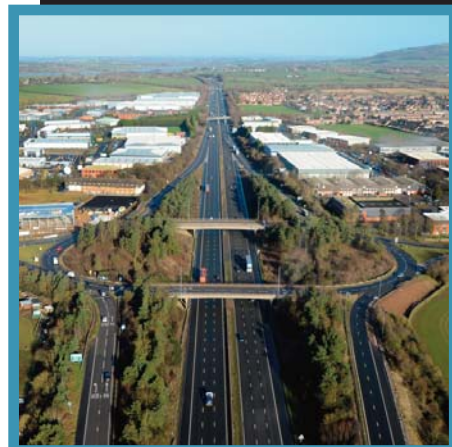
- Deliver our strategic plans.
- Deliver employment land.
- Maximise the growth potential of the M5 junctions.
- Deliver regeneration for Tewkesbury town.
- Promoting the borough as a visiting attraction.

● **Growing and supporting communities**

- Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.
- Achieve a five year supply of land.
- Deliver the homes and necessary infrastructure to create new sustainable communities in key locations.
- Deliver affordable homes to meet local need.

● **Customer-focused services**

- Maintain and improve our culture of continuous service improvement.
- Further expansion of the Public Services Centre.
- To improve customer access to our services and service delivery through digital methods.



Why this is a priority

The council has to manage with less money whilst demands on its services and costs increase so it is important we focus on delivering services that maximise value for money, sustainability and efficiency. We need to maximise and invest in commercial activities.

To deliver this priority our objectives and actions are:

- **Seek to be financially independent of the government's core grants.**
 - a) Deliver the council's transformation programme.
 - b) Maximise retention around business rates.
 - c) Work to reduce the council's deficits, outlined in the Medium Term Financial Strategy.
- **Maintain a low council tax.**
 - a) Produce a Medium Term Financial Strategy which ensures that council tax remains in the lowest quartile nationally.
- **Investigate and take appropriate commercial opportunities.**
 - a) Deliver the aims and objectives of the commercial property investment strategy.
 - b) Undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level.
 - c) Explore opportunities to increase commercial activity in all services.
- **Use our assets to provide maximum financial return.**
 - a) Explore options for the regeneration of Spring Gardens.
 - b) Explore options for the Ministry of Agriculture, Food and Fisheries (MAFF) site.
 - c) Deliver the council's asset management plan.



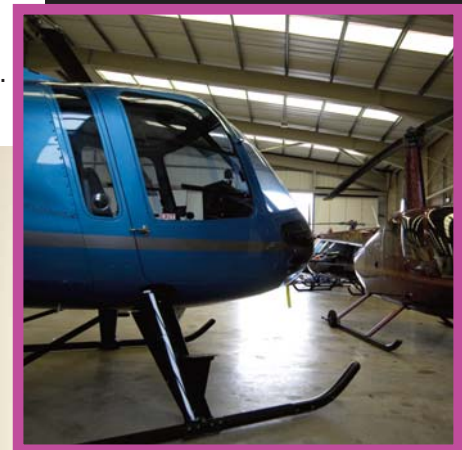
Why this is a priority

The council has ambitious plans to make Tewkesbury Borough the primary growth engine for Gloucestershire's economy. The borough occupies a strategic location and we want the local economy to thrive and prosper and to provide jobs that people want. The future of the borough will be focused on the delivery of employment land and housing together with infrastructure and skills. Attracting new investment, as well as retaining and strengthening existing businesses, will ensure the future prosperity of the borough.

To deliver this priority our objectives and actions are:

- **Deliver our strategic plans.**
 - a) Deliver the Economic Development and Tourism Strategy.
 - b) Launch a business growth hub in the Public Services Centre.
 - c) Conduct a retail study in partnership with Cheltenham Borough Council and Gloucester City Council.
 - d) Work with the Local Enterprise Partnership and other partners to contribute to the Local Industrial Strategy.
- **Deliver employment land.**
 - a) Deliver employment land through the Joint Core Strategy and Tewkesbury Borough Plan.
- **Maximise the growth potential of the M5 junctions.**
 - a) Produce a concept masterplan for the Junction 9 area.
 - b) Work with partners to secure transport infrastructure improvements around the borough, including the all-ways Junction 10, Junction 9 and A46 improvements.
- **Deliver regeneration for Tewkesbury town.**
 - a) Develop a supplementary planning document for Tewkesbury town.
 - b) Develop a programme with partners to progress Healings Mill and other key development opportunity sites to support the regeneration of Tewkesbury.
- **Promoting the borough as a visiting attraction**
 - a) Explore with partners – including the Battlefield Society – the potential to increase the heritage offer at the Battlefield site.
 - b) Develop a programme to work with existing tourism attractions within the borough to promote historic heritage.
 - c) Review the tourism resources to maximise the tourist provision in the borough.

Promoting and supporting economic growth



Why this is a priority

We recognise how important it is for residents to feel part of their communities. It is important we ensure residents have access to enough good quality, affordable housing that can make a real difference to their lives. Not only is housing important for the health and well-being of residents it is also an important part of building and maintaining strong communities and supporting the economic prosperity of the borough.

To deliver this priority our objectives and actions are:

- **Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.**
 - a) Work with partners to ensure the delivery of housing growth through the Joint Core Strategy (JCS) and undertake the required reviews to meet JCS housing shortfalls.
 - b) Develop the Tewkesbury Borough Plan.
 - c) Support Neighbourhood Development Plans where communities bring them forward.
 - d) Develop housing growth plans associated with the Junction 9 masterplan.
 - e) With partners, explore options for the provision of modular and innovative housing to meet housing needs.
- **Achieve a five year supply of land.**
 - a) Ensure adequate land is allocated within the JCS and Tewkesbury Borough Plan to meet housing need.
 - b) Work with developers and stakeholders to deliver sustainable sites to meet housing needs.
- **Deliver the homes and necessary infrastructure to create new sustainable communities in key locations.**
 - a) Monitor annually the delivery of homes within the borough.
 - b) Work with partners, infrastructure providers and developers to progress the delivery of key sites.
 - c) Produce a business case for improvements to the A40 at Longford, including improvements to Longford roundabout.
 - d) Deliver short-term access improvements to the infrastructure around the Ashchurch Housing Zone.
 - e) To produce a Place Development Strategy.
- **Deliver affordable homes to meet local need.**
 - a) Implement effective actions to meet the needs of homelessness legislation.
 - b) Achieve the council's affordable homes target.
 - c) Work in partnership to deliver the council's housing and homeless strategy.
 - d) Work to support the Severn Vale Housing merger with its partners in accordance with the programme.
 - e) Develop a programme to work with landlords to ensure residents have a supply of rented properties to meet their needs.

Growing and supporting communities

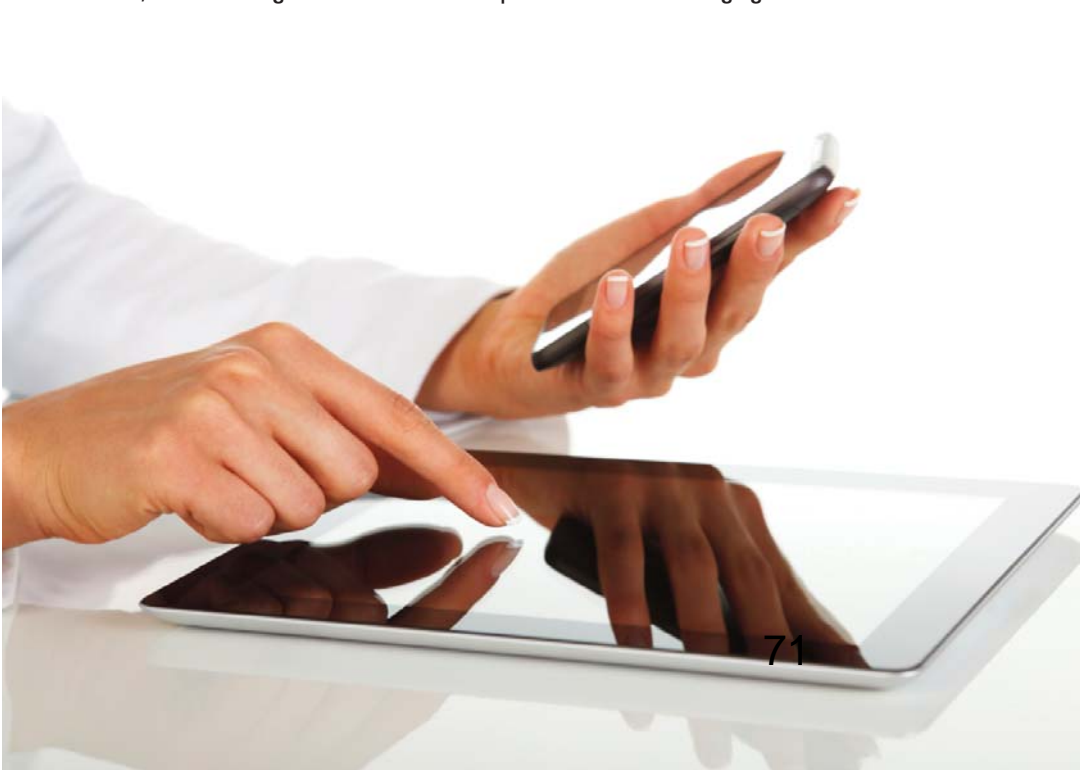


Why this is a priority

One of our core values is to put the needs of our customers at the heart of what we do and listen to what they say. We want to provide the best possible service to all of our customers, particularly in terms of resolving queries at the first point of contact. Digital technology is changing our customers' expectations and we want them to be able to access our services when and where they need it. We will work with our partners to make access to all of our services easier.

To deliver this priority our objectives and actions are:

- **Maintain and improve our culture of continuous service improvement.**
 - a) Deliver improvements through the review of Development Services action plan to create an efficient, effective and economical service.
 - b) Deliver improvements through the review of Community Services to create an efficient, effective and economical service.
 - c) Implement the One Legal business review and associated case management system replacement.
- **Further expansion of the Public Services Centre.**
 - a) Deliver the Public Services Centre refurbishment project.
 - b) Seek tenants for the remainder of the top floor and other spaces.
 - c) Develop a programme to create partnerships within Public Service Centre.
- **To improve customer access to our services and service delivery through digital methods.**
 - a) Explore options to provide online public access to interactive planning policy information maps.
 - b) Introduce the option for paperless billing for council tax and business rates.
 - c) Explore options and deliver a corporate-wide customer record management (CRM) system.
 - d) Look at digital methods to improve customer engagement.



Keeping our performance on track

Good performance management is when an organisation knows it is doing the right things well. To monitor how well we are performing, our performance management framework includes a council plan performance tracker. The tracker monitors the progress in delivering the actions which support each priority theme. Progress is reported on a quarterly basis to our Overview and Scrutiny Committee. Supporting the tracker is a set of key performance indicators and a financial summary analysis. The findings from the Overview and Scrutiny Committee review are personally reported by the chair of committee to the council's Executive Committee.

Our performance management framework is supported with effective decision making and where appropriate the consideration of risk, when delivering our objectives. Both of these are key elements of our overall governance framework. To ensure our arrangements are as robust as possible, we will in the course of the year review the whole of the council's constitution and our risk management framework. Delivery of these are reported through an Annual Governance Statement monitoring report that is presented at the council's Audit Committee. Alongside this, we will implement a Member training programme, so as to maximise the value of our Members.

We look forward to reporting our success factors over the span of the Council Plan (2016-2020) which builds upon the success of our previous plan.

Should you require any further information about the Council Plan, please contact:

Graeme Simpson, Head of Corporate Services

phone: 01684 272002 email: graeme.simpson@teWKesbury.gov.uk



Our achievements 2017-2018

These include;



Finances and resources

- Commercial investments have been made throughout the year which total nearly £14m generate an income of £1.15m per year.
- The top floor of the Public Services Centre (PSC) has been refurbished and a tenant occupies a third of this space. Overall rental income from all PSC partners is £184k.
- We have produced a Medium Term Financial Strategy which has ensured our council tax remains one of the lowest in the country.
- We have funded the £83,000 improvements to the facilities at the children's playground at the Vineyards in Tewkesbury.



Economic development

- The new Economic Development and Tourism Strategy 2017-2021 was launched in June 2017 and supports our ambition to be the primary growth engine of Gloucestershire.
- £465k of funding was secured from the Local Enterprise Partnership (LEP) to bring a business Growth Hub into the Public Services Centre.
- 19 projects have been approved under the Leader project totalling a value of £515k across Tewkesbury Borough and the Forest of Dean district.
- Over 100 community groups have been supported throughout the year to apply for over £1million worth of funds since July 2015.
- We continue to work with neighbouring authorities for improvements to Junction 9 and 10 of the M5.



Our achievements 2016-2017



Housing

- The Joint Core Strategy was adopted in December 2017 by all three councils (Tewkesbury and Cheltenham Borough and Gloucester City).
- Continued support is provided to town and parish councils for the development of neighbourhood plans – 18 parishes are preparing plans and three have been adopted.
- We have exceeded our target figure of 150 affordable homes delivered in 2017/18.
- The authority is in line to receive a bronze award for Challenge One of the Gold Standard.



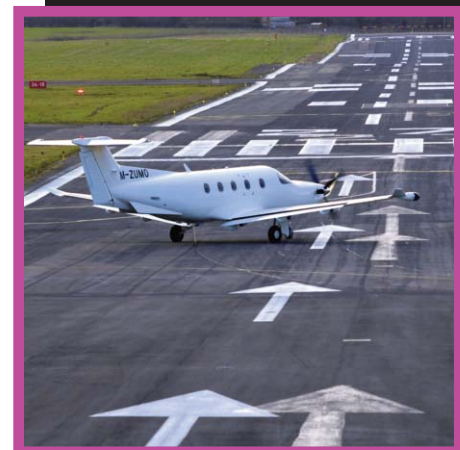
Customer-focussed services

- The refurbishment works to the ground floor have commenced and are due to be completed by the end of August 2018.
- More than 20 fixed penalty notices have been issued to tackle enviro-crimes along with six successful prosecutions throughout the year.
- Following a review our garden waste service has been rebranded as a garden waste club and over 15,000 customers have been contacted to purchase stickers. To date over 14,000 customers have renewed their subscription with 72% doing so online.
- A range of our self-serve forms online have been improved to give a better customer experience including business grant applications, food business applications and the missed bin form.
- We have successfully migrated to Microsoft 365 to help with our business continuity.
- We continue to provide a £53,000 grant to the Citizens Advice Bureau who supported over 1000 members of our community in the last year.
- Our recycling and compost rate continues to improve and is 56% for 2017/18.



Photo index

front cover	Innsworth Technology Park View over Church Street, Tewkesbury Winchcombe Walking Festival
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page 3	Innsworth Technology Park Snowhill Lavender The Cross, Tewkesbury View from Crickley Hill
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TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	25 April 2018
Subject:	2018/19 Service Plans
Report of:	Graeme Simpson, Head of Corporate Services
Corporate Lead:	Mike Dawson, Chief Executive
Lead Member:	Lead Member for Organisational Development
Number of Appendices:	Six

Executive Summary:

Each service group has produced a service plan for 2018/19. The service plans contain key, operational projects and activities which are intended to be carried out during the year. The service plans tend to detail non-Council plan actions only. Council plan actions are allocated to individual services through the Council plan performance tracker. Delivery of actions within the tracker are monitored by Overview and Scrutiny Committee and their observations then considered by Executive Committee. When holding team meetings, managers will use both their service plan and performance tracker actions in tandem.

Recommendation:

To ENDORSE the 2018/19 service plans.

Reasons for Recommendation:

Service planning is a core part of the Council's performance management framework.

Resource Implications:

None arising directly from this report.

Legal Implications:

None arising directly from this report.

Risk Management Implications:

If services do not have a formal service plan in place then it will be difficult to demonstrate there are adequate performance management arrangements in place to monitor service delivery.

Performance Management Follow-up:

Council plan actions are formally reported on a quarterly basis through the performance tracker. Non Council plan actions are monitored individually by the relevant service through management dialogue such as team meetings, 1-2-1 meetings and Lead Member briefings.

Environmental Implications:

None arising directly from this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1** Each service group has produced a service plan for 2018/19. The service plans contain key, operational activities which are intended to be carried out during the year. The service plans tend to detail non-Council plan actions only. Council plan actions are allocated to individual services through the Council plan performance tracker. Delivery of actions within the tracker are monitored by Overview and Scrutiny Committee and their observations then considered by Executive Committee. When holding team meetings, Heads of Service will use both their service plan and performance tracker actions in tandem.

2.0 SERVICE PLANS

- 2.1** The service plan template has been kept as simple as possible to complete. The template gives a brief overview of the purpose of the service, the progress made against delivering key 2017/18 actions and the key actions to be undertaken in 2018/19. The service plans can be found in appendices 1-6. There is a plan for each of the following groupings:

- Corporate Services;
- One Legal;
- Democratic Services;
- Development Services;
- Community Services; and
- Finance and Asset Management.

A set of the service plans will be placed in the Member's Lounge and will also be available on the intranet.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** None.

4.0 CONSULTATION

- 4.1** Heads of Service and Corporate Management Team.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** Council Plan 2016-2020.

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

- 7.1** None directly arising from the report.

- 8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 8.1** Heads of Service will consider sustainability implications when planning and undertaking individual actions.
- 9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 9.1** Heads of Service will consider the impact of equalities and diversity when planning and undertaking individual actions.
- 10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 101** None.

Background Papers: None

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Email: graeme.simpson@tewkesbury.gov.uk

Appendices: 1 – 6 Service Plans 2018/19.

Corporate Service Business Plan 2018-19

1. Service purpose and objectives

- To support the management, monitoring and improvement of the council's performance.
- To provide effective Customer Services.
- To provide an effective Revenues & Benefits service.
- To provide an effective ICT function through the best use of current and emerging technology.
- To provide an effective Human Resources function.
- To support the work of the Overview and Scrutiny Committee.
- Internal Audit to be an arm of effective management.
- To provide an effective communications and graphic design function.
- To support the council's project management, risk management and equalities frameworks.
- To support development of corporate policies.
- To provide support to the Chief Executive on corporate matters.
- To work with corporate management team and members to support and deliver the council's business transformation programme.
- To champion digital opportunities and potential customer service partnerships.

2. Progress against actions, projects, tasks or targets 2017-18

Non Council Plan actions only, see Performance Tracker for progress against 2017-18 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or X
Customer Services			
Deliver Customer Care Strategy year 2 actions	The majority of actions have been completed such as review of complaints system, customer service training has been organised for May, review of online forms, support to customer-focused council plan actions. A year 3 action plan will be considered by Overview and Scrutiny Committee in May 2018.	March 2018	✓
Undertake a review of Advice and Information services.	This review has yet to be undertaken. Action to be carried forward to 2018/19.	September 2017	x
Implement a new garden waste system.	As at end of March, nearly 15,000 customers have subscribed to the new sticker system.	March 2018	✓
Investigate options for the redesign of the reception area and develop customer service partnerships with public services centre partners, particularly the new Business Hub	Working in partnership with Property Services, a redesign of the reception area has been agreed. Where relevant, support will be provided to the new business hub.	March 2018	✓
To review and make improvements to the 'Report it' system.	Work has been completed for the following; missed bins, business grant applications, food business	December 2017	✓

Corporate Service Business Plan 2018-19

	applications, community support requests and job applications. The quality of web site forms are subject to ongoing review.		
ICT			
Implement Office 365.	Phase 1 of the project – transition of Outlook has been implemented.	August 2017	✓
Development of a new ICT strategy	There is a move away from legacy type systems and more cloud based solutions – this approach needs to be documented.	December 2017	x
Tender for a cloud based disaster recovery solution.	Solution in place and tested.	June 2017	✓
Commercial opportunities particularly around website development.	In the absence of commercial opportunities, the JCS website has been refreshed and other TBC related websites may be subject to further review.	March 2018	x
Support to the improvements of the 'Report it' system.	ICT were represented on the project team and improvements made.	January 2018	✓
Re-tender of mobile and landline telephone contracts.	The project scope for mobile phone procurement has recently been approved by Programme Board for delivery in 2018/19. Landline contract was re-tendered during the year.	January 2018	x
Interim work to move to Windows 10 and Office 2016.	Rollout has commenced.	March 2018	✓
Provide assistance to the PSC refurbishment and integration of the business hub.	ICT is represented on the project team to ensure the ICT business needs of the hub are met.	March 2018	✓
Human Resources			
Implement a new HR system, particularly in relation to on line recruitment.	New system (Breathe) implemented with modules now being rolled out.	September 2017	✓
Review of flexible working related policies and procedures.	Review is aligned to the rollout of Office 365.	September 2017	x
To provide support to the Revenues and Benefits restructure.	HR support provided – new management structure in place.	March 2018	✓
Finalise workforce development strategy	A draft strategy has been produced which will be quality assured by the Interim HR Manager and finalised within the first quarter of 2018/19. Carry forward to 2018/19.	June 2017	x
OH review	Options for the provision of the OH function have been drafted and just	March 2018	✓

Corporate Service Business Plan 2018-19

	need signing off by the Head of Corporate Services.		
To provide support to any proposed significant changes to service delivery models.	In addition to the Revenues & Benefits review, HR support has been provided to the Development Services review and the upcoming review of Environmental Health.	March 2018	✓
Overview and Scrutiny			
Continued support to the Overview and Scrutiny Committee.	Maximising the value of the committee has continued throughout the year including support to individual working groups, ensuring the adequacy of the committee's work programme and providing individual support to the chair.	March 2018	✓
Communications			
To undertake a review of Tewkesbury Borough News.	Review undertaken by Overview and Scrutiny Committee Working Group – new magazine format, distributed twice yearly to every household was the main outcome.	June 2017	✓
Develop new communications strategy.	New strategy approved at Executive Committee 7 June 2017.	July 2017	✓
Corporate Support			
Business continuity	A business continuity plan is in place for each service area. A draft corporate plan has been produced and needs to be tested.	September 2018	x
Council plan refresh	Council Plan 2016/2020 (Year Two) approved by Council 16 May 2017.	May 2017	✓
Support delivery of the Digital Strategy and transformation related projects.	Team members have either led or provided support to such projects as garden waste, new HR system, office refurbishment, business hub, on-line forms, continued improvements to website.	March 2018	✓
Provide support to review of Data Protection arrangements.	The new Business Administration Manager is working closely with One Legal and GDPR champions to deliver the GDPR implementation plan.	March 2018	✓
Risk Management			
Review of risk management arrangements.	The review is underway. A draft strategy has been produced, member training has been provisionally booked for May. Corporate risk register to be	September 2017	x

Corporate Service Business Plan 2018-19

	produced for presentation at July Audit Committee.		
Internal Audit			
To appoint an external assessor to undertake an assessment of the internal audit function and the findings to be reported to management and the Audit Committee.	An independent assessment of the internal audit function has been completed. An action plan to deliver the recommendations made has been reported to Audit Committee.	December 2017	✓
Equalities			
Development of new policy and a review of existing framework.	Draft policy and action plan have been produced but needs finalising.	March 2018	x
Revenues and Benefits			
Following completion of the restructure, to incorporate the Revenues and Benefits team into the Corporate Services Unit.	Direct reporting line to Head of Corporate Services established. Revenues and Benefits Manager has integrated well with other Operational Managers.	August 2017	✓

3. Work programme 2018-19

Action	What difference will it make?	Date to be achieved
Customer Services		
Undertake a review of Advice and Information Centres (b/fwd 17/18).	To maximise the effectiveness of the centres and they meet the needs of our customers.	March 2019
Provide support to the operational effectiveness of the PSC following its refurb including support to the business hub where appropriate.	To provide a good customer experience and to fulfil our commitment to the Local Enterprise Partnership on the effective running of the hub.	September 2018
To roll out further training on complaints handling.	To ensure complaints are handled in line with the approved complaints policy.	December 2018
To look at ways of gathering and measuring customer satisfaction.	Use customer feedback to help shape service delivery.	March 2019
ICT		
Deliver a new ICT Strategy. (b/fwd 17/18)	Formalise the direction of travel regarding ICT and it reflects the business needs of the council	December 2018
Deliver Phase 2 of Office 365.	Maximising the office 365 apps will deliver more efficient and effective ways of working.	December 2018
Mobile phone procurement (b/fwd 17/18)	Demonstrate value for money and ensure consistency of mobile phone provision.	December 2018
Migrate all email accounts to one domain	Requirement of Public Sector Network compliance.	March 2019

Corporate Service Business Plan 2018-19

Internet Service Provider procurement	Value for money and it provides the necessary internet connectivity.	July 2018
Provide the relevant ICT support to the operational delivery of the business hub.	Installation and maintenance of ICT facilities will support the needs of the hub.	September 2018
Provide support to the implementation of case management systems.	Ensure the effective development, implementation, maintenance and security of any new system.	March 2019
Payment Card Industry Data Security Standards (PCI/DSS) 3.2	Compliance with legislation.	March 2019
Review of servers	Ensure server provision is providing the required level of performance.	December 2018
Human Resources		
Finalise workforce development strategy (b/fwd 2017/18)	Supports the delivery of the council plan through effective workforce planning and development.	June 2018
Provide support to service reviews and significant changes to service models (will include Development Services, Community Services, One Legal)	Support the realisation of agreed business benefits of change through engagement of employees in organisational change and new ways of working.	March 2019
Undertake an employee engagement survey.	Increase the ability to attract, motivate, retain and develop high quality employees. Track improvements since the last survey undertaken in 2016.	October 2018
Review and improve the council's recruitment policy and processes.	Opportunity provided by utilising the new HR system to ensure recruitment processes are efficient and enable the council to attract a diverse range of talented employees in a competitive market place.	March 2019
Continue to review absence management levels and produce an action plan to reverse recent increase.	Reduced absence management will have a positive effect particularly around the well-being of staff and the resilience within teams.	June 2018
Implement an action plan to reduce the recorded (31 March 2017) gender pay gap over the medium-long term.	Provide greater equality of opportunity within the workforce and respond to the government's policy of reducing gender pay gaps in the wider economy. To reduce any negative perception of the recorded pay gap.	June 2018
Review the Personal, Professional Development (PPD) process.	To ensure the process adequately supports the development of the council's workforce.	March 2019
Provide support to the potential review of mileage and essential user lump sum allowance as well as the emerging car pool project.	Ensure the project is delivered effectively and ensuing there is adequate consultation and engagement with key stakeholders.	December 2018
Revenues and Benefits		

Corporate Service Business Plan 2018-19

Review of enforcement agent contract including monitoring arrangements.	Monitoring arrangements are in place to ensure the contract is being delivered and effectively supports overall recovery procedures.	September 2018
Implement paperless billing for those customers that wish to engage this way.	Financial savings to the council and increased customer focus.	February 2019
Formal review of the Council Tax Reduction Scheme and all discounts.	Compliance with legislation and maximisation of income.	November 2018
Look at the feasibility of integration with the Local Land Property Gazetteer (LLPG).	Efficiency savings through the use of one master address database.	March 2019
Provide support to the business hub.	Cross service working to ensure the effective implementation of the business hub.	September 2018
In light of Universal Credit, proactively monitor caseload and performance and make service adjustments where necessary.	Fit for purpose structure.	December 2018
Overview and Scrutiny		
Continue to support the effectiveness of the committee, including a review of the Communities and Local Government (CLG) Committee's findings on the effectiveness of O&S nationally and if these can be applied locally.	Ensure the committee delivers its terms of reference and provides the required level of support and challenge to the Executive Committee.	March 2019
Communications		
Deliver the actions within the communications strategy.	Helps the council deliver its vision, priorities and objectives.	March 2019
Obtain and review feedback from residents and members on the new Tewkesbury Borough News publication.	Assurance that the new format provides value for money and meets the needs of its readers.	January 2019
Corporate Support		
Finalise the update of Business Continuity arrangements. (b/fwd 17/18)	The council and its services are resilient in the event of an incident.	September 2018
Finalise the review of risk management arrangements. (b/fwd 17/18)	Implementation of a framework for the identification, evaluation and mitigation of corporate risk.	July 2018
Continued support to the implementation of GDPR.	Compliance with GDPR legislation.	March 2019
Finalise the Equalities Policy and promote general equality awareness.	Discharge council's responsibilities under Equality Act 2010.	September 2019
Support delivery of projects within the council's transformation programme.	Successful delivery of projects.	March 2019
Digital		
Investigate and implement a new	Provide more efficient ways of working and	March 2019

Corporate Service Business Plan 2018-19

Customer Relationship Management (CRM) platform.	allow for better engagement with our customers.	
Support digital projects across all service areas eg paperless billing for c/tax and NNDR, pilot webchat, interactive planning maps etc	Successful delivery of projects.	March 2019
On-going review of website forms and website structure/format.	Make it as easy as possible for customers to transact with us and our ambition to be a 4* website.	December 2018
Internal Audit		
Implement recommendations made from the independent peer review assessment.	Compliance with Public Sector Internal Audit Standards (PSIAS)	March 2019

4. Factors that may affect future service delivery

Factor
<ul style="list-style-type: none"> • Introduction of any new government policy may alter the vision, priorities or shape of the council. • The nature of the section's work requires corporate 'buy in' from other parts of the organisation – need to ensure there is a 'one team' approach to corporate issues. • The council is committed to transformation, some outcomes from this are not yet known and this could potentially lead to uncertainty and competing priorities within the organisation. • The potential for a detailed 'in service' review or restructure. • Any long term sickness absence could potentially delay deadlines. • Financial pressures may affect delivery of proposed projects. • Impact of Universal Credit.

One Legal Service Business Plan 2018-19

1. Service purpose and objectives

- To provide clear and robust corporate advice to officers and elected members
- To be focused on the business needs of our clients
- To work cost effectively and to quality management systems
- To set challenging standards and work to them
- To be innovative and flexible in approach
- To provide a dynamic and supportive environment for team members
- To actively seek out and deliver services to other public bodies

2. Progress against actions, projects, tasks or targets 2017-18

Non Council Plan actions only.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Review staffing structure	Put on hold pending consideration of opportunities under the action to grow existing and target third party income/clients	July 2017	✗
Review operational practices process and procedures	Undertaken in preparation for new case management system	October 2017	✓
Grow existing and target third party income/clients	Steady progress has been made throughout the period	March 2018	✓
Enhanced service offering to partner authorities	Current workload demands have not provided opportunities to explore enhanced service offerings to partner councils	March 2018	✗
Develop and implement a marketing strategy	Put on hold pending implementation of new case management system	December 2017	✗

3. Work programme 2018-19

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Implement new case management system	Improved efficiency/productivity, client interface and management reports	March 2019
Implement outcomes of operational practices, processes and procedures review.	Improved systems efficiency	June 2018
Review of further 3rd party income opportunities and structures to deliver	Income generation, staff development and service enhancement	October 2018

One Legal Service Business Plan 2018-19

Review of One Legal s101
arrangements

Required under the agreement between the
partner councils

October 2018

4. Factors that may affect future service delivery

Factor

- Significant increases in workloads or new complex cases/projects
- Opportunities arising for expansion of the service
- Decrease in third party client market share
- Retention/recruitment of appropriately qualified staff

Democratic Services - Service Business Plan 2018-19

1. Service purpose and objectives

- To support, and promote, the democratic processes of the council.
- To maintain an accurate and up to date Register of Electors in accordance with the legislative requirements.
- To organise Parish, Borough, County, Parliamentary and European Elections in accordance with the statutory requirements.
- To enable effective and efficient decision-making arrangements within the council that are compliant with legislative and constitutional requirements.
- To provide support to members of the council, both in an advisory capacity and through ongoing training and development.
- To organise civic functions.
- To promote a high standard of probity and ethics within the council.

2. Progress against actions, projects, tasks or targets 2017-18

Non Council Plan actions only.

Action	Progress	Date to be achieved	Complete ✓ or ✗
Elections			
Delivery of Gloucestershire County Council Elections.	Complete.	May 2017	✓
Prepare and submit responses to the draft recommendations of the Local Government Boundary Commission for England on revised warding arrangements for Tewkesbury Borough Council.	Complete.	October 2017	✓
Delivery of Neighbourhood Plan Referendums.	Ongoing. Those that have been held to date are complete.	Ongoing	✓
To conduct the annual canvass focussing on improving registration.	Complete.	December 2017	✓
Member Services			
Review of Committee Room Charging Structure – to include comparisons with other hire charges locally and within the other District Councils in Gloucestershire.	On hold until refurbishment of Committee Suite is complete. Will be put into the Work Programme for 2018-19.	November 2017.	✗

Democratic Services - Service Business Plan 2018-19

Development of the 2018-19 Member Allowances Scheme.	Complete.	February 2018.	✓
Publication of Register of Interests on the website. (Brought forward from 2016-17).	The implications of this in respect of the General Data Protection Regulation (GDPR) are being considered. Also part of government review into Standards regime. Way forward will be considered by the Standards Committee when consideration process is complete.	December 2017.	✗
Revision of Report Format. (Brought forward from 2016-17).	Will be put into the Work Programme for 2018-19.	March 2018.	✗
Review of the Gifts and Hospitality Protocol for Councillors.	Review currently being considered by Standards Committee.	October 2017.	✗
Review of Code of Conduct Complaints and Investigations Process.	The government is currently undertaking a consultation on the current Standards regime. The Standards Committee will be considering a response to the consultation at the end of April. Following the outcome of the government review, consideration will be given to any revisions of the process that are required.	December 2017.	✗

3. Work programme 2018-19

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Electoral Services		
Reorganisation of Registers to reflect new Polling Districts and Borough Wards in accordance with changes implemented by the Local Government Boundary Commission for England.	Democratic accountability.	December 2018.

Democratic Services - Service Business Plan 2018-19

Polling Places Review following implementation of new Borough Wards.	Democratic engagement.	March 2019.
Preparation for Borough and Parish elections in May 2019.	Democratic accountability.	March 2019.
GDPR implementation for Elections and Electoral Services.	Legal requirement.	May 2018.
Member Services		
Review of Committee Room Charging Structure – to include comparisons with other hire charges locally and within the other District Councils in Gloucestershire. (Brought forward from 2017-18).	Potential for increased income.	December 2018.
Revision of Report Format. (Brought forward from 2017-18).	Improved communication, openness and transparency.	September 2018.
Development of the 2019-20 Member Allowances Scheme.	Openness and accountability.	February 2019.
Review of Scheme of Delegation and Constitution	Openness and accountability.	December 2018.
Preparation of induction programme for new Council.	Democratic accountability.	April 2019.
GDPR implementation for Democratic Services.	Legal requirement.	May 2018.
Training for Overview and Scrutiny Committee,	Democratic engagement.	June 2018.
Implementation of new policy on Management of Occupational Road Risk for Members.	Reduced risk.	May 2018.

Democratic Services - Service Business Plan 2018-19

4. Factors that may affect future service delivery

Factor
<ul style="list-style-type: none">• The number and frequency of the Neighbourhood Plan Referendums in the Borough.
<ul style="list-style-type: none">• Work for Parishes in relation to vacancies, elections, Parish polls and general advice.
<ul style="list-style-type: none">• Staff shortages.
<ul style="list-style-type: none">• GDPR.
<ul style="list-style-type: none">• The number of meetings unplanned, particularly Working Groups, Scrutiny Reviews etc.
<ul style="list-style-type: none">• Revised Standards regime.
<ul style="list-style-type: none">• Unscheduled elections.

Development Services Service Business Plan 2018-19

1. Service purpose and objectives

Development service consists of the following services;

Community development, health development, sports development, economic development and tourism (including Winchcombe and Tewkesbury tourist information centres), development management and planning policy. Together these functions, along with the new Growth Hub, will secure the growth strategy for the Borough to create an opportunity for place making and building effective cohesive communities through the implementation and delivery of the place approach.

- To deliver and operate the Growth Hub within the Public Services Centre
- To promote healthier lifestyles and tackle causes of poor health.
- To support emerging growth sectors and encourage inward investment.
- Facilitate the delivery of key sites and projects in the Borough.
- To support the borough's economy.
- To ensure the Borough's Planning service is a high performing service with a reputation for quality.
- Engaging with our communities and residents to help them to help themselves.
- Supporting community organisations to access funding.
- To increase the volume and value of tourism in the borough.
- To ensure development within the borough is in accordance with the relevant legislations and policies, which preserves and enhances the historic and natural environment.
- To ensure there is capacity to respond to future housing and employment needs for the borough.
- To produce supplementary planning documents on specific planning issues which will help the borough deliver national and local planning policies.
- To monitor the effectiveness of existing policies.
- To ensure that the interests of the borough are properly represented in the strategic planning process at the national level and more locally across Gloucestershire and neighbouring counties.

2. Progress against actions, projects, tasks or targets

Non Council Plan actions only, see Performance Tracker for progress against 2017-18 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Economic Development and Tourism			
Development of Business Growth Hub within the Public Services Centre	<ul style="list-style-type: none"> • Growth Hub build in progress. • Soft opening in Summer with official opening in September. 	March 2018	✓
Deliver year 1 of the Economic Development and Tourism Strategy	Year one actions delivered include: <ul style="list-style-type: none"> • Business/engagement events inc. Porsche event • Re-launch of business grant scheme • LEADER Programme Delivery • Economic development input into J9 	March 2018	✓

Development Services Service Business Plan 2018-19

	<ul style="list-style-type: none"> Chinese business delegations Growth Hub development Winchcombe Tourism Marketing Plan produced Cotswold Visitor Guide produced 		
Deliver and develop China Working Group activities, in partnership with Join in China.	<ul style="list-style-type: none"> Join in China commissioned to further develop links between Chinese businesses and Borough businesses. Series of delegations delivered. Chinese company moving into PSC. 	March 2018	✓
In partnership with GFirst LEP – deliver social media campaign to promote town centre business and high street.	<ul style="list-style-type: none"> WDYT campaign successfully launched and in progress. Both Tewkesbury and Winchcombe have seen an increase in their social and digital media activity, showing significant moves up the digital influence index. Ongoing project. 	August 2017	✓
Deliver three signage and interpretation walks	<ul style="list-style-type: none"> Signage designed, installed and launched Accompanying literature and guides produced 	August 2017	✓
Deliver outcomes from Winchcombe tourism review	<ul style="list-style-type: none"> Review completed alongside Winchcombe Town Council Winchcombe Marketing Plan produced and activities being delivered 	March 2018	✓
Deliver the programme for key investment sites within the Borough	See Planning Policy	March 2018	
Community Development			
Deliver outcomes from the Sports, Social and Open Spaces Assessment and Strategy	<ul style="list-style-type: none"> Joint project with CBC Findings being used to influence planning obligations and funding bids 	March 2018	✓
Host and organise Volunteer Awards	<ul style="list-style-type: none"> Awards deferred Originally planned to coincide with ten year anniversary of the floods Deemed more appropriate to concentrate on other events and commemorations 	October 2017	x

Development Services

Service Business Plan 2018-19

Promote and engage community through the Tour of Britain cycling event	<ul style="list-style-type: none"> Tour of Britain delivered Community events and initiatives held along the route Significant impact on local economy 	September 2017	✓
Implement NHS Prevention and Self Care project in Priors Park	<ul style="list-style-type: none"> Strengthening Local Communities project implemented Community Engager appointed 	March 2018	✓
Organise a Funding Fair for the Voluntary and Community Sector	<ul style="list-style-type: none"> Funding Fair delivered with several funders and over 60 community organisations attending 	July 2017	✓
Coordinate and implement the Place Programme through organisational culture and performance management (Joint shared with Community Services)	<ul style="list-style-type: none"> Place approach reviewed and to be re-launched in 2018 	December 2017	x
Develop opportunities for joint working with Glous VCS where appropriate	<ul style="list-style-type: none"> New Voluntary and Community Sector forum launched Meeting quarterly and well received 	March 2018	✓
Development Management			
Undertake process review of Development Management including enforcement in line with project objectives	Review undertaken and presented to Executive in March 2018.	September 2108	✓
Deliver service improvements in line with agreed planning action plan.	Action Plan presented to Executive in March 2018	March 2018	✓
Reintroduce permitted development rights for housing estates in Bishops Cleeve/Hucclecote. (Brought forward from 2016-17)	Action carried forward into Action Plan to consider if appropriate and viable	March 2018	x
Draft Pre-application member engagement policy. (brought forward from 2016-2017)	Action carried forward into Action Plan	March 2018	x
Plan and implement planning engagement in line with the Strategic Engagement Plan	Action carried forward into Action Plan	December 2017	x
Planning Policy			
Ongoing work with communities to progress Neighbourhood Development Plans (NDP). Includes running formal consultation and organising the examination of plans.	<p>Gotherington NDP was 'made' in September 2017.</p> <p>Twynning NDP was successful at its referendum in March 2018 and is due to be 'made' in April 2018.</p> <p>Alderton NDP was successful at its</p>	March 2018	✓ (ongoing)

Development Services Service Business Plan 2018-19

	examination in March 2018 and will undergo its referendum in Summer 2018.		
Review of town centre/retail boundaries for Tewkesbury, Bishop's Cleeve and Winchcombe	Work has been progress on retail boundaries as part of the Borough Plan. They have been reviewed and drafted but need to be approved by Council in the Preferred Options plan.	March 2018	✓
Annual Monitoring Report	Authorities Monitoring Report published in June 2017.	June 2017	✓
Tewkesbury Borough Plan Green Belt review	Green Belt review was completed in July 2017.	September 2017	✓
Additional Strategic Flood Risk Assessment Level 2 work for Tewkesbury Borough Plan site allocations. (Brought forward from 2015-2016)	SFRA 2 report was completed in November 2017	September 2017	✓
Additional Transport Assessment work for Tewkesbury Borough Plan site allocations.	Transport Assessment is to be commissioned in March 2018 and due to be completed in May 2018.	September 2017	✗
Strategic Assessment of Land Availability	The Strategic Assessment of Land Availability was published in February 2018.	March 2018	✓
Sustainability Appraisal of Tewkesbury Borough Plan	Sustainability Appraisal for the Preferred Options Borough Plan is underway. However, this is an ongoing workstream that will continue throughout the plan making process.	September 2017	✗ (ongoing)
Begin review of Statement of Community Involvement – milestones	No progress on SCI at current time.	March 2018	✗
Deliver the programme for key investment sites within the Borough	Work is ongoing to deliver key investment sites within in the Borough.	March 2018	✓

3. Work programme 2018-19

Development Services

Service Business Plan 2018-19

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Economic Development & Tourism		
Appointment of posts for Growth and Enterprise Manager and Navigator roles	Effective operation for the Growth Hub, encouraging investment and business growth	May 18
Growth Hub opened and operating	Improved business support	September 18
Tourism review outcomes implemented	Value and volume of tourism	March 19
Deliver Year Two actions of the Economic Development and Tourism Strategy	Encourage investment and growth - value and volume of tourism	March 19
Maximise regeneration potential of key sites within Tewkesbury in line with revised Tewkesbury Masterplan	Encourage investment and growth - value and volume of tourism	March 19
Continued engagement and promotion of Tewkesbury Town centre regeneration objectives through working with the TTRP	Encourage investment and growth and regeneration of sites in the Town Centre	March 19
Community Development		
Work with Strategic Needs Analysis team to focus on key priorities through place approach and support identified key projects	Identifying key priorities to focus on through a targeted approach that achieves better outcomes	May 18
Run four funding roadshows across the borough	Community support	March 19
In partnership with Greensquare deliver year one of Strengthening Local Communities project	Reduce health inequalities	March 19
Formalise revised s106 processes with regard to community infrastructure	Improved community support	December 18
Work with parish councils to prepare for CIL implementation	Improved community support	March 19
In line with the outcomes of the Sports, Social and Open Spaces Study and where there are development opportunities work with parishes, community and sports organisations to improve their provision	Improved community support and range/quality of community provision	March 19
Implementation of the Action Plan associated with the Development Services Review appertaining to ED& C Team	Improved performance and productivity of the team	March 19 and individual
Development Management		
Implementation of the Action Plan associated with the Development Services Review	Improved Service opportunities	March 2019 and individual

Development Services

Service Business Plan 2018-19

<ul style="list-style-type: none"> - Procedures in place to deliver structure (ref B1.1- 1.10 Development Services Action Plan) - Reporting Mechanisms on complaints, KPI(ref B2, B3 Action Plan) <p>Process Improvements as set out in B4 - B22 of Action Plan)</p>		action plan targets in the plan
Implementation of the restructure of the team	Improved Service opportunities	June 2018
Building Control		
Continued joint management of building control through JMLG and strengthening the relationship and interface with Planning.	Continue to deliver a quality Building Control service and better joined up service with the Planning team	March 2019
Planning Policy		
Ongoing work with communities to progress Neighbourhood Development Plans (NDP). Includes running formal consultation and organising the examination of plans.	The Council has a statutory duty to support communities with NDPs.	March 2019
Publish Preferred Options Tewkesbury Borough Plan	The Tewkesbury Borough Plan will delivery allocations to meeting housing and employment needs as well as providing detailed policies to guide future development.	June 2018
Publish Pre-Submission Tewkesbury Borough Plan	The Tewkesbury Borough Plan will delivery allocations to meeting housing and employment needs as well as providing detailed policies to guide future development.	November 2018
JCS Review – housing and retail	The JCS requires an immediate review in regard to the housing supply of Tewkesbury and Gloucester and the retail policies for all three authorities.	March 2019
Adoption of the Tewkesbury Town Masterplan as a Supplementary Planning Document through the TTRP.	SPD will provide a framework plan for the regeneration of Tewkesbury town.	October 2018
Publish the Tewkesbury Borough Heritage Strategy	Heritage Strategy will set out the strategy and work programme for future conservation work such as Conservation Area Appraisals and Local List.	June 2018
Authorities Monitoring Report	The annual AMR monitoring is critical to inform the housing and employment supply evidence (inc. 5 year supply calculation) and to check that policies are delivering sufficient growth.	June 2018
Additional Transport Assessment work for Tewkesbury Borough Plan site allocations.	An assessment of transport forms an important part of the evidence base for determining if potential allocations are	May 2018

Development Services Service Business Plan 2018-19

	sustainable.	
Strategic Assessment of Land Availability	The SALA provides a high level review on the suitability and deliverability of sites submitted to the Council as being available for development. This provides the starting point for exploring future land allocations.	March 2019
Brownfield Register	There is a statutory requirement to produce a brownfield register.	March 2019
Maintain Self Build Register	There is a statutory requirement to maintain a self-build register.	March 2019
Sustainability Appraisal of Preferred Options Tewkesbury Borough Plan	There is a legal requirement for the development plan to be accompanied by a sustainability appraisal.	May 2018
Begin review of Statement of Community Involvement – milestones	The SCI will set out how we will engage with stakeholders, developers and the wider community in the creation of planning documents and in determining planning applications.	March 2019
Deliver the programme for key investment sites within the Borough	Unlocking sites to enable their delivery is a critical step following the allocation of sites; particularly those that are of a strategic scale.	March 2019
Implementation of the Action Plan associated with the Development Services Review appertaining to Policy Team	Improved service efficiency	March 2019 and individual action plan targets in the plan
Community Infrastructure Levy		
Work with the other JCS Authorities to implement CIL and associated necessary	Opportunity to unlock effective infrastructure to deliver growth	March 2019
Joint Core Strategy Delivery		
Delivery of development and infrastructure on key JCS sites and allocations	Delivery of homes jobs and infrastructure in line with growth aspirations	Ongoing

4. Factors that may affect future service delivery

Factor
Outcomes resulting from Development Services review
Outcomes resulting from the tourism service review
Continued collaboration with Cheltenham and Gloucester Planning Policy and Development Management.
The timescale and resource requirement for the Joint Core Strategy. This has a particular impact on work

Development Services Service Business Plan 2018-19

around the Tewkesbury Borough Plan.
The progression of Neighbourhood Development Plans by communities.
Delivery and capacity of funding agencies to support major infrastructure projects and key investment sites in the Borough.
Potential major planning applications and appeals.
Potential implementation of Community Infrastructure Levy.
Changes to planning guidance/legislation.
Implementation and delivery of the place approach
Parish council needs and requirements.
Capacity and funding of the Voluntary Community Sector.
Continuing review of the Development Control Service and implementation on service improvements.
Changes to planning guidance/legislation – particularly the Housing and Planning Act

Community Services - Service Business Plan 2018-19

1. Service purpose and objectives

- To support the council in the delivery of its statutory duties relating to protecting the public health, safety, amenity and the environment within Tewkesbury borough.
- Work with the Joint Waste Team and UBICO to ensure an effective waste management system is in place.
- To ensure the council meets its statutory duties within the Housing Act, which requires the council to identify and address the housing needs of borough residents.
- To ensure the appropriate safeguarding and community safety measures are in place and are compliant with the Children Act 2004 and The Crime and Disorder Act 1998.
- To lead the council's emergency planning functions and act as district emergency planning liaison officer.

2. Progress against actions, projects, tasks or targets 2017-18

Non Council Plan actions only, see Performance Tracker for progress against 2017-18 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Community Safety			
Community Safety Partnership Work to with partner colleagues to make Gloucestershire safer by developing the Safer Gloucester Partnership and develop county wide Implement the relevant findings of the ASB and CSP review undertaken by consultant.	The service has supported Safer Gloucestershire throughout the year and been an active member of the partnership helping to shape the way that CS and ASB are dealt with across the County.	Sept 2017	✓
Explore the possibility of delivering the CSP responsibilities as part of the localities partnership	A number of meetings of the CSP steering group have been undertaken. Draft terms of reference have been agreed with the steering group and an Executive report will be drafted setting out the future of community safety in the borough.	Sept 2017	✓
Deliver the Aston Project	The Aston Project pilot launched in Tewkesbury Borough in February 2018. The project co-ordinator has been in post since September 2017 and the project is in the 18 month pilot period. Funding beyond this period is under investigation.	March 2018	✓

Community Services - Service Business Plan 2018-19

To support the launch of the Neighbourhood Co-ordination Groups (NCG) in the Borough (b/fwd 2016/17)	This action remains pending the outcome of the CSP review.	March 2018	✘
Review public space CCTV provision	The use of mobile covert CCTV is monitored and is compliant with the regulators code.	June 2017	✓
Consider the implementation of an ASB database pending the outcome of the CSP & safer Gloucestershire partnership review (b/fwd 2016/17)	On hold pending conversations with Safer Gloucestershire.	March 2018	✘
Waste & Recycling Services			
Improve relationships with Joint waste Committee/Joint waste Team'/Ubico.	Relationships between the JWT/ JWC and Council are positive. Work is ongoing with Ubico.	Sept 2017	✓
Explore the options for delivering grounds maintenance through the JWP.	Initial conversations have taken place but no further progress to date.	March 2018	✓
Review the commercial services of trade waste, bulky waste & green garden waste.	APSE review undertaken and being discussed with the JWT. (Carry forward action)	March 2018	✘
Consideration of bin protocol for the borough.	A waste and recycling collection policy was agreed by the Executive Committee in November 2017.	March 2018	✓
Environmental Health and Licensing			
Review EH & Lic services & deliver a better service by considering options such as modernising, better use of ICT, Shared service delivery wholly or partially.	Discussions were had with Cheltenham regarding a shared licensing service, however when the costs and logistics of this were considered it was deemed not to be a viable option. Discussions are currently ongoing with Gloucester City and Cheltenham as to whether a shared officer carrying out Planning Consultations, Contaminated Land Assessments and Environmental Permitting would be viable.	Sept 2017	✓

Community Services - Service Business Plan 2018-19

Review and remodel EH and licensing procedures and processes. Adopt and adapt industry standard procedures	An extensive review of EH and Licensing procedures and processes is underway. This is in part to ensure compliance with GDPR and also to improve consistency with other authorities.	Sept 2017	✖
Obtain committee approval of Food Safety Service Plan 2017-2018.	Established that Committee approval not required for Food Safety Service Plan. Service Plan in place and with the exception of a small number of food premises that could not be contacted to arrange access Service Plan mainly achieved.	May 2017	✓
Deliver the service as per risk rating intervention plan	A small number of food premises that could not be contacted and may not be operating were not inspected. Further attempts will be made to contact these businesses to carry out inspections. Where access or contact cannot be obtained businesses will be written to advising that they will no longer be registered as a food business.	March 2018	✓
Review website information including the introduction of on line forms & Community Services facebook page	<p>Review of information on website ongoing to reflect changes to legislation and review of existing policies.</p> <p>The GDPR requirements will strongly influence the use of forms and general holding and managing of data. In this regard a complete review of all EH and Licensing Workflows is being carried out and the website changed accordingly.</p> <p>Discussions have been had with Uniform regarding the use of on - line forms and the expansions that can be made to Uniform. This will come at a cost so will be considered further as part of the digital strategy.</p> <p>Further consideration will be given to the Community services Facebook Page following implementation of changes required to comply with GDPR</p>	Sept 2017	✓

Community Services - Service Business Plan 2018-19

Identify and regulate all Houses of Multiple Occupation (HMOs) in the borough (b/fwd 2016/17)	Existing HMOs identified, however, the definition of what a mandatory HMO is, is due to change late 2018. Proactive Service planning is ongoing to confirm what impact changes to definition of HMO will have.	March 2018	✓
Remodel FHRS procedures and adopt charging regime for requested revisits.	Officers now charge for FHRS revisits	Sept 2017	✓
Review and strengthen our response to enviro-crime including progressing the appointment of a community warden.	Community Warden considered, however deemed not viable as funding of the post would have to be split amongst large number of donors. This would cause conflicting demands on time. Enviro-crime action plan produced and ongoing work regularly monitored. Public Space Protection Order (Dog Fouling) approved by the Executive Committee March 2018 and progressing to Council April 2018.	Sept 2017	✓
Review of ICT systems and use within the department	ICT equipment being reviewed as part of the overall digital strategy.	March 2018	✗
Housing - Enabling			
To deliver the priority one (affordable housing supply) actions in the housing & homelessness strategy action plan by working in partnership with developers, registered providers and colleagues in development control to increase the supply of affordable housing in the borough.	Partnership working with developers, registered providers and colleagues in development control has achieved 150 affordable homes in the borough during the first 3 quarters of 2017-18. To more realistically reflect the delivery of affordable homes within the borough, the target will be raised to 180 affordable homes for the next financial year.	March 2018	✓
To deliver the priority three (meeting the housing needs of those who need it most) actions in the housing & homelessness strategy action plan.	Rural connections have continued to be secured on specific developments to ensure local residents are able to access homes close to their support. We have recently restricted rents on affordable rented properties to the LHA rates to ensure that new properties remain affordable to those on low incomes.	March 2018	✓
Continue to actively participate in the affordable housing element of the joint core strategy	Following the adoption of the JCS, the allocation process for new properties between the three authorities on Tewkesbury Borough sites has been agreed.	In line with the JCS timescales	✓

Community Services - Service Business Plan 2018-19

Work with Severn Vale Housing to make available properties to assist in housing vulnerable Syrian refugees	Two properties have been sourced for Syrian Refugee families to date: one within Severn vale stock and the other in a property owned by a church in the borough.	March 2018	✓
Homelessness and Housing Options			
To deliver the priority two (prevention of homelessness) actions in the housing & homelessness strategy action plan.	Homeless prevention activities have been very successful this year and the team have prevented homelessness for more households than recorded previously by the service. Following changes in homeless legislation in April 2018, this priority will change	March 2018	✓
Complete audit of bed and breakfast establishments used by Tewkesbury Borough Council (b/fwd 2016/17)	The bed and breakfast audits were completed this financial year. This will be under taken every two years.	September 2017	✓
To complete a data sharing agreement with the DWP	It is likely that this is not possible because of GDPR	March 2018	✗
Lead on Places of safety project (dispersed county refuge)	Tewkesbury Borough is now leading on this project and there are now 12 properties available across the county for victims of violence. Considerable funds remain in the budget and we are likely to be able to continue this project for another 3 years.	March 2018	✓
To deliver the priority four (improving the health & wellbeing of local people) actions in the housing & homelessness strategy action plan.	We continue to work closely with partners to deliver a comprehensive service to vulnerable people with housing difficulties including those: experiencing domestic abuse, with physical disabilities which impact on their housing need, with housing related support needs, rough sleepers with entrenched behaviours.	March 2018	✓
Safeguarding / Prevent			
To continue to raise awareness of safeguarding and Prevent issues.	All staff have completed safeguarding training, including enhanced training for front line housing staff. New starters attend a presentation on safeguarding vulnerable adults and children as part of their induction	March 2018	✓
Overarching			

Community Services - Service Business Plan 2018-19

Coordinate and implement the Place Programme through organisational culture and performance management (Joint shared with Development Services)	Working closely with Head of Development Services	March 2018	✘
Review website information including the introduction of on line forms	<p>The Housing Services website has been reviewed as part of the Gold Programme by the NPSS.</p> <p>The new online self referral form with direct and interactive connectivity to customer's mobile devices for homelessness associated with the new homeless legislation has been launched on 28th March 2018</p> <p>All privacy statements have been updated in preparation for the forthcoming GDPR requirements.</p>	March 2018	✓
Review of fees and charges	Fees and Charges Reviewed for 2018.	March 2018	✓
Better Business for All / Better for Business / partnership development	Ongoing discussions with members of the BBfA partnership.	March 2018	✘
Corporate Health and Safety (Keep safe Stay healthy)	Regular attendance at the Keep Safe Stay Healthy group.	March 2018	✓
Update and test emergency plan	Emergency plan reviewed and updated	Sept 2017	✓

3. Work programme 2018-19

Non council plan actions for 2018-19.

Action	What difference will it make?	Date to be achieved
Overarching		
Review of ICT systems and use within the department	ICT equipment being reviewed as part of the overall digital strategy.	Corporate deadline
Deliver the service in budget	The service will be managed within its budget	Ongoing

Community Services - Service Business Plan 2018-19

Support the Place Programme through organisational culture and performance management (Joint shared with Development Services)	Working closely with Head of Development Services.	March 2019
Complete and implement the realignment resulting from the work of the Community Services Service review.	To deliver a service that is fit for the 21 st Century, is customer focussed, supports business, is alert to and agile enough to take advantage of commercial opportunities and is resilient enough to maximise those opportunities.	September 2018
Community Safety		
In partnership with Safer Gloucestershire Develop the Tewkesbury Community Safety Partnership and develop priorities and action plan.	The Council will be delivering on its statutory duty to have a CSP and protecting and enhancing people view of the borough with regard to safety.	September 2018
Hold an annual community safety event for Councillors.	All Councillors are involved in community safety and can champion the CSP.	December 2018
Waste & Recycling Services		
Carry out a review of street cleansing.	The street cleansing review will be used to develop service delivery moving forward.	September 2018
Further develop grounds maintenance work to ensure service across the borough are delivered efficiently.	Better partnership working across all sectors in grounds maintenance	March 2019
Review the commercial services of trade waste, bulky waste & green garden waste.	APSE review undertaken and being discussed with the JWT. (Carry forward action)	September 2018
Environmental Health and Licencing		
Review EH & Lic services & deliver a better service by considering options such as modernising, better use of ICT, Shared service delivery wholly or partially.	Ensure services are delivered as efficiently and effectively as possible. Enable service users to access services as easily as possible	March 2019
Review and remodel EH and licensing procedures and processes. Adopt and adapt industry standard procedures	Ensure the Council meets its legal obligations in terms of GDPR. Delivery of quality, consistent and easily accessible services	March 2019

Community Services - Service Business Plan 2018-19

Review website information including the introduction of on line forms & Community Services facebook page	Maintain accurate, relevant information to inform Service Users. Promote the Services that Community Services deliver.	March 2019
To deliver the revised Enviro-crime Action plan, building on the successes and partnerships of 2017/18	Protect and enhance Tewkesbury Boroughs environment through an education and enforcement strategy targeted at those who diminish the district through their neglectful and anti-social acts	March 2019
Respond to changes to legislation and the definition of a licensable HMO. Identify the number of new HMO's that will be brought under the licensing regime.	Protect the health and safety of tenants by ensuring HMOs are designed and maintained to a specified standard. Prevent the exploitation of tenants.	March 2019
Provide expert relevant advice and guidance to businesses through the Growth Hub	Support the sustainable growth and development of businesses across the Borough. Save businesses money through the provision of relevant expert advice and guidance.	March 2019
In partnership with Housing Team develop a private sector housing landlord and RP landlord forum to assist in the delivery of the aims of the housing strategy and deliver emergency accommodation.	Hold a housing and homeless private sector seminar to launch a landlord's forum to encourage private sector landlords to provide properties for homelessness and emergency accommodation.	Seminar by end of year (2018)
Better Business for All / Better for Business / partnership development	Develop a charging scheme for advice to business as part of the BBfA partnership.	September 2018
Housing – Enabling		
To deliver the priority one (affordable housing supply) actions in the housing & homelessness strategy action plan by working in partnership with developers, registered providers and colleagues in development control to increase the supply of affordable housing in the borough.	To more realistically reflect the delivery of affordable homes within the borough, the target will be raised to 180 affordable homes for the next financial year.	March 2019

Community Services - Service Business Plan 2018-19

To deliver the priority three (meeting the housing needs of those who need it most) actions in the housing & homelessness strategy action plan.	This will continue to be a priority during 2018-19	March 2019
Continue to actively participate in the affordable housing element of the joint core strategy	This will continue to be a priority during 2018-19	March 2019
Homelessness and Housing Options		
To deliver the priority two (prevention of homelessness) actions in the housing & homelessness strategy action plan.	This will continue to be a priority during 2018-19	March 2019
To successfully implement the new Homeless Reduction Act (2017) legislation – commencement date April 2018	This priority has been added following the implementation of new legislation	March 2019
Lead on Places of safety project (dispersed county refuge)	This will continue to be a priority during 2018-19	March 2019
To deliver the priority four (improving the health & wellbeing of local people) actions in the housing & homelessness strategy action plan.	This will continue to be a priority during 2018-19	March 2019
To continue to develop alternative emergency and temporary accommodation options within our borough	This priority has been added to meet the needs of local people and anticipate rise in emergency accommodation demand as a result of new legislation	March 2019
Explore whether a data sharing agreement with the DWP is possible following the roll out of GDPR.	It is likely that this is not possible because of GDPR	September 2018

Community Services - Service Business Plan 2018-19

4. Factors that may affect future service delivery

Factor
<p>Change of Government and policies:</p> <ul style="list-style-type: none"> • Homelessness reduction bill • Ongoing Welfare reform – particularly introduction of Universal Credit • Changes in accommodation funding associated with welfare reform – Temporary accommodation management fee • Housing & Planning Act 2016
As a result of implementing outcomes of the services reviews there may be a period of adjustment for all staff involved with the review.
Introduction of policy, strategy or government legislation that may alter or impact on any of the Community Services teams.
Future flooding emergencies and the subsequent impact on the team.
Increase in Mortgage Interest Rates impacting on housing work
Ongoing economic situation – increase in the number of housing clients requiring assistance.
Some of the actions depend on our partners.

Finance & Asset Management Service Business Plan 2018-19

1. Service purpose and objectives

Financial Services

Financial Services supports the council in delivery of its statutory financial reporting and budget setting. The service provides advice to the council and its officers supports the corporate projects of the council and delivers a wide range of financial services including payroll and treasury management.

Asset Management

Asset Management is responsible for maintaining and improving the asset portfolio of the council as well as the direct delivery of services such as cemeteries and car parking enforcement. The service is also responsible for the client monitoring of the leisure centre contract. To do this we aim to provide a quality service which meets the needs of our customers, satisfies statutory requirements and is value for money.

2. Progress against actions, projects, tasks or targets 2017-18

Non Council Plan actions only, see Performance Tracker for progress against 2017-18 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Finance			
Financial systems improvements (brought forward from 2016-17)	Purchase ordering system went live on 1 st April 2017 and has been successfully rolled out across the Council	November 2017	✓
Financial systems improvements - replacement of income management systems	New income channel launched in December 2017 and income management system replaced in March 2018	December 2017	✓
Appointment of new external auditors	Grant Thornton appointed as external auditor in December 2017. Contract is five years.	January 2018	✓
Production of statement of accounts in line with new quicker closedown requirements	Statement of Accounts completed by 31 st May	July 2017	✓
Establishment of Counter Fraud Unit	Counter Fraud Unit successfully embed into Council structure and first year work plan delivered	June 2017	✓
Ensure effective management of off payroll working arrangements	Monitoring and management of requirements delivered throughout the year	March 2018	✓
Fees and charges	Strategy approved in April and all fees and charges reviewed during budget process	February 2018	✓
Review the organisational responsibilities for employee	New policy approved	July 2017	✓

Finance & Asset Management Service Business Plan 2018-19

business travel			
Support Management Team in the production of an agreed and effective deficit reduction programme	Balanced budget for 18-19 achieved	July 2017	✓
Asset Management			
Progress transfer of land to Tewkesbury Nature Reserve	Agreement to be sought for transfer of land prior to designation of nature reserve	December 2017	✗
Develop a long-term asset maintenance programme (brought forward from 2016-17)	Contractor now commissioned to review assets and produce a 10 year programme	January 2018	✗
Renew expiring leases for existing PSC tenants	Leases with the County Council and DWP renewed	June 2017	✓
Retained garages sites	3 garage sites approved for disposal	June 2017	✓
MAFF site	Options review of site progressing	September 2017	✗
Refurbishment of Vineyards play area	New equipment installed in September 2017	August 2017	✓
Support 'One Public Estate' programme within Gloucestershire	Ongoing support to national programme	March 2018	✓
Car Park signage	Not delivered	March 2018	✗

3. Work programme 2018-19

Non Council Plan actions only for 2018-19.

Action	What difference will it make?	Date to be achieved
Finance		
Understand, comment on and inform the Council of the Government's proposals to move to 75% business rates retention	Support long term planning of Council finances	March 19
To update treasury and investment strategies in line with new CIPFA and Government guidelines	Compliance with new guidance	February 19
Ensure the Accounts are closed and audited by 31 st July and an unqualified opinion issued	Compliance with statutory deadlines	July 18

Finance & Asset Management Service Business Plan 2018-19

Ensure the treasury borrowing strategy is affordable in the short term and cost effective in the long term	Optimise the treasury position to support the budget of the council	September 18
Support, if required, a review of the Council's pay and grading structure	Ensure the Council's pay and grading structure is aligned to the revised national spinal column point structure	March 19
Add additional payment channels to our income taking structure	More choice for customers such as recurring card payments and kiosk	December 18
Implementation of new GDPR module within finance system	Compliance with regulation	May 18
Asset Management		
Progress transfer of land to Tewkesbury Nature Reserve	Support transfer of land from TBC in order to complete TNR's aspirations	March 19
Develop a long-term asset maintenance programme	Provide a planned and resourced approach to the maintenance of the Council's major assets	September 18
Car park signage replacement	Improvements to external parking signage to ensure motorists are aware of all opportunities for parking	December 18
Review viability of introducing electric vehicle charging points within car parks and PSC	Provision of value added service to staff, residents and visitors	September 18
Undertake next phase of works required at Lower Lode depot	Increased use of facility to meet parking needs of PSC	October 18
Produce a car park management strategy for the PSC	Support the parking requirements of the PSC	November 18
Refresh meeting rooms and staff lounge at PSC	Provide modern work space to meet business needs	August 18
Implement new procurement system	Compliance with requirements to accept tender documentation electronically	October 18
Support development of grounds maintenance service delivery and standards	Development of SLA's and KPI's	December 18
Option appraisal of car park enforcement provision	Evaluate best method of service provision in readiness for the end of the current contract	September 18
Develop commercial property management programme	Ensure our investment in property is protected through pro-active maintenance and tenant management	June 18

4. Factors that may affect future service delivery

Finance & Asset Management Service Business Plan 2018-19

Factor
<ul style="list-style-type: none"> Major projects within Council plan will reduce capacity available to meet service plan aspirations
<ul style="list-style-type: none"> Ability to retain or recruit sufficiently qualified and experienced staff to meet council requirements
<ul style="list-style-type: none"> Growing council requirements for service delivery, particularly in asset management, may not equate to resource levels available
<ul style="list-style-type: none"> Insufficient planning and prioritisation of projects may lead to non-delivery
<ul style="list-style-type: none"> Increasing asset portfolio following new developments placing strain on existing resources to maintain portfolio
<ul style="list-style-type: none"> Finance available to support asset management and maintenance requirements
<ul style="list-style-type: none"> Government policy with regards to local government finance is uncertain
<ul style="list-style-type: none"> Governments desire for a quicker production of the Statement of Accounts will require concentrated resources in April through to July which will impact on capacity to progress any other target
<ul style="list-style-type: none"> Supporting the delivery of service projects for others will reduce the capacity within financial services to deliver its own projects

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	25 April 2018
Subject:	Draft Revised National Planning Policy Framework Consultation
Report of:	Annette Roberts, Head of Development Services
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Lead Member for Built Environment
Number of Appendices:	Two

Executive Summary:

This report informs Members of the government's consultation on a draft revised National Planning Policy Framework (NPPF) and sets out the proposed response on behalf of Tewkesbury Borough Council to the consultation.

Recommendation:

- 1. To APPROVE the response to the Draft National Planning Policy Framework consultation at Appendix 2 for it to be submitted on behalf of Tewkesbury Borough Council.**
- 2. To DELEGATE AUTHORITY to the Head of Development Services, in consultation with the Lead Member for Built Environment, to add further comments to the response prior to its submission on behalf of Tewkesbury Borough Council.**

Reasons for Recommendation:

To ensure that the Council is able to make representations on the draft NPPF.

Resource Implications:

Officer time in considering the draft NPPF.

Legal Implications:

The draft revised NPPF is an emerging government policy document which not only incorporates government policy changes since the publication of the first Framework in 2012, but also revises the text to reflect both previous government announcements/proposals and new policy changes proposed as part of the current consultation. It therefore needs to be taken into account as a potential material consideration in development management decisions, though depending on the particular policy, the weight to be attached will be limited by the document being only a draft at this stage. It will also (according to its implementation provisions) be a relevant National Policy which local planning authorities must have regard to when producing local development documents once it replaces the current Framework.

Risk Management Implications:

The draft NPPF could have implications for both decision making and plan making.

Performance Management Follow-up:

None.

Environmental Implications:

The draft NPPF could have implications for both decision making and plan making that could influence how development comes forward in future and thus having environmental implications.

1.0 INTRODUCTION/BACKGROUND

- 1.1 In 2012 the government first introduced the NPPF to clearly and simply set out the national planning policies for England and how they are expected to be applied. This was accompanied in 2014 by the Planning Practice Guidance to provide further detail on the implementation of the NPPF. Since this time, the NPPF has been a material consideration in planning decisions and is to be taken into account in the preparation of local plans.
- 1.2 In order to increase the number of homes being built the government announced that it would be reforming current planning policy including the NPPF. As a result the government published the 'Fixing our broken housing market' White Paper in February 2017 which consulted on a range of measures focussed on increasing housing delivery. This was then followed by the 'Planning for the right homes in the right places' consultation in September 2017 which expanded on the White Paper and set out more detailed policies and measures that could form part of a revised NPPF.
- 1.3 This has subsequently led to the publishing of the draft revised NPPF which takes on board measures already introduced through legislation and written ministerial statements since the NPPF was published; policy proposals upon which the government has previously consulted, as well as the consultation responses to them; and together with some additional proposals. Consultation on the draft revised NPPF runs from 5 March to 10 May 2018 and the Government intend to publish a final revised NPPF in Summer 2018. The draft NPPF is provided at Appendix 1, with the main changes summarised below. For reference as part of this consultation the government has also published a Housing Delivery Test Draft Measurement Rule Book and a Draft Planning Practice Guidance for Viability.

2.0 SUMMARY OF KEY CHANGES

- 2.1 The draft NPPF introduces a wide range of changes that incorporate new policies that will have an impact on how development comes forward. Although much of the existing wording of the NPPF remains, key changes have been made to the following areas:
- Presumption in favour of sustainable development;
 - Plan making (including Neighbourhood Plans);
 - Housing requirements;
 - Affordable housing;
 - Housing supply;

- Housing mix and density; and
- Green Belt.

The changes proposed in these areas of policy could result in a significant change in how the Council is required to make decisions on planning applications and develop future local plan documents.

2.2 Presumption in Favour of Sustainable Development

The presumption in favour of sustainable development is maintained in the draft which states that both plans and decision making should apply the presumption, but the language is changed in respect of both. For decision taking, the new draft text refers to 'where there are no relevant development plan policies, or the policies which are most important for determining the application are out of date'. This is a change from the current NPPF which refers to 'where the development plan is absent, silent or relevant policies are out of date'. It is unclear what 'policies which are most important' would be, but in any particular case this could mean the supply of housing, but also policies covering issues such as design, landscape, conservation etc.

2.3 Plan Making

In relation to plan making, the draft NPPF introduces a new requirement that strategic policies should look ahead over a minimum 15 year period from adoption, that they should be reviewed to assess whether they need updating at least every five years (reflecting a legal requirement to review at least every five years which came into force on 6 April 2018), and the reviews should be completed no later than five years from adoption. The draft document reaffirms the need for cooperation between local planning authorities, county councils and other 'prescribed bodies' (e.g. Environment Agency, Highways England etc) but sets out that plan-making authorities should prepare and maintain statements of common ground to address cross-boundary matters.

2.4 Neighbourhood Plans

Support for Neighbourhood Plans is maintained but the document states that they should support the delivery of strategic policies set out in the local plan and should shape and direct development. In that regard it sets out that neighbourhood plans should not promote less development than set out in the strategic policies for the area or undermine those policies. The draft NPPF also includes a provision which states that, where a neighbourhood plan has been brought into force and contains policies and allocations to meet its housing requirements, the adverse impact of allowing development that conflicts with it is likely to significantly outweigh the benefits. This applies where an authority can demonstrate a 3 year supply of housing and meets the Housing Delivery Test (see below).

2.5 Housing Requirements

In determining housing requirements the draft document states that plans should be based upon a local housing need assessment, conducted using a new standard methodology, which will be set out in the supporting national planning guidance. Although not set out in the draft NPPF, the previous consultation on the standard methodology provided transitional arrangements which would mean that authorities with a recently adopted plan would not have to re-calculate housing needs until reviewing their plan. The draft NPPF introduces an expectation that local authorities should provide a housing requirement figure for designated neighbourhood areas.

2.6 Affordable Housing

In regard to affordable housing (in which the new definition includes starter homes), the draft NPPF states that contributions should not be sought for developments that are not on major sites, other than in designated rural areas (such as the AONB). There is no definition of 'major sites' and it is not clear whether this threshold will include the further criteria that the development has a floorspace of no more than 1,000 sq m as is part of the written ministerial statement of 24 November 2014. The document also expects that at least 10% of homes on major housing developments (which is defined as development where 10 or more homes will be provided or the site has an area of 0.5 hectares or more) to be available for affordable home ownership. The consultation also introduces a new 'entry level exception site' provision (similar to the existing exception site policy) which would allow for unallocated sites outside of, but adjacent to, existing settlements which comprise a high proportion of entry-level homes offered for discounted sale or affordable rent.

2.7 Housing Supply

In judging housing supply the draft NPPF continues the need for authorities to demonstrate a five year supply of deliverable housing against their requirements. However, there is new guidance on the application of buffers and the document clarifies that a 20% buffer should be applied where there has been significant under delivery for the previous three years; as opposed to where there has been 'persistent under delivery' currently. There is also opportunity for authorities to produce an annual position statement which enables the five year supply to be agreed for a year. However, this position statement must be consulted on and approved by the Secretary of State and would be subject to a 10% buffer.

2.8 Housing Mix & Density

The draft NPPF also introduces a new Housing Delivery Test which runs alongside the need to demonstrate a five year supply. This requires authorities to demonstrate that housing delivery was above 25% of their requirements over the previous three years in November 2018. This percentage then rises to 45% in November 2019, and 75% in November 2020. Failure to demonstrate a five year supply or to meet the Housing Delivery Test means that the presumption in favour of sustainable development would apply.

2.9 In relation to housing and site mix, to encourage small and medium housebuilders and increase the diversity of sites, the draft NPPF provides some measures to help the delivery of small sites. Of most significance it sets out that planning authorities should ensure that at least 20% of sites identified for housing in local plans are of half a hectare or less. It also encourages working with developers to look at the subdivision of larger sites that could help to speed up delivery.

2.10 The draft NPPF includes a new chapter which encourages making the most effective use of land. This promotes the reuse of brownfield land and also land held in public ownership. The document also requires planning authorities to take positive approach to alternative uses of land which is currently developed but not allocated where it would help to meet development needs. In particular the document references the use of retail and employment land for homes in areas of high housing demand where this would not undermine key economic sectors. Achieving appropriate densities is a further issue that is highlighted and the draft NPPF states that, where there is an existing or anticipated shortage of land for housing needs that it is important that policies and decisions avoid homes being built at low densities. The document suggests that future plans could be required to set out minimum densities to be achieved on sites.

2.11 Green Belt

The protection for Green Belt is maintained and the government continues to attach great importance to them. However, there a number of changes, in the current NPPF it states that Green Belt boundaries should only be altered in exceptional circumstances through the preparation of a local plan. The draft NPPF proposes a change of emphasis and goes beyond the current guidance in stating that before concluding that exceptional circumstances exist, the authority should have examined fully all reasonable options for meet its identified need for development including whether the strategy optimises the density of development and has been informed by discussions with neighbouring authorities about whether they could accommodate some of the identified need for development.

- 2.12 Furthermore, the draft NPPF provides that detailed amendments to Green Belt boundaries may be made in neighbourhood plans as well as local plans where the need for changes has been demonstrated through a strategic plan. There is also particular provisions for the limited infilling in respect of affordable housing that not only where this is under policies in the development plan, but also where this is on previously development land and either this would not have a greater impact on the openness of the Green Belt than the existing development or it contributes to an identified local affordable housing need and would not casue substantial harm to the openness of the Green Belt.

3.0 **RESPONSE TO THE CONSULTATION**

- 3.1 A response to the consultation is provided at Appendix 2 to this report. It covers the key issues that are pertinent to Tewkesbury Borough Council. It is not proposed to respond to every change proposed but to focus on those changes that would the most significant impact on the delivery of planning and development in the Borough. It is itended that this will form part of a joint response together with the other Joint Core Strategy authorities. However, this does not stop an individual authority putting forward any comments it may wish to in response to the consultation.

4.0 **RELEVANT COUNCIL POLICIES/STRATEGIES**

- 4.1 Tewkesbury Borough Local Plan to 2011.
Joint Core Strategy (2011 – 2031).
Emerging Tewkesbury Borough Plan (2011-2031).

5.0 **RELEVANT GOVERNMENT POLICIES**

- 5.1 National Planning Policy Framework (2012).
National Planning Practice Guidance.
Housing White Paper (February 2017).
Planning for the right homes in the right places (September 2017).
Draft Planning Practice Gudiance for Viability.
Housing Delivery Test Draft Measurement Rule Book.

6.0 **RESOURCE IMPLICATIONS (Human/Property)**

- 6.1 Officer time in considering the draft National Planning Policy Framework.

- 7.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 7.1 The draft National Planning Policy Framework could have implications for both decision making and plan making that could influence how development comes forward in future and thus having environmental implications.
- 8.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 8.1 None.
- 9.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 9.1 None.

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Appendices: 1: National Planning Policy Framework – draft text for consultation.
2: Tewkesbury Borough Council response to draft NPPF.



Ministry of Housing,
Communities &
Local Government

National Planning Policy Framework

Draft text for consultation



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1. Introduction

1. The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied¹. It provides a framework within which locally-prepared plans for housing and other development can be produced.
2. Planning law requires that applications for planning permission be determined in accordance with the development plan², unless material considerations indicate otherwise³. The National Planning Policy Framework must be taken into account in preparing the development plan, and is a material consideration in planning decisions. Planning policies and decisions must also reflect relevant international obligations and statutory requirements.
3. General references to planning policies in this Framework should be applied in a way that is appropriate to the type of plan being produced, taking into account policy on plan-making in chapter 3.
4. The Framework does not contain specific policies for nationally significant infrastructure projects. These are determined in accordance with the decision-making framework in the Planning Act 2008 (as amended) and relevant national policy statements for major infrastructure, as well as any other matters that are relevant (which may include the National Planning Policy Framework). National policy statements form part of the overall framework of national planning policy, and may be a material consideration in preparing plans and making decisions on planning applications.
5. The Framework should be read in conjunction with the Government's planning policy for traveller sites, and its planning policy for waste. When preparing plans or making decisions on applications for these types of development, regard should also be had to the policies in this Framework, where relevant.
6. Other statements of government policy may be material when preparing plans or deciding applications, such as relevant Written Ministerial Statements and endorsed recommendations of the National Infrastructure Commission.

¹ This document replaces the first National Planning Policy Framework published in March 2012.

² This includes the local and neighbourhood plans that have been brought into force, and any spatial development strategies produced by combined authorities or elected Mayors (see glossary).

³ Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990.

2. Achieving sustainable development

7. The purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs⁴.
8. Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across the different objectives):
 - a) **an economic objective** – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;
 - b) **a social objective** – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and
 - c) **an environmental objective** – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change, including moving to a low carbon economy.
9. These objectives should be delivered through the preparation and implementation of plans and the policies in this Framework; they are not criteria against which every decision can or should be judged. Planning policies and decisions should play an active role in guiding development towards sustainable solutions, but in doing so should take local circumstances into account, to reflect the character, needs and opportunities of each area.
10. So that sustainable development is pursued in a positive way, at the heart of the Framework is a **presumption in favour of sustainable development** (paragraph 11).

⁴ Resolution 42/187 of the United Nations General Assembly.

The presumption in favour of sustainable development

11. Plans and decisions should apply a presumption in favour of sustainable development.

For **plan-making** this means that:

- a) plans should positively seek opportunities to meet the development needs of their area, and be sufficiently flexible to adapt to rapid change;
- b) strategic plans⁵ should, as a minimum, provide for objectively assessed needs for housing and other development, as well as any needs that cannot be met within neighbouring areas⁶, unless:
 - i. the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for restricting the overall scale, type or distribution of development in the plan area⁷; or
 - ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

For **decision-taking** this means:

- c) approving development proposals that accord with an up-to-date development plan without delay; or
- d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:
 - i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed⁷; or
 - ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

12. The presumption in favour of sustainable development does not change the statutory status of the development plan as the starting point for decision making.

⁵ Local plans or spatial development strategies that contain policies to address the strategic priorities of an area (see chapter 3).

⁶ As established through statements of common ground.

⁷ The policies referred to are those in this Framework relating to sites protected under the Birds and Habitats Directives and/or designated as Sites of Special Scientific Interest; land designated as Green Belt, Local Green Space, an Area of Outstanding Natural Beauty, within a National Park (or the Broads Authority) or defined as Heritage Coast; irreplaceable habitats including ancient woodland; aged or veteran trees; designated heritage assets (and other heritage assets of archaeological interest referred to in footnote 55); and areas at risk of flooding or coastal change. It does not refer to policies in development plans.

Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that have been brought into force⁸), permission should not usually be granted. Local planning authorities may take decisions that depart from an up-to-date development plan, but only if material considerations in a particular case indicate that the plan should not be followed.

13. The application of the presumption has implications for the way communities engage in neighbourhood planning. Neighbourhood plans should support the delivery of strategic policies contained in local plans or spatial development strategies; and should shape and direct development that is outside of these strategic policies.
14. Where a neighbourhood plan that has recently been brought into force⁹ contains policies and allocations to meet its identified housing requirement, the adverse impact of allowing development that conflicts with it is likely to significantly and demonstrably outweigh the benefits where:
 - a) paragraph 75 of this Framework applies; and
 - b) the local planning authority has at least a three year supply of deliverable housing sites (against its five year housing supply requirement), and its housing delivery was at least 45% of that required¹⁰ over the previous three years.

⁸ Brought into force refers to neighbourhood plans passed at referendum.

⁹ 'Recently been brought into force' means a neighbourhood plan which was passed at referendum two years or less before the date on which the decision is made.

¹⁰ Assessed against the Housing Delivery Test, from November 2018 onwards. Transitional arrangements are set out in Annex 1.

3. Plan-making

15. The planning system should be genuinely plan-led: succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings.
16. Plans should:
 - a) be prepared with the objective of contributing to the achievement of sustainable development¹¹;
 - b) be prepared positively, in a way that is aspirational but deliverable;
 - c) be shaped by early, proportionate and meaningful engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and statutory consultees;
 - d) contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals;
 - e) be accessible through the use of digital tools to assist public involvement and policy presentation; and
 - f) serve a clear purpose, avoiding unnecessary duplication of policies that apply to a particular area (including policies in this Framework, where relevant).

The plan-making framework

17. As a minimum, authorities must ensure that there is a plan which addresses the strategic priorities for their area¹². This strategic plan can be produced by:
 - a) local planning authorities working together or independently, in the form of a joint or individual local plan; or
 - b) an elected Mayor or combined authority, in the form of a spatial development strategy (where plan-making powers have been conferred).
18. Where more detailed issues need addressing, local policies may be produced for inclusion in a local plan, or in a neighbourhood plan prepared by a neighbourhood planning group (a parish or town council, or a neighbourhood forum).
19. It is the combination of these statutory plans, produced at the strategic and local levels, that makes up the 'development plan' for a particular area.

¹¹ This is a legal obligation on local planning authorities exercising their plan-making functions.

¹² Section 19(1B-1E) of the Planning and Compulsory Purchase Act 2004.

Strategic policies

20. The strategic policies required for the area of each local planning authority should include those policies, and strategic site allocations, necessary to provide:
 - a) an overall strategy for the pattern and scale of development;
 - b) the homes and workplaces needed, including affordable housing;
 - c) appropriate retail, leisure and other commercial development;
 - d) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - e) community facilities (such as health, education and cultural infrastructure); and
 - f) climate change mitigation and adaptation, and conservation and enhancement of the natural, built and historic environment, including landscape and green infrastructure.
21. Plans should make explicit which policies are 'strategic policies'. These should be limited to those necessary to address the strategic priorities of the area (and any relevant cross-boundary issues), to provide a clear starting point for any local policies that may be needed. Those local policies may come forward either as part of a single local plan¹³ or as part of a subsequent local plan or neighbourhood plan. Strategic policies should not extend to detailed matters that are more appropriately dealt with through neighbourhood plans or other local policies.
22. Strategic policies should look ahead over a minimum 15 year period from adoption, to anticipate and respond to long-term requirements and opportunities, such as those arising from major improvements in infrastructure.
23. Policies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary¹⁴. Reviews should be completed no later than five years from the adoption date of the plan, and should take into account changing circumstances affecting the area, or any relevant changes in national policy. Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has increased; and they are likely to require earlier review if local housing need is expected to increase in the near future.
24. Strategic plans should indicate broad locations for development on a key diagram, and land-use designations and allocations on a policies map¹⁵. They should have a clear strategy for bringing sufficient land forward, and at a sufficient rate, to address objectively assessed needs over the plan period, in line with the presumption in favour of sustainable development. They should, as a minimum, plan for and

¹³ Where a single local plan is prepared the local policies should be clearly distinguished from the strategic policies.

¹⁴ Reviews at least every five years are a legal requirement for all local plans.

¹⁵ For spatial development strategies, this is only where the power to make allocations has been conferred.

allocate sufficient sites to deliver the strategic priorities of the area (except insofar as these needs can be met more appropriately through other mechanisms, such as brownfield registers or local policies).

25. The preparation and review of strategic policies should be underpinned by relevant and up-to-date evidence. This should be adequate but proportionate, focused tightly on supporting and justifying the policies concerned, and take into account relevant market signals.

Maintaining effective cooperation

26. Local planning authorities and county councils (in two-tier areas) have a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries.
27. Strategic plan-making authorities should collaborate to identify the relevant strategic matters which they need to address in their plans. They should also engage with their local communities and relevant bodies including Local Enterprise Partnerships, Local Nature Partnerships, the Marine Management Organisation, county councils, infrastructure providers, elected Mayors and combined authorities (in cases where Mayors or combined authorities do not have plan-making powers).
28. Effective and on-going joint working between strategic plan making authorities and relevant bodies is integral to the production of a positively prepared and justified strategy. In particular, joint working should help to determine where additional infrastructure is necessary, and whether development needs that cannot be met wholly within a particular plan area could be met elsewhere.
29. In order to demonstrate effective and on-going joint working, strategic plan-making authorities should prepare and maintain one or more statements of common ground, documenting the cross boundary matters being addressed and progress in cooperating to address these. These should be produced using the approach set out in national planning guidance, and be made publicly available throughout the plan-making process to provide transparency.

Local policies

30. Local policies can be used by authorities and communities to set out more detailed policies for specific areas, neighbourhoods or types of development. This can include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles and setting out development management policies.
31. Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less

development than set out in the strategic policies for the area, or undermine those strategic policies¹⁶.

32. Once a neighbourhood plan has been brought into force, the policies it contains take precedence over existing non-strategic policies in a local plan for that neighbourhood, where they are in conflict; unless they are superseded by strategic or local policies that are adopted subsequently.
33. The preparation and review of local policies should be underpinned by proportionate, relevant and up-to-date evidence, focused tightly on supporting and justifying the policies concerned.

Development contributions

34. Plans should set out the contributions expected in association with particular sites and types of development. This should include setting out the levels and types of affordable housing provision required, along with other infrastructure (such as that needed for education, health, transport, green and digital infrastructure). Such policies should not make development unviable, and should be supported by evidence to demonstrate this. Plans should also set out any circumstances in which further viability assessment may be required in determining individual applications.

Assessing and examining plans

35. Strategic and local plans should be informed throughout their preparation by a sustainability appraisal that meets the relevant legal requirements¹⁷. This should demonstrate how the plan has addressed relevant economic, social and environmental objectives (including opportunities for net gains). Significant adverse impacts on these objectives should be avoided and, wherever possible, alternative options which reduce or eliminate such impacts should be pursued. Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered).
36. Strategic and local plans are examined to assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound. Plans are 'sound' if they are:
 - a) **Positively prepared** – provides a strategy which will, as a minimum, meet as much as possible of the area's objectively assessed needs (particularly for housing, using a clear and justified method to identify needs); and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;

¹⁶ Neighbourhood plans must be in general conformity with the strategic policies contained in any development plan that covers their area.

¹⁷ The reference to relevant legal requirements refers to Strategic Environmental Assessment. Neighbourhood plans may also require Strategic Environmental Assessment but only where there are potentially significant environmental impacts.

- b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
 - d) **Consistent with national policy** – enables the delivery of sustainable development in accordance with the policies in this Framework.
37. These tests of soundness will be applied to local policies¹⁸ in a proportionate way, taking into account the extent to which they are consistent with relevant strategic policies for the area.
38. Neighbourhood plans must meet certain ‘basic conditions’ and other legal requirements¹⁹ before they can come into force. These are tested through an independent examination before the neighbourhood plan may proceed to referendum.

¹⁸ Where these are contained in a local plan.

¹⁹ As set out in paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as amended).

4. Decision-making

39. Local planning authorities should approach decisions on proposed development in a positive and creative way. They should use the full range of planning tools available, including brownfield registers and permission in principle, and work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision-makers at every level should seek to approve applications for sustainable development where possible.

Pre-application engagement and front loading

40. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
41. Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications.
42. The more issues that can be resolved at pre-application stage, including the need to deliver improvements in infrastructure and affordable housing, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs.
43. The participation of other consenting bodies in pre-application discussions should enable early consideration of all the fundamental issues relating to whether a particular development will be acceptable in principle, even where other consents relating to how a development is built or operated are needed at a later stage. Wherever possible, parallel processing of other consents should be encouraged to help speed up the process and resolve any issues as early as possible.
44. The right information is crucial to good decision-making, particularly where formal assessments are required (such as Environmental Impact Assessment, Habitats Regulations Assessment and Flood Risk Assessment). To avoid delay, applicants should discuss what information is needed with the local planning authority and expert bodies as early as possible.
45. Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two

years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.

- 46. Local planning authorities should consult the appropriate bodies when considering applications for the siting or changes to hazardous substances establishments, or for development around such establishments.
- 47. Applicants and local planning authorities should consider the potential for voluntary planning performance agreements, where this might achieve a faster and more effective application process.

Determining applications

- 48. Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. Decisions on applications should be made as quickly as possible, and within statutory timescales unless a longer period has been agreed by the applicant in writing.
- 49. Local planning authorities may give weight to relevant policies in emerging plans according to:
 - a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
 - b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
 - c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).
- 50. However in the context of the Framework – and in particular the presumption in favour of sustainable development – arguments that an application is premature are unlikely to justify a refusal of planning permission other than in the limited circumstances where both:
 - a) the development proposed is so substantial, or its cumulative effect would be so significant, that to grant permission would undermine the plan-making process by predetermining decisions about the scale, location or phasing of new development that are central to an emerging plan; and
 - b) the emerging plan is at an advanced stage but is not yet formally part of the development plan for the area.
- 51. Refusal of planning permission on grounds of prematurity will seldom be justified where a draft plan has yet to be submitted for examination; or – in the case of a neighbourhood plan – before the end of the local planning authority publicity period on the draft plan. Where planning permission is refused on grounds of prematurity, the local planning authority will need to indicate clearly how the grant of permission

for the development concerned would prejudice the outcome of the plan-making process.

Tailoring planning controls to local circumstances

52. Local planning authorities are encouraged to use Local Development Orders to set the planning framework for particular areas or categories of development where the impacts would be acceptable, and in particular where this would promote economic, social or environmental gains for the area.
53. Communities can use Neighbourhood Development Orders and Community Right to Build Orders to grant planning permission. These require the support of the local community through a referendum. Local planning authorities should take a proactive and positive approach to such proposals, working collaboratively with community organisations to resolve any issues before draft orders are submitted for examination.
54. The use of Article 4 directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area (this could include the use of Article 4 directions to require planning permission for the demolition of local facilities). Similarly, planning conditions should not be used to restrict national permitted development rights unless there is clear justification to do so.

Planning conditions and obligations

55. Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.
56. Planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects. Agreeing conditions early is beneficial to all parties involved in the process and can speed up decision making. Conditions that are required to be discharged before development commences should be avoided, unless there is a clear justification²⁰.
57. Planning obligations should only be sought where they meet all of the following tests:
 - a) necessary to make the development acceptable in planning terms;
 - b) directly related to the development; and
 - c) fairly and reasonably related in scale and kind to the development.

²⁰ When in force, sections 100ZA(4-6) of the Town and Country Planning Act 1990 will require the applicant's written agreement to the terms of a pre-commencement condition, unless prescribed circumstances apply.

58. Where proposals for development accord with all the relevant policies in an up-to-date development plan, no viability assessment should be required to accompany the application. Where a viability assessment is needed, it should reflect the recommended approach in national planning guidance, including standardised inputs, and should be made publicly available.

Enforcement

59. Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.

5. Delivering a sufficient supply of homes

60. To support the Government's objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay.
61. In determining the minimum number of homes needed, strategic plans should be based upon a local housing need assessment, conducted using the standard method in national planning guidance – unless there are exceptional circumstances that justify an alternative approach which also reflects current and future demographic trends and market signals. In establishing this figure, any needs that cannot be met within neighbouring areas should also be taken into account.
62. Within this context, policies should identify the size, type and tenure of homes required for different groups in the community (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers²¹, people who rent their homes and people wishing to commission or build their own homes).
63. Where a need for affordable housing is identified, planning policies should specify the type of affordable housing required, and expect it to be met on-site unless:
- a) off-site provision or an appropriate financial contribution in lieu can be robustly justified; and
 - b) the agreed approach contributes to the objective of creating mixed and balanced communities.
64. Provision of affordable housing should not be sought for developments that are not on major sites, other than in designated rural areas (where policies may set out a lower threshold of 5 units or fewer). To support the re-use of brownfield land, where vacant buildings are being reused or redeveloped, any affordable housing contribution due should be reduced by a proportionate amount²².
65. Where major housing development is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership²³, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups. Exemptions should also be made where the site or proposed development:
- a) provides solely for Build to Rent homes;

²¹ Travellers who do not fall under the definition of 'traveller' in Annex 1 of the Planning Policy for Traveller Sites. The latter sets out how travellers' accommodation needs should be assessed for those covered by the definition in Annex 1 of that document.

²² Equivalent to the existing gross floorspace of the existing buildings. This does not apply to vacant buildings which have been abandoned.

²³ As part of the overall affordable housing contribution from the site.

- b) provides specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly or students);
 - c) is proposed to be developed by people who wish to build or commission their own homes; or
 - d) is exclusively for affordable housing, an entry level exception site or a rural exception site.
66. Strategic plans should set out a housing requirement figure for designated neighbourhood areas²⁴. Once the strategic plan has been adopted, these figures should not need re-testing at the neighbourhood plan examination, unless there has been a significant change in circumstances that affects the requirement.
67. Where it is not possible to provide a requirement figure for a neighbourhood area²⁵, the local planning authority should provide an indicative figure, if requested to do so by the neighbourhood planning body. This figure should take into account factors such as the latest evidence of local housing need, the population of the neighbourhood area and the most recently available planning strategy of the local planning authority.

Identifying land for homes

68. Strategic planning authorities should have a clear understanding of the land available in their area through the preparation of a strategic housing land availability assessment. From this, planning policies should identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability. Strategic plans should identify a supply of:
- a) specific, deliverable sites for years one to five of the plan²⁶; and
 - b) specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15 of the plan.
69. Small sites can make an important contribution to meeting the housing requirement of an area, and are often built-out relatively quickly. To promote the development of a good mix of sites local planning authorities should:
- a) ensure that at least 20% of the sites identified for housing in their plans are of half a hectare or less;
 - b) use tools such as area-wide design assessments and Local Development Orders to help bring small sites forward;

²⁴ Except where a Mayoral, combined authority or high-level joint plan is being prepared as a framework for strategic plans at the individual local authority level; in which case it may be most appropriate for the local authority plans to provide the requirement figure.

²⁵ Because a neighbourhood area is designated at a late stage in the strategic plan process, or after a strategic plan has been adopted; or in instances where strategic policies for housing are out of date.

²⁶ With an appropriate buffer, as set out in paragraph 74. See glossary for definitions of deliverable and developable.

- c) support the development of windfall sites through their policies and decisions – giving great weight to the benefits of using suitable sites within existing settlements for homes; and
 - d) work with developers to encourage the sub-division of large sites where this could help to speed up the delivery of homes.
70. Neighbourhood Planning Groups should also consider the opportunities for allocating small sites suitable for housing in their area.
71. Where an allowance is to be made for windfall sites as part of anticipated supply, there should be compelling evidence that they will provide a reliable source of supply. Any allowance should be realistic having regard to the strategic housing land availability assessment, historic windfall delivery rates and expected future trends. Plans should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area.
72. Local planning authorities should support the development of entry level exception sites, suitable for first time buyers (or those looking to rent their first home), unless the need for such homes is already being met within the authority's area. These sites should be outside existing settlements, on land which is not already allocated for housing, and should:
- a) comprise a high proportion of entry-level homes that will be offered for discounted sale or for affordable rent; and
 - b) be adjacent to existing settlements, proportionate in size to them, not compromise the protection given to areas or assets of particular importance in this Framework²⁷, and comply with any local design policies and standards.
73. The supply of large numbers of new homes can often be best achieved through planning for larger scale development, such as new settlements or significant extensions to existing villages and towns. Working with the support of their communities, and other authorities if appropriate, strategic plan-making authorities should identify suitable opportunities for such development where this can help to meet identified needs in a sustainable way. In doing so, they should consider the opportunities presented by existing or planned investment in infrastructure, the area's economic potential and the scope for net environmental gains. They should also consider whether it is appropriate to establish Green Belt around or adjoining new developments of significant size.

Maintaining supply and delivery

74. Strategic plans should include a trajectory illustrating the expected rate of housing delivery over the plan period, and all plans should consider whether it is appropriate to set out the anticipated rate of development for specific sites. Local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing

²⁷ As set out in footnote 7.

requirement, or against their local housing need where the strategic plan is more than five years old. The supply of specific deliverable sites should in addition include a buffer (moved forward from later in the plan period) of:

- a) 5% to ensure choice and competition in the market for land; or
 - b) 10% where the local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement or recently adopted plan²⁸, to account for any fluctuations in the market during that year; or
 - c) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply²⁹.
75. For applications which include housing, paragraph 11d of this Framework will apply if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites (with the appropriate buffer), or where the Housing Delivery Test indicates that delivery of housing has been substantially³⁰ below the housing requirement over the previous three years.
76. A five year supply of deliverable housing sites, with the appropriate buffer, can be demonstrated where it has been established in a recently adopted plan, or in a subsequent annual position statement which:
- a) has been produced through engagement with developers and others who have an impact on delivery, and been considered by the Secretary of State; and
 - b) incorporates all the recommendations of the Secretary of State, where the position on specific sites could not be agreed during the engagement process.
77. To maintain the supply of housing, local planning authorities should monitor progress in building out sites which have permission. Where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority's housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years.
78. To help ensure that proposals for housing development are implemented in a timely manner, local planning authorities should consider imposing a planning condition providing that development must begin within a timescale shorter than the relevant default period, where this would expedite the development without threatening its deliverability or viability. For major housing development, local planning authorities should also assess why any earlier grant of planning permission for a similar development on the same site did not start.

²⁸ For the purposes of paragraphs 74b and 76 a plan adopted between 1 May and 31 October will be considered 'recently adopted' until 31 October of the following year; and a plan adopted between 1 November and 30 April will be considered recently adopted until 31 October that year.

²⁹ From November 2018, this will be measured against the Housing Delivery Test, where this indicates that delivery was below 85% of the housing requirement.

³⁰ Where the Housing Delivery Test indicates that delivery was below 75% of the housing requirement.

Rural housing

79. In rural areas, planning policies and decisions should be responsive to local circumstances and support housing developments that reflect local needs. Local planning authorities should support opportunities to bring forward rural exception sites that will provide affordable housing to meet identified local needs, and consider whether allowing some market housing on these sites would help to facilitate this.
80. To promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities. Plans should identify opportunities for villages to grow and thrive, especially where this will support local services. Where there are groups of smaller settlements, development in one village may support services in a village nearby.
81. Planning policies and decisions should avoid the development of isolated homes in the countryside unless one or more of the following circumstances apply:
 - a) there is an essential need for a rural worker, including those taking majority control of a farm business, to live permanently at or near their place of work in the countryside;
 - b) the development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets;
 - c) the development would re-use redundant or disused buildings and enhance its immediate setting;
 - d) the development would involve the subdivision of an existing residential property; or
 - e) the design is of exceptional quality, in that it:
 - is truly outstanding or innovative, reflecting the highest standards in architecture, and would help to raise standards of design more generally in rural areas; and
 - would significantly enhance its immediate setting, and be sensitive to the defining characteristics of the local area.

6. Building a strong, competitive economy

82. Planning policies and decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development. The approach taken should allow each area to build on its strengths, counter any weaknesses and address the challenges of the future. This is particularly important where Britain can be a global leader in driving innovation³¹, and in areas with high levels of productivity, which should be able to capitalise on their performance and potential.
83. Planning policies should:
- a) set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth, having regard to Local Industrial Strategies and other local policies for economic development and regeneration;
 - b) set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet anticipated needs over the plan period (including making provision for clusters or networks of knowledge driven, creative or high technology industries);
 - c) seek to address potential barriers to investment, such as inadequate infrastructure, services or housing, or a poor environment; and
 - d) be flexible enough to accommodate needs not anticipated in the plan, allow for new and flexible working practices (such as live-work accommodation), and to enable a rapid response to changes in economic circumstances.

Supporting a prosperous rural economy

84. Planning policies and decisions should enable:
- a) the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well designed new buildings;
 - b) the development and diversification of agricultural and other land-based rural businesses;
 - c) sustainable rural tourism and leisure developments which respect the character of the countryside; and
 - d) the retention and development of accessible local services and community facilities, such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship.

³¹ The Government's Industrial Strategy sets out a vision to drive productivity improvements across the UK, identifies a number of Grand Challenges facing all nations, and sets out a delivery programme to make the UK a leader in four of these: artificial intelligence and big data; clean growth; future mobility; and catering for an ageing society. HM Government (2017) *Industrial Strategy: Building a Britain fit for the future*

85. Planning policies and decisions should recognise that sites to meet local business and community needs in rural areas may have to be found outside existing settlements, and in locations that are not well served by public transport. In these circumstances it will be important to ensure that development is sensitive to its surroundings, does not have an unacceptable impact on local roads and exploits any opportunities to make a location more sustainable (for example by improving the scope for access on foot, by cycling or by public transport). The use of previously developed land and sites that are well-related to existing settlements should be encouraged where suitable opportunities exist.

7. Ensuring the vitality of town centres

86. Planning policies and decisions should support the role that town centres play at the heart of local communities, by taking a positive approach to their growth, management and adaptation. Planning policies should:
- a) define a network and hierarchy of town centres and promote their long-term vitality and viability – by allowing them to grow and change in a way that supports a diverse retail offer, provides customer choice, allows a suitable mix of uses (including housing) and reflects their distinctive characters;
 - b) define the extent of town centres and primary shopping areas, identify primary and secondary frontages, and make clear which uses will be permitted in such locations;
 - c) retain and enhance existing markets and, where appropriate, re-introduce or create new ones;
 - d) allocate a range of suitable sites in town centres to meet the scale and type of development needed, looking at least ten years ahead. Meeting needs for retail, leisure, office and other main town centre uses over this period should not be compromised by limited site availability, so town centre boundaries should be kept under review;
 - e) allocate appropriate edge of centre sites for main town centre uses that are well connected to the town centre, where suitable and viable town centre sites are not available. If sufficient edge of centre sites cannot be identified, policies should explain how identified needs can be met in other accessible locations that are well connected to the town centre;
 - f) recognise that residential development often plays an important role in ensuring the vitality of centres and encourage residential development on appropriate sites; and
 - g) support diversification and changes of use where town centres are in decline, as part of a clear strategy for their future, while avoiding the unnecessary loss of facilities that are important for meeting the community's day-to-day needs.
87. Local planning authorities should apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan. Main town centre uses should be located in town centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered.
88. When considering edge of centre and out of centre proposals, preference should be given to accessible sites which are well connected to the town centre. Applicants and local planning authorities should demonstrate flexibility on issues such as format and scale, so that opportunities to utilise suitable town centre or edge of centre sites are fully explored.

89. This sequential approach should not be applied to applications for small scale rural offices or other small scale rural development.
90. When assessing applications for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan, local planning authorities should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (if there is no locally set threshold, the default threshold is 2,500 sq m). This should include assessment of:
- a) the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
 - b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).
91. Where an application fails to satisfy the sequential test or is likely to have significant adverse impact on one or more of the above considerations, it should be refused.

8. Promoting healthy and safe communities

92. Planning policies and decisions should aim to achieve healthy, inclusive and safe places which:
- a) promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other – for example through mixed-use developments, strong neighbourhood centres, street layouts that allow for multiple connections within and between neighbourhoods, and active street frontages;
 - b) are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of clear and legible pedestrian routes, and high quality public space, which encourage the active and continual use of public areas; and
 - c) enable and support healthy lifestyles, especially where this would address identified local health and wellbeing needs – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.
93. To provide the social, recreational and cultural facilities and services the community needs, planning policies and decisions should
- a) plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments;
 - b) take into account and support the delivery of local strategies to improve health, social and cultural wellbeing for all sections of the community;
 - c) guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs;
 - d) ensure that established shops, facilities and services are able to develop and modernise, and are retained for the benefit of the community; and
 - e) ensure an integrated approach to considering the location of housing, economic uses and community facilities and services.
94. Planning policies and decisions should consider the social and economic benefits of estate regeneration. Local planning authorities should use their planning powers to help deliver estate regeneration to a high standard.
95. It is important that a sufficient choice of school places is available to meet the needs of existing and new communities. Local planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and to development that will widen choice in education. They should:

- a) give great weight to the need to create, expand or alter schools through the preparation of plans and decisions on applications; and
 - b) work with schools promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted.
96. Planning policies and decisions should promote public safety and take into account wider security and defence requirements by:
- a) anticipating and addressing all plausible malicious threats and natural hazards, especially in locations where large numbers of people are expected to congregate³². Local policies for relevant areas (such as town centre and regeneration frameworks), and the layout and design of developments, should be informed by the most up-to-date information available from the police and other agencies about the nature of potential threats and their implications. This includes appropriate and proportionate steps that can be taken to reduce vulnerability, increase resilience and ensure public safety and security; and
 - b) recognising and supporting development required for operational defence and security purposes, and ensuring that operational sites are not affected adversely by the impact of other development proposed in the area.

Open space and recreation

97. Access to a network of high quality open spaces and opportunities for sport and physical activity make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the need for open space, sport and recreation facilities (including quantitative or qualitative deficits or surpluses) and opportunities for new provision. Information gained from the assessments should be used to determine what open space, sport and recreational provision is required, and which plans should seek to accommodate.
98. Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:
- a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
 - c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the former use.

³² This includes transport hubs, night-time economy venues, cinemas and theatres, sports stadia and arenas, shopping centres, health and education establishments, places of worship, hotels and restaurants, visitor attractions and commercial centres.

99. Planning policies and decisions should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users, for example by adding links to existing rights of way networks including National Trails.
100. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Identifying land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.
101. The Local Green Space designation should only be used where the green space is:
 - a) in reasonably close proximity to the community it serves;
 - b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - c) local in character and is not an extensive tract of land.
102. Policies for managing development within a Local Green Space should be consistent with those for Green Belts.

9. Promoting sustainable transport

103. Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:
 - a) the potential impacts of development on transport networks can be addressed;
 - b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
 - c) opportunities to promote walking, cycling and public transport use are identified and pursued;
 - d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for mitigation and for net gains in environmental quality; and
 - e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.
104. The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.
105. Planning policies should:
 - a) support an appropriate mix of uses across an area, and within strategic sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;
 - b) be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned;
 - c) identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;
 - d) provide for high quality walking and cycling networks and supporting facilities such as cycle parking – drawing on Local Cycling and Walking Infrastructure Plans;
 - e) provide for any large scale facilities, and the infrastructure to support their operation and growth, taking into account any relevant national policy statements and whether such development is likely to be a nationally significant

infrastructure project. For example ports, airports, interchanges for rail freight, roadside services and public transport projects³³; and

- f) recognise the importance of maintaining a national network of general aviation facilities – taking into account their economic value in serving business, leisure, training and emergency service needs, and the Government’s General Aviation Strategy³⁴.

106. If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;
- b) the type, mix and use of development;
- c) the availability of and opportunities for public transport;
- d) local car ownership levels; and
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

107. Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network. In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

Considering development proposals

108. In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
- b) safe and suitable access to the site can be achieved for all users; and
- c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

109. Development should only be prevented or refused on highways grounds if the residual cumulative impacts on the road network or road safety would be severe.

110. Within this context, applications for development should:

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating

³³ The primary function of roadside services should be to support the safety and welfare of the road user.

³⁴ Department for Transport (2015) *General Aviation Strategy*.

access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

111. All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

10. Supporting high quality communications

112. Advanced, high quality and reliable communications infrastructure is essential for economic growth and social wellbeing. Planning policies and decisions should support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections. Policies should set out how high quality digital infrastructure, providing access to services from a range of providers, is expected to be delivered and upgraded over time; and should prioritise full fibre connections to existing and new developments (as these connections will, in almost all cases, provide the optimum solution).
113. The number of radio and telecommunications masts, and the sites for such installations, should be kept to a minimum consistent with the needs of consumers and the efficient operation of the network. Use of existing masts, buildings and other structures for new telecommunications capability (including wireless) should be encouraged. Where new sites are required (such as for new 5G networks, or for connected transport and smart city applications), equipment should be sympathetically designed and camouflaged where appropriate.
114. Local planning authorities should not impose a ban on new telecommunications development in certain areas, impose blanket Article 4 directions over a wide area or a wide range of telecommunications development, or insist on minimum distances between new telecommunications development and existing development. They should ensure that:
 - a) they have evidence to demonstrate that telecommunications infrastructure is not expected to cause significant and irremediable interference with other electrical equipment, air traffic services or instrumentation operated in the national interest; and
 - b) they have considered the possibility of the construction of new buildings or other structures interfering with broadcast and telecommunications services.
115. Applications for telecommunications development (including applications for prior approval under the General Permitted Development Order) should be supported by the necessary evidence to justify the proposed development. This should include:
 - a) the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college, or within a statutory safeguarding zone surrounding an aerodrome or technical site; and
 - b) for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission guidelines on non-ionising radiation protection; or
 - c) for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.

116. Local planning authorities must determine applications on planning grounds. They should not seek to prevent competition between different operators, question the need for a telecommunications system, or set health safeguards different from the International Commission guidelines for public exposure.

11. Making effective use of land

117. Planning policies and decisions should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions. Strategic plans should contain a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously-developed or 'brownfield' land³⁵.
118. Planning policies and decisions should:
- a) encourage multiple benefits from both urban and rural land, including through mixed use schemes and taking opportunities to achieve net environmental gains – such as developments that would enable new habitat creation or improve public access;
 - b) recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production;
 - c) give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated and unstable land;
 - d) promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure)³⁶; and
 - e) support opportunities to use the airspace above existing residential and commercial premises for new homes. In particular, they should allow upward extensions where the development would be consistent with the prevailing height and form of neighbouring properties and the overall street scene, is well-designed (including complying with any local design policies and standards), and can maintain safe access and egress for occupiers.
119. Local planning authorities, and other plan-making bodies, should take a proactive role in identifying and helping to bring forward land that may be suitable for meeting development needs, such as sites included on brownfield registers or held in public ownership, using the full range of powers available to them.
120. Planning policies and decisions need to reflect changes in the demand for land. They should be informed by regular reviews of both the land allocated for development in plans, and of land availability. Where the local planning authority

³⁵ Except where this would conflict with other policies in this Framework, including causing harm to habitats of high environmental value.

³⁶ As part of this approach, plans and decisions should support efforts to identify and bring back into residential use empty homes and other buildings, supported by the use of compulsory purchase powers where appropriate.

considers there to be no reasonable prospect of an application coming forward for the use allocated in a plan:

- a) they should, as part of plan reviews, reallocate the land for a more deliverable use that can help to address identified needs (or, if appropriate, deallocate a site which is undeveloped); and
 - b) in the interim, prior to reviewing the plan, applications for alternative uses on the land should be supported, where the proposed use would contribute to meeting an unmet need for development in the area.
121. Local planning authorities should also take a positive approach to applications for alternative uses of land which is currently developed but not allocated for a specific purpose in plans, where this would help to meet identified development needs. In particular, they should support proposals to:
- a) use retail and employment land for homes in areas of high housing demand, provided this would not undermine key economic sectors or sites or the vitality and viability of town centres, and would be compatible with other policies in this Framework; and
 - b) make more effective use of sites that provide community services such as schools and hospitals, provided this maintains or improves the quality of service provision and access to open space.

Achieving appropriate densities

122. Planning policies and decisions should support development that makes efficient use of land, taking into account:
- a) the identified need for housing and other forms of development, and the availability of land suitable for accommodating it;
 - b) local market conditions and viability;
 - c) the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;
 - d) the desirability of maintaining an area's prevailing character (including residential gardens), or of promoting regeneration and change; and
 - e) the importance of securing well-designed, attractive places.
123. Where there is an existing or anticipated shortage of land for meeting identified housing needs, it is especially important that planning policies and decisions avoid homes being built at low densities, and ensure that developments make optimal use of the potential of each site. In these circumstances:
- a) plans should contain policies to optimise the use of land in their area and meet as much of the identified need for housing as possible. This will be tested robustly at examination, and should include the use of minimum density

standards for city and town centres and other locations that are well served by public transport. These standards should seek a significant uplift in the average density of residential development within these areas, unless it can be shown that there are strong reasons why this would be inappropriate;

- b) the use of minimum density standards should also be considered for other parts of the plan area. It may be appropriate to set out a range of densities that reflect the accessibility and potential of different areas, rather than one broad density range; and
- c) local planning authorities should refuse applications which they consider fail to make efficient use of land, taking into account the policies in this Framework. In this context, when considering applications for housing, authorities should take a flexible approach in applying policies or guidance relating to daylight and sunlight, where they would otherwise inhibit making efficient use of a site³⁷.

³⁷ And so long as the resulting scheme would provide acceptable living standards.

12. Achieving well-designed places

124. Planning policies and decisions should support the creation of high quality buildings and places. Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development.
125. To provide maximum clarity about design expectations, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should not inhibit a suitable degree of variety where this would be unjustified (such as where the existing urban form is already diverse).
126. Planning policies and decisions should ensure that developments:
- a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;
 - b) are visually attractive as a result of good architecture, layout and effective landscaping;
 - c) respond to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);
 - d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive and distinctive places to live, work and visit;
 - e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and
 - f) create places that are safe, inclusive and accessible, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.
127. Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can

demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.

128. Local planning authorities should ensure that they have appropriate tools and processes for assessing and improving the design of development. These include design advice and review arrangements, which should be used as early as possible in the evolution of schemes. Other tools include assessment frameworks, such as Building for Life³⁸, and design workshops. In assessing applications, local planning authorities should have regard to the outcome from these processes, including any recommendations made by design review panels.
129. Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards in plans or supplementary planning documents. Conversely, where the design of a development accords with clear expectations in local policies, design should not be used by the decision-maker as a valid reason to object to development.
130. In determining applications, great weight should be given to outstanding or innovative designs which promote high levels of sustainability or help raise the standard of design more generally in an area, so long as they are sensitive to the overall form and layout of their surroundings.
131. The quality and character of places can suffer when advertisements are poorly sited and designed. A separate consent process within the planning system controls the display of advertisements, which should be operated in a way which is simple, efficient and effective. Advertisements should be subject to control only in the interests of amenity and public safety, taking account of cumulative impacts.

³⁸ Birkbeck D and Kruczowski S (2015) *Building for Life 12: The sign of a good place to live*

13. Protecting Green Belt land

132. The Government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence.
133. Green Belt serves five purposes:
- a) to check the unrestricted sprawl of large built-up areas;
 - b) to prevent neighbouring towns merging into one another;
 - c) to assist in safeguarding the countryside from encroachment;
 - d) to preserve the setting and special character of historic towns; and
 - e) to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
134. The general extent of Green Belts across the country is already established. New Green Belts should only be established in exceptional circumstances, for example when planning for larger scale development such as new settlements or major urban extensions. Any proposals for new Green Belts should be set out in strategic plans, which should:
- a) demonstrate why normal planning and development management policies would not be adequate;
 - b) set out whether any major changes in circumstances have made the adoption of this exceptional measure necessary;
 - c) show what the consequences of the proposal would be for sustainable development;
 - d) demonstrate the necessity for the Green Belt and its consistency with strategic plans for adjoining areas; and
 - e) show how the Green Belt would meet the other objectives of the Framework.
135. Once established, Green Belt boundaries should only be altered in exceptional circumstances, through the preparation or updating of plans. Strategic plans should establish the need for any changes to Green Belt boundaries, having regard to their intended permanence in the long term, so they can endure beyond the plan period. Where a need for changes to Green Belt boundaries has been demonstrated through a strategic plan, detailed amendments to those boundaries may be made through local policies, including neighbourhood plans.
136. Before concluding that exceptional circumstances exist to justify changes to Green Belt boundaries, the strategic plan-making authority should have examined fully all

other reasonable options for meeting its identified need for development. This will be assessed through the examination of the plan, which will take into account the preceding paragraph, and whether the strategy;

- a) makes as much use as possible of suitable brownfield sites and underutilised land;
- b) optimises the density of development, including whether policies promote a significant uplift in minimum density standards in town and city centres, and other locations well served by public transport; and
- c) has been informed by discussions with neighbouring authorities about whether they could accommodate some of the identified need for development, as demonstrated through the statement of common ground.

137. When drawing up or reviewing Green Belt boundaries, the need to promote sustainable patterns of development should be taken into account. Strategic plan-making authorities should consider the consequences for sustainable development of channelling development towards urban areas inside the Green Belt boundary, towards towns and villages inset within the Green Belt or towards locations beyond the outer Green Belt boundary. Where it has been concluded that it is necessary to release Green Belt land for development, plans should give first consideration to land which has been previously-developed and/or is well-served by public transport. They should also set out ways in which the impact of removing land from the Green Belt can be offset through compensatory improvements to the environmental quality and accessibility of remaining Green Belt land.

138. When defining Green Belt boundaries, plans should:

- a) ensure consistency with the development plan's strategy for meeting identified requirements for sustainable development;
- b) not include land which it is unnecessary to keep permanently open;
- c) where necessary, identify areas of safeguarded land between the urban area and the Green Belt, in order to meet longer-term development needs stretching well beyond the plan period;
- d) make clear that the safeguarded land is not allocated for development at the present time; planning permission for the permanent development of safeguarded land should only be granted following an update to a plan which proposes the development;
- e) be able to demonstrate that Green Belt boundaries will not need to be altered at the end of the plan period; and
- f) define boundaries clearly, using physical features that are readily recognisable and likely to be permanent.

139. If it is necessary to restrict development in a village primarily because of the important contribution which the open character of the village makes to the openness of the Green Belt, the village should be included in the Green Belt. If, however, the character of the village needs to be protected for other reasons, other

means should be used, such as conservation area or normal development management policies, and the village should be excluded from the Green Belt.

140. Once Green Belts have been defined, local planning authorities should plan positively to enhance their beneficial use, such as looking for opportunities to provide access; to provide opportunities for outdoor sport and recreation; to retain and enhance landscapes, visual amenity and biodiversity; or to improve damaged and derelict land.
141. The National Forest and Community Forests offer valuable opportunities for improving the environment around towns, by upgrading the landscape and providing for recreation and wildlife. The National Forest Strategy and an approved Community Forest Plan may be a material consideration in preparing development plans and in deciding planning applications. Any development proposals within the National Forest and Community Forests in the Green Belt should be subject to the normal policies controlling development in Green Belts.

Proposals affecting the Green Belt

142. Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances.
143. When considering any planning application, local planning authorities should ensure that substantial weight is given to any harm to the Green Belt. 'Very special circumstances' will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations.
144. A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this are:
 - a) buildings for agriculture and forestry;
 - b) the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;
 - c) the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
 - d) the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;
 - e) limited infilling in villages;
 - f) limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and
 - g) limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:

- not have a greater impact on the openness of the Green Belt than the existing development; or
 - where the development would re-use previously developed land and contribute to meeting an identified local affordable housing need, not cause substantial harm to the openness of the Green Belt.
145. Certain other forms of development are also not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. These are:
- a) mineral extraction;
 - b) engineering operations;
 - c) local transport infrastructure which can demonstrate a requirement for a Green Belt location;
 - d) the re-use of buildings provided that the buildings are of permanent and substantial construction;
 - e) material changes in the use of land that would preserve the openness of the Green Belt and not conflict with the purposes of including land within it (such as changes of use for outdoor sport or recreation, or for cemeteries and burial grounds, so long as the development would preserve openness); and
 - f) development brought forward under a Community Right to Build Order or Neighbourhood Development Order.
146. When located in the Green Belt, elements of many renewable energy projects will comprise inappropriate development. In such cases developers will need to demonstrate very special circumstances if projects are to proceed. Such very special circumstances may include the wider environmental benefits associated with increased production of energy from renewable sources.

14. Meeting the challenge of climate change, flooding and coastal change

147. The planning system should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change. It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure.

Planning for climate change

148. Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, , water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures³⁹. Policies should support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure.
149. New development should be planned for in ways that:
- a) avoid increased vulnerability to the range of impacts arising from climate change. When new development is brought forward in areas which are vulnerable, care should be taken to ensure that risks can be managed through suitable adaptation measures, including through the planning of green infrastructure; and
 - b) can help to reduce greenhouse gas emissions through its location, orientation and design. Any local requirements for the sustainability of buildings should reflect the Government's policy for national technical standards.
150. To help increase the use and supply of renewable and low carbon energy and heat, plans should:
- a) provide a positive strategy for energy from these sources, that maximises the potential for suitable development, while ensuring that adverse impacts are addressed satisfactorily (including cumulative landscape and visual impacts);
 - b) consider identifying suitable areas for renewable and low carbon energy sources, and supporting infrastructure, where this would help secure their development; and

³⁹ And within the context provided by the Climate Change Act 2008.

- c) identify opportunities where development can draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.
151. Local planning authorities should support community-led initiatives for renewable and low carbon energy, including developments outside areas identified in local or strategic plans that are being taken forward through neighbourhood planning.
152. In determining planning applications, local planning authorities should expect new development to:
- a) comply with any development plan policies on local requirements for decentralised energy supply unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable; and
 - b) take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.
153. When determining planning applications for renewable and low carbon development, local planning authorities should:
- a) not require applicants to demonstrate the overall need for renewable or low carbon energy, and recognise that even small-scale projects provide a valuable contribution to cutting greenhouse gas emissions; and
 - b) approve the application if its impacts are (or can be made) acceptable. For wind energy developments, this should include consideration of the local community's views⁴⁰. Once suitable areas for renewable and low carbon energy have been identified in plans, local planning authorities should expect subsequent applications for commercial scale projects outside these areas to demonstrate that the proposed location meets the criteria used in identifying suitable areas.

Planning and flood risk

154. Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere.
155. Strategic plans should be informed by a strategic flood risk assessment, and set out policies to manage flood risk from all sources. They should consider cumulative impacts in, or affecting, local areas susceptible to flooding, and take account of advice from the Environment Agency and other relevant flood risk management authorities, such as lead local flood authorities and internal drainage boards.

⁴⁰ A proposed wind energy development involving one or more wind turbines should not be considered acceptable unless it is in an area identified as suitable for wind energy development in the development plan; and, following consultation, it can be demonstrated that the planning impacts identified by the affected local community have been fully addressed and the proposal has their backing.

156. All plans should apply a sequential, risk-based approach to the location of development – taking into account the current and future impacts of climate change – so as to avoid, where possible, flood risk to people and property. They should do this, and manage any residual risk, by:
- a) applying the sequential test and then, if necessary, the exception test set out below;
 - b) safeguarding land from development that is required for current and future flood management;
 - c) using opportunities offered by new development to reduce the causes and impacts of flooding; and
 - d) where climate change is expected to increase flood risk so that some existing development may not be sustainable in the long-term, seeking opportunities to relocate development, including housing, to more sustainable locations.
157. The aim of the sequential test is to steer new development to areas with the lowest risk of flooding. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding. The strategic flood risk assessment will provide the basis for applying this test. A sequential approach should be used in areas known to be at risk now or in the future from any form of flooding.
158. If it is not possible for development to be located in zones with a lower risk of flooding (taking into account wider sustainable development objectives), the exception test can be applied. This should be informed by a strategic or site-specific flood risk assessment, as appropriate. For the exception test to be passed it must be demonstrated that:
- a) the development would provide wider sustainability benefits to the community that outweigh the flood risk; and
 - b) the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.
159. Both elements of the exception test should be satisfied for development to be allocated or permitted.
160. Where planning applications come forward on sites allocated in the development plan through the sequential test, applicants need not apply the test again. However, local planning authorities should consider whether aspects of the exception test need to be reapplied to specific applications, depending on the extent and nature of potential flood risk identified and assessed during plan production, and the age of that information⁴¹.

⁴¹ If the exception test is required at the application stage, it should be informed by a site-specific flood risk assessment.

161. When determining any planning applications, local planning authorities should ensure that flood risk is not increased elsewhere. Where appropriate, applications should be supported by a site-specific flood-risk assessment⁴². Development should only be allowed in areas at risk of flooding where, in the light of this assessment (and the sequential and exception tests, as applicable) it can be demonstrated that:
- a) within the site, the most vulnerable development is located in areas of lowest flood risk, unless there are overriding reasons to prefer a different location;
 - b) the development is appropriately flood resilient and resistant;
 - c) it incorporates sustainable drainage systems, unless there is clear evidence that this would be inappropriate;
 - d) any residual risk can be safely managed; and
 - e) safe access and escape routes are included where appropriate, as part of an agreed emergency plan.
162. Applications for some minor development and changes of use⁴³ should not be subject to the sequential or exception tests but should still meet the requirements for site-specific flood risk assessments set out in footnote 42.
163. Major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. The systems used should:
- a) take account of advice from the lead local flood authority;
 - b) have appropriate proposed minimum operational standards;
 - c) have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development; and
 - d) where possible, provide multifunctional benefits.

Coastal change

164. In coastal areas, planning policies and decisions should take account of the UK Marine Policy Statement and marine plans. Integrated Coastal Zone Management should be pursued across local authority and land/sea boundaries, to ensure effective alignment of the terrestrial and marine planning regimes.

⁴² A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.

⁴³ This includes householder development, small non-residential extensions (with a footprint of less than 250m²) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.

165. Plans should reduce risk from coastal change by avoiding inappropriate development in vulnerable areas or adding to the impacts of physical changes to the coast. They should identify as a Coastal Change Management Area any area likely to be affected by physical changes to the coast, and:
- a) be clear as to what development will be appropriate in such areas and in what circumstances; and
 - b) make provision for development and infrastructure that needs to be relocated away from Coastal Change Management Areas.
166. Development in a Coastal Change Management Area will be appropriate only where it is demonstrated that:
- a) it will be safe over its planned lifetime and not have an unacceptable impact on coastal change;
 - b) the character of the coast including designations is not compromised;
 - c) the development provides wider sustainability benefits; and
 - d) the development does not hinder the creation and maintenance of a continuous signed and managed route around the coast⁴⁴.
167. Local planning authorities should limit the planned life-time of development in a Coastal Change Management Area through temporary permission and restoration conditions, where this is necessary to reduce a potentially unacceptable level of future risk to people and the development.

⁴⁴ As required by the Marine and Coastal Access Act 2009.

15. Conserving and enhancing the natural environment

168. Planning policies and decisions should contribute to and enhance the natural and local environment by:
- a) protecting and enhancing valued landscapes, sites of geological value and soils (in a manner commensurate with their statutory status or identified quality);
 - b) recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;
 - c) maintaining the character of the undeveloped coast, while improving public access to it;
 - d) minimising impacts and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;
 - e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air quality; and
 - f) remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate.
169. Plans should: allocate land with the least environmental or amenity value, where consistent with other policies in this Framework⁴⁵; take a strategic approach to maintaining and strengthening networks of habitats and green infrastructure; and plan for the enhancement of natural capital at a catchment or landscape scale across local authority boundaries.
170. Great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty. The conservation of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads⁴⁶. The scale and extent of development within these designated areas should be limited. Planning permission should be refused for major development other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest. Consideration of such applications should include an assessment of:

⁴⁵ Where significant development of agricultural land is demonstrated to be necessary, areas of poorer quality land should be preferred to those of a higher quality.

⁴⁶ English National Parks and the Broads: UK Government Vision and Circular 2010 provides further guidance and information about their statutory purposes, management and other matters.

- a) the need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;
 - b) the cost of, and scope for, developing outside the designated area, or meeting the need for it in some other way; and
 - c) any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated.
171. Within areas defined as Heritage Coast (and that do not already fall within one of the designated areas mentioned in paragraph 170), planning policies and decisions should be consistent with the special character of the area and the importance of its conservation. Major development within a Heritage Coast is unlikely to be appropriate, unless it is compatible with its special character.

Habitats and biodiversity

172. To protect and enhance biodiversity and geodiversity, plans should:
- a) identify and map components of local wildlife-rich habitats, including the hierarchy of designated sites of importance for biodiversity⁴⁷; wildlife corridors and stepping stones that connect them; and areas identified by local partnerships for habitat restoration or creation⁴⁸; and
 - b) promote the conservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species; and identify and pursue opportunities for securing measurable net gains for biodiversity.
173. When determining planning applications, local planning authorities should apply the following principles:
- a) if significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused;
 - b) development on land within or outside a Site of Special Scientific Interest, and which is likely to have an adverse effect on it (either individually or in combination with other developments), should not normally be permitted. The only exception is where the benefits of the development clearly outweigh both its likely impact on the features of the site that make it of special scientific interest, and any broader impacts on the national network of Sites of Special Scientific Interest;
 - c) development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland) should be refused, unless there are wholly exceptional

⁴⁷ Circular 06/2005 provides further guidance in respect of statutory obligations for biodiversity and geological conservation and their impact within the planning system.

⁴⁸ Where Nature Improvement Areas are identified in plans, it may be appropriate to specify the types of development that may be suitable within them.

reasons⁴⁹ and a suitable mitigation strategy exists. Where development would involve the loss of individual aged or veteran trees that lie outside ancient woodland, it should be refused unless the need for, and benefits of, development in that location would clearly outweigh the loss; and

- d) development whose primary objective is to conserve or enhance biodiversity should be supported; while opportunities to incorporate biodiversity improvements in and around developments should be encouraged, especially where this can secure measurable net gains for the environment.

174. The following should be given the same protection as European sites:

- a) potential Special Protection Areas and possible Special Areas of Conservation;
- b) listed or proposed Ramsar sites⁵⁰; and
- c) sites identified, or required, as compensatory measures for adverse effects on European sites, potential Special Protection Areas, possible Special Areas of Conservation, and listed or proposed Ramsar sites.

175. The presumption in favour of sustainable development does not apply where development requiring appropriate assessment under the Birds or Habitats Directives is being considered, planned or determined.

Ground conditions and pollution

176. Planning policies and decisions should ensure that:

- a) a site is suitable for its proposed use taking account of ground conditions and any risks arising from land instability and contamination. This includes risks arising from natural hazards or former activities such as mining, and any proposals for mitigation including land remediation (as well as potential impacts on the natural environment arising from that remediation);
- b) after remediation, as a minimum, land should not be capable of being determined as contaminated land under Part IIA of the Environmental Protection Act 1990; and
- c) adequate site investigation information, prepared by a competent person, is available to inform these assessments.

177. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner.

⁴⁹ For example, infrastructure projects (including nationally significant infrastructure projects, orders under the Transport and Works Act and hybrid bills), where the public benefit would clearly outweigh the loss or deterioration of habitat.

⁵⁰ Potential Special Protection Areas, possible Special Areas of Conservation and proposed Ramsar sites are sites on which Government has initiated public consultation on the scientific case for designation as a Special Protection Area, candidate Special Area of Conservation or Ramsar site.

178. Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health and living conditions, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development. In doing so they should:
- a) mitigate and reduce to a minimum potential adverse impacts resulting from noise from new development – and avoid noise giving rise to significant adverse impacts on health and quality of life⁵¹;
 - b) identify and protect tranquil areas which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason; and
 - c) limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation.
179. Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan.
180. Planning policies and decisions should ensure that new development can be integrated effectively with existing businesses and community facilities (including places of worship, pubs, music venues and sports clubs). Existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established⁵². Where an existing business or community facility has effects that could be deemed a statutory nuisance in the light of new development (including changes of use) in its vicinity, the applicant (or ‘agent of change’) should be required to secure suitable mitigation before the development has been completed.
181. The focus of planning policies and decisions should be on whether proposed development is an acceptable use of land, rather than the control of processes or emissions (where these are subject to separate pollution control regimes). Planning decisions should assume that these regimes will operate effectively. Equally, where a planning decision has been made on a particular development, the planning issues should not be revisited through the permitting regimes operated by pollution control authorities.

⁵¹ See Explanatory Note to the Noise Policy Statement for England.

⁵² Subject to the provisions of the Environmental Protection Act 1990 and other relevant law.

16. Conserving and enhancing the historic environment

182. Heritage assets range from sites and buildings of local historic value to those of the highest significance, such as World Heritage Sites which are internationally recognised to be of Outstanding Universal Value⁵³. These assets are an irreplaceable resource, and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations⁵⁴.
183. Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. This strategy should take into account:
- a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
 - b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
 - c) the desirability of new development making a positive contribution to local character and distinctiveness; and
 - d) opportunities to draw on the contribution made by the historic environment to the character of a place.
184. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest. They should also make Information about the historic environment, gathered as part of policy-making or development management, publicly accessible.

Proposals affecting heritage assets

185. In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is

⁵³ Some World Heritage Sites are inscribed by UNESCO to be of natural significance rather than cultural significance; and in some cases they are inscribed for both their natural and cultural significance.

⁵⁴ The policies set out in this chapter relate, as applicable, to the heritage-related consent regimes for which local planning authorities are responsible under the Planning (Listed Buildings and Conservation Areas) Act 1990, as well as to plan-making and decision-making.

proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

186. Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.
187. Where there is evidence of deliberate neglect of or damage to a heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision.
188. In determining applications, local planning authorities should take account of:
 - a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
 - b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
 - c) the desirability of new development making a positive contribution to local character and distinctiveness.

Considering potential impacts

189. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation, irrespective of the degree of potential harm to its significance. The more important the asset, the greater the weight should be.
190. Any harm or loss to a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:
 - a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;
 - b) scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional⁵⁵.
191. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should

⁵⁵ Non-designated heritage assets of archaeological interest, that are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.

refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and
 - b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and
 - c) conservation by grant-funding or some form of charitable or public ownership is demonstrably not possible; and
 - d) the harm or loss is outweighed by the benefit of bringing the site back into use.
192. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal.
193. The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.
194. Local planning authorities should not permit loss of the whole or part of a heritage asset without taking all reasonable steps to ensure the new development will proceed after the loss has occurred.
195. Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible⁵⁶. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.
196. Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.
197. Not all elements of a World Heritage Site or Conservation Area will necessarily contribute to its significance. Loss of a building (or other element) which makes a positive contribution to the significance of the Conservation Area or World Heritage Site should be treated either as substantial harm under paragraph 190 or less than substantial harm under paragraph 191, as appropriate, taking into account the relative significance of the element affected and its contribution to the significance of the Conservation Area or World Heritage Site as a whole.

⁵⁶ Copies of evidence should be deposited with the relevant Historic Environment Record, and any archives with a local museum or other public depository.

198. Local planning authorities should assess whether the benefits of a proposal for enabling development, which would otherwise conflict with planning policies but which would secure the future conservation of a heritage asset, outweigh the disbenefits of departing from those policies.

17. Facilitating the sustainable use of minerals

199. It is important that there is a sufficient supply of minerals to provide the infrastructure, buildings, energy and goods that the country needs. Since minerals are a finite natural resource, and can only be worked where they are found, best use needs to be made of them to secure their long-term conservation.
200. Planning policies should:
- a) provide for the extraction of mineral resource of local and national importance, but not identify new sites or extensions to existing sites for peat extraction;
 - b) so far as practicable, take account of the contribution that substitute or secondary and recycled materials and minerals waste would make to the supply of materials, before considering extraction of primary materials, whilst aiming to source minerals supplies indigenously;
 - c) safeguard mineral resources by defining Minerals Safeguarding Areas; and adopt appropriate policies so that known locations of specific minerals resources of local and national importance are not sterilised by non-mineral development where this should be avoided (whilst not creating a presumption that the resources defined will be worked);
 - d) set out policies to encourage the prior extraction of minerals, where practical and environmentally feasible, if it is necessary for non-mineral development to take place;
 - e) safeguard existing, planned and potential sites for: the bulk transport, handling and processing of minerals; the manufacture of concrete and concrete products; and the handling, processing and distribution of substitute, recycled and secondary aggregate material;
 - f) set out criteria or requirements to ensure that permitted and proposed operations do not have unacceptable adverse impacts on the natural and historic environment or human health, taking into account the cumulative effects of multiple impacts from individual sites and/or a number of sites in a locality;
 - g) when developing noise limits, recognise that some noisy short-term activities, which may otherwise be regarded as unacceptable, are unavoidable to facilitate minerals extraction; and
 - h) ensure that worked land is reclaimed at the earliest opportunity, taking account of aviation safety, and that high quality restoration and aftercare of mineral sites takes place.
201. When determining planning applications, local planning authorities should give great weight to the benefits of mineral extraction, including to the economy. In considering proposals for mineral extraction, minerals planning authorities should:

- a) as far as is practical, provide for the maintenance of landbanks of non-energy minerals from outside National Parks, the Broads, Areas of Outstanding Natural Beauty and World Heritage sites, scheduled monuments and conservation areas;
- b) ensure that there are no unacceptable adverse impacts on the natural and historic environment, human health or aviation safety, and take into account the cumulative effect of multiple impacts from individual sites and/or from a number of sites in a locality;
- c) ensure that any unavoidable noise, dust and particle emissions and any blasting vibrations are controlled, mitigated or removed at source⁵⁷, and establish appropriate noise limits for extraction in proximity to noise sensitive properties;
- d) not grant planning permission for peat extraction from new or extended sites;
- e) provide for restoration and aftercare at the earliest opportunity, to be carried out to high environmental standards, through the application of appropriate conditions. Bonds or other financial guarantees to underpin planning conditions should only be sought in exceptional circumstances;
- f) not normally permit other development proposals in mineral safeguarding areas where they might constrain potential future use for these purposes;
- g) consider how to meet any demand for small-scale extraction of building stone at, or close to, relic quarries needed for the repair of heritage assets, taking account of the need to protect designated sites; and
- h) recognise the small-scale nature and impact of building and roofing stone quarries, and the need for a flexible approach to the duration of planning permissions reflecting the intermittent or low rate of working at many sites.

Maintaining supply

202. Minerals planning authorities should plan for a steady and adequate supply of aggregates by:

- a) preparing an annual Local Aggregate Assessment, either individually or jointly, based on a rolling average of 10 years sales data and other relevant local information, and an assessment of all supply options (including marine dredged, secondary and recycled sources);
- b) participating in the operation of an Aggregate Working Party and taking the advice of that Party into account when preparing their Local Aggregate Assessment;
- c) making provision for the land-won and other elements of their Local Aggregate Assessment in their mineral plans taking account of the advice of the Aggregate Working Parties and the National Aggregate Co-ordinating Group as

⁵⁷ National planning guidance on minerals sets out how these policies should be implemented.

appropriate. Such provision should take the form of specific sites, preferred areas and/or areas of search and locational criteria as appropriate;

- d) taking account of any published National and Sub National Guidelines on future provision which should be used as a guideline when planning for the future demand for and supply of aggregates;
- e) using landbanks of aggregate minerals reserves principally as an indicator of the security of aggregate minerals supply, and to indicate the additional provision that needs to be made for new aggregate extraction and alternative supplies in mineral plans;
- f) making provision for landbanks of at least 7 years for sand and gravel and at least 10 years for crushed rock, whilst ensuring that the capacity of operations to supply a wide range of materials is not compromised;
- g) ensuring that large landbanks bound up in very few sites do not stifle competition; and
- h) calculating and maintaining separate landbanks for any aggregate materials of a specific type or quality which have a distinct and separate market.

203. Minerals planning authorities should plan for a steady and adequate supply of industrial minerals by:

- a) co-operating with neighbouring and more distant authorities to ensure an adequate provision of industrial minerals to support their likely use in industrial and manufacturing processes;
- b) encouraging an appropriate level of safeguarding or stockpiling so that important minerals remain available for use;
- c) maintaining a stock of permitted reserves to support the level of actual and proposed investment required for new or existing plant, and the maintenance and improvement of existing plant and equipment; and
- d) taking account of the need for provision of brick clay from a number of different sources to enable appropriate blends to be made.

Oil, gas and coal exploration and extraction

204. Minerals planning authorities should:

- a) recognise the benefits of on-shore oil and gas development, including unconventional hydrocarbons, for the security of energy supplies and supporting the transition to a low-carbon economy; and put in place policies to facilitate their exploration and extraction;
- b) when planning for on-shore oil and gas development, clearly distinguish between, and plan positively for, the three phases of development (exploration, appraisal and production);

- c) encourage underground gas and carbon storage and associated infrastructure if local geological circumstances indicate its feasibility;
 - d) indicate any areas where coal extraction and the disposal of colliery spoil may be acceptable;
 - e) encourage the capture and use of methane from coal mines in active and abandoned coalfield areas; and
 - f) provide for coal producers to extract separately, and if necessary stockpile, fireclay so that it remains available for use.
205. When determining planning applications, minerals planning authorities should ensure that the integrity and safety of underground exploration, extraction and storage operations and facilities are appropriate, taking into account the maintenance of gas pressure, prevention of leakage of gas and the avoidance of pollution.
206. Permission should not be given for the extraction of coal unless the proposal is environmentally acceptable, or can be made so by planning conditions or obligations; or if not, it provides national, local or community benefits which clearly outweigh the likely impacts to justify the grant of planning permission.

Annex 1: Implementation

207. The policies in this Framework are material considerations which should be taken into account in dealing with applications from the day of its publication. Plans may also need to be revised to reflect policy changes which this replacement Framework has made. This should be progressed as quickly as possible, either through a partial revision or by preparing a new plan.
208. However, existing policies should not be considered out-of-date simply because they were adopted or made prior to the publication of this Framework. Due weight should be given to them, according to their degree of consistency with this Framework (the closer the policies in the plan to the policies in the Framework, the greater the weight that may be given).
209. The policies in the previous Framework will apply for the purpose of examining plans, where those plans are submitted⁵⁸ on or before [] [*this will be the date which is six months after the date of the final Framework's publication*]. In these cases the examination will take no account of the new Framework.
210. Where a plan is withdrawn or otherwise does not proceed to adoption⁵⁹ following publication of this Framework, the policies contained in this Framework will apply to any subsequent plan produced for the area concerned.
211. The Housing Delivery Test will apply from the day following the publication of the Housing Delivery Test results in November 2018. For the purpose of paragraph 75 in this Framework, substantial under-delivery means where the Housing Delivery Test results published in:
- a) November 2018 indicate that delivery was below 25% of housing required over the previous three years;
 - b) November 2019 indicate that delivery was below 45% of housing required over the previous three years;
 - c) November 2020 and in subsequent years indicate that delivery was below 75% of housing required over the previous three years.
212. For the purpose of paragraph 14:
- a) neighbourhood plans which have been approved at referendum on a date which is more than two years before the decision is taken, may also be considered to be 'recently brought into force', up to and including 11 December 2018; and

⁵⁸ For spatial development strategies, 'submission' in this context means the point at which a statement of intention to publish the strategy, and a copy of the strategy intended for publication, are sent to the Secretary of State in accordance with regulation 9(2) of the Town and Country Planning (London Spatial Development Strategy) Regulations 2000, or equivalent.

⁵⁹ Or publication, in the case of spatial development strategies, or referendum, in the case of neighbourhood plans.

b) from November 2018 to November 2019, housing delivery should be at least 25% of that required over the previous three years, as measured by the Housing Delivery Test.

213. The Government will continue to explore with individual areas the potential for planning freedoms and flexibilities, for example where this would facilitate an increase in the amount of housing that can be delivered.

Annex 2: Glossary

Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

- a) **Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).
- b) **Starter homes:** is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute at the time of plan-preparation or decision-making. Income restrictions should be used to limit a household's eligibility to purchase a starter home to those who have maximum household incomes of £80,000 a year or less (or £90,000 a year or less in Greater London)
- c) **Discounted market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.
- d) **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

Aged or veteran tree: A tree which, because of its great age, size or condition is of exceptional value for wildlife, in the landscape, or culturally.

Air quality management areas: Areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.

Ancient woodland: An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).

Annual position statement: A document setting out the 5 year housing land supply position on 1st April each year, prepared by the local planning authority in consultation with developers and others who have an impact on delivery.

Archaeological interest: There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.

Best and most versatile agricultural land: Land in grades 1, 2 and 3a of the Agricultural Land Classification.

Birds and Habitats Directives: European Directives to conserve natural habitats and wild fauna and flora.

Brownfield land: See previously developed land.

Brownfield land registers: Registers of previously developed land that local planning authorities consider to be appropriate for residential development, having regard to criteria in the Town and Country Planning (Brownfield Land Registers) Regulations 2017. Local planning authorities will be able to trigger a grant of permission in principle for residential development on suitable sites in their registers where they follow the required procedures.

Build to Rent: Purpose built housing that is typically 100% rented out. It can form part of a wider multi-tenure development scheme comprising either flats or houses, but should be on the same site and/or contiguous with the main development. Schemes will usually offer longer tenancy agreements of three years or more, and will typically be professionally managed stock in single ownership and management control.

Climate change adaptation: Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Climate change mitigation: Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Coastal change management area: An area identified in plans as likely to be affected by physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion.

Conservation (for heritage policy): The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Community forest: An area identified through the England Community Forest Programme to revitalise countryside and green space in and around major conurbations.

Community Right to Build Order: An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development proposal or classes of development.

Competent person (to prepare site investigation information): A person with a recognised relevant qualification, sufficient experience in dealing with the type(s) of pollution or land instability, and membership of a relevant professional organisation.

Decentralised energy: Local renewable and local low-carbon energy sources.

Deliverable: To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Small sites, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years.

Design code: A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.

Designated heritage asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Developable: To be considered developable, sites should be in a suitable location for housing development with a reasonable prospect that they will be available and could be viably developed at the point envisaged.

Development plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force.

Edge of centre: For retail purposes, a location that is well connected to, and up to 300 metres from, the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. In determining whether a site falls within the definition of edge of centre, account should be taken of local circumstances.

Entry level exception site: A site that provides entry level homes suitable for first time buyers (or equivalent, for those looking to rent), in line with paragraph 72 of this Framework.

Environmental impact assessment: A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Essential local workers: Public sector employees who provide frontline services in areas including health, education and community safety and can include NHS staff, teachers, police, firefighters and military personnel, social care and childcare workers.

European site: This includes candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation and Special Protection Areas, and is defined in regulation 8 of the Conservation of Habitats and Species Regulations 2010.

Geodiversity: The range of rocks, minerals, fossils, soils and landforms.

Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Heritage coast: Areas of undeveloped coastline which are managed to conserve their natural beauty and, where appropriate, to improve accessibility for visitors.

Historic environment record: Comprehensive, publicly accessible and dynamic resources that provide information about the local historic environment. Every local planning authority should maintain a Historic Environment Record or have access to one.

Housing Delivery Test: Measures net additional dwellings provided in a local authority area against the homes required, using national statistics and local authority data. The Secretary of State will publish the Housing Delivery Test results for each local authority in England every November.

Irreplaceable habitat: those which could be described as irreplaceable due to the technical difficulty or significant timescale required for replacement. It includes ancient woodland, blanket bog, limestone pavement and some types of sand dune, saltmarsh, reedbed and heathland. For the specific purpose of paragraph 173c of this Framework it does not include individual aged or veteran trees found outside ancient woodland.

Local Development Order: An Order made by a local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.

Local enterprise partnership: A body, designated by the Secretary of State for Housing, Communities and Local Government, established for the purpose of creating or improving the conditions for economic growth in an area.

Local housing need: the number of homes identified as being needed through the application of the standard method set out in national planning guidance, or a justified alternative approach.

Local nature partnership: A body, designated by the Secretary of State for Environment, Food and Rural Affairs, established for the purpose of protecting and improving the natural environment in an area and the benefits derived from it.

Local planning authority: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the district council, London borough council, county council, Broads Authority, National Park Authority and the Greater London Authority, to the extent appropriate to their responsibilities.

Local plan: A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. The local plan can consist of both strategic and local policies.

Local policies: policies contained in a neighbourhood plan, or those policies in a local plan that are not strategic policies.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Major development: For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Mineral safeguarding area: An area designated by minerals planning authorities which covers known deposits of minerals which are desired to be kept safeguarded from unnecessary sterilisation by non-mineral development.

National trails: Long distance routes for walking, cycling and horse riding.

Nature improvement areas: Inter-connected networks of wildlife habitats intended to re-establish thriving wildlife populations and help species respond to the challenges of climate change.

Neighbourhood Development Order: An Order made by a local planning authority (under the Town and Country Planning Act 1990) through which parish councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

Neighbourhood plans: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area.

Older people: People over or approaching retirement age, including the active, newly-retired through to the very frail elderly; and whose housing needs can encompass

accessible, adaptable general needs housing through to the full range of retirement and specialised housing for those with support or care needs.

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Original building: A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.

Out of centre: A location which is not in or on the edge of a centre but not necessarily outside the urban area.

Out of town: A location out of centre that is outside the existing urban area.

Outstanding universal value: Cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations. An individual Statement of Outstanding Universal Value is agreed and adopted by the World Heritage Committee for each World Heritage Site.

People with disabilities: People have a disability if they have a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. These persons include, but are not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs.

Permission in principle: A form of planning consent granted by a local planning authority which establishes that a site is suitable for a specified amount of housing-led development in principle. Following a grant of permission in principle, the site must receive a grant of technical details consent before development can proceed.

Planning condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation: A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Playing field: The whole of a site which encompasses at least one playing pitch as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development control procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Primary shopping area: Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage).

Primary and secondary frontages: Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods. Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.

Priority habitats and species: Species and Habitats of Principal Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

Ramsar sites: Wetlands of international importance, designated under the 1971 Ramsar Convention.

Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Rural exception sites: 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. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Safeguarding zone: An area defined in Circular 01/03: Safeguarding aerodromes, technical sites and military explosives storage areas, to safeguard such sites.

Setting of a heritage asset: The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

Special Areas of Conservation: Areas given special protection under the European Union's Habitats Directive, which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

Special Protection Areas: Areas which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds found within European Union countries. They are European designated sites, classified under the Birds Directive.

Site investigation information: Includes a risk assessment of land potentially affected by contamination, or ground stability and slope stability reports, as appropriate. All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175:2011 Investigation of Potentially Contaminated Sites – Code of Practice). The minimum information that should be provided by an applicant is the report of a desk study and site reconnaissance.

Site of Special Scientific Interest: Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Stepping stones: Pockets of habitat that, while not necessarily connected, facilitate the movement of species across otherwise inhospitable landscapes.

Strategic environmental assessment: A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Strategic plan: A plan which sets out the strategic policies for an area in the form of an individual or joint local plan (which may also include local policies); or a spatial development strategy prepared by an elected Mayor or combined authority (where this power has been conferred).

Strategic plan-making authority: Those authorities responsible for producing strategic plans (local planning authorities, and elected Mayors or combined authorities, where this power has been conferred). This definition applies whether the authority is in the process of producing a strategic plan or not.

Strategic policies: Policies and strategic site allocations which address strategic priorities in line with the requirements of Section 19 (1B-E) of the Planning and Compulsory Purchase Act 2004.

Supplementary planning documents: Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

Town centre: Area defined on the local authority's policies map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of

shops of purely neighbourhood significance. Unless they are identified as centres in the development plan, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Transport assessment: A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed deal with the anticipated transport impacts of the development.

Transport statement: A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.

Travel plan: A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.

Wildlife corridor: Areas of habitat connecting wildlife populations.

Windfall sites: Sites not specifically identified in the development plan.

APPENDIX 2 – Tewkesbury Borough Council Response to the Draft Revised NPPF

Q7 The revised draft Framework expects all viability assessments to be made publicly available. Are there any circumstances where this would be problematic?

The Council are supportive of the expectation to make viability assessments publicly available. This approach has been taken in the adopted Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (December 2017).

Q11 What are your views on the most appropriate combination of policy requirements to ensure that a suitable proportion of land for homes comes forward as small or medium sized sites?

Whilst the promotion of a mix of housing site sizes is supported, it is not considered appropriate to require 20% of sites identified for housing in plans to be of half a hectare or less (paragraph 69a). This is an arbitrary target that may be unachievable and unsuitable in some authority areas.

Sites can only be allocated if they are sustainable, available and deliverable. If an authority, for example, despite their best efforts, does not have sufficient small sites being promoted to them that are available for development then they will not be able to achieve this target. Similarly, not all sites promoted to the authority will be suitable or deliverable for development. The authority should not be pressured into allocating unsustainable small-sites to meet a target and in many authorities it will simply not be possible and it may have unintended consequences leading to unsustainable development patterns

The requirement, as worded, is for 20% of sites identified in a plan to be half a hectare or less. The number of smaller sites being delivered would therefore be dependent on the number of total sites being allocated in plan (e.g. 2 small sites in a plan allocating 10 sites in total would be 20%) – meaning the delivery of numbers from these sites does not necessarily equate to 20% of the overall housing requirement. It also means that plans allocating more sites would be expected to allocate more smaller sites as a result. It would also lead to a disproportionate effect as authorities allocating more of their housing on large strategic sites would need to allocate less small sites making this requirement ineffective.

Putting a set target could also mean that authorities, in attempting to meet their overall housing needs, do not allocate otherwise sustainable larger sites in favour of instead allocating more smaller sites to meet the 20%. The site selection process could therefore be skewed for the sole reason of trying to achieve a set number rather than sites being judged on sustainability or wider strategic objectives.

There could also be a heavy resource burden on authorities in trying to allocate sufficient small sites to meet both the 20% target and their housing needs overall. Many authorities, particularly rural authorities, often have a high number of larger sites to assess through their strategic assessment of land availability and consider for allocation in their development plans. Smaller sites are often discounted as they are typically brought forward through a windfall and of course development plans often include a small site windfall allowance. Bringing small sites into this would mean the need to potentially consider a significant number of additional sites and undertake the relevant evidence to inform plan-making.

It is not clear what would be the implications or sanctions there may be for a local authority if they were unable to meet this 20% target.

Q13 Do you agree with the new policy on exception sites for entry-level homes?

Paragraph 72 indicates that entry level homes are those that will be offered for discount sale or affordable rent. These are both affordable housing products as per the definition set out at Annex: Glossary. It is therefore unclear how this separate distinction for 'entry level exception sites' differs from the existing 'rural exception sites' which is already a policy tool for the delivery of affordable housing (with some market housing) on rural sites not allocated.

Q14 Do you have any other comments on the text of Chapter 5?

Paragraph 64 states that the provision of affordable housing should not be sought for developments that are not on major sites. There is no definition of 'major sites' provided and it is not clear whether this will follow the same definition of 'major development' set out in the Development Management Procedure Order. This includes whether the threshold will include the further criteria that the development has a floorspace of no more than 1,000 sqm as is part of the written ministerial statement of 24 November 2014

The guidance provided at paragraph 74 over what buffers should be applied to the five-year supply calculation is welcomed. In particular there is support for the clarification that a 20% buffer should be applied where there has been significant under delivery over the previous three years.

Paragraph 76 states that a five-year supply can be demonstrated where it has been established through a recently adopted plan or in an annual position statement. However, it should be clarified that these aren't the only circumstances where a five year supply can be demonstrated and that a sufficient supply can still be proved by a local planning authority (with a 5% or 20% buffer) on a case by case basis.

As regards the Housing Delivery Test Draft Measurement Rule Book that has been issued for information alongside the consultation, there appears to be a typo in the heading for the third column of its Table 2. It refers to "A housing requirement figure that is more than five years old and has not been revised". Surely if this is to fit with the heading of the second column of that table ("A housing requirement that is less than five years old or a plan this is more than 5 years old but the review has confirmed the housing figure does not need revising") the heading for the third column should instead be "*A housing requirement that is more than five years old and has not been reviewed*".

Q17 Do you agree with the policy changes on planning for identified retail needs and considering planning applications for town centre uses?

Paragraph 86d proposes that when identifying suitable sites and type of uses needed, local planning authorities should look at least ten years ahead. This is different to the current NPPF, which requires this to be undertaken for the entire plan period.

The proposal to reduce the period that policies need to cover is supported. This is because in practice it is impossible to plan for retail development over the whole of the plan period. The retail economy and town centres more generally is changing very rapidly in response to economic and social trends. For example, at the Joint Core Strategy examination, the comparison goods floorspace requirement for Gloucester City to 2031 reduced from 89,000 sq m net in the Pre-Submission version to 41, 542 sq m in the now adopted Plan. To a considerable extent this reflects the changing economic forecasts over the period of Plan preparation (2011 – 2016).

Likewise, the JCS authorities welcome to clarification that when considering sequentially preferable opportunities in decision-making, the site should be available within a reasonable period of time (not necessarily at the time the application is submitted). The ambiguity on this point has presented the authorities with considerable problems in applying the sequential test.

Q25 Do you agree with the proposed approaches to under-utilised land, reallocating land for other uses and making it easier to convert land which is in existing use?

Paragraph 121 states that local planning authorities should support proposals to use retail and employment land for homes in areas of high housing demand provided it would not undermine key economic sectors or the vitality of town centres. However, it is considered that before supporting proposals to change retail/employment land it should be demonstrated that there is no reasonable prospect for employment retail/development on the site. This follows the current approach in the NPPF.

It is concerning that the test should only be, especially for employment land, that the proposal would not undermine 'key economic sectors'. All employment land can make an important contribution to the economy and we should be promoting its continued use where it is economically viable to do so and not losing it because the current use isn't deemed to be part of a 'key economic sector'. With housing development attracting much higher values than employment land there is great risk that we will lose good employment land under this approach, which is an issue that local authorities are already facing.

It should be no more important to do this in areas of high housing demand as this housing demand also means an increase demand for employment opportunities. There is real risk on unbalancing the proportion of homes and jobs in an area leading to unsustainable patterns of development with consequential impacts on communities

It is also not clear what will be considered to be an area of high housing demand.

Q26 Do you agree with the proposed approach to employing minimum density standards where there is a shortage of land for meeting identified housing needs?

Whilst the objective of seeking higher density development in appropriate locations, such as in town centres and at transport hubs, is supported we do not agree with the approach and statement at Paragraph 123. This states that development should avoid being built at low densities where there is a shortage of land. However, a shortage of land should not lead to unsustainable development and the creation of lower quality living environments by way of providing too dense development where it is inappropriate to do so. The appropriate mechanism for addressing a shortage of land in appropriate location is through the plan making process in providing a spatial strategy for growth, including working proactively with neighbouring authorities through the duty-to-cooperate.

Q31 Do you have any other comments on the text of Chapter 13? (Green Belt)

Paragraph 136 states that the plan-making authority should have examined fully all other reasonable options for meeting its identified for development before considering Green Belt releases. There may be circumstances where, although other options are 'reasonable', a Green Belt site is the more sustainable option for growth. Under this proposed guidance the more sustainable Green Belt site would be ruled out. This could therefore lead to less preferable development to ensure the wholesale protection of Green Belt at any cost.

The other consequence of this policy approach could be that settlements in an authority area, that are surrounded by Green Belt, could be restricted from growing if there are other settlements in the area that could meet the overall housing requirements. This may mean that the Green Belt settlement is stifled and its vitality is harmed, while other settlements may have to take a disproportionate amount of development. The use of green belt land should however be considered in the context of the strategy for the spatial development of an area.

Q40 Do you agree with the proposed transitional arrangements?

There are no details on the transitional arrangements for implementing the standard method for local housing need assessment in the consultation document or the associated draft planning practice guidance. As per the previous 'Planning for the right homes in the right places' consultation, it should be made clear that where a plan has been adopted in the last five years that the use of the standard method should be used when next reviewing the plan.

Q43 Do you have any comments on the glossary?

The definition of previously developed land set out in the glossary provides an exception for 'land in built-up areas such as residential gardens, parks, recreation grounds and allotments'. It is considered that this exception should also apply to residential gardens, parks, recreation grounds and allotments that are outside of built-up areas.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	25 April 2018
Subject:	Alderton Neighbourhood Plan Referendum
Report of:	Matthew Barker, Planning Policy Manager
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 Examiner's Report (Appendix 1) on the Alderton Neighbourhood Plan was received on 14 March 2018.

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 (Appendix 2) which has formally recommended that all of the modifications are accepted (Appendix 3).

Recommendation:

That the Alderton 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 Alderton 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 us meet our 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 then satisfy the Basic Conditions and Tewkesbury Borough Council have 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 5 key stages to neighbourhood planning:

Stage 1 – Defining the Neighbourhood Area and apply 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 our 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 16 March 2018.

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 have 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 us meet our 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.

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Appendices:

1. Examiners Report on the Alderton Neighbourhood Plan (March 2018)
2. Local Planning Authority Consideration of the Examiners recommended modifications
3. Confirmation from the Qualifying Body (Alderton Parish Council) that they accept the proposed amendments
4. Amended/Referendum Version of the Alderton Neighbourhood Plan

Independent Examiner's Report of the Alderton Neighbourhood Development Plan

Author

Deborah McCann BSc MRICS MRTPI Dip Arch Con Dip LD

Planning Consultant

NPIERS Examiner

CEDR accredited mediator

14th March 2018

SECTION 1

SECTION 1

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SECTION 2

Summary

As the Independent Examiner appointed by Tewkesbury Borough Council to examine the Alderton Neighbourhood Development Plan, I can summarise my findings as follows:

- 1. I find the Alderton Neighbourhood Development Plan and the policies within it, subject to the recommended modifications does meet the Basic Conditions.*
- 2. I am satisfied that the Referendum Area should be the same as the Plan Area, should the Alderton Neighbourhood Development Plan go to Referendum.*
- 3. I have read the Alderton Consultation Statement and the representations made in connection with this subject I consider that the consultation process was robust and that the Neighbourhood Plan and its policies reflects the outcome of the consultation process including recording representations and tracking the changes made as a result of those representations.*
- 4. I find that the Alderton Neighbourhood Development Plan can, subject to the recommended modifications proceed to Referendum.*
- 5. At the time of my examination the adopted local plan was the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) which includes saved policies from the Tewkesbury Borough Local Plan 2011. I have been informed that a 'Preferred Options' version of the new Tewkesbury Borough Plan is not likely to start until at least April 2018.*

SECTION 3

Introduction

1. Neighbourhood Plan Examination.

My name is Deborah McCann and I am the Independent Examiner appointed to examine the Alderton Neighbourhood Development Plan.

I am independent of the qualifying body, I do not have any interest in the land in the plan area, and I have appropriate qualifications and experience, including experience in public, private and community sectors.

My role is to consider whether the submitted Alderton Neighbourhood Development Plan meets the Basic Conditions and has taken into account human rights; and to recommend whether the Alderton Neighbourhood Development Plan should proceed to Referendum. My role is as set out in more detail below under the section covering the Examiner's Role. My recommendation is given in summary in Section 2 and in full under Section 5 of this document.

The Alderton Neighbourhood Development Plan has to be independently examined following processes set out in the Town and County Planning Act 1990 (as amended by the Localism Act 2011) and the subsequent Neighbourhood Planning (General) Regulations 2012.

The expectation is that the examination of the issues by the examiner is to take the form of the consideration of the written representations. However, there are two circumstances when an examiner may consider it necessary to hold a hearing. These are where the examiner considers that it is necessary to ensure adequate examination of an issue or to ensure a person has a fair chance to put a case. Having read the plan and considered the representations I did require clarification on a number of issues. These points were dealt with by written representations in a question and answer format. This additional information is publicly available on the Tewkesbury Borough Council website. Following the response to the Questions for Clarification I decided that I would need to call for a Hearing. The details of the Hearing are available on the Tewkesbury Borough Council website and further detail appears later in my report.

2. The Role of Examiner including the examination process and legislative background.

The examiner is required to check whether the neighbourhood plan:

- Has been prepared and submitted for examination by a qualifying body*
- Has been prepared for an area that has been properly designated for such plan preparation*
- Meets the requirements to i) specify the period to which it has effect; ii) not include provision about excluded development; and iii) not relate to more than one neighbourhood area and that*
- Its policies relate to the development and use of land for a designated neighbourhood area.*

The examiner must assess whether a neighbourhood plan meets the basic conditions and other matters set

out in paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).

As an independent Examiner, having examined the Plan, I am required to make one of the following recommendations:

- 1. The Plan can proceed to a Referendum*
- 2. The Plan with recommended modifications can proceed to a Referendum*
- 3. The Plan does not meet the legal requirements and cannot proceed to a Referendum*

I am also required to recommend whether the Referendum Area should be different from the Plan Area, should the Alderton Neighbourhood Development Plan go to Referendum.

In examining the Plan, I am required to check, under Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990, whether: - the policies in the Plan relate to the development and use of land for a designated Neighbourhood Area are in line with the requirements of Section 38A of the Planning and Compulsory Purchase Act 2004:

- The Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 to specify the period for which it has effect - the Plan has been prepared for an area designated under the Localism Act 2011 and has been developed and submitted for examination by a qualifying body.

I am also required to determine whether the Plan complies with the Basic Conditions, which are that the proposed Neighbourhood Plan:

- Has regard to national policies and advice contained in guidance issued by the Secretary of State;*
- Contributes to the achievement of sustainable development; and*
- Is in general conformity with the strategic policies contained in the Development Plan for the area.*

The Plan must also not breach, and otherwise be compatible with EU obligations and Human Rights requirements.

Tewkesbury Borough Council will consider my report and decide whether it is satisfied with my recommendations. The Council will publicise its decision on whether or not the plan will be submitted to a referendum, with or without modifications. If the Neighbourhood Plan is submitted to a referendum, then 28 working days' notice will be given of the referendum procedure and Neighbourhood Plan details. If the referendum results in more than half those voting (i.e. greater than 50%), voting in favour of the plan, then the Local Planning Authority must "make" the Neighbourhood Plan a part of its Development Plan as soon as possible. If approved by a referendum and then "made" by the local planning authority, the Neighbourhood Plan then forms part of the Development Plan.

SECTION 4

The Report

1. Appointment of the Independent examiner

Tewkesbury Borough Council appointed me as the Independent Examiner for the Alderton Neighbourhood Development Plan with the agreement of Alderton Parish Council

2. Qualifying body

I am satisfied that Alderton Parish council is the Qualifying Body.

3. Neighbourhood Plan Area

The designated Alderton Neighbourhood Area covers the parish of Alderton.

The Basic Conditions Statement submitted with the Alderton Neighbourhood Development Plan confirms there are no other Neighbourhood Plans covering the Area of the Alderton Neighbourhood Development Plan.

4. Plan Period

It is intended that the Alderton Neighbourhood Development Plan will cover the period 2011-2031.

5. Tewkesbury Borough Council initial assessment of the Plan (Regulation 15).

Alderton Parish council, the qualifying body for preparing the Alderton Neighbourhood Development Plan, submitted it to Tewkesbury Borough Council for consideration. Tewkesbury Borough Council has made an initial assessment of the submitted Alderton Neighbourhood Development Plan and the supporting documents and is satisfied that these comply with the specified criteria.

6. Site Visit and Hearing

I carried out an unaccompanied site visit on 26th February 2018 to familiarise myself with the area.

As the independent examiner of the Alderton Neighbourhood Development Plan, having read the plan, supporting documents and representations and following the response to my Questions for Clarification I considered that it was necessary to call a hearing in order to fully consider certain of the issues raised in the representations on this plan under the provisions of Schedule 4B of the Town and Country Planning Act 1990, as amended by the Localism Act 2011.

As the examiner I determined the issues to be considered at the hearing. The scope of the hearing was confined to the areas of the plan that I considered that it was necessary for me to hear oral representation to ensure adequate examination of the issues.

As the independent examiner I decided:

- *The format and scope of the hearing*
- *Who was invited to speak at a hearing, in addition to the local planning authority and the qualifying body that submitted the neighbourhood plan or Order*
- *The questions to be asked at the hearing.*

Tewkesbury Borough Council sent copies of the letter calling for a hearing to Alderton Parish Council as the Qualifying Body, statutory consultees and to all who made representation on the plan in accordance with Regulation 16 and who asked to be notified. It was also posted on the Council and Neighbourhood Plan web site.

6.1 Public Hearing Details

Venue: Tewkesbury Borough Council Offices

Date: Monday 26th February 2018

Time: 11:00 am start

The hearing was open to members of the public to attend, but only invited representatives were permitted to take part in discussions.

The Hearing was held to assist me principally on the matters of Policy H1, Policy H2, Policy H4 to enable me to assess whether the Plan meets the Basic Conditions in particular that it is in general conformity with the strategic policies of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) which includes saved policies from the Tewkesbury Borough Local Plan to 2011 and has regard to National Planning Policy objectives and advice.

Notes taken at the Hearing are available to be viewed on the Tewkesbury Borough Council website.

The Hearing dealt with the subjects I felt it necessary to have oral representation on and I am now satisfied that I have sufficient information to conclude my examination of the plan. The details relevant to each policy are referred to in Section 4 of my report.

Areas of discussion and conclusion

- **POLICY H1: NEW HOUSING ON INFILL AND WINDFALL SITES WITHIN THE SETTLEMENT BOUNDARY OF ALDERTON**
- **POLICY H2 RURAL EXCEPTION SITES AFFORDABLE HOMES**
- **POLICY H4: HOUSING MIX**

At the Hearing I was seeking clarification around how the Neighbourhood Plan met the requirement for flexibility in responding to changing local need and delivering housing across the plan period with a development boundary drawn so tightly- indeed reflecting largely (by including sites already developed) the development boundary established in the Tewkesbury Borough Plan to 2011 and incorporating the recently committed development sites adjacent to it. The discussion covered the fact that there was no requirement for Neighbourhood Plans to allocate sites.

The level of housing already delivered in the Parish and the opportunity for windfall infill was also explored.

The Neighbourhood Plan Group explained:

the Development Boundary for Alderton Village consists of the previous Development Boundary in the Tewkesbury Borough Plan to 2011 with that boundary extended to cover two new developments, one south of Beckford Road and the other east of Willow Bank Road. These developments have occurred in the Plan Period and since 2014. 47 houses have been built south of Beckford Road and 25 houses east of Willow Bank Road.

The Neighbourhood Plan Group's position is that significant development has happened within the new village development boundary in the Plan Period not only meeting but exceeding the indicative requirement by 50%. Tewkesbury Borough Council concurred with this position.

The representative of Charles Church stated that although this was the position in relation to the requirement of the current Development Plan, this was to be subject to immediate review and therefore across the Neighbourhood Plan Period the indicative requirement for housing in Alderton may increase and Policy H1 as currently worded does not provide the flexibility necessary to ensure that any increase in need can be met.

In addition, the delivery of affordable housing through Exception Sites was discussed and the evidence base for requiring small and medium sized houses to be delivered on any future development. It was established that Alderton's age structure in 2011 was broadly similar to that of Tewkesbury Borough [2011 Census]. The Neighbourhood Plan Group explained:

The Joint Core Strategy Strategic Housing Market Area Assessment (2015 update) suggested that only 19% of new housing in the Borough should have four or more bedrooms by 2031. Set against this the age structure within Alderton will have got younger as a consequence of the new development but even so there will be a longer term imbalance between occupancy and need. This analysis supports the need to plan for development rather than simply allow it. Unfortunately, Alderton has been overtaken by events. There is scope in the wider Tewkesbury Plan to encourage a better housing mix.

Contributors were concerned that policy H4, as currently worded would effectively prevent the development of 4 bedroom houses. The Neighbourhood Plan Group acknowledged that Policy H4 required some re wording

As a result of discussions at the Hearing and to address concerns raised Alderton Parish Council put forward proposed changes to policy H1 and accepted that the wording of H4 would need to be modified. This modification is considered in detail and my response is contained within Section 4 of my report.

7. The Consultation Process

The Alderton Neighbourhood Development Plan has been submitted for examination with a Consultation Report which sets out the consultation process that has led to the production of the plan, as set out in the regulations in the Neighbourhood Planning (General) Regulations 2012.

The Statement describes the approach to consultation, the stages undertaken and explains how the Plan has been amended in relation to comments received. It is set out according to the requirements in Regulation 15.1.b of the Neighbourhood Planning (General) Regulations 2012):

(a) It contains details of the persons and bodies who were consulted about the proposed neighbourhood

development plan;

(b) It explains how they were consulted; (c) It summarises the main issues and concerns raised by the persons consulted; and

(d) It describes how these issues and concerns were considered and, where relevant, addressed in the proposed neighbourhood development plan.

Examination of the documents and representations submitted in connection with this matter have led me to conclude that the consultation process was thorough, well conducted and recorded.

A list of statutory bodies consulted is included in the Consultation Statement.

8.Regulation 16 consultation by Tewkesbury Borough Council and record of responses.

The Borough Council placed the Alderton Neighbourhood Development Plan out for consultation under Regulation 16 for a six week period from 30th October 2017.

A number of representations were received during the consultation period and these were supplied by the Local Planning Authority as part of the supporting information supplied for the examination process. I considered the representations, have taken them into account in my examination of the plan and made reference to them where appropriate.

9. Compliance with the Basic Conditions

The Alderton Neighbourhood Development Plan working Group produced a Basic Conditions Statement. The purpose of this statement is for the Neighbourhood Development Plan Working Group to set out in some detail why they believe the Neighbourhood Development Plan as submitted does meet the Basic Conditions. It is the Examiner's Role to take this document into consideration but also make take an independent view as to whether or not the assessment as submitted is correct.

I have to determine whether the Alderton Neighbourhood Development Plan:

- 1. Has regard to national policies and advice*
- 2. Contributes to sustainable development*
- 3. Is in general conformity with the strategic policies in the appropriate Development Plan*
- 4. Is not in breach and is otherwise compatible with EU obligations and Human Rights requirements.*

Documents brought to my attention by the Borough Council for my examination include:

(a) The Alderton Neighbourhood Development Plan:

This is the main document, which includes the policies developed by the community.

(b) The Consultation Statement:

This is a statement setting out how the community and other stakeholders have been involved in the preparation of the Alderton Neighbourhood Development Plan and is supported by an evidence base which arose from the consultation.

(c) Basic Conditions Statement.

This is a statement setting out how Alderton Neighbourhood Development Plan Working Group consider that the Neighbourhood Development Plan meets the Basic Conditions. This statement also includes the screening report for the Strategic Environmental Appraisal and Habitat Regulations Assessment.

(d) SEA and HRA screening report and statement.

Comment on Documents submitted

I am satisfied having regard to these documents and other relevant documents, policies and legislation that the Alderton Neighbourhood Development Plan does, subject to the recommended modifications, meet the Basic Conditions.

10.Planning Policy

10.1. National Planning Policy

National Policy guidance is in the National Planning Policy Framework (NPPF) 2012.

To meet the Basic Conditions, the Plan must have “regard to national policy and advice”. In addition, the NPPF requires that a Neighbourhood Plan “must be in general conformity with the strategic policies of the local plan”. Paragraph 16 states that neighbourhoods should “develop plans that support the strategic development needs set out in Local Plans, including policies for housing and economic development; plan positively to support local development, shaping and directing development in their area that is outside the strategic elements of the Local Plan”.

The Alderton Neighbourhood Development Plan does not need to repeat these national policies, but to demonstrate it has taken them into account.

I have examined the Alderton Neighbourhood Development Plan and consider that, subject to modification, the plan does have “regard for National Policy and Advice” and therefore the Plan does meet the Basic Conditions in this respect.

10.2. Local Planning Policy- The Development Plan

Alderton is within the area covered by Tewkesbury Borough Council. The relevant development plan is at the time of my examination was the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) which includes saved policies from the Tewkesbury Borough Local Plan 2011.

I have considered the Strategic policies of the Development Plan and the Policies of the Alderton Neighbourhood Development Plan and consider that, subject to the recommended modifications, the Plan does meet the Basic Condition in this respect and is in general conformity with the Strategic policies of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) which includes saved policies from the Tewkesbury Borough Local Plan 2011.

11. Other Relevant Policy Considerations

11.1 European Convention on Human Rights (ECMR) and other European Union Obligations

As a 'local plan', the Neighbourhood Development Plan is required to take cognisance of the EU Strategic Environmental Assessment (SEA) Directive 2001/42/EC Office.

A Strategic Environmental Assessment (SEA) screening opinion was prepared by Tewkesbury Borough Council, as required and included a wide range of consultees including the following Statutory Consultees:

- Natural England*
- Historic England*
- Environment Agency*

SEA/HRA Screening

The Screening Report by TBC concluded that neither SEA nor HRA was required. The conclusion was

"Following an analysis of the above information, the determination has been made that by virtue of the nature of the type and scope of policies and proposals contained in the draft Alderton Neighbourhood Plan that it does not require a Strategic Environmental Assessment.

Effects on European sites have been screened out by virtue of the nature of the type and scope of policies and proposals contained in the draft NP. It is therefore concluded that HRA is not required."

11.2 Sustainable development

The Basic conditions statement sets out how the Plan contributes to the achievement of sustainable development. I am satisfied that the Alderton Neighbourhood Development Plan subject to the recommended modifications addresses the sustainability issues adequately.

I am satisfied having regard to these documents and other relevant documents, policies and legislation that the Alderton Neighbourhood Development Plan does, subject to the recommended modifications, meet the Basic Conditions.

The Neighbourhood Development Plan is required to take cognisance of the European Convention of Human Rights and to comply with the Human Rights Act 1998.

I am satisfied that the Alderton Neighbourhood Development Plan has done so.

I am therefore satisfied that the Alderton Neighbourhood Development Plan, subject to modification meets the basic conditions on EU obligations.

11.3 Excluded development

I am satisfied that the Alderton Neighbourhood Development Plan does not cover County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters set out in Section 61K of the Town and Country Planning Act 1990.

11.4 Development and use of land

I am satisfied that the Alderton Neighbourhood Development Plan covers development and land use matters.

11.5 The Neighbourhood Plan Strategic Aims and Policies

The Alderton Neighbourhood Development Plan Vision:

12. Alderton Neighbourhood Development Plan Policies

HOUSING

VISION STATEMENT A: PROVIDING HOMES APPROPRIATE TO THE NEEDS AND CONTEXT OF ALDERTON PARISH

In 2031, Alderton Parish is characterised by its attractive rural setting, varied housing stock and strong, vibrant community. Our vision is that the Parish continues to offer a choice of high quality housing of an appropriate type and tenure, and in proportionate numbers to meet local needs, while ensuring that its characteristic rural nature and strong community cohesion can continue to be enjoyed by present and future residents.

Objective 1: Protecting the rural character and scenic beauty of Alderton Parish through proportionate and appropriately located development.

Objective 2: Ensuring that any development in Alderton Parish makes a positive contribution to enriching the vitality, health, wellbeing and social cohesion of its communities.

Objective 3: Ensuring a range of housing types and ownership options linked to evidence of local need.

COMMENT

I am satisfied that the vision has been developed from the community consultation carried out in the preparation of the Plan and that the policies flow from the vision.

POLICY H1: NEW HOUSING ON INFILL AND WINDFALL SITES WITHIN THE SETTLEMENT BOUNDARY OF ALDERTON

Within the settlement boundary of Alderton village, as shown on Map 4 Alderton NDP Policies Map, small windfall development will be supported together with infill housing development of 1 – 2 dwellings within existing built-up frontages when it is consistent with the scale, proportion and density of existing houses and gardens in the adjacent area.

Proposed development of residential gardens for new housing units should demonstrate that:

- 1. Any loss of garden space of existing properties is proportionate and acceptable; and***
- 2. Any adverse impacts on residential amenity are minimised.***

Proposals for accessible, single storey dwellings on infill sites and small windfall sites will be encouraged to meet the needs of older persons or those with limited mobility.

Proposals for new housing brought forward under a Community Right to Build Order will be supported subject to other policies in the Plan.

Policy references: Saved policies HOU2-14 of the TBLP to 2011 where in conformity with the NPPF; emerging JCS policy SD11 and emerging TBP policies HOU2-8.

COMMENT

My concerns in relation to this policy relate to how the Neighbourhood Plan meets the NPPF requirement for flexibility in responding to changing local need and delivering housing across the plan period with a development boundary drawn so tightly- indeed reflecting largely (by including sites already developed) the development boundary established in the Tewkesbury Borough Plan to 2011. I accept that Alderton Parish has been subject to development which exceeds the indicative requirement set out in the Development Plan by 50%- equating to 78 dwellings. However, I also give weight to representations I have received which express concern that although this is the position in relation to the requirement of the current Development Plan, any the proposed review of this document could increase the indicative requirement across the Neighbourhood Plan Period and Policy H1 as currently worded does not provide the flexibility necessary to ensure that any increase in need can be met and meet the Basic Conditions.

Following the conclusion of the Hearing, the Qualifying Body in discussion with Tewkesbury Borough Council put forward the following suggestion to modify the policy to address the issue of flexibility across the plan period:

“In the event that a future development plan identifies an additional need for further housing development in Alderton (as a service village), beyond what is being accommodated within the settlement boundary and following an established disaggregation policy, then sites outside of the boundary will be considered in line with the other policies of the plan.”

In addition, it was suggested that changes be made to the supporting text at para 4.1.22 to provide some supporting explanation:

“As part of the early work on the preparation of the ANDP, and in the interests of planning positively, the ANPG has considered a possible housing site allocation through extensive community consultation and a technical site assessment process. However, given that the housing target for the village has been met through existing commitments, there is no requirement at present to allocate further housing sites. If additional new housing other than proposals coming forward as infill or windfall sites were to be required in Alderton village during the Plan period, then the ANDP will be reviewed and amended, taking into consideration the earlier site assessment and consultation activity. If additional housing need was identified for Alderton specifically, in its role as a service village, through a future strategic development plan then meeting those needs outside of the identified settlement boundary would need to be considered. However, the identification of any future sites should be undertaken through a plan led process and in line with the other policies of both the neighbourhood plan and wider development plan. Additional sites may be identified either through the Tewkesbury Borough Plan, or through a review of the ANDP, taking into consideration previous site assessment evidence base and consultation activity and in consultation with the Parish Council.”

The policy references should be removed from the policy and could be included in the policy context.

I am satisfied that the proposed modification addresses my concerns and that with the following modification the policy does meet the Basic Conditions:

POLICY H1: NEW HOUSING ON INFILL AND WINDFALL SITES WITHIN THE SETTLEMENT BOUNDARY OF ALDERTON

Within the settlement boundary of Alderton village, as shown on Map 4 Alderton NDP Policies Map, small windfall development will be supported together with infill housing development of 1 – 2 dwellings within existing built-up frontages when it is consistent with the scale, proportion and density of existing houses and gardens in the adjacent area.

Proposed development of residential gardens for new housing units should demonstrate that:

- 1. Any loss of garden space of existing properties is proportionate and acceptable; and***
- 2. Any adverse impacts on residential amenity are minimised.***

Proposals for accessible, single storey dwellings on infill sites and small windfall sites will be encouraged to meet the needs of older persons or those with limited mobility.

Proposals for new housing brought forward under a Community Right to Build Order will be supported subject to other policies in the Plan.

In the event that a future development plan identifies an additional need for further housing development in Alderton (as a service village), beyond what is being accommodated within the settlement boundary, then sites outside of the boundary will be considered in line with the other policies of the plan.

POLICY H2: RURAL EXCEPTION SITES

Where it can be demonstrated that particular housing needs during the Plan period have not been met through development on sites within Alderton settlement boundary, rural exception sites will be considered for approval under the Plan elsewhere in the Parish. Such sites should be within or on the edge of the smaller rural settlements, or within or adjoining groups of farms buildings.

Affordable homes on rural exception sites will be subject to the condition that they remain available to local people in perpetuity.

Policy reference: Saved policies HOU13 and 14, where in conformity with the NPPF, and emerging JCS policy SD13.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY H3: AFFORDABLE HOMES

New affordable housing will be supported in new developments through the allocation set by the local planning authority in order to provide affordable homes in the first instance for individuals and families with local connections to Alderton Parish and neighbouring parishes.

Policy reference: Saved policies HOU13 and 14; emerging JCS policy SD13.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY H4: HOUSING MIX

Proposals for new housing in Alderton should be for small and medium sized houses (with 1 to 3 bedrooms) to provide a greater mix of house sizes in the village and to support opportunities for downsizing or re-sizing.

To ensure that future housing development meets the needs of the existing and future population the following will apply:

- 1. On sites of 5 or more dwellings a range of tenures, house types and sizes of dwellings will be required, including a proportion of affordable homes to meet the housing needs of households with a connection to Alderton Parish; and**
- 2. On sites of less than 5 dwellings, proposals of a similar tenure, type and size of dwelling will be permitted where they are in accordance with other policies and proposals in this plan.**

Policy reference: Emerging JCS policy SD12

COMMENT

This policy is unclear and whilst I understand the communities desire to ensure that any future development is not overly dominated by houses of 4 bedrooms+ the current wording is not supported by adequate evidence and does not meet the Basic Conditions. During discussion on this policy at the Hearing the Neighbourhood Plan Group accepted that the policy would need to be modified.

The policy references should be removed from the policy and could be included in the policy context.

The policy should be modified as follows:

POLICY H4: HOUSING MIX

Proposals for new housing in Alderton should include small and medium sized houses (with 1 to 3 bedrooms) to provide a greater mix of house sizes in the village and to support opportunities for downsizing or re-sizing.

PROTECTING LOCAL CHARACTER

VISION STATEMENT B: PROTECTING LOCAL CHARACTER

Our vision is that the distinctive local character of the built and natural environment of Alderton Parish has been preserved by:

- a) ensuring development responds sympathetically to the Special Landscape Area and AONB designations of the Parish;**
- b) taking heed of vernacular building styles;**
- c) protecting listed buildings and ancient monuments; and**
- d) conserving significant views and valued landscape features. As a result, new development of all kinds integrates effectively into the natural, historic and built environment of the Parish.**

Objective 1: Promote local distinctiveness in the design of new development and extensions to existing buildings.

Objective 2: Protect the environment of the Special Landscape Area and Cotswolds AONB in Alderton Parish.

Objective 3: Ensure that development of all kinds fits with the distinctive features, grain and scale of the landscape.

COMMENT

I am satisfied that the policies in this section reflect the vision statement.

POLICY LC1: PROMOTING LOCAL DISTINCTIVENESS IN BUILT FORM

Development proposals in the Parish which require planning consent should seek to reflect the distinctive character of Alderton Parish as described in the Alderton Design Statement in the following ways:

- 1. Materials such as stone, reconstituted stone, painted brick or render should be integrated into the design of new dwellings in a proportionate and appropriate way so as to complement adjacent or nearby buildings;**
- 2. Layout and construction materials should be varied in sites of more than five dwellings to prevent uniformity of appearance;**
- 3. New buildings should be no more than two storeys in height (or one storey with dormers). Roof lines in schemes of more than five dwellings should be broken up to reduce potential impacts of massing. Roof heights in infill proposals should not be raised to the detriment of surrounding buildings;**
- 4. Materials used for paved surfaces should be harmonious with the area and permeable;**
- 5. Porches, chimneys, dormer and cottage-style windows are characteristic features of Parish settlements and should be considered appropriate in new development;**
- 6. Boundary treatments should reflect established local patterns by retaining existing hedges and stone walls or creating new ones in a similar style;**
- 7. Infill development and extensions to existing properties should complement adjacent or existing properties in design, scale, siting and materials;**
- 8. Use of UPVC doors and windows in any new development is to be avoided;**
- 9. Innovations and contemporary designs may be considered acceptable if scale and materials are appropriate to the site and its setting. Such developments should strive to enhance rather than undermine the rural character of Alderton Parish settlements.**
- 10. Residential development within the Settlement Boundary should be of a density appropriate to and in keeping with the immediate surrounding area. New development that proposes a site density greater than the immediate surrounding area should provide clear justification to**

support the need for a higher density development, and should demonstrate how full and effective integration into the surrounding built form and landscape will be achieved.

Policy reference: Saved policies HOU5, LND2; emerging JCS policy SD5, emerging TBP policies DES2 and HER4.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY LC2: INTEGRATING DEVELOPMENT INTO THE LANDSCAPE

Development proposals in the Parish which require planning consent, other than for small infill or minor domestic extensions, will be required to show how design and siting have taken into consideration any adverse impacts on areas of landscape and visual sensitivity (see Maps 6 and 7).

Proposals should demonstrate how they will integrate into the Special Landscape Area and the AONB by:

- 1. Submitting a Landscape Visual Impact Assessment to enable their impact on the landscape to be assessed;*
- 2. Ensuring that special attention is paid to preserving significant views in or out of the settlement, or including mitigation measures that ensure such views are maintained as fully as possible (please refer to Map 12 Appendix D for a list of significant views);*
- 3. Providing landscaping to enable new development to integrate into and enhance the surroundings.*

External lighting should be minimised to avoid light pollution. Street lighting is not supported in any area of the Parish. Street furniture and signage should be kept to the minimum required for safety and ease of movement.

Policy reference: Saved policies LND2, LND4, LND6, LND7; emerging JCS policies SD7, SD8 and emerging TBP Policies ENV1, ENV2, ENV3, ENV4, ENV5, ENV6.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

WILDLIFE and ENVIRONMENT

VISION STATEMENT C: WILDLIFE AND ENVIRONMENT

Conservation of the landscape, ecology and biodiversity of Alderton Parish enables future generations to enjoy this special environment and connect with nature. Positive action has been taken

to enhance and restore lost biodiversity as the population has expanded. Areas falling within the AONB and areas with special designations such as SACs and SSSIs are protected. The impacts of flooding have been alleviated through good planning and management of a sustainable network of efficient and environmentally sensitive drainage and flood control measures.

Objective 1: Conserve special areas of conservation (SACs) and sites of special scientific interest (SSSIs) in the Parish and identify green spaces of demonstrable importance to the community.

Objective 2: Sustain existing wildlife corridors and promote the creation of new areas of biodiversity.

Objective 3: Reduce risk of fluvial and pluvial flooding through mitigation strategies and sustainable design in new development.

COMMENT

I am satisfied that the policies in this section reflect the vision statement.

POLICY LE1: BIODIVERSITY AND GEODIVERSITY

Development proposals in the Parish which require planning consent, other than for small infill or minor domestic extensions, will be required to:

- 1. Assess the impact of new development or changes in land use on internationally and nationally recognised biodiversity and geodiversity sites in the Parish;*
- 2. Provide a full ecological survey to accompany any planning application that seeks to change, remove or in any way affect Priority Habitats such as brooks, ponds, hedgerows, old woodland or orchards;*
- 3. Create or contribute towards new green spaces in line with Gloucestershire Wildlife Trust's best practice guidelines;⁷⁸*
- 4. Provide landscaping and structural planting around new developments that includes species found in or around the site to sustain species disturbed by development;*
- 5. Incorporate dark corridors and bat roosts in new development where there is evidence of existing bat colonies, in accordance with guidelines from Bat Mitigation Guidelines (IN136) by Natural England;⁷⁹*
- 6. Protect veteran ash trees to assist with the production of humid wood mould which is the habitat of the violet click beetle.*

Policy reference: TBLP Saved policies NCN3, NCN5 and NCN6 for nature conservation where these are in conformity with the NPPF, the emerging JCS policy SD10 biodiversity, the emerging TBP policies ENV4-6 relate to the environment.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY LE2: PROTECTING THE ENVIRONMENT THROUGH SUSTAINABLE DESIGN

New development of all kinds should seek to minimise environmental harm. The following examples of good practice are encouraged:

- 1. Incorporating principles of sustainable design, such as use of energy from renewable sources (solar and biofuels) and grey water recycling;*
- 2. Use of sustainable drainage systems (SuDS) to manage drainage of surface water and reduce flood risk;*
- 3. Tree and hedgerow planting to replace any such features lost through development;*
- 4. Providing recycling facilities and maximising efficient energy use in the design of all new development.*

Policy reference: Saved policies GNL8; EVT9; emerging JCS policy SD4.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY LE3: PROTECTING LOCAL GREEN SPACES AND IMPORTANT OPEN SPACES

The following Local Green Spaces are identified on Map 4 Alderton NDP Policies Map:

- 1. The community allotments, Alderton village;*
- 2. The children's play area, Millennium Copse and playing fields, Alderton village*
- 3. Area around the war memorial, St Margaret's Road, Alderton village.*

Development of or substantial changes to these areas will only be acceptable in very special circumstances.

The Important Open Space to the west and south of The Gardeners Arms Public House as shown on Map 4 Alderton NDP Policies Map and Map 5 Alderton Inset is also protected in accordance with the Adopted Tewkesbury Borough Local Plan.

Policy reference: Saved policy LND5; emerging JCS policy INF4; emerging TBP policy ENV3.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

LEISURE AND RECREATION

VISION STATEMENT D: LEISURE AND RECREATION

The range of leisure and recreation services has been improved to meet the differing needs of Parish residents. Facilities provided by the village hall, sports field and children's play area have been enhanced, and participation in walking and cycling increased to maintain residents' health and wellbeing, encourage green tourism and support community cohesion.

Objective 1: Strengthen and support participation in activities promoting health, well-being and social cohesion.

Objective 2: Enhance existing leisure and recreation facilities and ensure that any developer contributions during the Plan period are channeled into improving leisure and recreation opportunities for Parish residents.

COMMENT

I am satisfied that the policies in this section reflect the vision statement.

POLICY LR1: PROTECTION AND IMPROVEMENT OF COMMUNITY FACILITIES

Local community facilities such as the village hall, school and church (as shown on Map 4 Alderton NDP Policies Map) will be protected as community assets. The change of use of these facilities will not be permitted unless the proposal includes alternative provision on an accessible site within the locality of equivalent or enhanced quality.

Proposals that seek to improve community and recreation facilities will generally be supported where:

- 1. They improve access to outdoor sport and play facilities for the young; and*
- 2. They enhance the potential for walking, cycling or running for all age-groups.*

Such proposals may be supported outside the Settlement Boundary where it has been adequately demonstrated that a clearly defined need exists and no significant adverse impact would arise.

Policy reference: Saved policy GNL15; emerging JCS policy INF5; emerging TBP policy IRC1.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY LR2: PROTECTION OF ALLOTMENTS IN ALDERTON

Allotments in Alderton are protected from alternative uses or redevelopment.

The allotments include the existing area of allotments identified as a Local Green Space in NDP Policy LE3: Protecting Local Green Spaces and Important Open Space, and the new area of allotments, adjoining the existing allotments to the west. Both allotments are identified on Map 4 Alderton NDP Policies Map.

Policy reference: Saved policy RCN10; emerging JCS policy INF4; emerging TBP policy RCN4.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

LOCAL ECONOMY

VISION STATEMENT E: LOCAL ECONOMY

Enterprise appropriate to the rural context of Alderton Parish has been supported to sustain the economic wellbeing of its population and the viability of its services. Tourism is a thriving part of our local economy.

Objective 1: Strengthen and support rural enterprise.

Objective 2: Promote sustainable employment opportunities appropriate to rural locations in or on the fringes of the Cotswolds AONB.

COMMENT

I am satisfied that the policies in this section reflect the vision statement.

POLICY E1: CREATING LOCAL EMPLOYMENT

Proposals for extending or redeveloping existing buildings to provide local employment will be supported provided that the scale and design of such proposals do not have an unacceptable impact on the character and setting of settlements within Alderton Parish or create nuisance through noise or light pollution.

Mixed use developments which include subsidiary elements such as small scale workshops or offices linked to dwellings will be supported to provide opportunities for home working.

Policy reference: Saved policies EMP2, EMP3, EMP4, EMP5 where in conformity with the NPPF;

emerging JCS policy SD2; emerging TBP policies EMP2, EMP3, EMP4, EMP5.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY E2: SUPPORTING TOURISM

Development which improves the quality and diversity of existing tourist or “destination” facilities, including accommodation and other infrastructure, will be supported, providing:

- 1. It is designed and sited sensitively to complement the special qualities of the historic environment and the distinct character of the rural landscape and settlements; and*
- 2. It does not adversely affect the surrounding infrastructure, particularly local road networks, parking provision and water supply and sewerage; and*
- 3. It benefits the local community through, for instance, provision of local employment opportunities and improvements to local service provision, and is proportionate to the size of settlement in which it located; and*
- 4. Where feasible, the development involves the re-use of existing buildings or is part of farm diversification.*

Policy reference: Saved policies TOR1, TOR2, TOR4, TOR5, TOR6, TOR7 where in conformity with the NPPF; emerging JCS policies SD2, SD3; emerging TBP policies TOR1, TOR2.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

ROADS AND PATHS

VISION STATEMENT F: ROADS AND PATHS

Residents enjoy safe passage whether travelling on foot, bicycle, horse or by vehicle anywhere in the Parish. Measures to improve road safety have high priority. Sustainable modes of transport including walking and cycling are promoted through effective siting of new development and good road/path maintenance. A car sharing scheme helps reduce the number of car journeys made by residents.

Objective 1: Promote use of the minor Parish roads and public rights of way as safe places to walk or ride a bicycle or horse.

Objective 2: Reduce traffic congestion and hazards on Parish roads such as speeding and on-street parking.

COMMENT

I am satisfied that the policies in this section reflect the vision statement.

POLICY RP1: IMPROVING OPPORTUNITIES FOR HEALTHY LIFESTYLES AND SAFER ROADS

Proposals to improve the potential for walking and cycling to community facilities and nearby towns and villages will be supported.

New development should be designed to include access to existing walking, cycling and passenger transport networks to enable and encourage maximum potential use.

Policy reference: Saved policies TPT1, TPT3, TPT5, TPT9 insofar as they are in conformity with the NPPF, emerging JCS policies INF1 and INF2, emerging TBP policies TRAC1 and 2 relate to cycling and walking. TRAC3 relates to public transport.

COMMENT

The policy references should be removed from the policy and could be included in the policy context.

POLICY RP2: PARKING STANDARDS IN NEW DEVELOPMENTS

Development proposals in the Parish which require planning consent should, where possible:

- 1. Provide onsite parking at a minimum rate of 1.5 spaces per dwelling; or*
- 2. Make available in the vicinity of the development some suitable provision for off- road parking for households and visitors with vans as well as private cars.*

COMMENT

I have no comment on this policy

SECTION 5

Conclusion and Recommendations

1. *There are areas of the plan and supporting documents that were obviously written prior to the adoption of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) and should be revised to reflect the adoption.*
2. *I find that the Alderton Neighbourhood Development Plan has been prepared in accordance with the statutory requirements and processes set out in the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) and the subsequent Neighbourhood Planning (General) Regulations 2012.*
3. *The Neighbourhood Plan does not deal with County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters set out in Section 61K of the Town and Country Planning Act 1990.*
4. *The Alderton Neighbourhood Development Plan does not relate to more than one Neighbourhood Area and there are no other Neighbourhood Development Plans in place within the Neighbourhood Area.*
5. *The Strategic Environmental and Habitats Regulations Assessment screening, meet the EU Obligation.*
6. *The policies and plans in the Alderton Neighbourhood Development Plan, subject to the recommended modifications would contribute to achieving sustainable development. They have regard to national policy and to guidance, and generally conform to the strategic policies of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (Adopted December 2017) which includes saved policies from the Tewkesbury Borough Local Plan 2011.*
7. *I therefore consider that the Alderton Neighbourhood Development Plan subject to the recommended modifications can proceed to Referendum.*

Deborah McCann BSc MRICS MRTPI Dip Arch Con Dip LD

Planning Consultant

NPIERS Examiner

CEDR accredited mediator

14th March 2016

Policy	Examiners Recommendation	LPA Consideration	Action
Policy H1	<p>Proposed additional text to Policy H1:</p> <p>“In the event that a future development plan identifies an additional need for further housing development in Alderton (as a service village), beyond what is being accommodated within the settlement boundary and following an established disaggregation policy, then sites outside of the boundary will be considered in line with the other policies of the plan.”</p>	Modification accepted	<p><u>Modification to Policy H1 to read:</u></p> <p>POLICY H1: NEW HOUSING ON INFILL AND WINDFALL SITES WITHIN THE SETTLEMENT BOUNDARY OF ALDERTON</p> <p>Within the settlement boundary of Alderton village, as shown on Map 4 Alderton NDP Policies Map, small windfall development will be supported together with infill housing development of 1 – 2 dwellings within existing built-up frontages when it is consistent with the scale, proportion and density of existing houses and gardens in the adjacent area.</p> <p>Proposed development of residential gardens for new housing units should demonstrate that:</p> <ol style="list-style-type: none"> 1. Any loss of garden space of existing properties is proportionate and acceptable; and 2. Any adverse impacts on residential amenity are minimised. <p>Proposals for accessible, single storey dwellings on infill sites and small windfall sites will be encouraged to meet the needs of older persons or those with limited mobility.</p> <p>Proposals for new housing brought forward under a Community Right to Build Order will be supported subject to other policies in the Plan.</p>

			<p><i>In the event that a future development plan identifies an additional need for further housing development in Alderton (as a service village), beyond what is being accommodated within the settlement boundary, then sites outside of the boundary will be considered in line with the other policies of the plan.</i></p> <p><i>Policy references: Saved policies HOU2-14 of the TBLP to 2011 where in conformity with the NPPF; emerging JCS policy SD11 and emerging TBP policies HOU2-8.</i></p>
Para 4.1.22	<p>Proposed additional text to paragraph 4.1.22:</p> <p>“If additional housing need was identified for Alderton specifically, in its role as a service village, through a future strategic development plan then meeting those needs outside of the identified settlement boundary would need to be considered. However, the identification of any future sites should be undertaken through a plan led process and in line with the other policies of both the neighbourhood plan and wider development plan. Additional sites may be identified either through the Tewkesbury Borough Plan, or through a review of the ANDP, taking into consideration previous site assessment evidence base and consultation activity and in consultation with the Parish Council.”</p>	Modification accepted	<p><u>Modification to paragraph 4.1.22 to read:</u></p> <p>As part of the early work on the preparation of the ANDP, and in the interests of planning positively, the ANPG has considered a possible housing site allocation through extensive community consultation and a technical site assessment process. However, given that the housing target for the village has been met through existing commitments, there is no requirement at present to allocate further housing sites. If additional new housing other than proposals coming forward as infill or windfall sites were to be required in Alderton village during the Plan period, then the ANDP will be reviewed and amended, taking into consideration the earlier site assessment and consultation activity. <i>If additional housing need was identified for Alderton specifically, in its role as a service village, through a future strategic development plan then meeting those needs outside of the identified settlement boundary would need to be considered. However, the identification of any future sites should be undertaken through a plan led process and in line with the other policies of both the neighbourhood plan and wider development plan. Additional sites may be identified</i></p>

			<i>either through the Tewkesbury Borough Plan, or through a review of the ANDP, taking into consideration previous site assessment evidence base and consultation activity and in consultation with the Parish Council.</i>
Policy H2	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy H2 to read:</u> POLICY H2: RURAL EXCEPTION SITES Policy reference: Saved policies HOU13 and 14, where in conformity with the NPPF, and emerging JCS policy SD13.
Policy H3	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy H3 to read:</u> POLICY H3: AFFORDABLE HOMES Policy reference: Saved policies HOU13 and 14; emerging JCS policy SD13.
Policy H4	<p>Proposed text for Policy H4:</p> <p>“Proposals for new housing in Alderton should include small and medium sized houses (with 1 to 3 bedrooms) to provide a greater mix of house sizes in the village and to support opportunities for downsizing or re-sizing.”</p> <p>The policy references should be removed from the policy and could be included in the policy context.</p>	Modification accepted	<u>Modification to Policy H4 to read:</u> POLICY H4: HOUSING MIX Proposals for new housing in Alderton should be for <i>include</i> small and medium sized houses (with 1 to 3 bedrooms) to provide a greater mix of house sizes in the village and to support opportunities for downsizing or re-sizing. To ensure that future housing development meets the needs of the existing and future population the following will apply: 1. On sites of 5 or more dwellings a range of tenures, house types and sizes of dwellings will be required, including a proportion of

			<p>affordable homes to meet the housing needs of households with a connection to Alderton Parish; and</p> <p>2. On sites of less than 5 dwellings, proposals of a similar tenure, type and size of dwelling will be permitted where they are in accordance with other policies and proposals in this plan.</p> <p>Policy reference: Emerging JCS policy SD12</p>
Policy LC1	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy LC1 to read:</u></p> <p>POLICY H3: PROMOTING LOCAL DISTINCTIVENESS IN BUILT FORM</p> <p>Policy reference: Saved policies HOU5, LND2; emerging JCS policy SD5, emerging TBP policies DES2 and HER4.</p>
Policy LC2	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy LC2 to read:</u></p> <p>POLICY LC2: INTEGRATING DEVELOPMENT INTO THE LANDSCAPE</p> <p>Policy reference: Saved policies LND2, LND4, LND6, LND7; emerging JCS policies SD7, SD8 and emerging TBP Policies ENV1, ENV2, ENV3, ENV4, ENV5, ENV6.</p>
Policy LE1	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy LE1 to read:</u></p> <p>POLICY LE1: BIODIVERSITY AND GEODIVERSITY</p> <p>Policy reference: TBLP Saved policies NCN3, NCN5 and NCN6 for nature conservation where these are in</p>

			conformity with the NPPF, the emerging JCS policy SD10 biodiversity, the emerging TBP policies ENV4-6 relate to the environment.
Policy LE2	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy LE2 to read:</u> POLICY LE2: PROTECTING THE ENVIRONMENT THROUGH SUSTAINABLE DESIGN Policy reference: Saved policies GNL8; EVT9; emerging JCS policy SD4.
Policy LE3	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy LE3 to read:</u> POLICY LE3: PROTECTING LOCAL GREEN SPACES AND IMPORTANT OPEN SPACES Policy reference: Saved policy LND5; emerging JCS policy INF4; emerging TBP policy ENV3.
Policy LR1	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy LR1 to read:</u> POLICY LR1: PROTECTION AND IMPROVEMENT OF COMMUNITY FACILITIES Policy reference: Saved policy GNL15; emerging JCS policy INF5; emerging TBP policy IRC1.
Policy LR2	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<u>Modification to Policy LR2 to read:</u> POLICY LR2: PROTECTION OF ALLOTMENTS IN ALDERTON

			Policy reference: Saved policy RCN10; emerging JCS policy INF4; emerging TBP policy RCN4.
Policy E1	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy E1 to read:</u></p> <p>POLICY E1: CREATING LOCAL EMPLOYMENT</p> <p>Policy reference: Saved policies EMP2, EMP3, EMP4, EMP5 where in conformity with the NPPF; emerging JCS policy SD2; emerging TBP policies EMP2, EMP3, EMP4, EMP5.</p>
Policy E2	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy E2 to read:</u></p> <p>POLICY E2: SUPPORTING TOURISM</p> <p>Policy reference: Saved policies TOR1, TOR2, TOR4, TOR5, TOR6, TOR7 where in conformity with the NPPF; emerging JCS policies SD2, SD3; emerging TBP policies TOR1, TOR2.</p>
Policy RP1	The policy references should be removed from the policy and could be included in the policy context.	Modification accepted	<p><u>Modification to Policy RP1 to read:</u></p> <p>POLICY RP1: IMPROVING OPPORTUNITIES FOR HEALTHY LIFESTYLES AND SAFER ROADS</p> <p>Policy reference: Saved policies TPT1, TPT3, TPT5, TPT9 insofar as they are in conformity with the NPPF, emerging JCS policies INF1 and INF2, emerging TBP policies TRAC1 and 2 relate to cycling and walking. TRAC3 relates to public transport.</p>

Matthew Barker

From: [REDACTED]
Sent: 05 April 2018 21:26
To: [REDACTED]
Cc: [REDACTED]
Subject: Alderton NDP

Hi Matt

Alderton Parish Council held an Extraordinary Meeting this evening in order to consider and endorse the Examiner's recommended modifications for the Alderton NDP. This item has been minuted as follows:

- 3. To receive and endorse the Independent Examiner's Recommendations for the Alderton Neighbourhood Development Plan.** The Parish Council considered the recommended modifications made in the Examiner's Report dated 14th March 2018. It was unanimously agreed to approve these modifications and request that the Borough Council's Executive Committee approve the Alderton NDP to proceed to Referendum at their meeting on 25th April 2018.

Should you require any further information then please come back to me.

Kind regards

[REDACTED]
Clerk to Alderton Parish Council

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Alderton
Neighbourhood Development Plan
2011 – 2031
Referendum Version
April 2018



**A Sustainable Future for Alderton
Parish**

Alderton Parish Council

Image on front cover: Alderton Parish from Alderton Hill by Sydney Filiatrout, an Alderton resident

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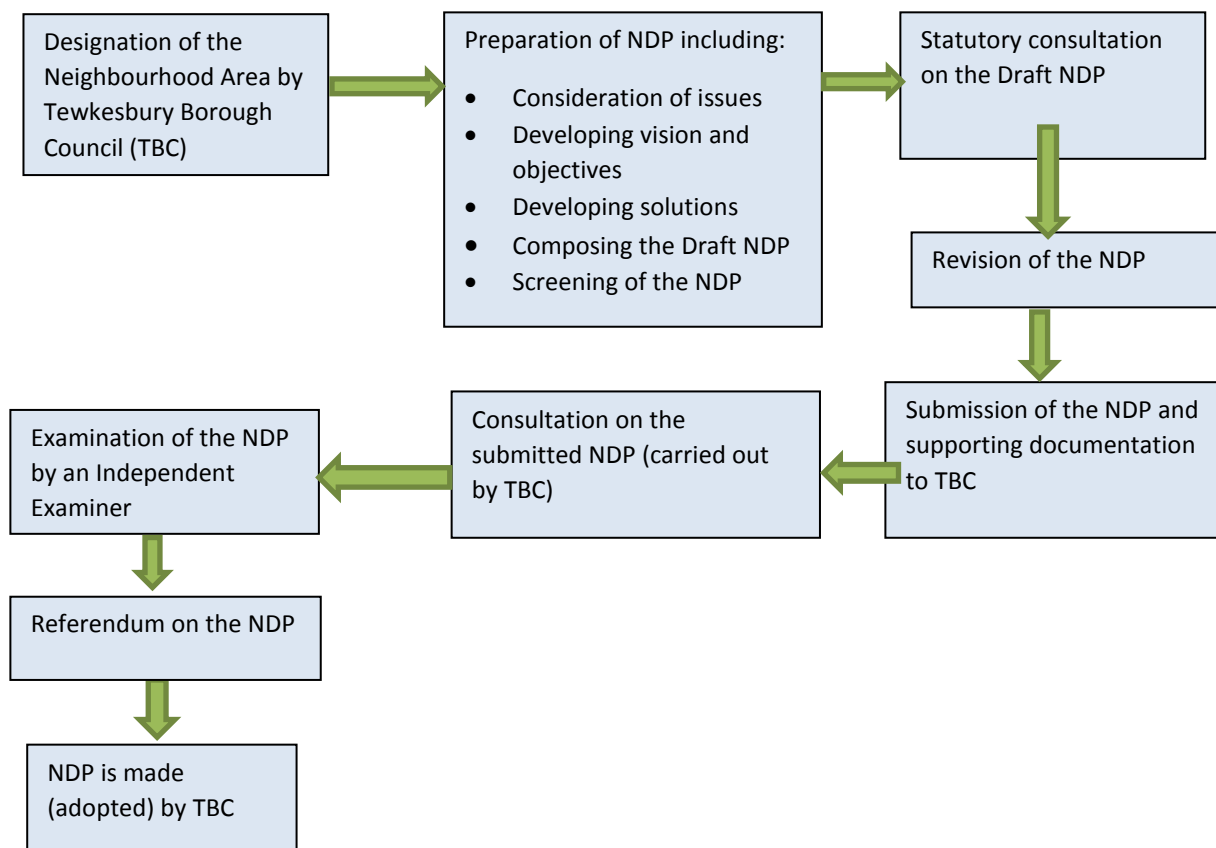
ANDP Submission Version 2011 - 2031

This is the Regulation 15 Submission Version of the Neighbourhood Development Plan for Alderton Parish (ANDP). A draft of the Plan was published for statutory public consultation (Regulation 14) from 4th January 2016 to 4th March 2016.

This Submission Version of the ANDP has been modified taking into consideration feedback received during the Regulation 14 public consultation, together with updated information about the local planning policy context.

The earlier Regulation 14 Consultation Draft of the ANDP is available online at:
www.aldertonvillage.co.uk/aldertons-ndp.html.

The ANDP has been prepared in line with the statutory neighbourhood planning process as outlined below:



Foreword

Welcome to the Alderton Neighbourhood Development Plan (ANDP) in which we set out our vision and objectives for our Parish up to 2031 and the policies we have prepared to deliver them.

The ANDP, which has been produced by a group of volunteers in conjunction with Alderton Parish Council, is the outcome of numerous developmental consultations which have included formal presentations and exhibitions, focus group activities and household surveys as well as guidance from statutory consultees, Tewkesbury Borough Council and planning experts. The Plan's policies, which we feel are both progressive and protective where necessary, cover the following themes identified during these consultations as important to local residents:

- Housing
- Local Character
- Wildlife and Environment
- Leisure and Recreation
- Local Economy
- Roads and Paths

All activities leading up to this point have been communicated through the monthly Alderton newsletter and website, keeping community interest strong during the development of our Plan so we can truly say that the ANDP reflects the views and concerns of the community and has been developed with the community's collaboration.

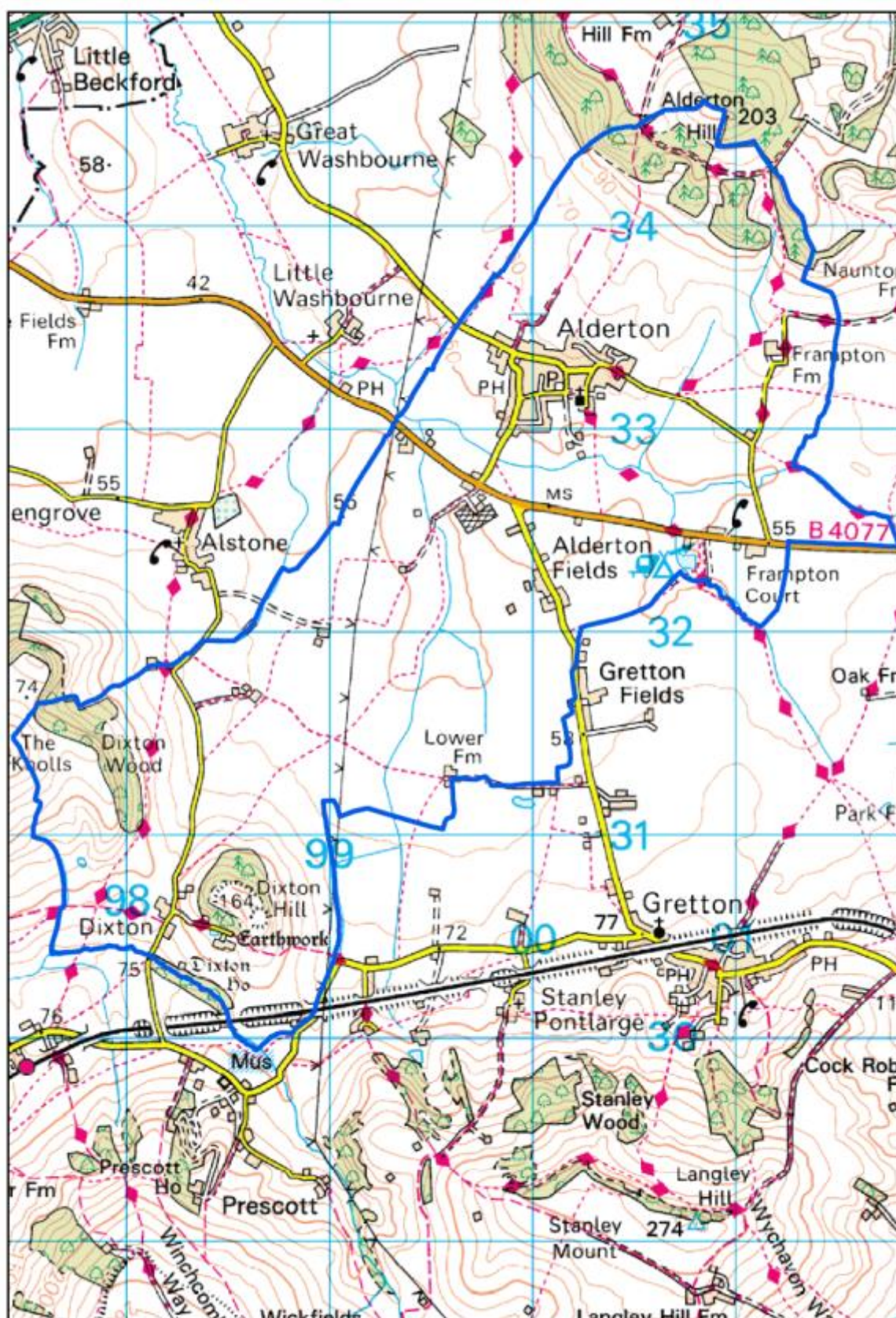
On behalf of Alderton Parish Council, I would like to thank Kirkwells Planning Consultants, James Derounian, Tewkesbury Borough Council and the Gloucestershire Rural Community Council for their assistance during the development of our Plan. I would also like to thank ANDP Group who worked hard to bring the Plan to fruition and, finally, the whole community for their participation and support in drawing up this vision for the future of Alderton Parish.

Keith Page

Chair, Alderton Parish Council

August 2017

Map 1 ANDP Designated Neighbourhood Plan Area and Parish Boundary



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Introduction



Fig.1 Alderton Village from Alderton Hill

Neighbourhood planning is an opportunity for communities to use local knowledge to better shape their place, to decide what form growth should take and to influence the type, quality and location of development:

“Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.” National Planning Policy Framework (NPPF) Para. 183

In 2012, Alderton Parish, and specifically Alderton village, became the focus of considerable developer interest following an increased need for housing nationally combined with the expiry of housing policies in the Tewkesbury Borough Local Plan (TBLP) to 2011 which had restricted development outside the residential boundaries of settlements with limited services such as Alderton.

In response, Alderton Parish was formally designated as a Neighbourhood Plan Area by Tewkesbury Borough Council on 15th January 2014. From this point, the Alderton Neighbourhood Development Plan Group (ANDPG) undertook to develop a Neighbourhood Plan, reporting to and receiving assistance from the Qualifying Body, Alderton Parish Council.

Guidance and assistance during the process of plan making has also been received from Tewkesbury Borough Council (TBC) and the Gloucestershire Rural Community Council (GRCC), with further advice sought at intervals from neighbourhood planning experts.

Covering the period 2011 to 2031, the ANDP has been prepared in accordance with the updated Neighbourhood Planning Regulations (2012-2015)¹ and the European Directive on Strategic Environmental Assessment 2004. Developmental consultation activities have occurred regularly, involving Parish residents and other interested parties. Details of these consultations and other underpinning documents can be found in the ANDP Evidence Base on the Alderton village website.²

¹ <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

² <http://www.aldertonvillage.co.uk/evidence-base.html>

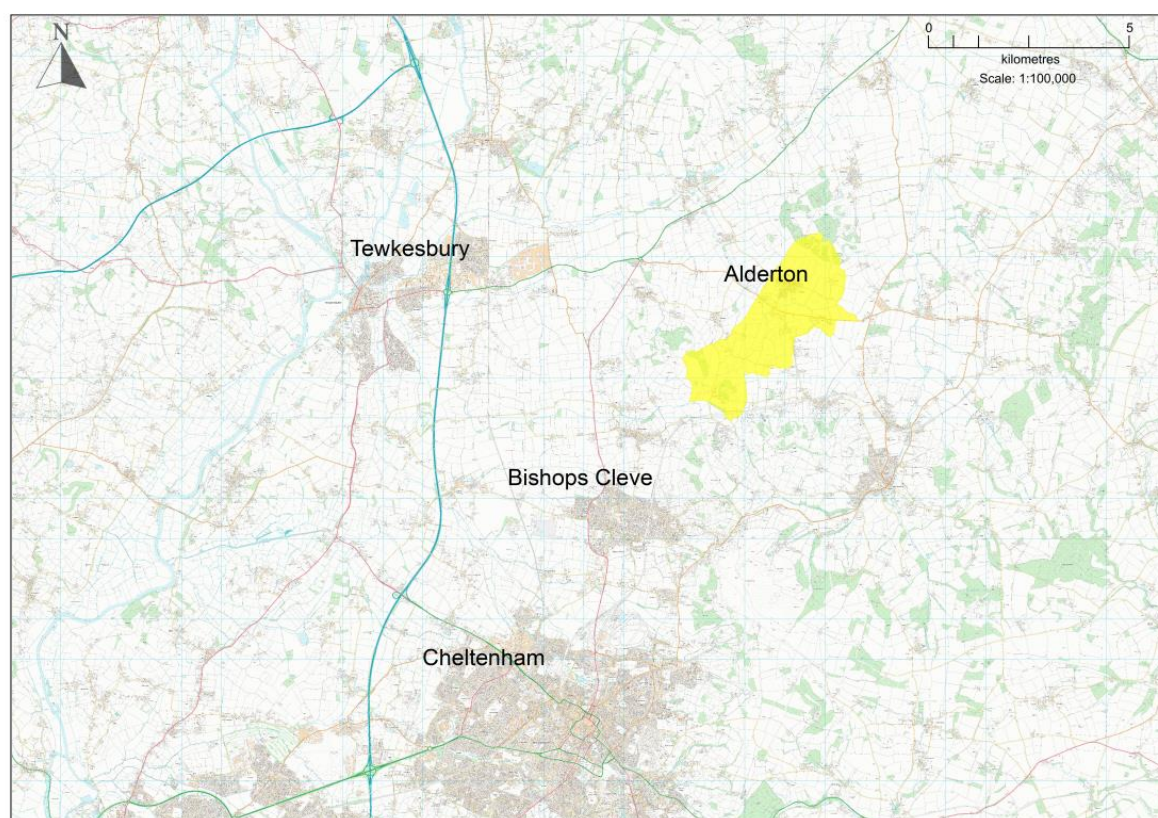
1.0 Portrait of Alderton Parish

Key features

(Please see the Glossary in Appendix F of this document for explanations of highlighted terms.)

- 1.1 **Location:** Our Parish is located in north Gloucestershire in the Borough of Tewkesbury. The main settlement of the Parish, Alderton village, is located about 12 miles (18 km) north of Cheltenham, 6 miles (10 km) east of Tewkesbury, 8.5 miles (13 km) south west of Evesham, 14 miles (22 km) west of Stow-on-the-Wold and 4.5 miles (7 km) from Winchcombe.

Map 2 Location of Alderton Parish in relation to larger centres of population



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- 1.2 **Topography:** Our Parish extends over 770 hectares. Its boundary runs north east to south west across open farmland forming a narrow, elongated shape bisected east to west by a tributary of the Carrant Brook and the B4077 Tewkesbury – Stow road. At each end of the Parish, the ground rises to several wooded Cotswolds outliers: Alderton Hill to the north east, and Dixon Hill and Oxenton Hill to the south west. Bredon Hill dominates visually to the north west, Langley Hill and Stanley Mount to the south and the Cotswold scarp to the east. Open views towards the Malvern Hills to the west are obtained from many parts of the

Parish. (For more detail, please refer to Map 1 and area landscape character descriptions in Section 3 of the Alderton Design Statement in Section G of the ANDP Evidence Base.³)

- 1.3 **Landscape designations:** The lower lying parts of our Parish fall in a **Special Landscape Area (SLA)**, a local designation for areas of “high quality landscape of local significance” (*TBC Saved Policy LND2⁴*) while the elevated ground at either end of the Parish lies within the **Cotswolds Area of Outstanding Natural Beauty (AONB)** as shown in Map 3. The AONB is a national landscape designation under the management of the Cotswolds Conservation Board.⁵

³ <http://www.albertonvillage.co.uk/evidence-base.html>

⁴ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

⁵ <http://www.cotswoldsaonb.org.uk/conservation-board>

Map 3 Landscape designations in Alderton Parish

Cotswolds AONB is shown in pink. The remainder of the Parish shown in white is designated an SLA



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- 1.4 **Settlements:** In the 2011 Census, our Parish is recorded as having a population of 747 living in 308 households,⁶ the majority in Alderton village, the main settlement of the Parish. There are two further linear settlements in the vicinity of Alderton village known as Frampton Cottages and Alderton Fields, the first on the B4077 between Brooklands Farm and Frampton Court and the second on the minor road linking the B4077 with Gretton. These small settlements include a horticultural nursery and a touring caravan site as well as a scatter of domestic houses. A small hamlet to the south west, Dixon, comprises cottages and barns west of a 16th century manor house. A small number of farms, some with stabling and livery yards, make up the remainder of the settlements in Alderton Parish. A long distance path, the Winchcombe Way, links them all, and connects the Parish with Winchcombe, the local tourist and service centre. All Parish settlements have been given the opportunity to participate in the development of our NDP.
- 1.5 **History:** Mentioned in the Domesday Book, there is evidence of settlement in Alderton Parish in Saxon, Iron Age and prehistoric times, and there remain today 23 listed buildings and one scheduled monument in the Parish – *please refer to Appendix C of this document.*
- 1.6 **Alderton village:** The village evolved from two separate groups of houses known in 1500 as Bretenyend and Polysend.⁷ One group, formed around the church, churchyard and the rectory, the other further west included Alderton Manor Farm and the inn, now known as The Gardeners' Arms. Thatched roofs and half-timbered properties at each end of the modern village indicate the location of these much older settlements within the 21st century residential boundary. Infill development and small scale developments on the fringe of the settlement, mainly dating from the 20th century, make up the remainder of the modern village of Alderton.
- 1.7 **Dixon:** Historically, Alderton village was of lesser importance than the now much smaller settlement of Dixon. The earthworks on Dixon Hill are the remains of an Iron Age hill-fort overlaid with a Norman motte and bailey. The estate of the Grade II* listed manor has been immortalised in two panoramas of 18th century agriculture now in Cheltenham Art Gallery and Museum.⁸ *(For more detail on the history of the Parish, please refer to Section 2 in the Alderton Design Statement in Section G of the ANDP Evidence Base.⁹)*
- 1.8 **Services:** A small village shop and post office, a village hall and a primary school are located in Alderton village. The school, Oak Hill Church of England School, accommodates a maximum of 105 children on two sites following a merger between Alderton and Dumbleton primary schools in 1981. Children aged 4-7 years travel outside the Parish by bus to the Infant base in Dumbleton while those aged 7-11 years attend the junior base in Alderton. There are no medical services in the Parish. The nearest medical centre and dental surgery is 4.5 miles away in Winchcombe and the nearest hospital with a minor injuries unit is 7.5

⁶ <https://neighbourhood.statistics.gov.uk/dissemination/>

⁷ Source: British History Online: 'Parishes: Alderton with Dixon', A History of the County of Gloucester: volume 6 (1965), pp. 189-197. URL: <http://www.british-history.ac.uk/report.aspx?compid=66443>. Date accessed: 06 August 2013.

⁸ Sale, J. The Dixon Paintings <http://www.cheltenhammuseum.org.uk/Docs/Dixon%20paintings%20A5.pdf>

⁹ <http://www.alertonvillage.co.uk/evidence-base.html>

miles away in Tewkesbury. There is no library in the village; however, improved broadband speeds were implemented in 2016. For bus services, please see 1.22 below.

- 1.9 **Amenities:** Apart from touring caravan sites at Frampton Cottages and at Red Barn Farm near Dixon, all Parish amenities are centred in or near Alderton village and comprise a church, village hall, public house, petrol station/garage, a football field and children's play area.
- 1.10 **Agriculture and horticulture:** Alderton Parish has a largely arable profile on predominantly Good to Moderate farmland growing staple crops such as wheat, beans and oil seed rape. The higher ground at either end of the Parish at Grade 4 is given over to woodland, pheasant rearing and sheep pasture. In the early 20th century, improved road and rail transport enabled orchards and market gardens to become a notable feature of the Alderton Parish landscape. Even today, properties in Alderton Fields enjoy large gardens which were once horticultural smallholdings, and one remaining horticultural nursery still operates under three acres of glass in Alderton Fields. Little remains of the orchards that were widespread in the Parish. Nonetheless, apart from the busy B4077 Tewkesbury – Stow road, Alderton remains a rural Parish characterised by small settlements, narrow lanes and open fields bounded by hedges.
- 1.11 **Community:** Our Parish has a strong sense of community. Alderton village is the setting for seasonal events and national celebration, such as street parties, fetes, charity football matches and 5k runs, and considerable interest has been shown by the community in neighbourhood development planning. Consultations and exhibitions in preparation for the ANDP have been well supported, providing a clear direction of travel for the draft policies. *(Please refer to the Consultation Statement in Section A of the ANDP Evidence Base¹⁰.)* In addition, residents of all age groups, from 18 to the retired, have represented their Parish Council at appeal hearings in 2014 and 2015, speaking in support of plan-led development in the Parish.

Demographics

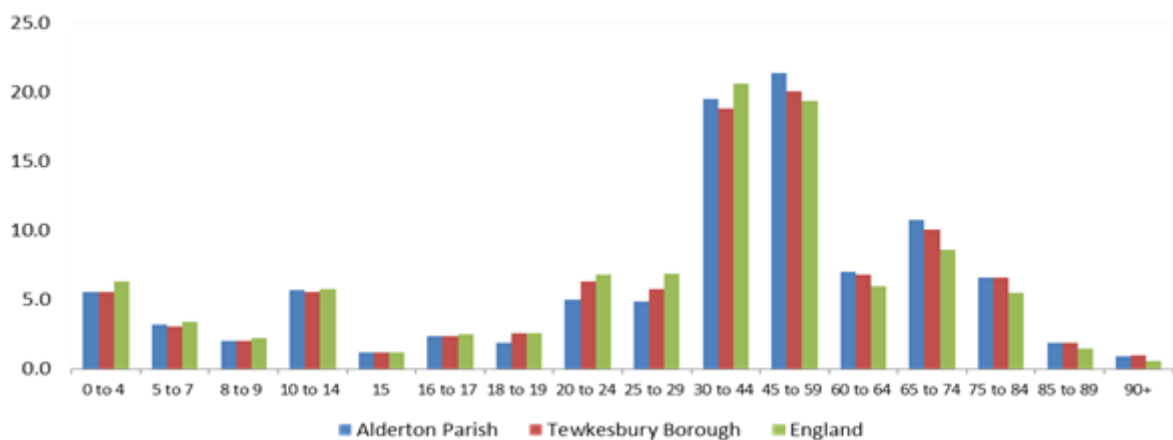
- 1.12 The 2011 Census¹¹ shows that our Parish has a demographic profile broadly in line with Tewkesbury Borough and England generally, but with a higher proportion of older residents than nationally, as is often the case in rural areas. Nonetheless, maintaining a balanced demographic profile is important to the well-being of our Parish; accordingly, the ANDP supports “starter” and smaller family homes as well as addressing the needs of older members of the community who wish to downsize but remain in the Parish.

¹⁰ <http://www.aldertonvillage.co.uk/evidence-base.html>

¹¹ <https://neighbourhood.statistics.gov.uk/dissemination/>

Chart 1: Comparable demographic profile for Alderton Parish, Tewkesbury Borough and England (2011 Census)

Age	Percentage		
	Alderton Parish	Tewkesbury Borough	England
0 to 4	5.6	5.6	6.3
5 to 7	3.2	3.1	3.4
8 to 9	2.0	2.0	2.2
10 to 14	5.7	5.6	5.8
15	1.2	1.2	1.2
16 to 17	2.4	2.4	2.5
18 to 19	1.9	2.6	2.6
20 to 24	5.0	6.3	6.8
25 to 29	4.9	5.8	6.9
30 to 44	19.5	18.8	20.6
45 to 59	21.4	20.1	19.4
60 to 64	7.0	6.8	6.0
65 to 74	10.8	10.1	8.6
75 to 84	6.6	6.6	5.5
85 to 89	1.9	1.9	1.5
90+	0.9	1.0	0.6

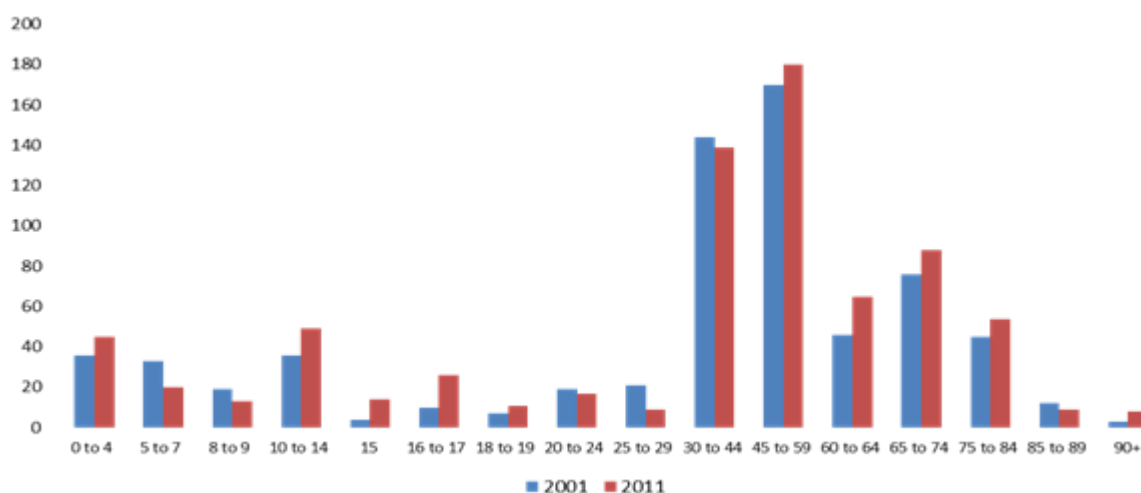


- 1.13 Chart 1 shows that in 2011, 21.3% of the 747 residents were aged 65 years and over compared to 20.2% in Tewkesbury and 16.4% in England. A key difference between borough population trends and those of the Parish, however, was the comparatively low number of 18-29 year olds living in the Parish; only 3.7% of the population fell into this age group compared to 6.9% in Tewkesbury and 9.4% in England. There was an increase in children aged 0-4 years, following a dip in the birth rate in the preceding five years, but the highest number among all age groups in both 2001 and 2011 censuses was in the 30-59 age bracket. In 2011, 43% of all residents in Alderton Parish were in this age range.

- 1.14 Chart 2 shows comparatively little change in the age structure of the Parish between 2001 and 2011. However, commitments for 75 new dwellings in Alderton village during 2015-2017 could alter these statistics.

Chart 2: Comparable Population Age Structure for Alderton Parish - 2001 and 2011

Age	People	
	2001	2011
0 to 4	36	45
5 to 7	33	20
8 to 9	19	13
10 to 14	36	49
15	4	14
16 to 17	10	26
18 to 19	7	11
20 to 24	19	17
25 to 29	21	9
30 to 44	144	139
45 to 59	170	180
60 to 64	46	65
65 to 74	76	88
75 to 84	45	54
85 to 89	12	9
90+	3	8
Total	681	747



- 1.15 The evident stability of the population in the last few decades has contributed to the strong sense of community in the Parish. The community consultation in 2013,¹² collated electronically with the assistance of the Gloucestershire Rural Community Council (GRCC) and with a response rate of over 88%, shows that 48% of households have been present in the Parish over 20 years and 34% between 5 and 19 years. As a result, the community is cohesive and self-supporting, enabling older residents to continue to live in their own homes

¹²<http://www.alertonvillage.co.uk/evidence-base.html>

with the help of neighbours and friends and providing a sense of security appreciated equally by young and old (*please refer to Q2 of the 2013 Youth Survey of the Alderton Community Consultation Outcomes Report in Section F of the Evidence Base*).¹³

The health and vitality of the community was noted by a planning inspector in his judgement on a planning appeal in 2015: *“Alderton is a healthy vibrant community that is valued by its residents, where about one half of households have resided for over 20 years. It is also a village in which its residents are engaged in matters of community interest... The Parish Council and local residents were present at the inquiry and provided a balanced approach in expressing their concerns. It was clearly evident from their contributions that they place a high value on maintaining and planning for their community.”*¹⁴ It is important therefore that ANDP policies seek to conserve the active, cohesive nature of the Parish community into the future by enabling sustainable growth that does not compromise existing social bonds or overwhelm the Parish’s rural infrastructure.

Education, health and employment

- 1.16 **Educational achievement** in our Parish is above average with 157 (26%) out of 606 residents aged 16 and over holding degrees compared to 17% in the Borough.¹⁵ In comparison to local and national statistics, residents’ occupations reflect this educational profile. In the 2011 census, 64 (17.3% of the 369 residents aged 16-74 in employment) were managers, directors and senior officials compared to 11.9% in Tewkesbury and 20.9% in England. Out of the total of residents aged under 65, 28% were employed in administrative and professional occupations and 9% in higher managerial and administrative occupations. 21% fell into the category of small employers and own account workers. Fewer than 1.5% aged 16-74 were unemployed (*2011 Census: Occupation and Economic Activity*).¹⁶
- 1.17 **Health:** In 2011, 12% of residents in our Parish experienced some degree of limitation with day-to-day activities as a result of a long-term health problem or disability, an issue which the Plan seeks to address. (*Please refer to Policy H1.*)
- 1.18 **Employment:** Apart from the now limited employment offered by agriculture and horticulture, tourism and service outlets supported by tourism are the chief sources of employment in the Parish in the 21st century, although these largely provide part-time rather than full-time work. For a few residents, the tradition of providing local services to the community on a self-employed basis continues into the 21st century; some Alderton village residents, for example, offer taxi driving, child minding and property maintenance within the community. Nonetheless, most residents of working age commute out of the Parish to work.
- 1.19 **Work opportunities in the locality:** A small industrial estate lies less than 3 miles (5km) away in Toddington Parish but at the time of the 2011 Census, no Parish residents were recorded as travelling between 2 and 5 km to work indicating this is not likely to be an employment destination for many residents.

¹³ <http://www.aldertonvillage.co.uk/evidence-base.html>

¹⁴ <http://www.aldertonvillage.co.uk/d---freeman-homes.html>

¹⁵ <https://neighbourhood.statistics.gov.uk/dissemination/>

¹⁶ Ibid

Travel and transport

- 1.20 The 2013 community consultation shows that car or van ownership in Alderton Parish is high; 94% of Parish residents had at least one car or van at the time of the survey. Combined with the quantitative and qualitative data from question B4 in the same survey, “*What is the destination of those using personal transport to travel to work?*”, it can be surmised that most residents in employment travel to work by their own transport over a wide area. On average, residents were likely to travel between 6-19 miles to work by car. Some journeyed much further afield; 37 households out of 269 contained at least one person who travelled out of the county to work at the time of the consultation, some as far as London and Reading. (Please refer to Appendix B p.40 of the Alderton Community Consultation Outcomes Report in Section F of the Evidence Base¹⁷.) It was also the case that 78.4% of respondents leave the Parish once or twice a week for household shopping and 35.7% for sports and pastimes, suggesting frequent travel in the local area by personal rather than public transport.
- 1.21 The 2011 census supports this locally produced data on car ownership and establishes that car ownership in the Parish is higher than the average for Tewkesbury Borough. The number of residents in 2011 not owning a car or van was below 5% compared to 13.6% in the borough as a whole. Nearly 19% of households had three or more cars or vans.

Table 1: 2011 Census data on car/van ownership in Alderton Parish¹⁸

All Households (Households) ¹	Count	308 ²	%
No Cars or Vans in Household (Households) ¹	Count	15 ²	5%
1 Car or Van in Household (Households) ¹	Count	107 ²	35%
2 Cars or Vans in Household (Households) ¹	Count	128 ²	41%
3 Cars or Vans in Household (Households) ¹	Count	41 ²	12%
4 or More Cars or Vans in Household (Households) ¹	Count	17 ²	6%
All Cars or Vans in Area (Vehicles) ¹	Count	560 ²	

- 1.22 **Public transport:** While several buses serve the Parish, public transport does not meet the needs of all residents. Examination of bus services in 2016 shows that retired people enjoy a better service than commuters; the 606 bus service runs on weekday early mornings to Cheltenham but the last bus of the day, which leaves Cheltenham at 17.45pm, serves Winchcombe and Toddington rather than Alderton.¹⁹ In contrast, there are more options for those able to travel to a shopping centre in daytime hours.²⁰ As a result, buses are not relied on by the majority of residents; 70.3% of residents in the 2013 Community Consultation said they never used public transport at all and only 1.9% travelled on public transport “most days”. The qualitative data from this survey reveals a level of dissatisfaction amongst those who did use bus services. Six households recorded public transport as one of the aspects of Parish life most in need of improvement and asked for contributions from developers for

¹⁷ <http://www.aldertonvillage.co.uk/evidence-base.html>

¹⁸ <https://neighbourhood.statistics.gov.uk/dissemination/>

¹⁹ <http://www.marchants-coaches.com/606-Service>

²⁰ <http://rogerknapp.wix.com/aldertonbus>

this purpose. One respondent described the limitations that can be experienced by those dependent on public transport: *“My son initially wanted to move here, but he doesn’t drive and therefore couldn’t move here because of the poor transport.”*²¹

- 1.23 Results of the Youth Survey suggest that families as well as commuters rely heavily on personal transport for getting about; 55% of respondents aged between 8-16 said they were driven somewhere by car “every day” and a further 27% “most days”.
- 1.24 **Cycling:** No cycle routes have been designated on the roads around our Parish. This combined with heavy traffic on the A46 from Teddington Hands to the M5 at Junction 9 at Tewkesbury makes cycling an unattractive alternative to commuting by car to destinations such as Tewkesbury, Cheltenham and Gloucester or further afield via Ashchurch train station. Accordingly, the ANDP Group in conjunction with the Parish Council seeks to promote improved cycling and public transport opportunities to reduce car dependency.
- 1.25 **Road safety:** With the support of a local County Councillor, traffic calming measures were installed on the B4077 at Alderton village and Frampton in 2015 following a series of accidents and two fatalities between 2012 and 2014, either in the Parish or near the Parish boundary. The effectiveness of these measures is being assessed by the Alderton Road Safety Group which continues to campaign for speed restrictions on the road.²² In March 2017, Glos Highways commenced the process of introducing a 50 mph speed limit on the B4077 between the gated signs for Alderton Village and Frampton Cottages.

Accessibility

- 1.26 The National Indices of Deprivation 2015 include a measurement of accessibility that gives a consistent comparison of transport access across England. While our Parish is in line with the average minimum journey times to a primary school and food store (although this statistic must be qualified by the range and quantity of items available in the small Alderton village shop), in terms of journey times to medical services, public libraries and secondary education, our Parish has higher journey time than the national average due to its geographical location.
- 1.27 This is reflected in Inform Gloucestershire’s Accessibility Report which indicates that Gloucestershire’s rural neighbourhoods, including Alderton Parish, are in the most deprived quintile of “Geographical Barriers” in England. See *Figure 1: Indices of Deprivation 2015 “Geographical Barriers” Sub Domain on page 2 of the report.*²³

Community views on Alderton Parish

- 1.28 In addition to the data quoted above, consultations from the outset through to the development and testing of Plan policies in 2013-2015 asked residents to identify the issues and benefits of Parish life that mattered the most to them (*please see the Timeline in*

²¹<http://www.aldertonvillage.co.uk/evidence-base.html>

²² <http://b4077.weebly.com/>

²³ <https://inform.gloucestershire.gov.uk/viewpage.aspx?c=page&page=-Accessibility>

Appendix A of this document and the Consultation Statement in Section A of the ANDP Evidence Base²⁴). The outcomes are summarised here:

- 1.29 **Development:** The overriding concern of residents was the rate of new development, and the resultant impact on road safety, traffic congestion and the loss of cherished rural characteristics such as tranquillity, biodiversity, open views and countryside, dark skies, the small village environment and a close-knit community.
- 1.30 **Utilities:** Dissatisfaction with broadband speed was commonly recorded in the Youth Survey (Consultation 2 on the ANDP Timeline in Appendix A of this document). Anxieties were also expressed about the ability of sewers and drains to cope if significant development were allowed, especially in times of heavy rainfall.
- 1.31 The ANDP has adopted a “light focus” on utilities following the installation of high speed broadband in the Parish during 2015-2016²⁵ and because of a lack of local knowledge and expertise in this area. Flooding, however, remains a threat in extreme weather from surface water run-off from the surrounding hills, especially in Alderton Fields and at Arch Bridge in Willow Bank Road, School Road, Church Road and Willow Bank Road in Alderton Village. The Alderton Design Statement has photographic evidence of flooding hotspots in the Parish and provides an account of the Parish Council’s actions in response to the 2007 flood (*please refer to the Alderton Design Statement p. 26-28 in Section G of the Evidence Base.*²⁶)
- 1.32 **Rural identity:** Chief among the benefits of living in Alderton Parish recorded by respondents was its tranquillity, natural beauty and close-knit community. These characteristics were seen as counteracting the inconvenience and expense of travelling further afield for essential services, education and work. It was clear from all consultations that Parish residents have a strong sense of connection with the local landscape and their rural way of life.
- 1.33 Our ANDP has consequently sought, wherever possible, to address the concerns raised by residents and to take action to conserve the most frequently recorded benefits:

Highest ranking concerns

- A loss of rural identity and character as a result of rapid growth
- Loss of significant views and scenic beauty if development is allowed
- Broadband speed and reliability
- Road safety and speeding on the B4077, in the villages and on the Parish lanes
- Congestion caused by on-street parking in Alderton village
- Flooding and poor drainage across the Parish
- Limited public transport

²⁴ <http://www.aldertonvillage.co.uk/evidence-base.html>

²⁵ <http://www.fastershire.com>

²⁶ <http://www.aldertonvillage.co.uk/evidence-base.html>

Highest ranking benefits

- Rural way of life
- Community spirit
- Peace and quiet
- Proximity to nature
- Scenic beauty of the AONB and Special Landscape Area
- Separation from towns and major roads.

- 1.34 A summary of all consultation activities undertaken during the development of the Plan including Public Consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 can be found in the Consultation Statement in Section A of the ANDP Evidence Base.²⁷



Fig.2: Blacksmiths Road, Alderton

²⁷ <http://www.alertonvillage.co.uk/evidence-base.html>

2.0 Planning for a Sustainable Future

Understanding the planning context

(Please see the Glossary in Appendix F of this document for explanations of highlighted terms.)

- 2.1 The Localism Act of 2011 has given communities an opportunity to influence the future development of the places where they live through neighbourhood planning.
- 2.2 Neighbourhood Plans sit within the framework of national, regional and local planning policies. They must have regard to national planning policies and be in general conformity with local planning policies. National Planning Policy is set out in the **National Planning Policy Framework (NPPF)**²⁸ with additional guidance available on the **Planning Practice Guidance** website²⁹. The local planning policy framework in this instance is provided by the saved policies of the **Tewkesbury Borough Local Plan (TBLP) to 2011** which is currently still the **Adopted Development Plan**. As some policies of the latter are now deemed out of date, guidance offered by the NPPF and the Planning Practice Guidance website have been of particular importance in the development of our Plan.
- 2.3 In addition, our Plan takes note of the Gloucester, Cheltenham and Tewkesbury **Joint Core Strategy (JCS)** and the consultation draft of the emerging **Tewkesbury Borough Plan (TBP)**.³⁰ These higher level plans are being developed at the same time as our Plan and will ultimately provide the strategic and local planning frameworks for our area. Both plans have particular relevance when formulating housing policies for the ANDP.
- 2.4 The approach is set out National Planning Practice Guidance Paragraph: 009 Reference ID: 41-009-20160211:

'Can a neighbourhood plan come forward before an up-to-date Local Plan is in place?

Neighbourhood plans, when brought into force, become part of the development plan for the neighbourhood area. They can be developed before or at the same time as the local planning authority is producing its Local Plan.

A draft neighbourhood plan or Order must be in general conformity with the strategic policies of the development plan in force if it is to meet the basic condition. Although a draft neighbourhood plan or Order is not tested against the policies in an emerging Local Plan the reasoning and evidence informing the Local Plan process is likely to be relevant to the consideration of the basic conditions against which a neighbourhood plan is tested. For example, up-to-date housing needs evidence is relevant to the question of whether a housing supply policy in a neighbourhood plan or Order contributes to the achievement of sustainable development.'

- 2.5 For the purposes of providing sufficient homes, JCS Policy SP2 sets out a spatial strategy that primarily seeks to concentrate new development in and around the urban areas of

²⁸ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

²⁹ <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning>

³⁰ <https://www.tewkesbury.gov.uk/emerging-planning-policies>

Cheltenham and Gloucester, and elsewhere in Tewkesbury borough following a hierarchical approach to identifying housing allocation by identifying Tewkesbury town and the **rural service centres** and **service villages** as locations for lower level housing development. An indicative housing disaggregation process (*please refer to Section C of the Evidence Base³¹ or Appendix B of this document*) was undertaken for the draft TBP (February 2015). The methodology followed the requirements in the JCS Policy SP2 in order to derive a ranking for each service village, such as Alderton, proportional to its size and function and reflecting its proximity and accessibility to Cheltenham and Gloucester. This desk top exercise initially identified a requirement of **46** homes for Alderton village. The further requirement under Policy SP2 to take into account the environmental, economic and social impacts are matters that the preparation of our Plan has subsequently taken into account, as explained further in the Housing Policy section of our Plan.

- 2.6 In May 2016, as a result of updated economic evidence, the JCS inspector's Interim Report³² identified a need to increase the Objectively Assessed Housing Need (OAHN) for the JCS area to 35,175 (including a 5% uplift), and proposed new urban extension sites at Tewkesbury to accommodate the borough's increased housing numbers. The overall allocation of new homes in the borough's service villages was estimated to be 880 and there were minor changes to the list of service villages. This revision resulted in an indicative allocation of **51** new homes for Alderton Village. At the time of submission of the ANDP, this figure has not changed.
- 2.7 Planning guidance³³ requires those bringing forward a neighbourhood plan before an up-to-date Local Plan to discuss and agree the relationship between all policies in the Neighbourhood Plan, the Strategic and Local Plans and the Adopted Plan, while also taking national policy and guidance into account. Several consultations have consequently been held between 2015 and 2017 with Tewkesbury Borough Council to clarify the way forward for the ANDP..
- 2.8 At the time of submission, Tewkesbury Borough Council is able to demonstrate a 5-year land supply.³⁴ Nonetheless, it is recognised that finalisation of the Tewkesbury Borough Plan may necessitate further changes to the ANDP. As a result, it is proposed that ANDP policies are monitored for conformity during the Plan period. However, available evidence at the time of submission indicates that, with **75** new homes built or committed in Alderton Village between 2015 and 2017, the indicative allocation of 51 homes has more than been met.
- 2.9 To make clear the connection between our policies and the strategic and borough policies, emerging and adopted, the ANDP itemises points of relevance both at the outset of policy sections and at the conclusion of each individual policy.

³¹ <http://www.aldertonvillage.co.uk/evidence-base.html>

³² <http://www.gct-jcs.org/Documents/Examination-Document-Library-6/EXAM232---JCS-Inspectors-Interim-Findings---31052016.pdf>

³³ <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/what-is-neighbourhood-planning/what-is-a-neighbourhood-plan-and-what-is-its-relationship-to-a-local-plan>

³⁴ <https://www.tewkesbury.gov.uk/planning-policy/>

Developing the ANDP

- 2.10 At examination, the ANDP must clearly demonstrate that its policies meet the Basic Conditions of Neighbourhood Planning. These include:
- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it can be considered appropriate to make the Neighbourhood Plan;
 - The plan contributes to the achievement of “sustainable development” in regard of national policy as outlined in the NPPF;
 - The making of the Neighbourhood Plan is in general conformity with the strategic policies of the Adopted Plan, in this instance, the TBLP 2006-2011;
 - The Neighbourhood Plan does not breach and is otherwise compatible with EU obligations including human rights and equal opportunities legislation.

Other statutory requirements include:

Designating the neighbourhood plan area

- 2.11 The Parish Council made the decision to apply for designation of the Parish as a Neighbourhood Plan Area on 27 October 2013. The Designated Area, which is contiguous with the Parish boundary (see Map 1), was formally designated on 15th January 2014. The Alderton Plan Group then became the Alderton Neighbourhood Development Plan Steering Group reporting to the Parish Council. Its first focused activity was the production of a Design Statement³⁵ to guide and inform development applications occurring before the production of the ANDP.

Qualifying body

- 2.12 Alderton Parish Council as the Qualifying Body is responsible for the production of the ANDP. This is in line with the aims and purposes of Neighbourhood Planning as set out in the Localism Act (2011), the National Planning Policy Framework (2012) and Planning Practice Guidance on Neighbourhood Planning.³⁶
- 2.13 The Alderton Neighbourhood Development Plan Group, which has steered production of the ANDP, reports monthly to Alderton Parish Council. The Group has comprised volunteer local residents, parish councillors and representatives from local businesses and community groups.

Complying with EU obligations

- 2.14 The regulatory environment further requires the Qualifying Body to determine whether a Strategic Environmental Assessment (SEA) is needed in conformity with the 2001/42/EC Strategic Environmental Assessment European Directive.³⁷

³⁵ <http://www.alertonvillage.co.uk/evidence-base.html>

³⁶ <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning>

³⁷ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32001L0042>

- 2.15 A draft of the ANDP was submitted to Tewkesbury Borough Council on 1st June 2015 and via the Council to the statutory consultees and other relevant agencies for a Screening Opinion which was subsequently consulted upon with the three consultation bodies (Historic England, Natural England and the Environment Agency), in addition to the Cotswolds Conservation Board and the County Ecologist. These confirmed that the policies and proposals in the NDP are not likely to have significant environmental effects and that the Plan did not therefore require a full SEA. In addition, Tewkesbury Borough Council considered the Plan's compatibility with EU obligations and found no concerns. Accordingly, Alderton Parish Council elected not to carry out an SEA and made a public statement to this effect on 20th October 2015. *(Please refer to Section I of the Evidence Base)*.³⁸

Making sure everyone is involved

- 2.16 ANDP Group members represent a range of viewpoints *(please refer to the Acknowledgements)*, and the Plan itself has been prepared taking into careful consideration the results of Parish consultations from 2013 to 2016 undertaken with the assistance of the Gloucestershire Rural Community Council (GRCC) and Kirkwells Planning Consultants.
- 2.17 Surveys underpinning the 2013 community consultation *(please refer to the Consultation Statement in Section A and the Community Consultation Outcomes Report in Section F of the Evidence Base³⁹)* were delivered to each of **308** households in the Parish with an **88% (C1)** and a **75% (C5)** response rate. Over **200** residents attended the exhibition and launch event associated with Consultation 1 in January 2013; electronic surveys were received at the same time from **11** young people aged 8-16, a return rate of **52%**. **96** residents took part in a drop-in Design Statement consultation in May 2014 and **69** residents took part in an exhibition and consultation in March 2015 on the draft vision and objectives of the ANDP and on sites put forward for consultation by the Local Planning Authority.
- 2.18 The ANDP was subject to the formal Regulation 14 consultation from 4th January 2016 to 4th March 2016 and a number of representations were received. These were assessed by the Steering Group and changes to the ANDP were recommended to the Parish Council. A list of those consulted by letter during January – March 2016 is available in the Consultation Statement in Section A of the ANDP Evidence Base and responses to the comments received are available both in the Consultation Statement and separately in Section J of the Evidence Base. Hard copies of the draft ANDP were placed in St Margaret's Church and Alderton Village Hall with feedback forms. Residents and businesses were alerted by mailshot that copies were also available via a system of street coordinators if accessibility was a problem. The dates of the public consultation and location of copies were advertised on the village website, in the Parish newsletter, on posters across the Parish, and on Facebook. The Draft Plan was simultaneously made available online on the village website and an email address provided for digital responses. In addition, a drop-in session with explanatory posters was held in the Village Hall on Saturday 23 January 2016 with Parish councillors and members of the ANDP Group on hand to respond to questions. This event was advertised by email, posters and via the newsletter and website and was attended by **49** people.

³⁸ <http://www.alertonvillage.co.uk/evidence-base.html>

³⁹ Ibid

Supporting documents

2.19 The above mentioned supporting documents for the ANDP are available online in the ANDP Evidence Base.⁴⁰ These are:

- A. ANDP Consultation Statement
- B. ANDP Statement of Basic Conditions
- C. TBP Service Village Disaggregation Data for Alderton Village
- D. ANDP Timeline
- E. Alderton Parish Housing Needs Survey Report (2010)
- F. Alderton Community Consultation Outcomes Report (2013)
- G. Alderton Design Statement (2014)
- H. Alderton Matters Survey results (2014)
- I. SEA/HRA Declaration (2015)
- J. Responses to Regulation 14 Statutory Public Consultation

2.20 The Steering Group also undertook the following steps in preparing the ANDP for submission under Regulation 15:

- A review of existing evidence;
- Identification of gaps in the evidence base;
- Compilation of new evidence;

A shortfall of evidence was identified in relation to site assessment and further work on this commenced in spring 2016 and concluded in 2017.

Where next

2.21 The ongoing neighbourhood planning process from submission to examination and referendum is outlined in the diagram on p.5.

⁴⁰ <http://www.aldertonvillage.co.uk/evidence-base.html>

3.0 Vision Statements

Vision statements for the different sections of our Plan stem from an overarching vision for the Parish up to 2031. The individual vision statements for each policy area are repeated in each section together with objectives for the achievement of that vision. All vision statements and objectives were tested in October 2014 (*please refer to the Consultation Statement in Section A of the Evidence Base⁴¹ and the ANDP Timeline in Appendix A of this document*).

OVERARCHING VISION STATEMENT FOR ALDERTON PARISH

In 2031, Alderton remains an attractively rural, vibrant and prosperous Parish with a strongly cohesive local community. Alderton village retains its traditional rural characteristics and built form with a predominantly east-west orientation below Alderton Hill and provides a range of homes and facilities to meet the needs of its population. Individual new dwellings and developments are designed in such a way as to protect and enhance local character, and to conserve the special qualities of the Cotswolds AONB and Special Landscape Area (see Map 3).

There are well-planned leisure and recreational facilities. The Parish is well-connected in terms of road infrastructure, complemented by footpaths and cycle routes, and has services commensurate with its population's needs. Tourism is a thriving part of the local economy.

Policy area vision statements

VISION STATEMENT A: PROVIDING HOMES APPROPRIATE TO THE NEEDS AND CONTEXT OF ALDERTON PARISH

In 2031, Alderton Parish is characterised by its attractive rural setting, varied housing stock, and strong, vibrant community. Our vision is that the Parish continues to offer a choice of high quality housing of an appropriate type and tenure, and in proportionate numbers to meet local needs, while ensuring that its characteristic rural nature and strong community cohesion can continue to be enjoyed by present and future residents.

VISION STATEMENT B: PROTECTING LOCAL CHARACTER

Our vision is that the distinctive local character of the built and natural environment of Alderton Parish has been preserved by a) ensuring development responds sympathetically to the Special Landscape Area and AONB designations; b) taking heed of vernacular building styles; c) protecting listed buildings and ancient monuments; and d) conserving significant views and valued landscape features. As a result, new development of all kinds integrates effectively into the natural, historic and built environment of the Parish.

⁴¹ <http://www.aldertonvillage.co.uk/evidence-base.html>

VISION STATEMENT C: WILDLIFE AND ENVIRONMENT

Conservation of the landscape, ecology and biodiversity of Alderton Parish enables future generations to continue to enjoy this special environment and connect with nature. Positive action has been taken to enhance and restore lost biodiversity as the population has expanded. Areas falling within the AONB and with special designations such as SACs and SSSIs are protected. The impacts of flooding have been alleviated through good planning and management of a sustainable network of efficient and environmentally sensitive drainage and flood control measures.

VISION STATEMENT D: LEISURE AND RECREATION

The range of leisure and recreation services has been improved to meet the differing needs of Parish residents. Facilities provided by the village hall, sports field and children's play area have been enhanced, and participation in walking and cycling increased to maintain residents' health and wellbeing, encourage green tourism and support community cohesion.

VISION STATEMENT E: LOCAL ECONOMY

Enterprise appropriate to the rural context of Alderton Parish has been supported to sustain the economic well-being of its population and the viability of its services. Tourism is a thriving part of our local economy.

VISION STATEMENT F: ROADS AND PATHS

Residents enjoy safe passage whether travelling on foot, bicycle, horse or by vehicle anywhere in the Parish. Measures to improve road safety have high priority. Sustainable modes of transport including walking and cycling are promoted through effective siting of new development and good road/path maintenance.

4.0 Alderton Neighbourhood Development Plan Policies

This section sets out **ANDP** Policies with the accompanying Map 4 Alderton NDP Policies Map.

Taking into account both the views of local people and the national and local strategic planning context, these policies focus on:

- Providing sustainable development that ensures a supply of housing up to 2031 appropriate to the rural context of Alderton Parish;
- Protecting and conserving heritage features and locally valued aspects of the built environment and natural landscape;
- Protecting local green spaces of particular importance to us;
- Improving ease and safety of travel in the Parish and making provision for different modes of travel;
- Protecting and enhancing community assets such as open spaces, playing fields and village hall;
- Adding value to the local economy.

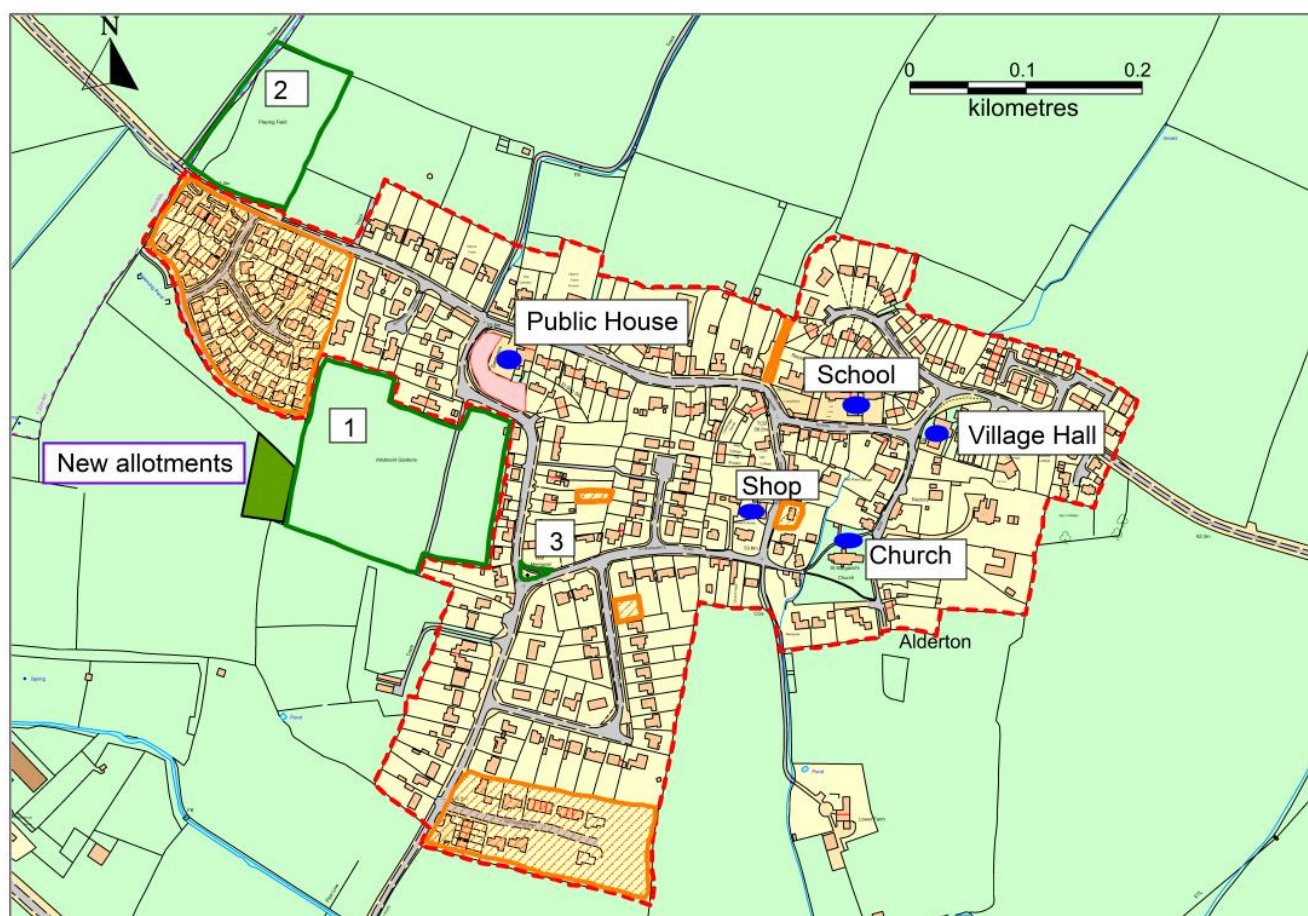
Working with ANDP policies

Pre-application discussions are encouraged at an early stage. The Parish Council and the Local Planning Authority will seek to work with applicants and other stakeholders to encourage the formulation of proposals that can be approved.

In addition, our Plan has regard to the presumption in favour of sustainable development outlined in Para.14 of the NPPF. In accordance with this principle, planning applications which accord with the policies in the Plan (once made) will be approved unless material considerations indicate otherwise.

Users of the ANDP are also advised to read and take account of all policies outlined in the Plan. Policies in one area may have a bearing on those of another.

Map 4 Alderton NDP Policies Map



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Key

- Settlement Boundary
- Local Green Space
- Housing Commitments
- Important Open Space
- Community Facility
- New Allotments

4.1 Housing

VISION STATEMENT A: PROVIDING HOMES APPROPRIATE TO THE NEEDS AND CONTEXT OF ALDERTON PARISH

In 2031, Alderton Parish is characterised by its attractive rural setting, varied housing stock and strong, vibrant community. Our vision is that the Parish continues to offer a choice of high quality housing of an appropriate type and tenure, and in proportionate numbers to meet local needs, while ensuring that its characteristic rural nature and strong community cohesion can continue to be enjoyed by present and future residents.

Objective 1: Protecting the rural character and scenic beauty of Alderton Parish through proportionate and appropriately located development.

Objective 2: Ensuring that any development in Alderton Parish makes a positive contribution to enriching the vitality, health, wellbeing and social cohesion of its communities.

Objective 3: Ensuring a range of housing types and ownership options linked to evidence of local need.

Community consultation outcomes: The views of local residents on development help shape our Plan's housing objectives and policies. Concerns over the potential loss of the Parish's rural character and the impact on social cohesion arising from rapid change in Alderton village are evident in all consultations undertaken for the Plan between 2013 and 2015. Key points raised by residents are summarised below. Consultations are numbered (eg C1, C2) as per the ANDP Timeline in Section D of the ANDP Evidence Base and Appendix A of this document:

Community views on development
<ul style="list-style-type: none">• The strong sense of community is a key benefit of living in the Parish (C1, C2 - the Youth Survey) and must be preserved (87% C1)• Equally important to preserve the tranquillity and natural beauty of the area (98% C1,5)• Development not seen as vital to the prosperity of the Parish (62% C1)• Some affordable family homes and starter homes to keep a balanced demographic and ensure a sustainable community (60%)• Small-scale, gradual growth needed to integrate newcomers (93% C5)• Infill or windfall development preferred to building outside the existing residential boundary• No bolt-on estates or street lights (87% C5)• More single-storey accommodation to enable "downsizing" (C6)• Integration of different housing types and tenures within any one proposal (68% C5)• Development preferred in places that create least harm to the special landscape character, outstanding natural beauty and biodiversity of the Parish (95% C5)

Housing: Planning Context

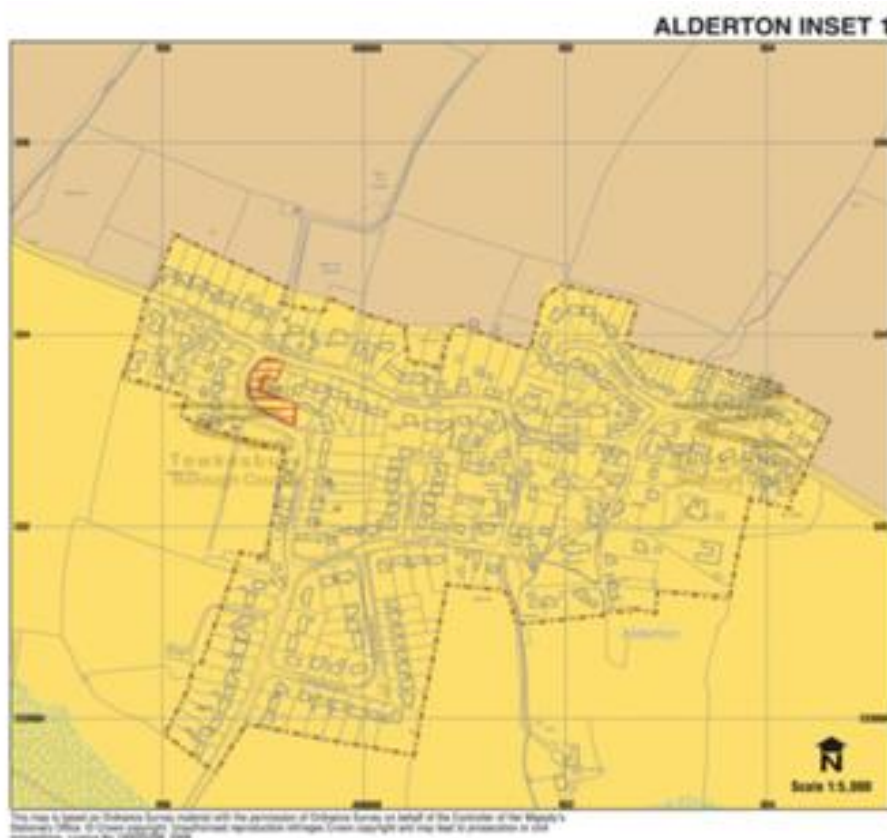
The following planning documents and policies have also formed the basis of the ANDP Housing Policy section.

- 4.1.1 **National planning policies:** Section 6 of the NPPF supports the delivery of a wide choice of high quality homes in sustainable locations in rural areas. Para. 55 advises that *“To promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities.”* In addition, the NPPF provides guidance on promoting healthy communities, a process which depends on engaging local people in neighbourhood planning: *“... local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.”* (NPPF: Para. 69)
- 4.1.2 **Joint Core Strategy (JCS):** The strategic plan for Cheltenham, Gloucester and Tewkesbury sets out objectives and identifies the need for housing, employment and supporting infrastructure across the three boroughs up to 2031. The plan was adopted in December 2017. Policy SP2: Distribution of New Development (point 4) states that: *“To meet the needs of Tewkesbury Borough, outside of the urban extensions to Gloucester and Cheltenham, the JCS will make provision for 9,899 new homes. At least 7,445 dwellings will be provided through existing commitments, development at Tewkesbury Town in line with its role as a market town, smaller-scale development meeting local needs at Rural Service Centres and Service Villages”.* In addition, Policy SP2 (point 5) sets out that *‘The service villages will accommodate in the order of 880 new homes’.*
- 4.1.3 **Emerging Borough Plan:** The Tewkesbury Borough Plan (TBP) provides locally specific policies and site allocations to complement the strategic direction provided by the JCS. A draft was released for consultation in February 2015 with a background paper, Approach to Rural Sites,⁴² which included details of the disaggregation exercise used for distribution of housing between **rural service centres** and **service villages** (of which Alderton village is one). In 2015, a revision was made to JCS Policy SP2 and an additional service village added in Tewkesbury borough.
- 4.1.4 **Saved policies:** Saved policies in the Adopted Development Plan, the Tewkesbury Borough Local Plan (TBLP) to 2011,⁴³ currently provide the planning framework for the ANDP. Some, however, have been superseded by the NPPF’s presumption in favour of development. A case in point is Saved Policy HOU3 which restricted building outside of Alderton village’s residential boundaries, identifying it as a settlement where *“residential development will be restricted to infilling.”* The Adopted Plan provides an inset showing the 2011 residential development boundary and village setting within a Special Landscape Area (yellow) adjoining the Cotswolds AONB (pink). Other policies still applicable are HOU13 (Affordable Housing) and HOU14 (Affordable Housing: Exception Schemes). The inset map for Alderton is reproduced as Map 5.

⁴² <https://drive.google.com/file/d/0B4KyFQA43JaObzNDWFJpTy1ZcjA/view>

⁴³ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

Map 5 Alderton inset, Tewkesbury Borough Local Plan to 2011



New Housing in Alderton Village: Supporting Evidence

The following points provide further background information to ANDP housing policies.

- 4.1.5 **Working with Tewkesbury Borough Council:** Through chairing the **Service Village Forum** up to February 2015, APC has sought to be supportive of the Borough Council's efforts to bring to fruition a credible, evidence based and deliverable Local Plan in line with the JCS.⁴⁴
- 4.1.6 **Alderton's role as a service village:** The latest available desktop disaggregation exercise (please refer to Section C of the Evidence Base or Appendix B of this document⁴⁵) has resulted in an allocation of **51 houses** for Alderton village, a settlement of around **277** homes at the start of the Plan period. However, environmental, economic and social impacts have to be taken into account when arriving at a housing growth figure for individual service villages; this may result in the quoted indicative allocation for Alderton being increased or decreased as the local plan is finalised.
- 4.1.7 Following its identification as a service village in the emerging TBP, significant development pressure has occurred in Alderton village. Since 2014, six planning appeals have been heard

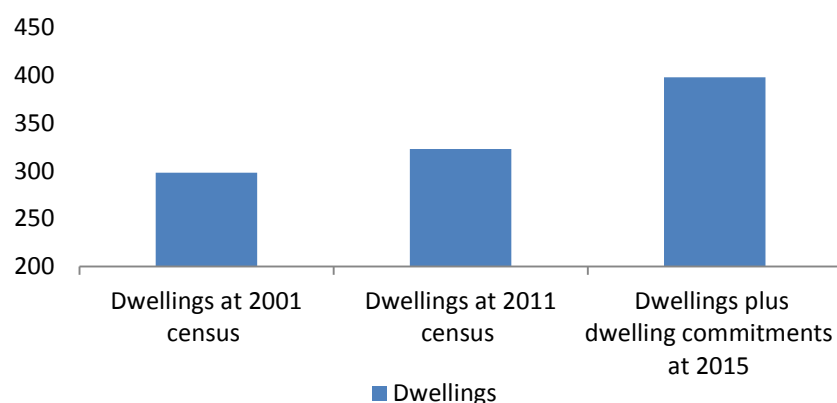
⁴⁴ <https://www.tewkesbury.gov.uk/emerging-planning-policies>

⁴⁵ <http://www.aldertonvillage.co.uk/evidence-base.html>

on sites outside the residential development boundary as defined in the Adopted Plan *(please refer to the Alderton village website for details.⁴⁶)*

- 4.1.8 As of March 2017, two applications (comprising **47** and **25** houses) have been allowed on appeal, providing **72** new homes adjacent to the 2011 residential development boundary of Alderton village. Three additional new homes on infill sites in Alderton village since 2014 have resulted in a commitment figure of **75** homes over the Plan period for Alderton village – **24** in excess of the minimum number required under the revised desktop disaggregation process *(for further detail, please refer to the latest available service village disaggregation data for Alderton village in Section C of the Evidence Base and Map 4)*. Further infill and windfall sites may also become available in the Parish during the Plan period.
- 4.1.9 The rate of change in Alderton village has consequently been rapid. Chart 3 illustrates the 26% increase in the number of dwellings, including commitments, in Alderton village between 2011 and 2015, the greatest rate of growth occurring in 2015 and 2016.

Chart 3: Dwellings and committed dwellings in Alderton village 2001-2015



- 4.1.10 **Sustainable development:** The NPPF identifies three dimensions to sustainable development: economic, social and environment and requires the planning system to consider each in conjunction with the other in any planning decision or in plan-making. Despite establishing a presumption in favour of development, the NPPF also allows for instances in which *“adverse impacts would significantly and demonstrably outweigh the benefits”* of such proposals. Accordingly, inspectors hearing appeals on sites around Alderton village during 2014 and 2015 ruled that the cumulative impact of multiple developments would have a detrimental effect on the social wellbeing of the community making such proposals *“unsustainable”*. Inspector Jarrett in March 2015 in dismissing the appeal for 59 houses east of St Margaret’s Drive ruled that the adverse impact on the community was *“not clearly outweighed by the social or economic benefits of the development”* and attached *“significant weight to the harm that would arise.”⁴⁷* Inspector Manning in June 2015 in dismissing an appeal for a further 53 houses in addition to an already allowed development of 47 units on Beckford Road ruled that increasing the size of

⁴⁶ <http://www.alderonvillage.co.uk/planning-appeal-decisions.html>

⁴⁷ <https://acp.planningportal.gov.uk/ViewCase.aspx?CaseID=2222147&CoID=0>

the community by 36-37% would have a “suburbanising” effect on the environment and would lead to “some adverse effects on the social well-being and community cohesion of Alderton.”⁴⁸ In allowing an appeal on a separate site east of Willow Bank Road for 24 houses, the same inspector observed that “the proposal and the recent Beckford Road scheme would result in 71 new dwellings, an approximate increase of the community of 26%. For a rural village, I consider such an increase to not be insignificant.” (Please refer to map showing sites and outcomes of all appeals on the Alderton village website.⁴⁹)

- 4.1.11 It is proposed therefore that any future development in Alderton village should positively contribute to community cohesion and well-being by being appropriate in scale, location and timing. In line with the importance placed on promoting sustainable and healthy communities in Section 8 of the NPPF, key considerations in our Plan are the provision of appropriate types and tenures of housing, access to local services and employment opportunities, allowing time for the successful integration of new residents and maintaining the characteristic separation of the village from neighbouring settlements and from the B4077 so as to conserve the rural identity of the area and its sensitive landscape .
- 4.1.12 **Landscape considerations:** Alderton village sits at the base of Alderton Hill in between the higher ground of the Cotswolds AONB to the north and south. The openness of the village’s location and its role in creating the foreground for the AONB makes this a sensitive landscape area. Accordingly, our Plan has regard to the Cotswolds Conservation Board’s guidance on neighbourhood planning in areas within and adjacent to the AONB⁵⁰ and comments made by presiding planning inspectors in 2015 on development to the south and east of Alderton village, which was regarded as representing a significant change in the generally clustered settlement form of Alderton village and appearing conspicuous and prominent in the vale (Jarrett 2015⁵¹ and Hopkins 2015⁵²).
- 4.1.13 The 2014 Toby Jones Associates report for Tewkesbury Borough Council⁵³ comments further on the characteristic sense of separation between Alderton and the B4077 and notes that this feature of the local landscape is vulnerable to insensitive development. The report’s assessment of the landscape and visual sensitivity of sites around Alderton village is shown on the Maps 6 and 7 below. (*Areas of high sensitivity for either landscape quality or visual impact are marked in red; orange areas denote medium sensitivity.*) These landscape considerations have also featured strongly in community consultations and have been addressed by our Plan in the following policy areas: Housing (4.1), Protecting Local Character (4.2) and Wildlife and Environment (4.3).

⁴⁸ <https://acp.planninginspectorate.gov.uk/ViewCase.aspx?Caseid=3003278&CoID=0>

⁴⁹ <http://www.alertonvillage.co.uk/planning-appeal-decisions.html>

⁵⁰ <http://www.cotswoldsaonb.org.uk/userfiles/file/meetings-2015/exec-11-jun-15/agenda-item-6aiii-appendix-a-draft-guide-to-neighbourhood-plans.pdf>

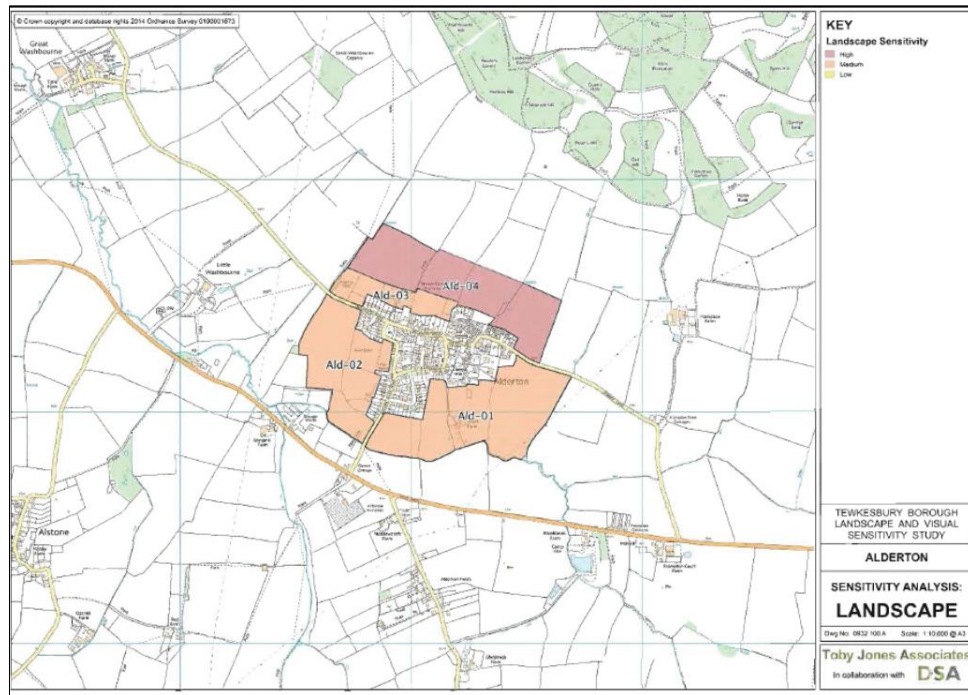
⁵¹ <https://acp.planningportal.gov.uk/ViewCase.aspx?CaseID=2222147&CoID=0>

⁵² <https://acp.planninginspectorate.gov.uk/ViewCase.aspx?Caseid=3004304&CoID=0>

⁵³ The Landscape and Visual Sensitivity Study – Rural Service Centres and Service Villages, (Toby Jones Associates for Tewkesbury Borough Council 2014 <http://bit.ly/2gXFAK0>)

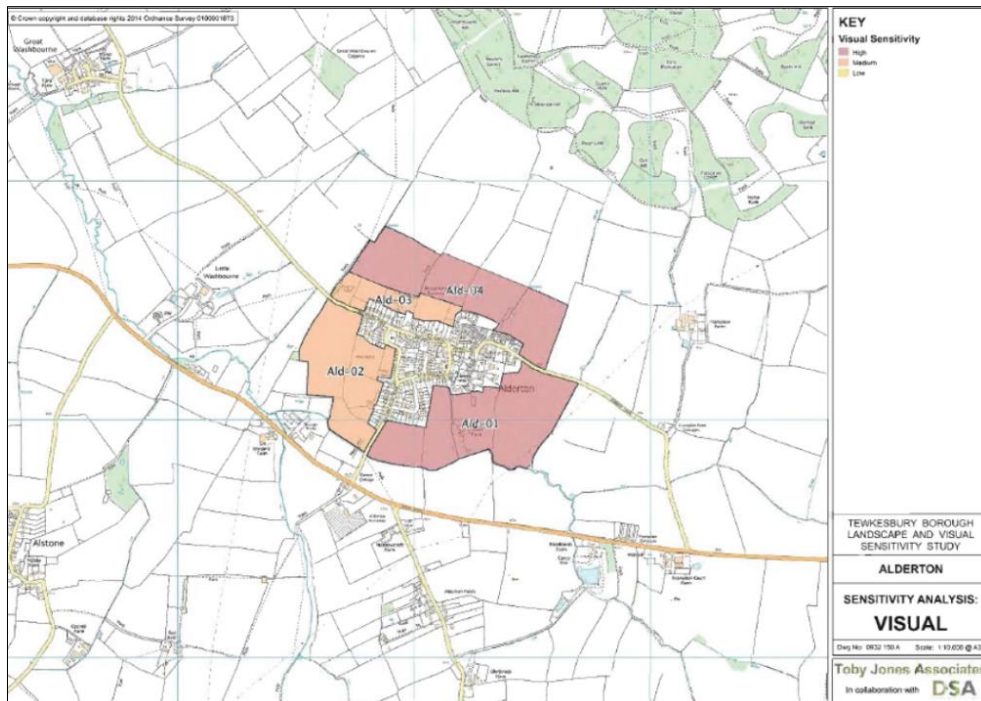
Map 6 Landscape Sensitivity around Alderton village

Toby Jones Associates for Tewkesbury Borough Council 2014



Map 7 Visual Sensitivity around Alderton village

Toby Jones Associates for Tewkesbury Borough Council 2014



© Crown copyright and database rights 2011 Ordnance Survey 0100054678

- 4.1.14 **Cotswolds AONB:** In addition, development and other changes in land use in areas of the Parish that fall within the Cotswolds AONB should take account of policies provided in the 2013-2018 Management Plan of the Cotswolds Conservation Board.⁵⁴ The Management Plan and guidance are material considerations in determining planning applications in or affecting the setting of the AONB (*please refer to Map 3*).
- 4.1.15 **Accessibility:** Our Plan also notes the lower than average accessibility score accorded to Alderton as a service village in the JCS Rural Settlement Audit,⁵⁵ and the preference of local people for phased, small-scale growth as evidenced by community consultations.
- 4.1.16 **Presumption in favour of development:** As indicated above, following changes to planning policy at a national level set out in the NPPF, where a local planning authority does not have an up-to-date local plan and cannot demonstrate a 5-year housing land supply, there is a presumption in favour of “sustainable development.” However, at the time of submission of the ANDP, Tewkesbury Borough Council has confirmed that the borough can demonstrate a 5 year land supply (see Monitoring Report 2015/16)⁵⁶.

Future Housing Growth Strategy

- 4.1.17 Bearing in mind the points made above, the ANDP housing strategy seeks to preserve the distinctive rural character of this small “edge-of-Vale” settlement and protect its areas of scenic beauty, at the same time ensuring a balanced and thriving community in the future with a village school, shop and post office at its heart. Our aim therefore is that development during the Plan period appropriately meets local and wider borough needs⁵⁷ but also fits with the scale, character and grain of the area (*please refer to Objectives 1-3.*)
- 4.1.18 It is also vital to manage the timing, location and scale of any such development to avoid damaging the cohesion and effectiveness of the existing community. Historically, rural settlements such as those in our Parish have grown gradually in response to immediate purely local requirements. The result is well-integrated, high functioning communities capable of meeting many of their own social needs. This aspect of life in Alderton Parish is an integral part of its distinctive character, something that we would like to see continuing into the future through an appropriate housing strategy.
- 4.1.19 The ANDP accordingly sets out the following approach to additional housing. Since the proposed housing requirement for the village in the JCS and the emerging TBP of at least 51 units has been exceeded through existing commitments, it is proposed that the ANDP will not include a further site allocation within the proposed settlement boundary, but will support gradual growth over time made possible by policies in favour of infill and windfall development within the proposed settlement boundary.

⁵⁴ http://www.cotswoldsaonb.org.uk/management_plan/pdfs/Conserving_and_Enhancing.pdf

⁵⁵ <http://www.gct-ics.org/Documents/EvidenceBase/140908---FINAL-Settlement-Audit.pdf>

⁵⁶ <https://www.tewkesbury.gov.uk/planning-policy/>

⁵⁷ <http://www.gct-ics.org/Documents/EvidenceBase/140621-JCS-OAN-Topic-Paper-Update.pdf>

Housing within the Settlement Boundary and Infill Development

- 4.1.20 The settlement boundary for Alderton village is identified on the ANDP Policies Map (*see Map 4*). It has been identified using the proposed settlement boundary in the emerging Tewkesbury Borough Plan and updated to include within it existing commitments / recent developments allowed since 2014 to meet the increased housing needs of the Parish and the wider borough.
- 4.1.21 ANDP policies for future development within this settlement boundary aim to improve housing provision for current residents wishing to downsize but remain within the community, and to widen the type of housing provision for all wishing to live in the village. Windfall and/or infill sites within the settlement boundary are promoted for this purpose.
- 4.1.22 As part of the early work on the preparation of the ANDP, and in the interests of planning positively, the ANPG has considered a possible housing site allocation through extensive community consultation and a technical site assessment process. However, given that the housing target for the village has been met through existing commitments, there is no requirement at present to allocate further housing sites. If additional new housing other than proposals coming forward as infill or windfall sites were to be required in Alderton village during the Plan period, then the ANDP will be reviewed and amended, taking into consideration the earlier site assessment and consultation activity. If additional housing need was identified for Alderton specifically, in its role as a service village, through a future strategic development plan then meeting those needs outside of the identified settlement boundary would need to be considered. However, the identification of any future sites should be undertaken through a plan led process and in line with the other policies of both the neighbourhood plan and wider development plan. Additional sites may be identified either through the Tewkesbury Borough Plan, or through a review of the ANDP, taking into consideration previous site assessment evidence base and consultation activity and in consultation with the Parish Council.

POLICY H1: NEW HOUSING ON INFILL AND WINDFALL SITES WITHIN THE SETTLEMENT BOUNDARY OF ALDERTON

Within the settlement boundary of Alderton village, as shown on Map 4 Alderton NDP Policies Map, small windfall development will be supported together with infill housing development of 1 – 2 dwellings within existing built-up frontages when it is consistent with the scale, proportion and density of existing houses and gardens in the adjacent area.

Proposed development of residential gardens for new housing units should demonstrate that:

- 1. Any loss of garden space of existing properties is proportionate and acceptable; and**
- 2. Any adverse impacts on residential amenity are minimised.**

Proposals for accessible, single storey dwellings on infill sites and small windfall sites will be encouraged to meet the needs of older persons or those with limited mobility.

Proposals for new housing brought forward under a Community Right to Build Order will be supported subject to other policies in the Plan.

In the event that a future development plan identifies an additional need for further housing development in Alderton (as a service village), beyond what is being accommodated within the settlement boundary, then sites outside of the boundary will be considered in line with the other policies of the plan.

Rural Exception Sites

- 4.1.23 Rural exception sites address the needs of rural communities by accommodating households outside defined settlement boundaries where there is evidence of need among either current residents or where someone has an existing family or employment connection with the Parish.
- 4.1.24 Saved policy HOU14 of the Adopted Plan states that: *“Exceptionally, the local planning authority will permit, subject to a legal agreement and/or planning condition, residential development which can be demonstrated to meet in perpetuity a particular local need that cannot be met in any other way. Proposed sites should be small in size and located in or adjoining villages or settlements where there are adequate local facilities.”*⁵⁸
- 4.1.25 A Housing Needs Assessment for Alderton Parish was carried out in 2010⁵⁹ to investigate whether there was a need for a rural exception site. This survey identified **8 households** as requiring affordable housing at that time but no allocation was made for a rural exception site in the Parish.

POLICY H2: RURAL EXCEPTION SITES

Where it can be demonstrated that particular housing needs during the Plan period have not been met through development on sites within Alderton settlement boundary, rural exception sites will be considered for approval under the Plan elsewhere in the Parish. Such sites should be within or on the edge of the smaller rural settlements, or within or adjoining groups of farms buildings.

Affordable homes on rural exception sites will be subject to the condition that they remain available to local people in perpetuity.

⁵⁸ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

⁵⁹ <http://www.aldertonvillage.co.uk/evidence-base.html>

Affordable Housing

- 4.1.26 Saved Policy HOU13 in the Adopted Plan covers the provision of low cost market and/or subsidised housing (i.e. social rented, affordable rented and shared ownership) that will be available to households who cannot afford to rent or buy houses in the existing housing market. The existing (as of August 2017) percentage allocation of affordable houses is 35% of any new development of five dwellings and over in small settlements in Tewkesbury borough such as Alderton village. In the Joint Core Strategy Table of Main Modifications (February 2017), Policy SD13 sets out that *“ii. Outside of the Strategic Allocation sites, on sites of 11 dwellings or more, or sites with a maximum combined gross floor space of greater than 1000sqm; a minimum of 40% will be sought within the ... Tewkesbury Borough administrative area. iii. On sites of 10 dwellings or less, no contribution towards affordable housing will be sought. iv. Notwithstanding the above, affordable housing policy for sites of 10 dwellings or less may be applied under policies set out within district plans.”*
- 4.1.27 Affordable housing requirements recorded in the 2010 Housing Needs Assessment⁶⁰ for Alderton Parish are likely to have been met through the commitment for 25 new affordable homes across the development sites permitted since 2014 in Alderton village; households with close connections to the Parish and immediate surrounding parishes have been given priority in the allocation of these homes.

POLICY H3: AFFORDABLE HOMES

New affordable housing will be supported in new developments through the allocation set by the local planning authority in order to provide affordable homes in the first instance for individuals and families with local connections to Alderton Parish and neighbouring parishes.

Housing Mix

- 4.1.28 **Housing stock analysis:** In planning for the future, it is important to take into account the type of housing already available in the Parish. The 2011 Census indicates that Alderton is a relatively prosperous parish⁶¹ with a mixed, good quality housing stock that is largely owner occupied. 18% of households have two bedrooms, 42% have three bedrooms and 36% have more than three. 49% of properties are owned outright with a further 37% owned with a mortgage. 5.9% are rented from social housing providers. A further 6.8% are rented from private landlords.
- 4.1.29 Thus the Parish has a considerably higher proportion of 3 or 4-bed properties than 1 or 2-bedroomed properties. Many of these larger properties are under occupied (58% of the 308 households have a bedroom occupancy rating of +2). In 2017, this picture is not due to

⁶⁰ <http://www.aldertonvillage.co.uk/evidence-base.html>

⁶¹ <http://www.neighbourhood.statistics.gov.uk/dissemination>

change significantly despite two permitted developments. Of the 31 open market homes constructed in 2015-2016 on the 47-home site in Beckford Road, 55% are 4-bed, 6% 3-bed and 4% 2-bedroom homes. The remaining 16 homes are 1-, 2- and 3-bedroom homes offered by a housing association as Affordable Rents and Shared Ownership. Nine 2- and 3-bedroom Affordable Rent and Discounted Sale homes are being built on a 25-dwelling site on Willow Bank Road, the remainder (62%) being 3-,4- and 5-bedroom homes.

- 4.1.30 The SHMA Update Paper: Impact of new Objectively Assessed Need figures, 2014⁶² includes information at the Tewkesbury Borough level in Chapter 7. Demographic projections show that there will be reductions in certain age groups (most notably 45-54 year olds) but the majority of cohorts are predicted to grow, albeit moderately. The exception is the number of older people, which is projected to grow quite notably; with the number of people aged 85 or over expected to increase by over 100% by 2031. Table 7.4 in the Paper shows that some 43.1% of new market dwellings should be three bedroom properties, with 26.2% having two bedrooms, 19.0% containing four or more bedrooms and 11.2% having one bedroom.
- 4.1.31 Accordingly, any additional housing in Alderton village built during the Plan period, whether required by the emerging Local Plan or coming available as infill or windfall sites, should reflect the need to add balance to the existing housing stock by providing 2-3-bedroom, open market housing for small households wishing to buy into the Parish or existing residents wishing to downsize.

POLICY H4: HOUSING MIX

Proposals for new housing in Alderton should include small and medium sized houses (with 1 to 3 bedrooms) to provide a greater mix of house sizes in the village and to support opportunities for downsizing or re-sizing.

To ensure that future housing development meets the needs of the existing and future population the following will apply:

- 1. On sites of 5 or more dwellings a range of tenures, house types and sizes of dwellings will be required, including a proportion of affordable homes to meet the housing needs of households with a connection to Alderton Parish; and**
- 2. On sites of less than 5 dwellings, proposals of a similar tenure, type and size of dwelling will be permitted where they are in accordance with other policies and proposals in this plan.**

⁶² Local Authorities of Gloucestershire Strategic Housing Market Assessment
<http://www.gct-jcs.org/Documents/Examination-Document-Library/EHOU104B.pdf>

Objective	Policy
1. Protecting the rural character and scenic beauty of Alderton Parish through proportionate and appropriately located development.	H1: New housing on infill and windfall sites within the settlement boundary of Alderton village H2: Rural exception sites
2. Ensuring that any new development in Alderton Parish makes a positive contribution to enriching the vitality, health, wellbeing and social cohesion of its communities.	H3: Affordable housing H4: Housing mix
3. Ensuring a range of housing types and ownership options linked to evidence of local need.	H1: New housing on infill and windfall sites within the settlement boundary of Alderton village H2: Rural exception sites H3: Affordable housing H4: Housing mix

4.2 Protecting Local Character

VISION STATEMENT B: PROTECTING LOCAL CHARACTER

Our vision is that the distinctive local character of the built and natural environment of Alderton Parish has been preserved by:

- a) ensuring development responds sympathetically to the Special Landscape Area and AONB designations of the Parish;
- b) taking heed of vernacular building styles;
- c) protecting listed buildings and ancient monuments; and
- d) conserving significant views and valued landscape features. As a result, new development of all kinds integrates effectively into the natural, historic and built environment of the Parish.

Objective 1: Promote local distinctiveness in the design of new development and extensions to existing buildings.

Objective 2: Protect the environment of the Special Landscape Area and Cotswolds AONB in Alderton Parish.

Objective 3: Ensure that development of all kinds fits with the distinctive features, grain and scale of the landscape.

Community consultation outcomes: The consultation event for the Design Statement (Consultation 3 in the ANDP Timeline in Appendix A of this document) was attended by **96** residents. Consultations 1, 4 and 5 also tested views on design. Outcomes of all four consultations show clear support for maintaining vernacular building styles in the Parish and a desire to conserve distinctive landscape views. Residents also show a strong appreciation of the high quality historic heritage of the Parish; these are often stated to be the key reasons why residents move to, or chose to remain in, the locality. Our Plan seeks to meet their concerns by requiring development proposals to demonstrate a sympathetic response to the setting of the site as well as complementing the adjacent built environment in form, materials, density, height and scale. *(For more detail, please refer to the Consultation Statement in Section A of the Evidence Base⁶³).*

Community views on local character
<ul style="list-style-type: none"> • Characteristic building styles and materials in the Parish should be carried forward into 21st century designs (78% C1) • Design of new development should be rural rather than suburban in style (92% C1) • Protection needed for the character and setting of listed buildings (94% C1 & C3) • Distinctive streetscape features such as wide grass verges, open front to properties, decorative porches, iron railings, chimneys and low level boundary treatments, such as Cotswold stone walls with beech hedges, are highly valued (C3 activities) • Features associated with suburban locations such as road signage, street lights, speed bumps and tactile paving are considered inappropriate (C3 activities) • Need to avoid street lighting (C1 79%) • Uniform designs and designs more typical of urban locations such as 2.5 storey dwellings, bay windows, plate glass picture windows instead of multi-paned cottage style windows are considered inappropriate (C5 92%) • Street lighting and light pollution should be avoided (C5 84%) • Significant views into and out of Alderton village should be protected (C5 94%)

Protecting Local Character: Planning Context

- 4.2.1 National and local planning policies alike highlight the importance of defining and maintaining local distinctiveness. Section 7 of the NPPF sets out the Government’s approach to requiring good design. Paragraph 56 sets out that *“Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.”* Para. 58 of the NPPF goes on to state *“Local and neighbourhood plans should develop robust and comprehensive policies that set out the*

⁶³ <http://www.alertonvillage.co.uk/evidence-base.html>

quality of development that will be expected for the area. Such policies should be based on stated objectives for the future of the area and an understanding and evaluation of its defining characteristics.”

- 4.2.2 Para. 115 Sets out that “Great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to landscape and scenic beauty
- 4.2.3 The JCS similarly promotes local distinctiveness and requires good design in new development in Policy SD5, and protects the landscape setting and heritage assets of Alderton in Policies SD 7, 8, 9, and 10, INF3 and INF4. The Adopted Plan defines areas of the Parish outside the AONB as a Special Landscape Area in Saved Policy LND2.⁶⁴ In the emerging Tewkesbury Borough Plan, Policy HER4 protects local historic assets and Policies ENV1 and ENV2 protect landscape character.⁶⁵



Fig.3: View of Alderton village and church from fields to the south of the village

Protecting Local Built Character: Supporting Evidence

- 4.2.4 The Alderton Design Statement (2014)⁶⁶ identifies five character areas in the Parish and describes their landscape, heritage assets and built form. The five areas identified are Alderton village, Alderton Hill, Frampton, Alderton Fields and Dixon. These areas are distinctive in landscape character and built form and have evolved organically over time in

⁶⁴ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

⁶⁵ <https://www.tewkesbury.gov.uk/emerging-planning-policies>

⁶⁶ <http://www.aldertonvillage.co.uk/evidence-base.html>

response to a largely agricultural/horticultural economy (*please refer to the Alderton Design Statement in Section G of the Evidence Base*⁶⁷).

- 4.2.5 **Listed buildings:** Although the Parish has no Conservation Area, Alderton village has 17 Grade II and one Grade II* listed building. These are in close proximity to one another, in Church Road /School Road and in Beckford Road, providing evidence of two separate hamlets in historical times subsequently joined together by development in later times.
- 4.2.6 Dixon has three Grade II and one Grade II* listed building. The remains of an Iron Age hill-fort overlaid with a Norman motte and bailey at the south-east end of Dixon Hill are now a Scheduled Ancient Monument known as Dixon Hill Camp. The character of this area, which falls entirely within the Cotswolds AONB, is particularly sensitive to change (*please refer to Appendix C of this document for details of all listed buildings in the Parish.*) The ANDP does not include policies to protect designated heritage assets as these are protected in national and local planning policies.
- 4.2.7 **Built form:** The historic built form of the Parish is characteristic of settlements throughout the Teddington and Greet Vale Character Area. High status dwellings, such as the 14th century church of St Margaret of Antioch and Manor Farm in Alderton village, Frampton Farm and Dixon Manor are built in stone in contrast to the mixed construction seen in barns and cottages dating from the 1500s onwards characterised by wattle and daub (later brick) panels inset into a timber frame on stone plinths, thatched roofs and large external stone or brick chimneys.
- 4.2.8 During the 19th century, terraced cottages in brick or brick render were built in Alderton village and at Frampton. In the 20th century, council houses in Alderton village and larger detached houses in Alderton Fields were built with pebble dash rendered elevations. In the mid-20th century, this brick gave way to reconstituted stone, a building material which also occurs in modern extensions to older stone properties.
- 4.2.9 Growth over the centuries in these differing building styles and materials has created a distinctively mixed vernacular style. Dwellings of different sizes and styles often sit in close proximity to one another, a feature which is especially notable in Alderton village. The Alderton Design Statement⁶⁸ identifies the characteristics of the varied built form of the Parish as:
- Timber-framed, thatched cottages built on stone or timber plinths and characterised by large external chimneys;
 - Larger Cotswold stone farmhouses with steep, stone-tiled roofs, prominent gables and dormer windows;
 - 19th century terraced stone or rendered brick cottages with characteristic low-pitched slate roofs;

⁶⁷ <http://www.aldertonvillage.co.uk/evidence-base.html>

⁶⁸ <http://www.aldertonvillage.co.uk/evidence-base.html>

- Early 20th century semi-detached houses constructed in brick with pebbledash render, often painted white or cream;
- Mid-20th century bungalows, dormer bungalows and detached houses in reconstituted stone;
- 21st century infill and extensions utilising space provided by larger gardens or redundant outhouses
- Commonly occurring features include varied rooflines, gables, chimneys, porches, cottage style doors, multi-paned and dormer windows and Cotswold stone boundary walls.

4.2.10 **Density:** While the majority of settlements in the Parish are of low to medium density, the two historic centres of Alderton village feature dwellings of a higher density, including terraced housing built directly on the road line. Towards the village fringes, the built form is residential in style, characterised by larger detached properties and bungalows set back from the road by front gardens, boundary hedges or walls and grass verges (*see Alderton Design Statement Fig. 9 p.45.*⁶⁹)

POLICY LC1: PROMOTING LOCAL DISTINCTIVENESS IN BUILT FORM

Development proposals in the Parish which require planning consent should seek to reflect the distinctive character of Alderton Parish as described in the Alderton Design Statement in the following ways:

1. Materials such as stone, reconstituted stone, painted brick or render should be integrated into the design of new dwellings in a proportionate and appropriate way so as to complement adjacent or nearby buildings;
2. Layout and construction materials should be varied in sites of more than five dwellings to prevent uniformity of appearance;
3. New buildings should be no more than two storeys in height (or one storey with dormers). Roof lines in schemes of more than five dwellings should be broken up to reduce potential impacts of massing. Roof heights in infill proposals should not be raised to the detriment of surrounding buildings;
4. Materials used for paved surfaces should be harmonious with the area and permeable;
5. Porches, chimneys, dormer and cottage-style windows are characteristic features of Parish settlements and should be considered appropriate in new development;
6. Boundary treatments should reflect established local patterns by retaining existing hedges and stone walls or creating new ones in a similar style;

⁶⁹ <http://www.alertonvillage.co.uk/evidence-base.html>

7. Infill development and extensions to existing properties should complement adjacent or existing properties in design, scale, siting and materials;
8. Use of UPVC doors and windows in any new development is to be avoided;
9. Innovations and contemporary designs may be considered acceptable if scale and materials are appropriate to the site and its setting. Such developments should strive to enhance rather than undermine the rural character of Alderton Parish settlements.
10. Residential development within the Settlement Boundary should be of a density appropriate to and in keeping with the immediate surrounding area. New development that proposes a site density greater than the immediate surrounding area should provide clear justification to support the need for a higher density development, and should demonstrate how full and effective integration into the surrounding built form and landscape will be achieved.

Protecting Local Landscape Character: Supporting Evidence

4.2.11 **Landscape character:** The predominant landscape character type is Settled Unwooded Vale (as classified in the Gloucestershire Landscape Character Assessment 2006.)⁷⁰ Key characteristics include:

- Gently sloping to flat landscape with locally elevated areas;
- Mixed arable and pastoral land enclosed by hedgerow network;
- Limited woodland cover with mature hedgerow trees and residual apple and plum orchard;
- Varied mix of building materials including brick, timber, and stone, and slate and thatch roofing;
- Older buildings ringed by modern dwellings in reconstituted stone in a traditional style;
- The major north-south transport corridor of the A46 passes 2-3 miles to the west with the B4077 and a hinterland of local lanes supplying access to major roads;
- A network of pylons, transmission lines and drainage ditches.

4.2.12 **Distinctive landscape features:** Alderton village is situated on ground rising from the lowest point in the Parish, the brook south of Alderton village, towards Alderton Hill. The village appears from a number of key viewpoints, such as from Alderton Hill and the B4077, to be a traditional village settlement clustered around a mediaeval church. Wide grass verges and

⁷⁰ <http://www.gloucestershire.gov.uk/extra/CHttpHandler.ashx?id=51671&p=0>

narrow roads leading to the village also establish a rural ambience. Set apart from main communication routes, the village forms a key part of the landscape character of the area in which small settlements nestle between open fields and hill slopes. Consultation 5 in the ANDP Timeline identified the view of Alderton village from the B4077 as the most “significant view” in the Parish for local people indicating the widespread perception of the village as an integral part of the local landscape (*please refer to Appendix D of this document and the Alderton Matters consultation in Section H of the Evidence Base*⁷¹).

- 4.2.13 In contrast, Frampton and Alderton Fields are low-lying, linear settlements with open views to the surrounding hills. The immediate landscape is characterised by large, treeless pasture and arable fields bounded by hedgerows, brooks and deep ditches. Of value in its own right, this open landscape provides the foreground to the Cotswolds hills to the north and southwest of the Parish and is consequently designated a Special Landscape Area.
- 4.2.14 A more intimate scale is evident at Dixton which lies on higher ground entirely within the Cotswolds AONB. The scenic beauty of the landscape has encouraged two long distance paths, the Gloucestershire Way and the Winchcombe Way, to be routed through Dixton.
- 4.2.15 **Dark skies:** Alderton Parish enjoys uninterrupted views of the night skies as a result of the small size of its settlements and the absence of street lighting. The ability to do so is increasingly recognised as an important landscape characteristic. 78% of respondents in the 2013 Community Consultation identified dark skies as very important or important characteristics of the area.

POLICY LC2: INTEGRATING DEVELOPMENT INTO THE LANDSCAPE

Development proposals in the Parish which require planning consent, , other than for small infill or minor domestic extensions, will be required to show how design and siting have taken into consideration any adverse impacts on areas of landscape and visual sensitivity (see Maps 6 and 7).

Proposals should demonstrate how they will integrate into the Special Landscape Area and the AONB by:

- 1. Submitting a Landscape Visual Impact Assessment to enable their impact on the landscape to be assessed;**
- 2. Ensuring that special attention is paid to preserving significant views in or out of the settlement, or including mitigation measures that ensure such views are maintained as fully as possible (*please refer to Map 12 Appendix D for a list of significant views*);**
- 3. Providing landscaping to enable new development to integrate into and enhance the surroundings.**

⁷¹ <http://www.aldertonvillage.co.uk/evidence-base.html>

External lighting should be minimised to avoid light pollution. Street lighting is not supported in any area of the Parish. Street furniture and signage should be kept to the minimum required for safety and ease of movement.



Fig. 4: Street scene in Alderton showing grass verges, boundary hedges and absence of street lighting

Objective	Policy
Objective 1: Promote local distinctiveness in the design of new development and extensions to existing buildings.	LC1
Objective 2: Protect the environment of the Special Landscape Area and Cotswolds AONB in Alderton Parish.	LC1, LC2
Objective 2: Ensure that development of all kinds fits with the distinctive features, grain and scale of the landscape.	LC2

4.3 Wildlife and Environment

VISION STATEMENT C: WILDLIFE AND ENVIRONMENT

Conservation of the landscape, ecology and biodiversity of Alderton Parish enables future generations to enjoy this special environment and connect with nature. Positive action has been taken to enhance and restore lost biodiversity as the population has expanded. Areas falling within the AONB and areas with special designations such as SACs and SSSIs are protected. The impacts of flooding have been alleviated through good planning and management of a sustainable network of efficient and environmentally sensitive drainage and flood control measures.

Objective 1: Conserve special areas of conservation (SACs) and sites of special scientific interest (SSSIs) in the Parish and identify green spaces of demonstrable importance to the community.

Objective 2: Sustain existing wildlife corridors and promote the creation of new areas of biodiversity.

Objective 3: Reduce risk of fluvial and pluvial flooding through mitigation strategies and sustainable design in new development.

Community Consultation Outcomes: There was considerable concern and interest expressed in all consultations about conserving the landscape and environment of Alderton Parish and its role in foregrounding the scenic beauty of the Cotswolds AONB. Awareness was also shown of the economic benefits brought by the Winchcombe Way, a national long distance path which crosses the Parish, and of the need to reduce storm water flooding.

Appreciation of living in easy proximity to wildlife and fears of loss of this asset underlies much of the community's often negative response to development; in Consultation 5 on the ANDP Timeline, for example, 92% requested wildlife corridors to be created in new developments. Another concern was losing significant views which provide connection with the landscape. Details of significant views identified by residents are given in Appendix D of this document.

The Alderton Design Statement includes extensive qualitative evidence from Consultations 1, 2, 3, and 4 on matters relating to wildlife and the environment.⁷² A summary of consultation outcomes on wildlife and the environment up to and including Consultation 5 on the ANDP Timeline (the Alderton Matters survey) is given below:

⁷² <http://www.aldertonvillage.co.uk/evidence-base.html>

Community views on landscape and environment

- A peaceful environment with open views of great importance (86% C1; 93% C1)
- Proximity to nature matters strongly (90% C1)
- Wildlife corridors and open spaces should be incorporated into new development (92% C5)
- Surface water run off should be alleviated by permeable drive and car parking surfaces (95% C5)
- Proposed local green spaces should be protected (94% C5)
- Development located in places that create least harm to landscape (95% C5)

Wildlife and Environment: Planning Context

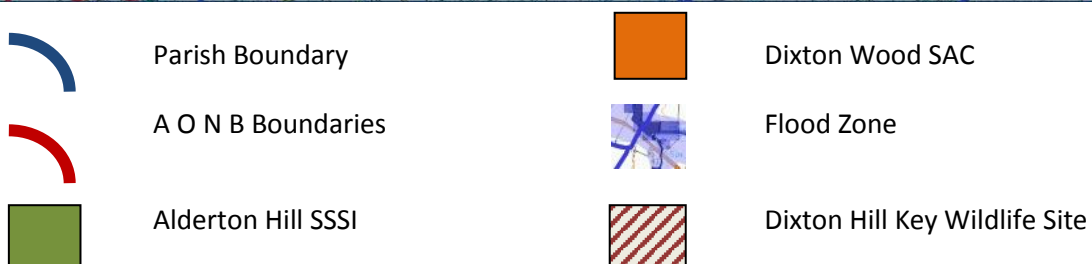
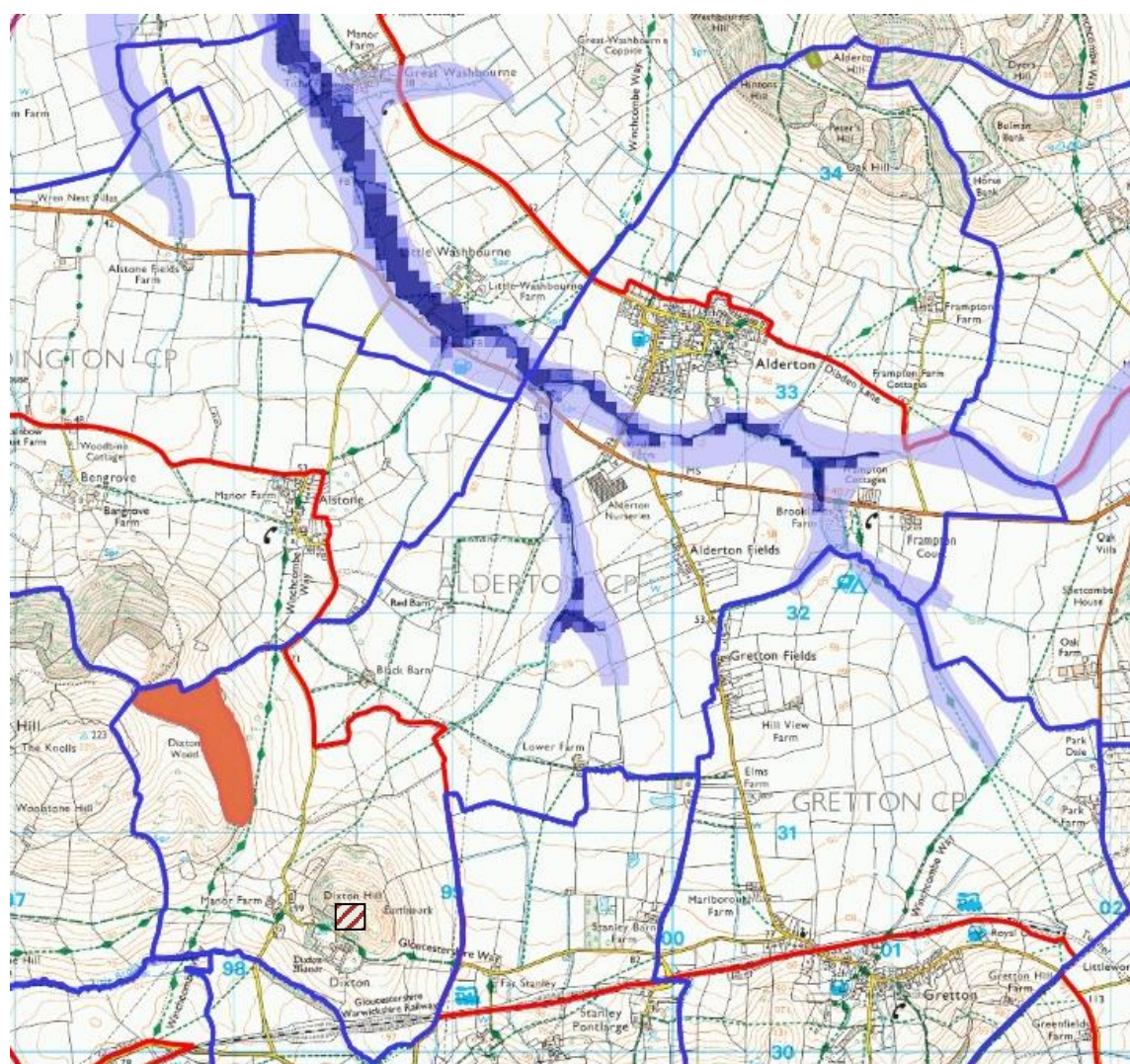
- 4.3.1 The NPPF advises in Para. 109 that: *“The planning system should contribute to and enhance the natural and local environment”*. Paragraph 115 goes on to say: *“Great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to landscape and scenic beauty. The conservation of wildlife and cultural heritage are important considerations in all these areas.”*
- 4.3.2 Tewkesbury Local Plan Saved Policy NCN3 protects key wildlife sites and geological sites and Saved Policy GNL8 promotes energy efficient development. Saved Policy EVT9 supports sustainable drainage.⁷³ In the JCS, sustainable design is promoted in Policy SD4 and in the emerging Tewkesbury Borough Plan Policy ENV4 protects key wildlife sites and geologically important sites. Policy INF3 requires new development to take into account the risk of flooding and, where possible, contribute to a reduction of risk.⁷⁴ Wildlife designations and flood zones are shown on Map 8 below.

⁷³ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

⁷⁴ <https://www.tewkesbury.gov.uk/emerging-planning-policies>

Map 8 Landscape features and natural heritage assets of Alderton Parish

(NB: Adjacent Parish boundaries are also visible on this map. Boundary in red marks the Cotswold AONB).



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Wildlife and Environment: Supporting Evidence

- 4.3.3 **Natural heritage assets:** The Parish contains a variety of wildlife habitats including the Dixon Hill Key Wildlife Site. There is also a Site of Special Scientific Interest (SSSI) – Alderton Hill Quarry, known for its well-preserved Lower Jurassic insect fauna – and a Special Area of Conservation (SAC) – Dixon Wood – which contains ancient ash trees (*Fraxinus excelsior*) which support a range of invertebrate species, notably the rare Violet Click Beetle (*Limoniscus violaceus*).
- 4.3.4 SSSIs and SACs are protected as nationally and internationally important assets. Any development that has potential to impact on an international site (either alone or in combination with other plans or projects) is subject to Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA).
- 4.3.5 Although not protected by any designation, the largely deciduous broadleaved woodland covering Alderton Hill and adjacent Dumbleton and Oak Hills to the north of the Parish is owned by the Dumbleton Estate and managed as a private shoot. As a result, a number of wildlife species, notably muntjac, roe and fallow deer, buzzards, hares and polecats have been seen in this largely undisturbed habitat. In the south west of the Parish, there is unimproved upland pasture and scrubland on the slopes of Dixon Hill, now designated a Key Wildlife Site. There are also several ponds in proximity to Alderton village and bats are frequently seen in and around St Margaret’s Church.
- 4.3.6 ANDP policies take account of the high value local people place on these natural assets and the proximity to nature they enjoy.

POLICY LE1: BIODIVERSITY AND GEODIVERSITY

Development proposals in the Parish which require planning consent, other than for small infill or minor domestic extensions, will be required to:

- 1. Assess the impact of new development or changes in land use on internationally and nationally recognised biodiversity and geodiversity sites in the Parish;**
- 2. Provide a full ecological survey to accompany any planning application that seeks to change, remove or in any way affect Priority Habitats such as brooks, ponds, hedgerows, old woodland or orchards;**
- 3. Create or contribute towards new green spaces in line with Gloucestershire Wildlife Trust’s best practice guidelines;⁷⁵**
- 4. Provide landscaping and structural planting around new developments that includes species found in or around the site to sustain species disturbed by development;**

⁷⁵ www.gloucestershirewildlifetrust.co.uk/news/2014/01/06/new-homes-must-include-green-space-says-wildlife-trust

5. **Incorporate dark corridors and bat roosts in new development where there is evidence of existing bat colonies, in accordance with guidelines from Bat Mitigation Guidelines (IN136) by Natural England;⁷⁶**
6. **Protect veteran ash trees to assist with the production of humid wood mould which is the habitat of the violet click beetle.**

4.3.7 **Flooding and drainage:** To the north and south of the Parish, elevated ground provides a wide catchment area and increases the volume and flow of surface water as it makes its way towards the Alderton/Washbourne Brook. The APC has recorded flooding from the brook and its tributaries in the following areas:

- Alderton Village: Willow Bank Road at Arch Bridge;
- B4077: by Brooklands Farm caravan site;
- Alderton Fields.

4.3.8 In addition, some areas of the Parish have been affected by pluvial flooding when intense, prolonged rainfall overwhelms drainage systems and causes roads to convey surface water from higher ground towards the brook. Storm water flooding has occurred in Alderton Fields and in Alderton Village on:

- Willow Bank Road by the rear entrance to the Gardeners' Arms
- Field south of Church Road
- At the War Memorial and on the bend at the St Margaret's Road/Blacksmith's Road junction

The only access road to Dixon can also be flooded at both ends i.e. at the south of Dixon Hill and at Alstone.

4.3.9 Most development has a significant impact on the natural environment. Energy consumption in the construction and occupation of buildings contributes to climate change through carbon emissions. Consumption of resources such as timber and stone in building materials, water and take up of land can all lead to further pressures on local habitats and biodiversity. The ANDP therefore seeks to promote sustainable design and resource efficiency in new buildings to reduce these environmental impacts.

⁷⁶ <http://publications.naturalengland.org.uk/publication/69046>

POLICY LE2: PROTECTING THE ENVIRONMENT THROUGH SUSTAINABLE DESIGN

New development of all kinds should seek to minimise environmental harm. The following examples of good practice are encouraged:

1. Incorporating principles of sustainable design, such as use of energy from renewable sources (solar and biofuels) and grey water recycling;
2. Use of sustainable drainage systems (SuDS) to manage drainage of surface water and reduce flood risk;
3. Tree and hedgerow planting to replace any such features lost through development;
4. Providing recycling facilities and maximising efficient energy use in the design of all new development.

Local Green Spaces

4.3.10 The National Planning Policy Framework (NPPF) allows communities to protect significant local green space. Para. 76, 77 & 78 state:

“Local communities through local and neighbourhood plans should be able to identify for special protection green areas of particular importance to them. By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances. Identifying land as Local Green Space should therefore be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or reviewed, and be capable of enduring beyond the end of the plan period.

The Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:

- *where the green space is in reasonably close proximity to the community it serves;*
- *where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
- *where the green area concerned is local in character and is not an extensive tract of land.*

Local policy for managing development within a Local Green Space should be consistent with policy for Green Belts.”

4.3.11 **Community Consultation Outcomes:** Consultation 5 on the ANDP Timeline (October 2014) with a response rate of 75% demonstrated that several green spaces within the village of

Alderton are valued enough to be worthy of protection from development.⁷⁷ There was strong support for the Plan to designate local green spaces with 71% responding “Strongly agree”.

4.3.12 The proposed local green spaces, as agreed by Community Consultation 5 and confirmed again at Consultation 6, are:

- The community allotments, Alderton village;
- The children’s play area, Millennium Copse and playing fields, Alderton village;
- Area around the war memorial in St Margaret’s Road, Alderton village.

4.3.13 Designations of Local Green Spaces are shown on Map 4 Alderton NDP Policies Map. These green spaces contribute to health and well-being of local residents, support wildlife and biodiversity and are established features of the village’s way of life. Other Local Green Spaces initially proposed in the Regulation 14 Draft ANDP have not been carried forward into the Submission Draft; one had an objection from the landowner but is already protected as Important Open Space in the Saved policies of the Local Plan and emerging Local Plan (see Map 5 Alderton Inset) and the other, the Old Rectory Gardens and adjacent Vicarage Garden, had objections from the landowner of the Old Rectory and the Gloucester Diocese.

4.3.14 The reasoned justification for protecting the three designated Local Green Spaces is provided below:

4.3.15 **Alderton Allotments**

Map 9 Alderton Allotments (additional small allocation on the Charles Church development not included)



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⁷⁷ <http://www.alertonvillage.co.uk/2014-alerton-matters.html>

Value to the community: Recreational, support for developing healthy lifestyles and community cohesion

Size: <2.5 hectares

Landowner: Glos County Council (APC hold a tenancy from the County Council)



Fig. 5 Working on Alderton Allotments



Fig. 6 View across the Allotments to the AONB

Reasoned justification: The Allotments at Alderton are located on former farmland and accessed via Willow Bank Road. The site is bounded on the west by new residential development (Alderton Grange), to the north and east by residential housing in Willow Bank Road and to the south by open countryside. The site thus provides an essential green space for Alderton residents where they can enjoy both the benefits of a healthy lifestyle and open views to the Cotswolds AONB.

A well-used community resource

Occupying an area of c.2.5 hectares, Alderton Allotments comprise 24 full sized plots, many of which have been halved or sub divided further as apprentice plots. There are also two car parks for tenants: one near the entrance to the site and one on the southern boundary. At the time of submission, there is a waiting list for plots. There are also many friends, partners and relatives who help tenants cultivate their plots and who thereby also enjoy the benefits offered by the site.

Allotments are an important community resource, in terms of their value for food production, environmental quality, and their contribution to local character, health and local social life. Allotments have usually been worked for many years and have developed a high degree of soil fertility. Because of this, it is important to plot holders to continue to have access to the same ground.

Provision of growing/green space for people who would otherwise not have access to outdoor space

Alderton Allotments were originally established to provide land for returning local WWI ex-servicemen to cultivate. The allotments continue to fulfil the function of providing additional land for residents, and those from nearby villages, many of whom live in modern houses with small gardens. Historically, the plot sizes were once much larger but in recent times plots have been divided to cater for busy modern lives. Consequently, there is now a greater number of local people participating in allotment keeping.

Benefits to physical and mental wellbeing

The positive impact of allotments on physical and mental health is well-documented. Plot holders are able to increase activity levels, access a peaceful outdoor environment, meet and socialise with other plot holders, engage in an activity which is a recognised form of stress relief and reap the health benefits of seasonal fresh fruit and vegetables. These benefits are increasingly important for all ages, in all walks of life. Alderton Allotments offer long- and short-term tenancies, ensuring that those new to the area or with a newfound interest in 'allotmenting' have a good chance of obtaining a plot.

A place of social inclusion

Alderton Allotments can be accessed by residents regardless of income, ability, education or background. The site also provides a place for local residents of different backgrounds to interact and in so doing, contributes to the social cohesion of the local area. The site is currently accessible for those using mobility scooters and the Parish Council/Allotment Association are always willing to help accommodate tenants of differing abilities.

Enhancing community pride

The allotments add to the overall attractiveness of the village. As part of the preparation of the Alderton Neighbourhood Development Plan, the Parish Council carried out a series of public consultations between 2013 and 2015. In Consultation 5 (October 2014), 50% of respondents deemed the *"open view from the rear of the Gardeners' Arms across the allotments and from the allotments to Oxenton and Dixon Hills (Cotswolds AONB)"* to be a Significant View. The value residents find in the allotments in Alderton village was recorded later in the qualitative comments made in Consultation 6. Their close-to-centre location and horticultural value were reasons why residents wished to preserve the allotments at the heart of the village: *"Keep allotments (good growing soil) where they are, essential to village community"*.

Contributing to biodiversity and benefiting the environment

Alderton Allotments not only support biodiversity by virtue of horticulture but also offers tenants of all ages the opportunity to experience wildlife. This is the last remaining open space in a village that formerly had farmsteads and open fields at its heart, and provides the last major habitat in the village for small mammals, amphibians, insects such as bees and larger mammals such as foxes. Environmentally, the allotments also help people reduce their carbon footprint by:

- Providing tenants with a place to compost thereby reducing the amount of rubbish that goes to landfill
- Enabling tenants to reduce packaging that results from supermarket fruit and vegetables
- Helping tenants reduce 'food miles'
- Offering a local form of recreation and exercise which most allotment holders can access on foot or bicycle.

4.3.16 Queen Elizabeth Playing Field and Millennium Copse

Value to the community: recreational, support for developing healthy lifestyles and community cohesion

Size: <2 h

Landowner: APC

Map 10 Queen Elizabeth II Playing Field and Millennium Copse, Alderton



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Reasoned justification part 1: Alderton Football Club play regular Sunday matches during the season at the Queen Elizabeth II playing field which is located on the western fringe of the village on Beckford Road. Attractively set against the backdrop of Alderton Hill, the playing field is also the site of an annual Charity Football match and is the only children's play area in the Parish. The Charity Football match is a traditional event established over two decades which raises funds for the Alderton Acorns playgroup each December.



Fig. 7 Poster



Fig. 8 Charity Football Match in progress

At other times of the year, the Queen Elizabeth II playing field is used for informal ball games, children's outdoor play and as a meeting place for young people. In 2017, a changing room and shower block was added to the playing field adjacent to the Millennium Copse to support the successful Alderton Football team, which plays in Division 2 out of 4 divisions in the Evesham Sunday league.

Reasoned justification part 2: To mark the Millennium, a copse was planted on the western side of the Queen Elizabeth II playing field which is regularly used by Alderton Acorns children for Forest School. These youthful trees will one day provide a notable local landmark and are already adding to the biodiversity of Alderton village.

The copse is located on the western fringe of Alderton village within easy walking distance of the village centre and provides a valuable experience of the outside world for small children attending the Acorns playschool in the village hall. Apart from experiencing outdoor learning activities, on the way to the copse, children learn road safety and social skills.



Fig. 9 Play leader, Sarah Westgate, taking a group of Acorns children into the Millennium Copse for Forest School

4.3.17 Green space surrounding the war memorial in St Margaret's Road Alderton

Value to the community: a focus for remembrance of those from the Parish who gave their lives in war

Size: <.5h

Landowner: Glos County Council

Map 11 War Memorial, St Margaret's Road, Alderton



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Reasoned justification: Alderton's war memorial is situated in a prominent position in Alderton village within a wide grass verge at the junction of St Margaret's Road and Willow Bank Road. The memorial is the location of Remembrance Day services in November; in the spring crocuses bloom around the cross and throughout the summer months the grass is regularly mown, making this an important focal point for Alderton Parish.

As part of the centenary events marking the start of the First World War, the names and stories of men from Alderton who took part in both world wars have been recorded on a website by a member of the APC.⁷⁸ New roads constructed as part of allowed development during 2015 and 2016 have been named after names of local men recorded on the monument.



Fig. 10 Green space surrounding the Alderton War Memorial in St Margaret's Road

⁷⁸ <http://aldertonmemorial.weebly.com/>



Fig. 11 People gathering for the Remembrance service at the War Memorial in 2016

Free text comments on local green spaces – no percentage counts available

A selection of comments recorded in Consultation 5 relating to the Local Green Spaces numbered above.

1. *"We currently have an allotment and consider the site to be a valuable part of the community - you often see lots of other residents there who you would not otherwise see/talk to. Our little boy also enjoys going here to see the chickens!! The allotments are well used and a vital asset to providing a facility for residents to meet, remain active and self-source organic produce."*
2. *"Our little boy enjoys exploring the woodland and when he is older will go to Forest School there. Our little boy loves to go to the 'park' on a regular basis both to go on the swings and slide, but also to squash the mole hills, collect twigs, look at the horses in neighbouring field etc. We want to ensure this site is preserved for when our little boy starts school."*

"This area of woodland is well used by play groups and provides an aesthetic boundary to the village. The playing field is a well-used leisure/recreational facility. The school playing field is a vital asset to the school ... encouraging exercise and healthy lifestyles."
3. *The area around the war memorial is attractive in the spring when the crocuses flower. It's a little piece of green in the centre of a village which doesn't have a large open space at its heart and the monument records all the Alderton people who died in the world wars. That's important to the community.*

4.3.18 The justification for each proposed Local Green Space is summarised in Table 2 below.

Table 2: Local Green Spaces in Alderton Parish referenced against NPPF Criteria

Name of Site	Distance from Alderton village centre	Size	Special Qualities / Local Significance
1. Alderton village: Allotments	In Alderton village centre	<2.5 hectares	Recreational: Voted as an important Parish asset in surveys and consultations, the allotments in Alderton village have been in active use since 1919 and serve the needs of the whole Parish
2. Alderton village: Children's play area and playing fields and Millennium Copse	0.2 miles	<2 hectares	Recreational and historic: Playing field used by Alderton Football Club. Includes a copse planted to mark the Millennium which is also used for Forest School by the Alderton Acorns Preschool.
3. Alderton village: War memorial	In Alderton village centre	<.2 hectare	Historic: Open green space enhanced by bulbs in the spring encompassing a historical monument where annual remembrance services are held.

POLICY LE3: PROTECTING LOCAL GREEN SPACES AND IMPORTANT OPEN SPACES

The following Local Green Spaces are identified on Map 4 Alderton NDP Policies Map:

- 1. The community allotments, Alderton village;**
- 2. The children's play area, Millennium Copse and playing fields, Alderton village**
- 3. Area around the war memorial, St Margaret's Road, Alderton village.**

Development of or substantial changes to these areas will only be acceptable in very special circumstances.

The Important Open Space to the west and south of The Gardeners Arms Public House as shown on Map 4 Alderton NDP Policies Map and Map 5 Alderton Inset is also protected in accordance with the Adopted Tewkesbury Borough Local Plan.

Objective	Met by policy
1. Conserve special areas of conservation (SAC) and sites of special scientific interest (SSSI) in the Parish and identify local green spaces of demonstrable importance to the community.	LE1, LE3
2. Sustain existing wildlife corridors and promote the creation of new areas of biodiversity.	LE1
3. Reduce risk of fluvial and pluvial flooding through mitigation strategies and sustainable design in new development.	LE2

4.4 Leisure and Recreation

VISION STATEMENT D: LEISURE AND RECREATION

The range of leisure and recreation services has been improved to meet the differing needs of Parish residents. Facilities provided by the village hall, sports field and children's play area have been enhanced, and participation in walking and cycling increased to maintain residents' health and wellbeing, encourage green tourism and support community cohesion.

Objective 1: Strengthen and support participation in activities promoting health, well-being and social cohesion.

Objective 2: Enhance existing leisure and recreation facilities and ensure that any developer contributions during the Plan period are channelled into improving leisure and recreation opportunities for Parish residents.

Community Consultation Outcomes: The results of Consultation 1 Section E3 and Consultation 5 Section 8 (*please refer to the Consultation Statement in Section A of the Evidence Base*)⁷⁹ show that residents wish to enhance existing community and leisure facilities and see these as valuable ways of enhancing community cohesion.

Community views on leisure and recreation
<ul style="list-style-type: none">• Support for improvements to the playing field and play equipment (52% C5; 48% C1)• Support for improvements to the Village Hall (36% C5; 19% C1)• Support for services/facilities for teenagers (45% C1)• Link Parish settlements with the wider cycle network (76% C5)• Allotments are important or very important aspects of living in the Parish (59% C1; C6)

Leisure and Recreation: Planning Context

- 4.4.1 The NPPF recognises the importance of protecting and enhancing local recreational facilities. Paragraph 69 advises that "*The planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities*". Para. 73 goes on to say that "*Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities.*" The Joint Core

⁷⁹ Ibid

Strategy supports social and community infrastructure in Policy INF5. The Adopted Plan supports local recreation and sports facilities in Policies RCN1, RCN2 and RCN4.⁸⁰ The emerging Tewkesbury Borough Plan supports and protects local recreational facilities in Policies GLNL15, RCN1 and RCN2 and supports improvements in community infrastructure in Policy IRC1.⁸¹

Leisure and Recreation: Supporting Evidence

- 4.4.2 **Infrastructure requirements:** Services for teenagers were recognised to be deficient while facilities and services for young children, particularly the play equipment and playing area for young children, are highlighted as requiring attention (52% in Consultation 5 cited the playing field and play equipment as a top priority for developer contributions.) Accordingly, in 2016, plans were passed for changing rooms on the Alderton sports field using in part S106 funding. Primary school capacity (a maximum admission number of 15 in each school year) was a further concern, and while not mentioned in community consultations, a considerable rise in the population could also require additional burial ground.
- 4.4.3 **Healthy lifestyles:** Maintenance of Alderton Parish lanes and footpaths were seen as important to promoting green travel and healthy lifestyles and key part of the rural character of the Parish. One respondent in Consultation 1 suggested a running track be set up around the playing field; it was also suggested that cycle routes could connect to Ashchurch and Evesham via Worcestershire County Council's cycle route network at Beckford, thus relieving pressure on nearby main roads.
- 4.4.4 The school playing field was nominated by the Parish Council as an Asset of Community Value in October 2016. In the past two years, substantial efforts have been made by the County Council and Oak Hill School to improve the school playing field, including levelling of the surface, re-seeding of the grass and erection of rabbit proof fencing. This means that the school playing field has returned to being an essential part of the School's outdoor space. It is the only school area available, and suitable, for properly learning and playing sports such as football, tag rugby, rounders, cricket and athletics. Oak Hill School use the field for Physical Education lessons for Key Stage 2 pupils (years 3 to 6). It is also used for school extra-curricular (after school) sporting clubs during the spring and summer. The addition of the village changing rooms (with toilet facilities) nearby means that the school anticipates being able to further increase their use of their school playing field with the younger Early Years Foundation Stage and Key Stage 1 pupils (Reception, Year 1) there as well.
- 4.4.5 Other local community facilities such as the church, school and village hall are also highly valued and should be protected from changes of use so that they remain in community use. Map 4 Alderton NDP Policies Map shows the location of local community facilities and allotments in Alderton.

⁸⁰ <https://www.tewkesbury.gov.uk/adopted-planning-policies>

⁸¹ <https://www.tewkesbury.gov.uk/emerging-planning-policies>

POLICY LR1: PROTECTION AND IMPROVEMENT OF COMMUNITY FACILITIES

Local community facilities such as the village hall, school and church (as shown on Map 4 Alderton NDP Policies Map) will be protected as community assets. The change of use of these facilities will not be permitted unless the proposal includes alternative provision on an accessible site within the locality of equivalent or enhanced quality.

Proposals that seek to improve community and recreation facilities will generally be supported where:

- 1. They improve access to outdoor sport and play facilities for the young; and**
- 2. They enhance the potential for walking, cycling or running for all age-groups.**

Such proposals may be supported outside the Settlement Boundary where it has been adequately demonstrated that a clearly defined need exists and no significant adverse impact would arise.

- 4.4.6 **Community allotments:** The value residents find in the allotments in Alderton village was recorded chiefly in qualitative comments in Consultation 6. Their close-to-centre location and horticultural value were reasons why residents wished to preserve the allotments at the heart of the village: *“Keep allotments (good growing soil) where they are, essential to village community.”*
- 4.4.7 Alderton Allotments are protected as a Local Green Space and were nominated by the Parish Council in 2016. The nomination was successful and the Allotments have been added as an Asset to Tewkesbury Council's List of Assets of Community Value. The date of entry to the List of Assets of Community Value was 10th October 2016. The Asset will remain on the List for a period of 5 years. The benefits of the Allotments were set out in the supporting justification for the nomination and include:
- Provision of growing/green space for people who would otherwise not have access to outdoor space
 - Benefits to physical and mental wellbeing
 - A place of social inclusion
 - Enhancing community pride and community involvement, and
 - Contributing to biodiversity and benefiting the environment.
- 4.4.8 The new allotment area was provided under a S106 Agreement with Charles Church, dated 25th March 2014. Alderton Parish Council requested these additional allotment plots to accommodate the envisaged need arising from parishioners moving into the new housing development. The new allotment area is approximately 0.19 hectares and was formally transferred into the Parish Council's ownership in April 2017.

POLICY LR2: PROTECTION OF ALLOTMENTS IN ALDERTON

Allotments in Alderton are protected from alternative uses or redevelopment.

The allotments include the existing area of allotments identified as a Local Green Space in NDP Policy LE3: Protecting Local Green Spaces and Important Open Space, and the new area of allotments, adjoining the existing allotments to the west. Both allotments are identified on Map 4 Alderton NDP Policies Map.

Objective	Policy
Objective 1: Strengthen and support participation in activities promoting health, well-being and social cohesion.	LR1, LR2
Objective 2: Enhance existing leisure and recreation facilities and ensure that any developer contributions during the Plan period are channelled into improving leisure and recreation opportunities for Parish residents.	LR1, LR2

4.5 Local Economy

VISION STATEMENT E: LOCAL ECONOMY

Enterprise appropriate to the rural context of Alderton Parish has been supported to sustain the economic wellbeing of its population and the viability of its services. Tourism is a thriving part of our local economy.

Objective 1: Strengthen and support rural enterprise.

Objective 2: Promote sustainable employment opportunities appropriate to rural locations in or on the fringes of the Cotswolds AONB.

Community views on local economy

- A small percentage of respondents saw small business development as Important or Very Important (28% C1)
- A higher percentage rated the local shop as Very important to Alderton's way of life (68% C1)

Local Economy: Planning Context

- 4.5.1 The NPPF states in Para. 19 that *"The Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth."* Paragraph 28 goes on to advise that *"Planning policies should support economic growth in rural areas in order to create jobs and prosperity by taking a positive approach to sustainable new development."* The Joint Core Strategy supports appropriate employment in Policy SD2. The Adopted Plan supports appropriate rural employment in Policy EMP4. The emerging Tewkesbury Borough Plan supports tourism related development in Policy TOR1 and protects village shops in Policy RET4.⁸²

Local Economy: Supporting Evidence

- 4.5.2 **Community Consultation Outcomes:** Consultation 1 revealed low support for small business development in Alderton Parish. 57% deemed this to be 'Not important' and 85% were 'Not interested' in renting or purchasing business units if these were built. Despite this, local small businesses such as the Alderton village shop, pub and garage were widely regarded as "Very important" or "Important" aspects of community life (Consultation 1), and 93% of respondents in Consultation 5 wished to maintain and improve Alderton's facilities, services and infrastructure (*Please refer to Section F of the Evidence Base*).⁸³

⁸² <https://www.tewkesbury.gov.uk/emerging-planning-policies>

⁸³ <http://www.alertonvillage.co.uk/evidence-base.html>

- 4.5.3 Improvements to broadband speed were commonly cited as “needs” in Consultations 1-5. Up to 2015, broadband speeds have been classed as low by residents and home working was considered unreliable. This situation has changed, however, with the introduction of faster broadband in 2016. With fibre broadband in place, there is greater opportunity for small enterprise creation and increased local employment in Alderton and neighbouring parishes.

POLICY E1: CREATING LOCAL EMPLOYMENT

Proposals for extending or redeveloping existing buildings to provide local employment will be supported provided that the scale and design of such proposals do not have an unacceptable impact on the character and setting of settlements within Alderton Parish or create nuisance through noise or light pollution.

Mixed use developments which include subsidiary elements such as small scale workshops or offices linked to dwellings will be supported to provide opportunities for home working.

- 4.5.4 Community consultations reveal pride in the scenic beauty and tranquillity of the Parish which residents feel should be preserved for the enjoyment, health and well-being of all, including outsiders. Thus enterprises based around tourism will be promoted through our Plan.

POLICY E2: SUPPORTING TOURISM

Development which improves the quality and diversity of existing tourist or “destination” facilities, including accommodation and other infrastructure, will be supported, providing:

- 1. It is designed and sited sensitively to complement the special qualities of the historic environment and the distinct character of the rural landscape and settlements; and**
- 2. It does not adversely affect the surrounding infrastructure, particularly local road networks, parking provision and water supply and sewerage; and**
- 3. It benefits the local community through, for instance, provision of local employment opportunities and improvements to local service provision, and is proportionate to the size of settlement in which it located; and**
- 4. Where feasible, the development involves the re-use of existing buildings or is part of farm diversification.**

Objective	Policy
Objective 1: Strengthen and support rural enterprise.	E1, E2
Objective 2: Promote sustainable employment opportunities appropriate to rural locations in or on the fringes of the Cotswolds AONB.	E1, E2

4.6 Roads and Paths

VISION STATEMENT F: ROADS AND PATHS

Residents enjoy safe passage whether travelling on foot, bicycle, horse or by vehicle anywhere in the Parish. Measures to improve road safety have high priority. Sustainable modes of transport including walking and cycling are promoted through effective siting of new development and good road/path maintenance. A car sharing scheme helps reduce the number of car journeys made by residents.

Objective 1: Promote use of the minor Parish roads and public rights of way as safe places to walk or ride a bicycle or horse.

Objective 2: Reduce traffic congestion and hazards on Parish roads such as speeding and on-street parking.

Community views on roads, paths and car parking

- Strong support for car parking of at least two spaces per dwelling plus additional spaces provided for visitors and deliveries in new development to reduce the incidence of on-street parking (93% C5)
- Strong support for linking Parish settlements with the wider cycle route network to promote greener modes of transport (76% C5)
- Strong support for preserving the rural character of local footpaths and lanes for leisure use (95% C5; 91% C1)
- Urbanising features e.g. speed bumps, paved verges and excessive road signage not supported (93% C5)
- Visual impact of car parking spaces should be minimised by trees, shrubs, wooden gates and other features as illustrated in paragraph 5.2 of the Alderton Design Statement (p49)⁸⁴

Roads and Paths: Planning Context

- 4.6.1 The NPPF promotes sustainable transport in section 4. Para. 30 advises “*Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion.*” The Joint Core Strategy supports the need to mitigate the impact of car-based travel in respect of road congestion, health and atmospheric pollution, a key objective of the NPPF. The Adopted Plan supports walking and cycling in Policies TPT3, TPT4 and TPT5 and the emerging Tewkesbury Borough Plan promotes local accessibility in Policies TRAC1

⁸⁴ <http://www.aldertonvillage.co.uk/evidence-base.html>

and TRAC2. With regard to on-street car parking, the Adopted Plan sets out in Policy TPT12 that *“when considering proposals for development, the provision of vehicle parking spaces will be required in accordance with the council’s approved parking standards.”*

Roads and Paths: Supporting Evidence

4.6.2 Matters relating to Roads and Paths in the community consultations fall into four broad themes:

- Road safety
- Safeguarding of rural roads as places for “green” modes of transport and exercise
- Reduction in traffic congestion
- Car parking.

4.6.3 **Road safety:** Community consultations show a consistent concern for road safety on all Parish roads, especially the B4077. While road safety and traffic management lie outside the remit of a Neighbourhood Plan, the ANDP can provide a focal point for consideration of any factor that prevents safe access to outdoor spaces.

4.6.4 **Healthy lifestyles:** Our Plan accordingly has a role in supporting objectives for enhancing health and well-being. The ANDP proposes the improvement of existing Public Rights of Way (PROWs) in the Parish and the investigation of rural road management strategies in conjunction with the Highways Authority for Beckford Road, Dibden Lane and the lane at Dixon.

4.6.5 **Rural roads:** The Alderton Design Statement establishes that the minor roads of the Parish are considered locally as a key part of the green infrastructure and health and well-being of the Parish (*please refer to Section 5 Roads and Paths in the Design Statement*).⁸⁵ It suggests that, in addition to supporting leisure and exercise, these lanes could form part of the Sustrans cycle network linking up Alderton village with Evesham or Tewkesbury via Beckford, where the lanes around Bredon Hill are designated cycle ways. For active use of the Parish lanes for these purposes, their quiet, rural nature has to be upheld. Avoidance of high density development in the area, combined with weight restrictions, cycle way designation and road management protocols are all ways by which their tranquillity and amenity value can be conserved. Fears that increased traffic movements will jeopardise the enjoyment of its rural lanes for walking, riding, cycling and dog exercising are commonly expressed in consultations – 96% in Consultation 5 Section 7 agreed with the objective to preserve the rural character of footpaths and lanes in the Parish.⁸⁶

4.6.6 **Reducing car-based travel:** Measures to encourage cycling and walking cannot be applied in isolation from actions to reduce car-based travel and traffic congestion in the area. Our Plan

⁸⁵ <http://www.aldertonvillage.co.uk/evidence-base.html>

⁸⁶ Ibid

also has a role to play in encouraging a local car-sharing scheme and in promoting improved bus services and safer access to the wider transport network for cyclists.

- 4.6.7 **Adverse impacts of traffic increase:** The impact of even small increases in traffic movement in rural villages can be significant. Alderton Parish already has high levels of car ownership and these pressures are expected to grow as a result of an increased population, making on-street parking a matter of concern.
- 4.6.8 The Parish Council will work to support enhancements to the current Public Rights of Way network, including seeking funding from developer contributions and other sources for improvements to walking and cycling routes.

POLICY RP1: IMPROVING OPPORTUNITIES FOR HEALTHY LIFESTYLES AND SAFER ROADS

Proposals to improve the potential for walking and cycling to community facilities and nearby towns and villages will be supported.

New development should be designed to include access to existing walking, cycling and passenger transport networks to enable and encourage maximum potential use.

- 4.6.9 **On-street parking:** Infill development in the centre of Alderton village combined with the lack of a village car park has increased on-street parking, notably in Cambridge Square, outside the village shop and in the vicinity of Oak Hill School. Resulting road carriageway narrowing has caused the main bus service to be rerouted away from the centre of the village, causing inconvenience to bus users on the eastern side of the village.
- 4.6.10 Occupants of terraced houses with road line frontage and no garages have no option but to park on the street and congestion is more likely to occur in areas of the village where the built form is of this type. Nonetheless it is important that the design of new development provides car parking sufficient to the needs of residents.

POLICY RP2: PARKING STANDARDS IN NEW DEVELOPMENTS

Development proposals in the Parish which require planning consent should, where possible:

- 1. Provide onsite parking at a minimum rate of 1.5 spaces per dwelling; or**
- 2. Make available in the vicinity of the development some suitable provision for off-road parking for households and visitors with vans as well as private cars.**

Objective	Policy
1. Promote use of the minor Parish roads and public rights of way as safe places to walk or ride a bicycle or horse.	RP1
2. Reduce traffic congestion and hazards on Parish roads such as speeding and on-street parking.	RP2



Fig. 12: High density housing with off-road car parking for more than one vehicle (Orchard Road)



Fig. 13: Parked cars and vans blocking the narrow village road near Alderton shop (Blacksmiths Road)

5. Monitoring Implementation

- 5.1 The Parish Council will monitor the use of the NDP policies in decisions on planning applications and report annually to the public Parish Meeting in April of each year.
- 5.2 To respond to changing circumstances and to monitor housing provision across the Parish, ANDP policies may be subject to full review and amendment following the adoption of the Tewkesbury Borough Plan. The Parish Council will make a decision about whether to update the ANDP, taking into account the most up to date information and planning policy advice and guidance at that time.
- 5.3 Planning Practice Guidance⁸⁷ provides recently updated advice about reviewing NDPs:

Updating a neighbourhood plan

When will it be necessary to review and update a neighbourhood plan?

A neighbourhood plan must set out the period for which it is to have effect (section 38B(1)(a) of the Planning and Compulsory Purchase Act 2004). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new Local Plan is adopted, communities preparing a plan should take account of latest and up-to-date evidence of housing need, as set out in guidance.

Communities in areas where policies in a made neighbourhood plan have become out of date may decide to update their plan, or part of it.

Paragraph: 084 Reference ID: 41-084-20160519

Revision date: 19 05 2016

How are neighbourhood plans updated?

If a neighbourhood plan is in force in a neighbourhood area, a qualifying body may make a proposal for the existing plan to be replaced by a new one. The process for the making of the replacement plan is the same as the process for the making of the existing plan (section 38A(11) of the Planning and Compulsory Purchase Act).

Guidance sets out the steps that the qualifying body must follow to prepare or update their plan. For a replacement plan, the neighbourhood area will already be designated, but the

⁸⁷ <https://www.gov.uk/guidance/neighbourhood-planning--2>

community may wish to consider whether the designated area is still the most suitable area to plan for. Neighbourhood forums will need to ensure that their designation has not expired (section 61F(8) of the Town and Country Planning Act 1990). Whether or not the forum designation has expired, the group may wish to revisit the conditions for designation and other matters that a local planning authority must have regard to when designating at section 61F(5) and (7) of the Town and Country Planning Act 1990 to ensure that they are still met.

Paragraph: 085 Reference ID: 41-085-20160519

Revision date: 19 05 2016

Does an updated neighbourhood plan have to be examined and go to referendum?

Yes. A replacement neighbourhood plan is subject to an independent examination as set out in paragraph 7 of Schedule 4B to the Town and Country Planning Act 1990, as applied to neighbourhood plans by 38A(3) of the Planning and Compulsory Purchase Act 2004.

As with all neighbourhood plan examinations, the purpose of the examination is to test whether the plan proposal meets the basic conditions and other legal requirements. Depending on the extent of policies from the existing plan that are carried forward into the replacement plan, the examination may be a simpler process than that undergone for the examination of the existing plan. However, qualifying bodies will still need to ensure that all plan policies are supported by appropriate evidence.

Following a successful examination the local planning authority must consider the recommendations and decide whether to put the revised plan to a referendum (paragraph 12 of Schedule 4B to the Town and Country Planning Act 1990, as applied to neighbourhood plans by section 38A(3) of the Planning and Compulsory Purchase Act 2004).

Paragraph: 086 Reference ID: 41-086-20160519

Revision date: 19 05 2016

Appendices

Appendix A: Alderton Neighbourhood Development Plan Timeline: November 2012 – August 2017

At an open meeting called by Alderton Parish Council in November 2012, a group of local volunteers was established to formulate a local plan in response to ad-hoc planning applications from developers. The Alderton Plan Group's role was to plan for the future, focussing on the evolution of the Parish over the next twenty years. In October 2013, the decision was made to register the Alderton Plan as a Neighbourhood Development Plan and the Group came under the leadership of Alderton Parish Council. The Alderton Neighbourhood Development Plan (ANDP) Group has been working with local residents and experts in the fields of planning and community engagement to prepare the Draft Alderton Neighbourhood Development Plan.

Alderton Neighbourhood Development Plan Timeline: November 2012 –August 2017	
2012	
27 November 2012	Alderton Plan Group established.
2013	
25 January 2013	Alderton Plan Group open meeting attended by over 65 people .
26/27 January 2013	Alderton Plan Group exhibition in the Village Hall attended by approximately 200 visitors.
January 2013	Consultation 1 Distribution of Community Consultation questionnaire to all households to provide a snapshot of the Parish and to prepare for the development of a Design Statement. 88% of households of Alderton village and neighbouring settlements responded to the Community survey (271 of 308 households).
February 2013	Consultation 2 A youth survey was conducted via Survey Monkey (52% response). Data from the household survey computer-read by Glos Community Council (GRCC).
March 2013	Results of both surveys published in the 2013 Alderton Community Consultation Outcomes Report.
18/19 May 2013	Consultation 3 Design Statement consultation in the Village Hall attended by over 90 people .
May – Sept. 2013	Alderton Plan Group prepares the Alderton Design Statement.
October 2013	Design Statement endorsed by Alderton Parish Council.

27 October 2013	Alderton Parish Council designates the Parish a Neighbourhood Plan Area. Tewkesbury Borough Council supports the application.
November 2013	The Alderton Plan Group becomes the Alderton Neighbourhood Development Plan (ANDP) Group.
November 2013	Consultation 4 Community Questionnaire extended to outlying parts of the Parish; the Outcomes Report updated with these additional results and titled Alderton Parish Consultation Outcomes Report.
2014	
January 2014	Parish formally designated as an NDP area by Tewkesbury Borough Council.
March 2014	Planning Appeal (Charles Church) Decision – Approved 47 houses, Land off Beckford Road, Alderton.
July 2014	Locality funding applied for and grant received to fund expert support from Gloucestershire Rural Community Council (GRCC).
September 2014	GRCC support engaged.
October 2014	Consultation 5 Alderton Matters household survey to check support in the community for the ANDP Vision and Objectives statements; collation of data by GRCC.
December 2014	Preliminary investigation of Strategic Environmental Assessment Impact likely to be required.
December 2014	Preliminary number of houses identified for Alderton as a Service Village under the JCS (subject to examination and approval) – 46.
December 2015	APC approves funding to commission Kirkwells Planning Advisors to support the development of the draft Policies.
2015	
Jan/Feb 2015	ANDP Group working with Kirkwells Planning Consultants to draft policies for inclusion in draft ANDP.
January 2015	Planning Appeal (Freeman Homes) Decision – Dismissed 59 houses, Land East of St Margaret's Drive, Alderton.
28 March 2015	Consultation 6 Consultation event and Exhibition in Alderton Village Hall, attended by 69 people . Visitors provide feedback on draft ANDP Policies, green spaces, and identify potential areas for development within the Parish. Opportunity to gather feedback on the emerging Tewkesbury Borough Plan.
April 2015	Alderton Parish Council fed back to Tewkesbury Borough Council on draft Borough Plan informed by the 28 March 2015 event. Two potential sites identified in the draft Tewkesbury Borough Plan not supported. Alternative approaches discussed and one site broadly supported if additional homes are required.

May 2015	First Draft Alderton Neighbourhood Development Plan ratified by representatives of Alderton Parish Council and the ANDP Group.
June 2015	Submission of first draft of the ANDP to Tewkesbury Borough Council for SEA screening and feedback.
June 2015	2 x Planning Appeals (Banner Homes – 24 houses) / (Edward Ware Homes – 53 houses), the first allowed, the second dismissed.
29 July 2015	Meeting with Nick Croft, TBC, to clarify feedback.
July – October 2015	Guidance received from statutory and other consultees that an SEA/HRA is not required. Advice taken from a Plan Examiner on whether the draft was in general conformity with the Borough Plan. Amendments made in the light of feedback.
20 October 2015	APC in accordance with Regulation 9 of the SEA Regulations 2004 makes public its determination that an SEA is not required for the ANDP.
13 November 2015	Elin Tattersall (GRCC) reviews the second draft of the ANDP. Amendments made during November. Letters sent to landowners of nominated Local Green Spaces. Email received from Kate Tait, Charles Church, confirming deliverability of the site below the new Charles Church development.
14 / 15 December 2015	Draft ANDP for public consultation signed off by ANDP Group and Alderton Parish Council. Preparations made for public consultation.
2016	
4 January 2016	Consultation 7 Six-week local consultation commences and is advertised in local newsletters, on the website, via posters around the Parish and via letters sent to designated consultees.
20 January 2016	Consultation period extended to 4 March 2016 to allow for wider consultation.
23 January 2016	Open drop-in session held in Alderton Village Hall attended by 43 people .
14 March 2016	GRCC-led workshop on responses to consultation.
31 March 2016	Meeting with Borough DMO Joan Desmond, solicitor Michael Jones, Nick Croft and his successor Paul Hardiman to discuss the feedback received and to clarify policy wording before submission. Advised to clarify site assessment process.
August 2016	Meeting with Paul Hardiman (TBC). Recommended changes applied.
September 2016	Work on detailed site assessment report commences.
2017	
1 February 2017	Kirkwells commence a review of ANDP policies and plan documents including the draft site assessment report.

27 February 2017	Consultation 7b Highways England consulted on Reg.14 Draft (6 weeks allowed). Reply received 27/03/17 – no comment necessary.
31 March 2017	Kirkwells recommendations adopted and work started on the Basic Conditions Statement.
19 April 2017	Submission Draft of the ANDP & Evidence Base sent to Paul Hardiman, TBC, for comment
24 July 2017	Site assessment report removed from the Submission Draft documents
15 August 2017	ANDP approved for submission by Alderton Parish Council

Appendix B: Service village disaggregation data for Alderton village taken from Tewkesbury Borough Plan: Approach to Rural Sites Background Paper

277	No. of houses within the SV area as defined by each parish
5.8%	(A) SIZE Score
17	Functionality (Settlement Audit score)
7.1%	(B) FUNCTION Score
4.0%	Combined PROXIMITY by road to Cheltenham AND Gloucester
4.4%	Combined ACCESSIBILITY by bicycle - quickest route to Cheltenham AND Gloucester
4.4%	Combined 7 day bus service ACCESSIBILITY scores to Cheltenham AND Gloucester (the higher the number the more accessible the location)
4.4%	(C) PROXIMITY & ACCESSIBILITY Score
5.8%	Aggregate of the three main elements (A+B+C) factoring in the weighting
51	Minimum houses required by applying first part of the disaggregation process
18%	Percentage increase in size of SV if allocation built as indicated
72	Commitments
-21	h commitments

Actual % increase through commitments since 2011: 26%

Commitments as of April 2017: 75. Actual % increase between 2011 and 2017: 27%

Appendix C: Listed Buildings in Alderton Parish

Alderton village

There are 18 Grade II listed properties in Alderton village located in sites across the village indicating the rich architectural heritage of the village. Most to be found in Church Road and Beckford Road, reflecting the development of the modern village from two separate historical settlements (see Fig.3). They are:

- 16, School Road,
- 15, 17 and 19, Church Road
- Barn circa 4 metres south east of Rectory Farm, Cambridge Square
- Blacksmith's Cottage, Blacksmiths Road
- Church Cottage , 22 St Margaret's Road,
- Church of St Margaret of Antioch Church Road [Grade II*]
- Crooked Beams, Church Road,
- Fernlea, 28 Beckford Road
- The Old Rectory, Church Road
- Gardeners' Arms ,Beckford Road,
- Manor Farmhouse, Beckford Road
- Thatched Cottage, Beckford Road
- The Cottage, 6 Church Road
- Mill Cottage, Blacksmiths Road
- The Old Bakehouse, Beckford Road
- Willow Cottage, Beckford Road⁸⁸

2. Listed Buildings in the wider Parish

Four further Grade II listed and one Grade II* buildings are found in the Parish. These are:

- Frampton Farmhouse
- Dixon Manor: Grade II*
- Barn, Manor Farm, Dixon: Grade II
- Spring Head opposite gates to Dixon Manor: Grade II
- Manor Farm Cottage, Dixon: Grade II



Fig. 14 & 15 Listed buildings in Beckford Road, Alderton



Fig.16 Dixon Manor

⁸⁸ Source: English Heritage

Appendix D: Significant Views in Alderton Parish

1. Significant Views – Consultation 5 (Alderton Matters)

Context: Consultation 5, the Alderton matters survey, was drawn up with the assistance of the GRCC to test the direction of travel of the ANDP. The results were collated electronically.

Question format: Question 6 K of the survey asked for respondents to assess the importance to them of preservation of key views so that special landscape features can be enjoyed by future generations on a scale of Strongly agree/Agree/Disagree/Strongly disagree/Don't know.

Results of Q6 K

Strongly agree	Agree	Disagree	Strongly disagree	Don't know
78%	16%	2%	0%	1%

List of views

Appendix 2 of the survey gave a list of views, either within or from Alderton Village, and householders were asked to identify which were particularly important to them. The list was generated from consultation responses to the Alderton Design Statement and following a landscape character assessment carried out in 2013.

Out of the 235 sets of questionnaires and appendices received, 210 households responded to Appendix 2. Percentages quoted below are out of 210

Each 'key view' was allocated a letter as follows:

- A. Open views from the allotments and from rear of Gardeners' Arms towards Dixton and Oxenton Hills
- B. Extensive views from Queen Elizabeth Playing Field and Beckford Road properties towards the Malverns to the west, Dixton Hill and Oxenton Hill to the south west and Alderton/Washbourne Hill to the north
- C. View from Old Rectory, Church Road, to the GWR steam railway line
- D. View across St Margaret's Churchyard towards cottages in Church Road
- E. Views from Dibden Lane to Alderton Hill, and across the open vale to Langley Hill
- F. Views south from St Margaret's Road and Church Road towards the Area of Outstanding Beauty (AONB) across the vale
- G. From B4077 to the southern flank of the village with attractive grouping of houses around church from the Winchcombe Way LDP, in particular views of church and Grade 2 listed cottages from field south of Church Road
- H. From the AONB at Gretton and Langley Hill (Royal Oak)
- I. From the GWR heritage railway as it passes through Gretton and Stanley Pontlarge
- J. From the minor road to Gotherington at the point the Gloucestershire Way traverses south east side of Dixton Hill

- K. From Alderton Hill Public Rights of Way including Winchcombe Way
- L. From Prescott Hill Climb

Results

Respondents could tick as many key views as they wished;

- | | |
|-----------------------------------|-----------------------------------|
| 1. View G – 71% (149 respondents) | 7. View A – 50% (110 respondents) |
| 2. View E – 68% (143 respondents) | 8. View D – 40% (85 respondents) |
| 3. View B – 64% (134 respondents) | 9. View I – 36% (76 respondents) |
| 4. View F – 63% (132 respondents) | 10. View C – 31% (66 respondents) |
| 5. View K – 59% (124 respondents) | 11. View L – 29% (60 respondents) |
| 6. View H – 54% (114 respondents) | 12. View J – 28% (59 respondents) |

Comments

In total, 40 respondents made a comment regarding key views. Below is a summary of their responses. Please note that some respondents' comments fell into more than one theme.

Comments regarding a specific key view – 6 comments on the following views:

Key View A: Open views from the allotments and from rear of Gardeners' Arms towards Dixon and Oxenton Hills

Key View B: Extensive views from Queen Elizabeth Playing Field and Beckford Road properties towards the Malverns to the west, Dixon Hill and Oxenton Hill to the south west and Alderton/Washbourne Hill to the north

Key View E: Views from Dibden Lane to Alderton Hill, and across the open vale to Langley Hill

Key View K: From Alderton Hill Public Rights of Way including Winchcombe Way

Comments suggesting other key views – 10 comments falling into the following sub-categories;

- Dumbleton/Alderton Hill – 4 comments
- St Margaret's Drive – 2 comments
- Other views – 4 comments

Views were a reason for moving to Alderton – 2 comments

Views are part of the character of Alderton - 6 comments

References to all views – 9 comments

General comments about development – 3 comments

Comments related to the AONB – 2 comments

Unable to comment on views – 2 comments

'Other' comments – 3 comments

Results over 50% are illustrated below:

1: Open view south from the rear of the Gardeners' Arms across the allotments and from the allotments to Oxenton and Dixton Hills in the Cotswolds AONB – View A on the survey

Consultation result: 50% (110 respondents)



Fig. 17 & 18 From the allotments looking south (summer)



Fig.19 From the rear of the Gardeners' Arms looking towards the allotments and the Cotswolds AONB (winter)

2. Views from the Queen Elizabeth Playing Field in Beckford Road on the western edge of Alderton village – View B on the survey

Consultation result: 64% (134 respondents)



Fig.20 & 21 Views north to Washbourne Hill and south west towards Oxenton Hill from the Queen Elizabeth Playing Field in Beckford Road



Fig. 22 View from Beckford Road west to the Malverns (compare with the second image above taken before the development on the left was built to understand the importance of key views to residents)

3a. Views north from Dibden Lane to Alderton Hill – View E on the survey

Consultation result: 68% (143 responses)



Fig. 23 & 24 Looking north from Dibden Lane

3b. View south across the open vale from Dibden Lane towards Langley and Dixton Hills (Alderton village just visible far right) - View E on the survey

Consultation result: 68% (143 responses)



Fig.25 View across fields from Dibden Lane south to Langley, Dixton and Oxenton Hills

4. Views from Church Road and St Margaret's Road to the Cotswolds AONB – View F on the survey

Consultation result: 63% (132 responses)



Fig.26 View south from Church Road. towards Langley Hill



Fig. 27 View south from St Margaret's Road

5a. View of south flank of Alderton village and cottages grouped around the church – View G on the survey

Consultation result: 71% (149 responses)



Fig 28 View of Church Road properties



Fig. 29 View of Grade 2 listed cottages in Church Road

5b View of south flank of Alderton village from the B4077 – View G on the survey



Fig. 30 View from B4077 to Alderton village



Fig. 31 View approaching Alderton before Cala Homes estate was built

6. View from PRoW ascending Alderton Hill looking across to the Cotswolds AONB

Consultation result: 59% (124 responses)



Fig. 32 Looking south to Alderton village



Fig. 34 Looking south west towards Dixton Hill

Free text responses from the Alderton Matters consultation

“All the views from the village and looking into the village are important to us. It is exactly this ability to see 'out' of the built up area or 'in' that we love and crave. To see the countryside around us and know we can walk into it easily and interact with it. To know we are a small area of buildings within the larger countryside is vital.”

“The rural views in this area were a deciding factor in choosing Alderton for our home. We would feel much less at home in Alderton if those views were impacted.”

“View from B4077 to Alderton village is very important to me and my visitors.”

“All these views contribute in their own unique way to add up to this area of outstanding natural beauty, that makes up this valley of perfection.”

“All the views from and of the village are important - it’s one of the main reasons why we live here.”

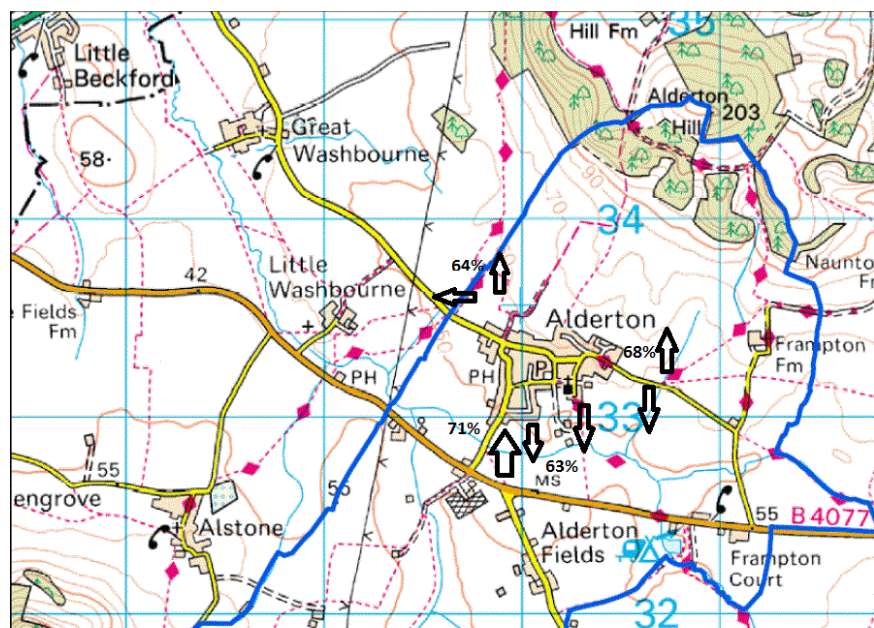
“All the views are important and we need to maintain these views for future generations.”

“All these views contribute in their own unique way to add up to this area of outstanding natural beauty, that makes up this valley of perfection.”

“As an enthusiastic walker, all the views are outstanding would be compromised by any future development.”

“Really it is all important to say the least!”

Map 12 Significant views (arrow size indicates strength of support)



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Appendix E: Bibliography

Parish documents

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Alderton Design Statement (2014)

Alderton Matters Survey Outcomes (2014)

Alderton Parish Housing Needs Survey (2010)

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Tewkesbury Borough Plan 2011 to 2031

<https://www.tewkesbury.gov.uk/emerging-planning-policies>

Appendix F: Glossary

Adopted Plan: A plan becomes the Adopted Plan for the area after it has passed examination. At that point, its policies are enforceable. The current Adopted Plan for Alderton Parish is the Tewkesbury Borough Local Plan to 2011 which will be replaced by the Tewkesbury Borough Plan 2011-2031 once it has been “made” following finalisation of the higher level Joint Core Strategy for Gloucester, Cheltenham and Tewkesbury.

AONB: Area of Outstanding Natural Beauty. AONBs such as the Cotswolds have a higher level of protection under planning law than non-designated areas of the countryside.

ANDP: Alderton Neighbourhood Development Plan.

APC: Alderton Parish Council.

Infill development: The filling of an underdeveloped plot in an otherwise built-up frontage by not more than two dwellings.

JCS: Joint Core Strategy, the overarching strategic plan for Gloucester, Cheltenham and Tewkesbury.

Local Green Spaces: Green areas of particular importance to a community for cultural, historical, recreational or biodiversity reasons. With this designation, the space is protected from development or changes in use.

NPPF: National Planning Policy Framework. The NPPF provides national guidance on planning for lower level plans, including the Joint Core Strategy, the emerging Borough Plan as well as the ANDP.

PROW: Public Right of Way.

Service Centres and Service Villages: Service Centres and Service Villages are designated in the Joint Core Strategy for Gloucester, Cheltenham and Tewkesbury as settlements with services and facilities. Service Centres are larger settlements with a wider range of existing services and/or facilities to fulfil most of the day-to-day needs of local residents and surrounding settlements. Service Villages are villages with some transport accessibility, two or more primary services and two or more secondary services.

Settlement Boundary: The dividing line, or boundary between areas of built/urban development (the settlement) and non-urban or rural development – the open countryside. Also referred to as Development Boundary.

SLA: Special Landscape Area. This is the next layer of landscape below an AONB, but is a local rather than a national designation so does not attract as high a level of protection under planning law.

TBC: Tewkesbury Borough Council.

Windfall: The development of unallocated housing sites which occurs throughout a plan period and which must be taken into account in determining the residual housing requirement for the plan.

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Alderton Parish Council
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