

8 April 2019

Committee	Council
Date	Tuesday, 16 April 2019
Time of Meeting	6:00 pm
Venue	Tewkesbury Borough Council Offices, Severn Room

ALL MEMBERS OF THE COUNCIL ARE REQUESTED TO ATTEND

Agenda

- 1. APOLOGIES FOR ABSENCE**
- 2. 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.

- 3. MINUTES**

1 - 12

To approve the Minutes of the meeting held on 19 February 2019.



4. ANNOUNCEMENTS

1. 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. To receive any announcements from the Chair of the Meeting and/or the Chief Executive.

5. ITEMS FROM MEMBERS OF THE PUBLIC

- a) To receive any questions, deputations or petitions submitted under Council Rule of Procedure.12.

(The deadline for public participation submissions for this meeting is 10 April 2019).

- b) To receive any petitions submitted under the Council's Petitions Scheme.

6. MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

To receive any questions submitted under Rule of Procedure 13. Any items received will be circulated on 16 April 2019.

(Any questions must be submitted in writing to Democratic Services by, not later than, 10.00am on the working day immediately preceding the date of the meeting).

7. OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT

To Follow

To receive the Overview and Scrutiny Committee's Annual Report.

8. RECOMMENDATIONS FROM EXECUTIVE COMMITTEE

The Council is asked to consider and determine recommendations of a policy nature arising from the Executive Committee as follows:-

(a) Council Plan Year 4 (2016-20) 13 - 30

At its meeting on 6 March 2019 the Executive Committee considered the Year 4 Council Plan and **RECOMMENDED TO COUNCIL** that it be **ADOPTED**, subject to the following amendments:

- Foreword – amend seventh paragraph ‘...- you will see these issues ~~these~~ feature as priorities...’.
- Foreword – amend final paragraph to reword first sentence which currently reads ‘You will also see (on pages 11 and 12) that we *have made lots of achievements* under each of our priorities throughout the last year...’.
- Our achievements 2018-2019 – Growing and supporting communities – amend sentence on Community Infrastructure Levy to say when it was implemented as well as adopted.
- Photo Index – amend reference to ‘Staverton Airport’ to ‘Gloucestershire Airport’.

(b) Development of a Strategic Planning Framework for Gloucestershire County to 2050 and Beyond 31 - 37

At its meeting on 6 March 2019 the Executive Committee considered the development of a strategic planning framework for Gloucestershire to 2050 and beyond and **RECOMMENDED TO COUNCIL** that the Council agrees to work in partnership with the five other local planning authorities, Gloucestershire County Council and the GFirst LEP to develop a broad strategic planning framework for Gloucestershire, to 2050 and beyond, via the preparation, for approval by Council, of a ‘Statement of Common Ground’.

(c) Amendment to the Council's Financial Procedure Rules 38 - 74

At its meeting on 3 April 2019 the Executive Committee considered revised Financial Procedure Rules and **RECOMMENDED TO COUNCIL** that they be **ADOPTED**.

9. TEWKESBURY TOWN REGENERATION SUPPLEMENTARY PLANNING DOCUMENT 75 - 129

To adopt the Tewkesbury Town Regeneration Supplementary Planning Document and delegate authority to the Head of Development Services to amend it to reflect the listing of Healings Flour Mill and Warehouses and to make minor changes prior to its publication.

10. 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.

11. FLEXIBLE RETIREMENT REQUEST

130 - 134

(Exempt – Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to any individual)

To approve a request for flexible retirement to take effect from 1 May 2019.

Recording of Meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, 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 Mayor 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.

Borough Solicitor

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Council held at the Council Offices, Gloucester Road, Tewkesbury on Tuesday, 19 February 2019 commencing at 6:00 pm

Present:

The Worshipful the Mayor
Deputy Mayor

Councillor R M Hatton
Councillor G F Blackwell

and Councillors:

R E Allen, P W Awford, K J Berry, R A Bird, R Bishop, G J Bocking, K J Cromwell, D M M Davies, J E Day, M Dean, R D East, A J Evans, J H Evetts, D T Foyle, R Furolo, R E Garnham, P A Godwin, M A Gore, J Greening, S E Hillier-Richardson, A Hollaway, E J MacTiernan, J R Mason, H C McLain, A S Reece, V D Smith, T A Spencer, P D Surman, H A E Turbyfield, R J E Vines and P N Workman

CL.72 APOLOGIES FOR ABSENCE

72.1 Apologies for absence were received from Councillors B C J Hesketh, P E Stokes, M G Szymiak, D J Waters and M J Williams.

CL.73 DECLARATIONS OF INTEREST

73.1 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.

73.2 The following declarations were made:

Councillor	Application No./Item	Nature of Interest (where disclosed)	Declared Action in respect of Disclosure
K J Cromwell	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.
J E Day	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.

J H Evetts	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.
R M Hatton	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.
A Hollaway	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.
H A E Turbyfield	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.
P N Workman	Item 7(b) – Council Tax Discounts 2019/20.	Is a landlord in the Borough.	Would not speak or vote and would leave the room for consideration of the item.

73.3 There were no further declarations made on this occasion.

CL.74 MINUTES

74.1 The Minutes of the meeting held on 29 January 2019, copies of which had been circulated, were approved as a correct record and signed by the Mayor, subject to an amendment to show that Councillor A S Reece was in attendance at the meeting.

CL.75 ANNOUNCEMENTS

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

CL.76 ITEMS FROM MEMBERS OF THE PUBLIC

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

CL.77 MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

77.1 There were no Member questions on this occasion.

CL.78 RECOMMENDATIONS FROM EXECUTIVE COMMITTEE**Budget 2019/20**

78.1 At its meeting on 6 February 2019 the Executive Committee considered the 2019/20 budget and made a recommendation to Council.

78.2 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 5-19.

78.3 In proposing the recommendation, the Chair of the Executive Committee explained that, in line with the Medium Term Financial Strategy (MTFS), the budget for the coming year faced a deficit of around £700,000; this was as a result of a combination of factors including cost pressures; growth of service requirements; and further reductions in core government funding of over £200,000. In order to offset the deficit, a number of initiatives aimed at making the Council more self-sustainable had been delivered including: an increase in the garden waste customer base and the fee charged; diversification of treasury investments; rental of spare office capacity in the Public Services Centre; purchase of additional commercial properties; the introduction of Planning Performance Agreements; further use of digital and electronic technologies and channels; and the reorganisation of One Legal to provide an enhanced commercial outlook and additional fee earning capacity. To achieve that additional fee earning capacity, it had been necessary to make changes to the structure of the service. Phase 1 of the One Legal restructure was at management team level with two new posts being created and one deleted; the deleted post had given rise to a redundancy which had incurred a total severance cost of £165,308 – this was split between the three partner Councils of Cheltenham and Tewkesbury Boroughs and Gloucester City, and was made up of a redundancy payment of £34,642 and a pension strain payment to the Gloucestershire County Council Pension Fund of £130,666. Those costs would be met from reserves which were earmarked for the restructure. Although the cost to Tewkesbury Borough Council was £52,421, the total cost was at a level required by government guidance to be voted upon by the Council and it was for that reason an additional recommendation was proposed that the Council approve the severance cost of the Head of Law (Regulatory). In addition to the initiatives outlined, the Chair of the Executive Committee explained that the Borough continued to enjoy growth in both its residential and business sectors and, as a result, there was an increase in the contribution made by New Homes Bonus to support the Council's core services and an increase to the level of business rates retained by the authority; however, in order to balance the budget, it was, once again, necessary to increase the Council Tax by the maximum amount permissible by central government. The budget proposal, if approved, would require Council Tax to be set at £119.36 per year for a Band D property; however, it was important to note that, even with that increase of 4.37%, Tewkesbury would remain one of the lowest charging District Councils in England and, with the quality of the service it provided to communities, it was felt this was great value for money for residents.

78.4 During the brief discussion which ensued, a Member noted an annual increased cost of £195,000 on the Ubico budget, as well as an increase of £36,000 in the cost of disposal of recycled materials collected; she questioned why these increases were necessary. In addition, she drew attention to Paragraph 6.3 of the report, and questioned why £195,000 was placed in reserves to meet future asset management needs. In response, the Head of Finance and Asset Management explained that the Ubico contract had increased, mainly due to an increase in employee costs following the equal pay increase which meant some lower paid employees would have a 5/6% increase rather than 2% - many of those employees worked for Ubico so the increase in costs to the organisation was substantial. In terms of recycled materials, the cost increase reflected the increased tonnage collected but also the higher cost of disposal. In respect of the commercial property portfolio, the £195,000 would be set aside to meet future costs in terms of voids/refurbishments etc. for the Council's commercial property portfolio; this was a previous decision of the Council which was being implemented for the first time this year. In terms of Ubico, the Lead Member for Clean and Green Environment noted that, in addition to the pay review, there was also a shortage of drivers which meant Ubico inevitably had to rely on agency staff which was costly. Officers from the Council were working with Ubico to try and alleviate the costs of agency staff. A Member questioned how many agency drivers were used and what the annual cost of that usage was. In response, the Head of Finance and Asset Management undertook to try and get that information from Ubico to circulate to Members.

78.5 The proposal was seconded and, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on the proposal was recorded as follows:

For	Against	Abstain	Absent
R E Allen	A J Evans		B C J Hesketh
P W Awford	Mrs S E Hillier- Richardson		P E Stokes
K J Berry			M G Sztymiak
R A Bird			D J Waters
R Bishop			M J Williams
G F Blackwell			
G J Bocking			
K J Cromwell			
D M M Davies			
J E Day			
M Dean			
R D East			
J H Evetts			
D T Foyle			

R Furolo
 R E Garnham
 P A Godwin
 M A Gore
 J Greening
 R M Hatton
 A Hollaway
 E J MacTiernan
 J R Mason
 H C McLain
 A S Reece
 V D Smith
 T A Spencer
 P D Surman
 H A E Turbyfield
 R J E Vines
 P N Workman

78.6 Accordingly, it was

- RESOLVED**
1. That a net budget of £8,772,830 for 2019/20 be **APPROVED**.
 2. That a Band D Council Tax of £119.36, an increase of £5.00 per annum, be **APPROVED**.
 3. That the use of New Homes Bonus, as proposed in Paragraph 3.5 of the report, be **APPROVED**.
 4. That the Capital Programme, as proposed in Appendix A to the report, be **APPROVED**.
 5. That the severance payment for the One Legal redundancy be **APPROVED**.

Council Tax Discounts 2019/20

78.7 Having declared an interest as a landlord in the Borough, the Mayor left the meeting for the consideration of this item and the Deputy Mayor took the chair.

78.8 At its meeting on 6 February 2019 the Executive Committee considered the Council Tax Discounts for 2019/20 and recommended to Council that the following be effective from 1 April 2019: the Council Tax discount for unoccupied furnished properties (second homes) is zero; the discount for unoccupied and substantially

unfurnished properties is 100% for a period of one month then 25% for the following five months; the discount for dwellings which are vacant and undergoing major repair work to render them habitable will be 25% for a maximum period of 12 months; and an empty homes premium of an additional 100% is levied on properties that have remained unoccupied and substantially unfurnished for more than two years.

78.9 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 20-23.

78.10 The Chair of the Executive Committee proposed the recommendation which was seconded by the Lead Member for Finance and Asset Management.

78.11 A Member questioned what was meant by unfurnished and, in response, the Revenues and Benefits Manager explained that, unfortunately, there was no legislative definition of 'furnished' or 'substantially unfurnished'. In terms of second homes they were furnished to the extent that someone lived there some of the time but not as their main residence whereas unoccupied and unfurnished would usually have no bed, sofa etc. as someone would not be living there.

78.12 Accordingly, it was

RESOLVED That the following Council Tax Discounts be effective from 1 April 2019:

- the Council Tax discount for unoccupied furnished properties (second homes) is zero;
- the discount for unoccupied and substantially unfurnished properties is 100% for a period of one month then 25% for the following five months;
- the discount for dwellings which are vacant and undergoing major repair work to render them habitable will be 25% for a maximum period of 12 months; and
- an empty homes premium of an additional 100% is levied on properties that have remained unoccupied and substantially unfurnished for more than two years.

Council Tax Discount for Care Leavers

78.13 At its meeting on 6 February 2019 the Executive Committee considered a Council Tax Discount Scheme for Care Leavers and recommended to Council that it be adopted effective from 1 April 2019.

78.14 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 24-31.

78.15 The Chair of the Executive Committee proposed the recommendation which was seconded by the Lead Member for Finance and Asset Management, and it was

RESOLVED That the Council Tax Discount Scheme for Care Leavers be **ADOPTED** effective from 1 April 2019.

CL.79 COUNCIL CONSTITUTION REVIEW

79.1 The report of the Head of Democratic Services, circulated at Pages No. 32-479, sought to agree a revised Constitution which took account of Council decisions, new/revised legislation, operational changes, current Council practice and the simplification of wording. The report drew attention to the main changes as well as a number of additions to the Scheme of Delegation.

- 79.2 The Head of Democratic Services explained that the Council's Constitution was a very important document in terms of the way the Council conducted its business. All Constitutions were based on statutory guidance contained within the Local Government Act 2000 and the last major update of the Council's Constitution had been in 2009 so a review was needed. The Democratic Services Team had worked together to review the document page by page and there were several items highlighted within the report for amendment/deletion.
- 79.3 Particular attention was drawn to the Housing Allocation and Homelessness Review Committee which it was considered was no longer required. The Committee had been set up before the current statutory process was put into place and was now an unnecessary secondary review which was time consuming for both Members and Officers. The Standards Committee was likely to change in the future following the results of the recent consultation undertaken by the Committee for Standards in Public Life but, for now, it was suggested that the membership be amended to require one non-voting Parish representative rather than two. In terms of the Tree Panel, the current arrangements were not open and accountable and, since the Planning Scheme of Delegation had been amended and the Planning Committee no longer made the decisions on Tree Preservation Orders, it was felt that the appeal mechanism should rest with the Planning Committee rather than with a Tree Panel. In recent years, the Audit Committee had taken on more of a governance role and the name of the Committee and Terms of Reference had been amended to reflect the importance of that role – it was also suggested that an increase in the membership from seven to nine would be helpful. The Terms of Reference of the Employee Appointments Committee had been amended to take account of new legislation and it had been renamed the Employee Appointments/Disciplinary Committee.
- 79.4 There was a decision to be made in respect of the Petitions Scheme; as the legislation that had introduced it had now been abolished, and there was therefore no requirement for the Council to have one, it was suggested that the thresholds for requiring a Council debate or a Senior Officer giving evidence at a public meeting be increased from 100 to 800 and 400 respectively in line with the initial guidance. It was felt that the Petitions Scheme was a good tool for gaining peoples' views and, as such, it should remain in place but, as any petitions of under 800 signatories could still be submitted for consideration by Officers and put through the Committee cycle as appropriate, it was suggested that an increase in the threshold could be considered. In addition, the legislation which had introduced the 'Councillor Calls for Action' process had been abolished so there was no longer a requirement for the Council to have this cumbersome and unnecessary procedure in place. As there were far easier ways for Councillors to raise matters of concern, it was suggested the procedure be removed from the Constitution.
- 79.5 In terms of the Scheme of Delegation, the Contract Procedure Rules had been updated and an additional delegation was requested for the Borough Solicitor to be able to make any changes required as a result of the country's withdrawal from the European Union (EU). In addition, the Scheme had been restructured to make it clearer and to include an overall delegation for the Corporate Leadership Team to take on any delegations in place of the relevant Officers if necessary. There were also three additional delegations suggested for consideration: firstly, in respect of a possible amendment to planning safeguard 5ii to include applications submitted by Town and Parish Councils; secondly, whether to include a delegation to the Head of Finance and Asset Management to approve adverse possession claims where i) the area of land was less than 200sqm; and ii) there was no strong evidence rebutting the applicant's claim; and iii) the Head of Finance and Asset Management considered that the land was not of strategic importance to the Council; and thirdly, whether to amend the current delegation to the Head of Finance and Asset Management to allow write-offs and virements to be approved up to a maximum of £20,000 rather than £10,000. Members were also asked for their continued support

for a delegation to the Borough Solicitor to keep the Constitution under regular review with any amendments such as spelling, grammar, typographical and formatting changes that did not affect the substantive content, and any decisions made by the Council that would affect the Constitution, being made and notified to all Members. In addition, with such a fundamental change to the format of the Scheme of Delegation, together with legislative changes and previous Council decisions, it was possible that further changes may be necessary and, in those circumstances, it was proposed that they be implemented in consultation with the Lead Member for Corporate Governance; obviously any new delegations would be brought to Members in the normal way.

- 79.6 A Member referred to Page No. 157 and questioned why the delegation to 'decide future applications from staff to continue working beyond normal retirement age' had been deleted. In response, the Head of Democratic Services explained that employees now had the right to work beyond legal retirement age so there was no need for a formal delegation.
- 79.7 A Member proposed, and it was seconded, that the recommendations on the report be accepted including the petitions scheme threshold changing from 100 to 800 for a Council debate and to 400 for a Senior Officer giving evidence; and planning safeguard 5ii not being amended. During the discussion which ensued, a number of Members felt that the thresholds in the Petitions Scheme were correct at 100 and that they would not like to see them increased. It was considered that, for the smaller villages in the Borough, 100 signatories was actually quite hard to get so 800 would be impossible. Another Member agreed with that view and felt that, as the scheme had not been particularly onerous to date, it did not seem necessary to increase the numbers. The original proposer explained his reasoning for a higher threshold was that 100 was low and could be used frivolously by members of the public; he expressed the view that this was not the only way the public could raise issues with the Council and, as such, a higher threshold than 100 would provide a safeguard. It was suggested that, if the threshold remained at 100, it could be kept under review and if a large number of petitions were received the position could be reconsidered. Another Member expressed the view that the scheme was fine in its current form as it offered an excellent way for the public to engage with the Council and had not been used overwhelmingly to date. Having been proposed and seconded, the motion that the Petitions Scheme threshold be increased to 800 for a Council debate and 400 for a Senior Officer to give evidence was put to the vote and, with three votes for, was lost. Accordingly, the thresholds in the Petitions Scheme would remain at 100.
- 79.8 In respect of the possible amendment of planning safeguard 5ii to include Town and Parish Councils, a Member expressed the view that Town and Parish Councils should have an automatic right to have their applications debated by the Planning Committee. The Member who had already proposed that the amendment should not be made expressed the view that, currently, Town and Parish Councils had the choice when they made a planning application that it could either be delegated or decided by the Planning Committee whereas the amendment to the safeguard would mean it would have to be considered by the Committee; he was of the view that such applications should be delegated where appropriate just as applications from residents were. Having been proposed and seconded it was agreed that this amendment should not be made.
- 79.9 Referring to the remaining delegations at 3ii and 3iii of the recommendations contained within the report, a Member proposed that they should be included in the Scheme of Delegation.

79.10 Accordingly, it was

RESOLVED

1. That the Constitution be **ADOPTED**, as attached to the report at Appendix 1, including the changes suggested in Paragraphs 2.1-2.8 and 2.10-2.14.
2. That the number of signatories to a petition under the Council's Petitions Scheme remain at 100 for both a Council debate and a Senior Officer giving evidence at an Overview and Scrutiny Committee.
3. That authority be delegated to the Borough Solicitor to undertake further necessary changes to the Contract Procedure Rules as a result of the country's withdrawal from the European Union.
4. That authority be delegated to the Head of Finance and Asset Management to **APPROVE** adverse possession claims where:
 - i. the area of land is less than 200sqm; and
 - ii. there is no strong evidence rebutting the applicant's claim; and
 - iii. the Head of Finance and Asset Management considers that the land is not of strategic importance to the Council.
5. That authority be delegated to the Head of Finance and Asset Management to allow write-offs and virements to be approved up to a maximum of £20,000 rather than £10,000.
6. That the arrangement for ensuring the Constitution is kept up-to-date, as set out in Paragraph 3 of the report, be **APPROVED**.

CL.80 COUNCIL TAX 2019/20

80.1 Having agreed the Council's 2019/20 budget earlier in the meeting, attention was drawn to a report, circulated separately, which asked Members to approve and set a Council Tax requirement for 2019/20.

80.2 In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting was recorded as follows:

For	Against	Abstain	Absent
R E Allen		Mrs S E Hillier- Richardson	B C J Hesketh
P W Awford			P E Stokes
K J Berry			M G Sztymiak
R A Bird			D J Waters
R Bishop			M J Williams
G F Blackwell			
G J Bocking			

K J Cromwell

D M M Davies

J E Day

M Dean

R D East

A J Evans

J H Evetts

D T Foyle

R Furolo

R E Garnham

P A Godwin

M A Gore

J Greening

R M Hatton

A Hollaway

E J MacTiernan

J R Mason

H C McLain

A S Reece

V D Smith

T A Spencer

P D Surman

H A E Turbyfield

R J E Vines

P N Workman

80.3 Accordingly, it was

- RESOLVED**
1. That it be **NOTED** that, on 1 December 2018, the Council calculated:
 - a) the Council Tax Base 2019/20 for the whole Council area as £34,585.03 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the "Act")) and,
 - b) for dwellings in those parts of its area to which a Parish precept relates as attached to the report at Appendix C.
 2. That the Council Tax requirement calculated for the Council's own purposes for 2019/20 (excluding Parish precepts) is £4,128,069.
 3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 30 to 36 of the Act:
 - a. £35,753,442 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils;
 - b. £29,552,788 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - c. £6,200,653 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);
 - d. £179.29 being the amount at 3(c) above (Item R), all divided by Item T(1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
 - e. £2,072,585 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix C to the report);
 - f. £119.36 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T(1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates;
 - g. the amounts stated in Column 5 (Band D Parish/Town and Borough b)) of Appendix B to the report are given by adding to the amount at 3(f) above the amounts of special items relating to dwellings in those parts of the Council's area specified in Column 1 of Appendix B in accordance with Section 34(3) of the Act. For completeness the table shows all areas; and
 - h. the amount set out in Appendix B to the report given by multiplying the amounts at 3(g) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular Valuation Band divided by the number which, in that proportion, is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different Valuation Bands.

4. That it be **NOTED** that, for the year 2019/20, Gloucestershire County Council and the Office of the Police and Crime Commissioner for Gloucestershire have stated the following amounts in precepts issued to the Borough Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands	Gloucestershire County Council			Office of the Police and Crime Commissioner for Gloucestershire
	£			£
	ASC	General	Total	
A	61.81	800.66	862.47	166.99
B	72.12	934.09	1,006.21	194.83
C	82.42	1,067.54	1,149.96	222.66
D	92.72	1,200.98	1,293.70	250.49
E	113.32	1,467.87	1,581.19	306.15
F	133.93	1,734.75	1,868.68	361.82
G	154.53	2,001.64	2,156.17	417.48
H	185.44	2,401.96	2,587.40	500.98

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts, set out in Appendix B to the report, as the amounts of Council Tax for the year 2019/2020 for each of the categories of dwellings shown in Schedule 3.
6. The Council has determined that its relevant basic amount of Council Tax for 2019/20 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

The meeting closed at 7:15 pm

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	6 March 2019
Subject:	Council Plan Year 4 (2016-20)
Report of:	Head of Corporate Services
Corporate Lead:	Chief Executive
Lead Member:	Leader of the Council
Number of Appendices:	One

<p>Executive Summary:</p> <p>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 Four) is attached at Appendix 1. This is the final year of the current Council Plan.</p>
<p>Recommendation:</p> <p>That, subject to any amendments from the Executive Committee, the Council Plan refresh is RECOMMENDED TO COUNCIL for ADOPTION.</p>
<p>Reasons for Recommendation:</p> <p>To ensure the plan remains a live document, actions need to be reviewed on an annual basis and refreshed where appropriate.</p>

<p>Resource Implications:</p> <p>None arising directly from this report.</p>
<p>Legal Implications:</p> <p>None arising directly from this report.</p>
<p>Risk Management Implications:</p> <p>If the Council does not have an up to date Council Plan it cannot demonstrate that priorities are being achieved.</p>
<p>Performance Management Follow-up:</p> <p>Delivery of the Council Plan actions are monitored though 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.</p>

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 4) is attached in Appendix 1. This is the final year of the current Council Plan.

2.0 THE COUNCIL PLAN 2016-20 (Year 4)

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 Council's four priority themes. The priorities are:

- Finances and resources;
- Promoting and supporting economic growth;
- Growing and supporting communities; and
- 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. A couple of the objectives have been reworded slightly to reflect the up to date position. For example, the objective 'further expansion of the Public Services Centre' has been amended to 'maximise partnership working within the Public Services Centre'.

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. A number of supporting actions have been removed as they were delivered in year three. For example, 'seek tenants for the remainder of the top floor and other spaces' and 'deliver the Public Services Centre refurbishment project'. A number of actions have been amended to reflect the changing nature of that action. For example, 'launch a business growth hub' has been amended to 'deliver growth hub services...'. 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 priorities and supporting objectives and actions ensure the Council retains its ambition and is one that is seen to 'punch above its weight'.

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 (including links to key strategies and policies e.g. Economic Development and Tourism Strategy), 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.

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: Head of Corporate Services
Tel: 01684 272002 Email: graeme.simpson@teWKesbury.gov.uk

Appendices: 1 – Council Plan Refresh (2016-2020).



Tewkesbury Borough



Council Plan 2016-20

Year 4: 2019



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Foreword

We are now entering the final year of our Council Plan 2016 - 2020. Last year was a really busy one for the council and we made great progress in many of our plan's actions. This year, our priorities and objectives remain the same with updated actions to be achieved in order 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

The third year of our plan saw some fantastic achievements, including maximising the use of our Public Services Centre, developing a concept masterplan for Ashchurch and Junction 9, appointing regeneration experts for the development of Spring Gardens and far exceeding our target for the delivery of affordable homes.

But we are not a council to rest on our laurels, and on top of the excellent achievements we have made so far, we will continue to push really hard during this final year of the Council Plan to deliver even more transformational projects. We will keep using the pressures we face to force us to think differently about how we shape and deliver our services.

This next year will be an exciting and challenging one for Tewkesbury Borough Council. We will continue to deliver excellent customer-focused services in the face of increasing financial pressure. Our council tax remains one of the lowest in the country and has been for many years – we really are experts in doing more for less.

This will be an opportunistic time for our local businesses too – the successful launch of our business growth hub in our Public Services Centre means we can now offer targeted support to local businesses of all types, from pre-start to existing companies and organisations looking to grow.

Over the lifetime of this plan we have continued to become less risk averse and have moved forward with our commercial approach to generate income. We have now introduced a new Commercial Strategy – a high level document which will help drive forward further commercial opportunities so we can provide excellent value-for-money while still meeting customers' needs.

Our Council Plan recognises that there is more of a role for councils than just operational service delivery. The future for Tewkesbury Borough is based around wider issues such as infrastructure, communities and housing delivery – you will see these issues these feature as priorities and actions within the plan.

You will also see (on pages 11 and 12) that we have made lots of achievements under each of our priorities throughout the last year and we will continue to drive this progress forward throughout the coming year.



Top: Councillor Rob Bird
Leader of the Council
Bottom: Councillor Jim Mason
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 90,332 made up of 41,000 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 90,332, with ONS projections of 99,700 by 2028 and 106,100 by 2039.
- Projections suggest the number of people aged 65 and above will increase from 19,500 in 2016 to 31,700 in 2039, an increase of 63%. This compares to a projected increase of 12% for the 0-19 year old population and 5% 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 23.2% of overall employment in Tewkesbury Borough.
- The current employment rate of 16-64 year olds is 84.7%, which is higher than the national rate of 75% and the county rate of 82.1%
- Claimant unemployment is 1.3%, which is below the county average of 1.5% and the national rate of 2.2%.
- 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.
- The borough experiences crime rates much lower than 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.
- Promote the borough as a visitor attraction.

● Growing and supporting communities

- Increase the supply of suitable housing across the borough to support growth and meet the needs of our communities.
- ~~Maintain a five year supply of land.~~
- **Ensure a supply of land to accommodate a five year requirement**
- 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.~~
- **Maximise partnership working within 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 to deliver a balanced budget.
 - b) Maximise retention around business rates.
 - c) Work to reduce our 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 our commercial property investment strategy.
 - b) Undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level.
 - ~~e) Explore opportunities to increase commercial activity in all services.~~
 - c) Increase commercial activity in all services in line with our commercial strategy.**
- **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.~~
 - b) Disposal of the Ministry of Agriculture, Food and Fisheries (MAFF) site.**
 - ~~e) Deliver the council's asset management plan.~~
 - c) Investigate the potential use of remaining vacant areas in the Public Service Centre (PSC)**



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.~~
- a) Deliver year three of our Economic Development and Tourism Strategy.**
- ~~b) Launch a business growth hub in the Public Services Centre.~~
- b) Deliver growth hub services in the Public Services Centre.**
- ~~e) Conduct a retail study in partnership with Cheltenham Borough Council and Gloucester City Council.~~
- c) 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.~~
- a) Deliver employment land through allocating land in the Joint Core Strategy (JCS) and Tewkesbury Borough Plan (TBP).**

- **Maximise the growth potential of the M5 junctions.**

- ~~a) Produce a concept masterplan for the Junction 9 area.~~
- a) Produce a detailed strategy for the delivery of growth at Junction 9.**
- 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.~~
- a) Prepare and adopt a supplementary planning document for the regeneration of Tewkesbury Town.**
- b) Develop a programme with partners to progress Healings Mill and other key development opportunity sites to support the regeneration of Tewkesbury.

- **Promote the borough as a visitor 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.~~
- b) Review tourism resources to maximise the tourist provisions in the borough.

Promoting and supporting economic growth



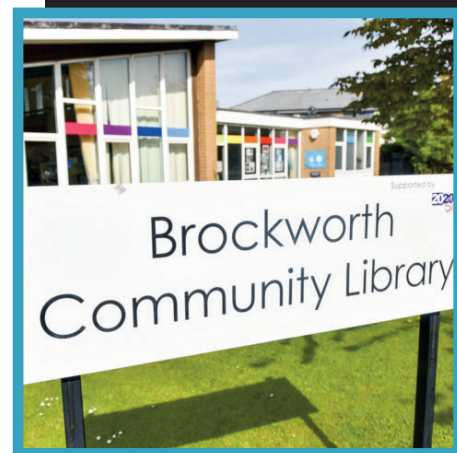
Why this is a priority

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.~~
 - a) **Work with partners to undertake the required reviews to the JCS.**
 - b) ~~Develop the Tewkesbury Borough Plan.~~
 - b) **Prepare and adopt the Tewkesbury Borough Plan.**
 - e) ~~Support Neighbourhood Development Plans where communities bring them forward.~~
 - c) **Support communities in the preparation of the Neighbourhood Development Plans (NDP), where they are brought forward.**
 - d) ~~Develop housing growth plans associated with the Junction 9 masterplan.~~
 - d) **Ensure land is allocated for housing as part of the Junction 9 masterplan.**
 - e) With partners, explore options for the provision of modular and innovative housing to meet housing needs.
- ~~Maintain a five year supply of land.~~
Ensure a supply of land to accommodate a five year requirement.
 - 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.~~
 - e) **Integrate Community Infrastructure Levy (CIL) into community planning processes.**
- **Deliver affordable homes to meet local need.**
 - a) ~~Implement effective actions to meet the needs of homelessness legislation.~~
 - a) **Continue to improve the proactive Homelessness Prevention programme.**
 - b) Achieve the council's affordable homes target by working with local housing providers.
 - c) Work in partnership to deliver the council's housing and homeless strategy.
 - d) ~~Work with Severn Vale Housing Society, Bromford Housing Group and Merlin Housing Society in respect of their merger.~~
 - d) Develop a programme to work with landlords to ensure residents have a supply of rented properties to meet their needs.
 - e) **Carry out housing needs assessments in parish areas with a view to delivering affordable housing in rural areas.**

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.~~
 - a) Implement the One Legal business review and associated case management system replacement.
 - b) To continue to proactively enforce against enviro-crimes including fly-tipping and dog fouling in accordance with the action plan.
 - c) Deliver our Place Approach.**
 - d) Review our Advice and Information Centres (AICs)**

- ~~Further expansion of the Public Services Centre.~~
Maximise partnership working within 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.~~
 - a) Develop a programme to create partnerships within Public Service Centre.
 - b) To work with health and well-being partners to support the development of a Local Integrated Health Partnership.**

- **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.
 - ~~e) Explore options and deliver a corporate-wide customer relationship management (CRM) system.~~
 - c) Explore options for a corporate-wide customer relationship management (CRM) system.**
 - d) Investigate digital methods to improve customer engagement.
 - e) Review our corporate website.**



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 during the course of the year we have undertaken a full review of the council's constitution and have refreshed our risk management framework.

We look forward to reporting our success factors over the final year of the Council Plan (2016-2020).

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 2018-2019

These include;



Finances and resources

- Commercial property investments have been made throughout the year. Our property portfolio of £39.5m is generating an annual gross income of £2.4m.
- We have produced a Medium Term Financial Strategy which has ensured our council tax remains one of the lowest in the country (we are the fifth lowest nationally).
- The Public Services Centre (PSC) refurbishment is complete including a modern and spacious reception area.
- The top floor of the PSC is now fully occupied. Overall rental income from all PSC partners is £270k per annum.
- MACE Group Ltd, development advisor, were successfully appointed to explore the options for redevelopment of the Tewkesbury area including the Spring Gardens car park.
- Approval of a new commercialisation strategy which will explore new income generation initiatives and efficiency savings.



Promoting and supporting economic growth

- We are the first council nationally to incorporate a business Growth Hub within our main council building.
- 30 projects have been approved under the Leader project scheme totalling a value of over £755k across Tewkesbury Borough and the Forest of Dean district.
- We held a successful business event promoting the Economic Development team and the Growth Hub that saw over 100 businesses attend.
- Over 140 community groups have been supported throughout the year to apply for over £1.8million worth of funds since July 2015.
- Concept masterplan for Junction 9 of the M5 has been approved for consultation.



Our achievements 2018-2019

✓ Growing and supporting communities

- Continued support is provided to town and parish councils for the development of neighbourhood plans- 16 parishes are preparing plans and five have been adopted.
- Preferred Options for the Tewkesbury Borough Plan was approved by Council in September and has been subject to consultation.
- Supported Severn Vale Housing Society in respect of their merger with Bromford Housing Group and Merlin Housing Society.
- Joint Core Strategy (JCS) initial Issues and Options consultation was completed in January 2018.
- We have exceeded our target figure of 200 affordable homes delivered in 2018/19.
- We have successfully implemented a new database to manage the new Homelessness Reduction Act Legislation which was brought into force at the beginning of 2018/19.
- Community Infrastructure Levy (CIL) was adopted by Council in October 2018.



✓ Customer-focussed services

- We continue to provide a £53,000 grant to the Citizen Advice Bureau who supported over 1200 members of our community in the last year.
- The borough maintains a good level of recycling with an average rate of 55% for 2018/19.
- The garden waste club has continued to be a success with over 17,100 sticker licenses being sold. Of which 70% renewed their subscriptions online. Generating an income of nearly £800k.
- Our residents are now able to pay for a variety of services via Paypoint - making paying for bills more accessible for all.
- We have developed new websites on behalf of key partners – Joint Core Strategy, Building Control and Tewkesbury Town Regeneration Partnership.
- We have restructured our community services team to enable them to support business and have undergone a review to improve their service offer.



Photo index

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TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	6 March 2019
Subject:	Development of a Strategic Planning Framework for Gloucestershire County to 2050 and Beyond
Report of:	Head of Development Services
Corporate Lead:	Chief Executive
Lead Member:	Leader of the Council/Lead Member for Built Environment
Number of Appendices:	One

Executive Summary:

The purpose of this report is to update Members on progress to date in respect of the creation of a Strategic Planning Framework for Gloucestershire County to 2050 and beyond and to make recommendations on the way forward on the preparation of a non-statutory Statement of Common Ground.

The Statement of Common Ground (SCG) would be entered into by the six local planning authorities, the County Council and the GFirst LEP. The SCG supports the opportunity for individual authorities to collectively realise their economic growth potential, attract infrastructure investment, and deliver on their development needs by working together to set out an agreed long-term view of growth in Gloucestershire. It would also allow the consideration of cross boundary needs where appropriate demonstrating to potential funders that, on strategic matters, the authorities, and where applicable their partners, have common objectives and a collective mechanism for promoting those objectives. The formal approval of the Statement of Common Ground will remain the responsibility of the constituent local authorities and GFirst LEP.

This report seeks approval of the principle of all SCG partners cooperating to develop a Strategic Planning Framework for the county on the basis of a SCG.

Recommendation:

To RECOMMEND TO COUNCIL that it agrees to work in partnership with the five other Local Planning Authorities, Gloucestershire County Council and the GFirst LEP to develop a broad Strategic Planning Framework for Gloucestershire, to 2050 and beyond, via the preparation of a ‘Statement of Common Ground’.

Reasons for Recommendation:

To ensure effective, coordinated spatial planning for the long-term future of Gloucestershire through collective working to prepare a strategic framework for the County to 2050 and beyond which will avoid duplication of effort, potential conflicts and deliver cost efficiencies through joint commissioning.

Resource Implications:

There are no direct resource implications arising from this report, other than the continued funding of the Gloucestershire Strategic Planning Coordinator which is funded on a two-year partnership basis between all Councils. There will be further costs much of which will be associated with existing plan development. Any additional budget requirements will be brought forward for consideration as they arise.

Legal Implications:

Section 33A(1) of the Planning and Compulsory Purchase Act 2004 which is in respect of the duty to co-operate in relation to the planning of sustainable development provides that each person who is a local planning authority, County Council and certain other bodies (such as the Environment Agency and Homes and Communities Agency) must co-operate with each other and local enterprise partnerships in maximising the effectiveness with which certain activities are undertaken. These activities are the preparation of local development plans (including development plan documents) and any activities that can reasonably be considered to prepare the way for/support for such activities so far as relating to a strategic matter.

A strategic matter for the duty is sustainable development or use of land that has or would have a significant impact on at least two planning areas and sustainable development or use of land in a two-tier area if the development or use is a county matter or has or would have a significant impact on a county matter.

Under sections 19(1B) to (1C) of the 2004 Act, each local planning authority must identify strategic priorities for development and use of land in the authority's area and policies to address those priorities must be set out in the local authority's development plan documents (taken as a whole).

Paragraph 20 of the National Planning Policy Framework (2019) sets out the matters that strategic policies should provide for and under paragraph 27 it is stated that in order to demonstrate effective and ongoing joint working, strategic policymaking 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.

When soundness of plans are tested under the NPPF (2019) one element of this under paragraph 35 is that the plan should be 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 SCG. Therefore, although not a statutory document, SCG dealing with these matters will be expected when plans are at examination. The formal approval of the SCG will remain the responsibility of each of the parties to it.

Risk Management Implications:

Failure to maximise the opportunity created through the creation of an effective Strategic Planning Framework for Gloucestershire County would mean that opportunities for effective strategic development discussions are lost. The opportunity to save resources through joint commissioning of an effective evidence base may also be lost.

Performance Management Follow-up:

The Council will regularly monitor the effectiveness of the SCG as part of the planning and development process. The Leaders Board will receive regular updates on progress being made. Individual Councils will similarly receive reports as and where appropriate either for decision-making purposes or to update on issues arising out of the creation of a strategic planning framework (in the form of a SCG).

Environmental Implications:

The SCG will contain matters relating to the environmental, social and economic outputs of the area. In itself it will not be subject to the same requirements for a Sustainability Appraisal in the same way a Statutory Planning Document does. A Sustainability Appraisal that encompasses a Strategic Environmental Assessment as required by EU Directive (2001/42/EC) will still be required to be produced for the local plan documents.

1.0 INTRODUCTION/BACKGROUND

1.1 It has been recognised for some time that a better coordinated approach to long term spatial planning in Gloucestershire would be beneficial. Such an approach could provide an agreed broad vision for the future growth of the County which would support local plan development and avoid duplication, potential conflict between plans and fulfil the duty to cooperate. This partnership approach could also better coordinate infrastructure requirements and associated funding whilst delivering potential savings through joint commissioning of development plan evidence bases.

1.2 These advantages can be gained by working together and by cooperating effectively, however the responsibility for spatial planning decision making will remain with the local plan authorities individually.

1.3 In June the Gloucestershire Economic Growth Joint Committee (GEGJC) appointed the Strategic Planning Coordinator for the County. The role of this post is to work towards better planning coordination in the County. The Gloucestershire Strategic Planning Coordination project has now been running for six months. Work to date has focussed upon:

- Establishing the governance and working arrangements for the project including the setting up of the Leaders Board (which consists of Leaders of all the District Councils, the Leader of the County Council and LEP representatives) and associated officer group under the auspices of the GEGJC. The governance structure is shown at Appendix 1.
- Synergising the relationship between this piece of work and the continuing work on the existing local plans.
- Reviewing the available evidence and developing the means of supplementing the evidence base through collaborative working.
- Reviewing existing joint planning arrangements and partnerships, for example evidence commissioning.

Considering the type and nature of 'framework document' for Gloucestershire.

2.0 WORK TO DATE

2.1 The Leaders Board has been meeting on a regular basis since its inception in June 2018. One of the key discussions that has been had is the consideration of the type of plan that is appropriate for Gloucestershire. These discussions have concluded that whilst there are other methods of securing a Strategic Planning Framework and its associated benefits the most appropriate model for Strategic Planning in Gloucestershire is considered to be the non-statutory Statement of Common Ground (SCG).

- 2.2** The SCG is a Statement which has been established by the National Planning Policy Framework 2018 and will be required to be produced and agreed between the six local planning authorities, the County Council, GFirst LEP and other key parties as appropriate. It will set out the agreed position in respect of cross boundary strategic planning issues, demonstrating that the 'Duty to Cooperate' has been fulfilled, but it can also be used to set out a long term agreed vision for the broad location of development within the county.
- 2.3** Following consideration of the best way to deliver a long term strategic planning framework, the Leaders Board consider that a joint SCG would be the best mechanism to deliver a coordinated approach agreed by all partners. This will allow local planning authorities to continue to deliver current and future spatial plans and policies, but will also allow the local planning authorities to work together to determine a coordinated approach to future strategic planning in the county and maximise resource efficiency.
- 2.4** This will also allow the local authorities to look beyond their plan periods and link into conversations regarding Gloucestershire 2050 to seek to meet aspirations for growth and infrastructure. Furthermore, effective cooperation enables strategic policy-making authorities and infrastructure providers to establish whether additional strategic cross-boundary infrastructure is required. The statement would be evidence that the strategic policy-making authorities have sought agreement with the relevant bodies and, in relation to the Community Infrastructure Levy, it can form part of the evidence base for the Infrastructure Funding Statement.

3.0 STATEMENT OF COMMON GROUND (SCG)

- 3.1** The NPFF 2018 sets out the details expected to be covered within a SCG these are as follows:
1. A spatial portrait and narrative of the geography of the area and the key strategic matters being addressed by the statement, for example meeting the housing need and economic growth for the area and key environmental issues such as flood protection, climate change impact reduction, air quality etc.;
 2. Details of the plan-making authorities responsible for joint working detailed in the statement, along with any others engaged in the process and the associated governance arrangements for the cooperation process, including how the statement will be maintained;
 3. The housing requirements in any adopted and (if known) emerging strategic policies relevant to housing within the area covered by the statement as well as a view of the future growth necessary;
 4. An understanding of the distribution of housing and economic growth needs in the area as agreed through the plan-making process, or the process for agreeing the distribution of need (including unmet need) across the area;
 5. A record of where agreements have (or have not) been reached on key strategic matters, including the process for reaching agreements on these; and
 6. Any additional strategic matters to be addressed by the statement which have not already been addressed, including a brief description how the statement relates to any other SCG ground covering all or part of the same area.
- 3.2** The detail and scope in the statement is expected to be proportionate to the matters being addressed but would seek to tackle the key issues facing the County and the aspirations for strategic growth and infrastructure requirements.

3.3 In addition to the NPPF requirements, the Leaders Board consider that a SCG for Gloucestershire will:

1. Draw from existing and developing local plans and plan development processes to provide an agreed joined up picture of growth within Gloucestershire.
2. Include the broad aspirations of partners for the promotion of growth within Gloucestershire.
3. Provide an agreed approach between all agencies to allow cooperation in delivery of plans and infrastructure.
4. Improve strategic planning coordination, cooperation and communication to avoid potential conflict between plans and partners ensuring Gloucestershire can speak with 'one voice', which is so important for Government dialogue and associated funding bids.

4.0 SCG DEVELOPMENT PROCESS

4.1 The Leaders Board has concluded that, given the importance of this partnership work, all the individual Local Authorities and GFirst LEP should be asked to approve the principles of this planning partnership work as set out in this report at the outset of the project. This report therefore is being presented to all Gloucestershire authorities and GFirst LEP for consideration within the meeting cycles for February and March 2019.

4.2 This project is in its earliest stages; therefore, this report concerns the principles of this project only and much further detail will need to be developed as the project progresses. As work on this project progresses Members will be updated. Further reports will be presented to individual local authorities and GFirst LEP as further decisions are required. Final adoption of the SCG for Gloucestershire will need to be agreed by each constituent authority.

5.0 CONSULTATION

5.1 The SCG will be subject to a level of consultation which will need to be in accordance with the Statements of Community Involvement of each constituent local authority.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 Joint Core Strategy.
Tewkesbury Borough Plan.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 Planning and Compulsory Purchase Act 2004.
Localism Act 2011.
Town and Country Planning (Local Planning) (England) Regulations 2012.
Housing and Planning Act 2016.
National Planning Policy Framework.
National Planning Practice Guidance.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 Officer time will be required to support the preparation of the SCG as part of a regular programme of work.

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

9.1 The purpose of the planning system is to contribute to the achievement of sustainable development. Planning decisions are required to be made in accordance with an adopted Development Plan. The Plan-led approach to development will help ensure that new development is supported by the necessary facilities and infrastructure to make it sustainable in the long term.

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

10.1 None as a direct result of this report. An Equalities Impact Assessment will be undertaken as part of the Sustainability Appraisal process for individual statutory planning documents.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

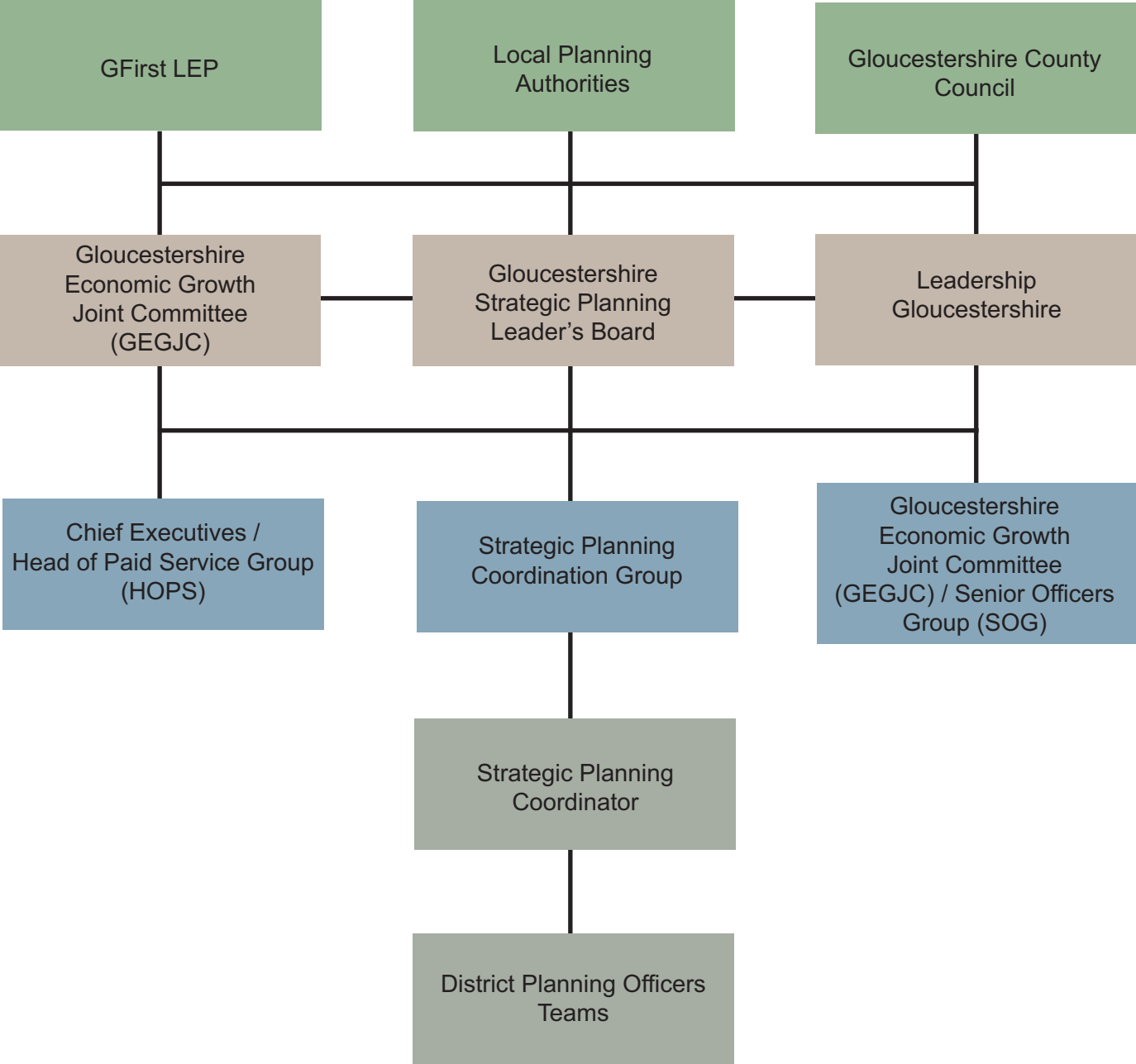
11.1 None.

Background Papers: None.

Contact Officer: John Baker Strategic Planning Coordinator.

Appendices: 1 – Gloucestershire Strategic Planning Governance Structure.

Gloucestershire Strategic Planning Governance



TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	3 April 2019
Subject:	Financial Procedure Rules
Report of:	Head of Finance and Asset Management
Corporate Lead:	Deputy Chief Executive
Lead Member:	Lead Member for Finance and Asset Management
Number of Appendices:	One

<p>Executive Summary:</p> <p>The Council's existing Financial Procedure Rules have been revised to reflect a number of changes within the financial framework the authority operates within and to reflect current best practice.</p>
<p>Recommendation:</p> <p>To RECOMMEND TO COUNCIL the adoption of the revised Financial Procedure Rules.</p>
<p>Reasons for Recommendation:</p> <p>The Financial Procedure Rules form part of the Council's Constitution and provide the framework for managing the Council's affairs. It is therefore imperative that they remain up to date and reflect best practice.</p>

<p>Resource Implications:</p> <p>These regulations form the major part of the framework for controlling financial affairs within the Council.</p>
<p>Legal Implications:</p> <p>The Local Government Act 1972 Section 151 requires the Council to make arrangements for the proper administration of its financial affairs.</p>
<p>Risk Management Implications:</p> <p>Financial aspects of risk management policies are incorporated within the Financial Procedure Rules.</p>

Performance Management Follow-up:

It is recommended that the Financial Procedure Rules are reviewed every three years as a minimum.

There will be ongoing monitoring by those charged with responsibility for the proper administration of the Council's financial affairs as to the compliance with these rules by both the Officers and Members of the Council.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

1.1 The current Financial Procedure Rules (FPR's) have not been updated for a number of years. As a result, a number of amendments are required to reflect best practice and changes in the financial and organisational environment of the Council.

1.2 In addition, revisions to the Council's Constitution were approved in February 2019 and an updated set of FPR's are now required to sit alongside the updated Constitution.

2.0 REVISIONS TO FINANCIAL PROCEDURE RULES

2.1 Financial Services staff have reviewed the existing FPR's and have put forward a revised format based on current best practice whilst ensuring the FPR's remain a usable document by all members of staff and Councillors within the organisation.

2.2 The content has also been reviewed but only limited changes to the detailed requirements have been necessary. These changes include:

- Increased delegated limits for virement and write off in line with limits set within the Constitution.
- Updated requirements reflecting recent legislative changes such as the introduction of off payroll working and the need to produce capital and investment strategies.
- Changes to reflect the latest business practices such as the use of pool cars.
- Changes to reflect the increasing use of technology within our processes.
- Changes to reflect the structure of services and ownership of specific issues such as risk management.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 Good practice within this area has been sought and informed the revised documentation.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Financial Procedure Rules form part of the Council's Constitution.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 None directly.

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

8.1 None.

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

9.1 The FPR's enshrine value for money principles in all aspects of the Council's day-to-day activities.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Approval of the Constitution – Council - 19 February 2019

Background Papers: None.

Contact Officer: Head of Finance and Asset Management Tel: 01684 272005

Email: simon.dix@tewkesbury.gov.uk

Appendices: A – Financial Procedure Rules.

SECTION 5 FINANCIAL PROCEDURE RULES

(Revised April 2019)

Section 1 – Financial Governance

1. Financial Governance
2. Internal Audit & Systems of Internal Control

Section 2 – Budget Management

3. Financial System and Procedures
4. Preparing and Managing the Revenue and Capital Budget
5. Changes to the overall Agreed Revenue and Capital Budget

Section 3 – Financial Processes

6. Payment of Invoices
7. Income
8. Taxation
9. Payment Cards
10. Banking Arrangements, Cheque Signing and Imprest Account
11. Treasury Management
12. Insurance
13. Fraud and money laundering

Section 4 - Employees

14. Workforce
15. Salaries, Wages and Pensions
16. Travel, Subsistence and other Allowances
17. Gifts and Hospitality

Section 4 – Tangible assets

18. Capital Plan Preparation and Management
19. Assets
20. Security

Section 5 – Third Party arrangements

21. Unofficial and Voluntary Funds
22. Financial Control of Partnerships, Joint Ventures, Associated Organisations and Similar Arrangements

1) FINANCIAL GOVERNANCE

Council's responsibilities

The Council has a statutory duty to make arrangements for the proper administration of its financial affairs and to ensure that one of its Officers has responsibility for the administration of those affairs. The S.151 Officer has been designated as being responsible for those arrangements.

The Council is responsible for the approval of the Financial Procedure Rules to be used by all Members and Officers, including any amendments or additions presented by the S.151 Officer.

The Council is responsible for approving the procedures for recording and reporting decisions taken, by the Council itself, or under approved delegation arrangements. The Scheme of Delegation, which includes financial limits, is set out in the Constitution at Part 3.

The Audit and Governance Committee is responsible for reviewing the draft Annual Statement of Accounts and approving the audited Annual Statement of Accounts.

Executive Committee's responsibilities

The Executive Committee is responsible for ensuring that the Financial Procedure Rules are followed across the Council. The Executive Committee is also responsible for arranging for a review of the Financial Procedure Rules at least every three years and for recommendations for any changes to be made to the Council.

The Executive Committee is responsible for approving the Council's risk management policy statement and strategy and for reviewing the effectiveness of risk management arrangements.

S.151 Officer

The S.151 Officer is responsible for the proper administration of the Council's financial affairs, and particularly for

- maintaining a continuous review of this Financial Procedure Rules and the submission of any additions or changes necessary for Council approval;
- providing corporate financial advice and information to the Council.
- ensuring that arrangements are in place to maintain proper accounting records
- setting standards for good financial management including accounting policies which are set in accordance with proper practice and accounting regulations.
- advising on the key financial controls necessary to secure sound financial management;
- ensuring that proper systems of internal control are operated and reporting breaches of the Financial Procedure Rules to Council, Executive Committee, Audit & Governance Committee, or the Standards Committee as appropriate;
- coordinating the preparation of the revenue budget and capital plan,
- preparing the annual financial statements in accordance with the relevant accounting standards and codes of practice and any necessary technical accounting adjustments. Ensuring that arrangements are in place for the audit of the financial statements;
- treasury management activities, including reporting on prudential indicators;

The S.151 Officer also has a range of statutory duties, rights and responsibilities in relation to the financial administration and stewardship of the Council. The S.151 Officer must report to the Council under Section 114 of the Local Government Finance Act 1988, if:-

- a decision has been made, or is about to be made, which involves the incurring of expenditure which is unlawful;
- there has been, or is about to be, an unlawful action resulting in a financial loss to the Council; or
- Anyone or anybody is about to make an unlawful entry in the Council's accounts.

The S.151 Officer may issue any instruction intended to fulfil these responsibilities and is entitled to any information or explanations as he/she may require.

The S.151 Officer shall issue instructions and guidance to the Council in line with S.25 of the 2003 Local Government Act.

Chief Executive, Deputy Chief Executive, Monitoring Officer (CLT) and Senior Officers

Senior Officers (defined as Head of Services within the current structure), must ensure that;

- proper financial controls are maintained in their service area.
- arrangements are in place to ensure that all Officers involved in financial matters are aware of, and competent in the use of, these Financial Procedure Rules, Contract Procedure Rules and the Council's financial ledger.
- the extent of delegated authority to Officers must be recorded. See further guidance on the Scheme of Delegation in Part 3 of the Constitution. The financial implications of all proposals in advance of any "key decision" report have been subject to approval by the S.151 Officer and their representatives and the subsequent report sets out the financial implications.
- the legal implications of all proposals in advance of the "key decision" report production have been subject to approval by the Monitoring Officer and the subsequent report sets out the legal implications.

Head of Paid Service

The Head of Paid Service is responsible for the corporate and overall strategic management of the Council as a whole. They must report to and provide information for the Council; the Executive Committee; the Overview and Scrutiny Committee; and any other Committees of the Council. The Head of Paid Service is responsible for establishing the framework for management direction, style and standards and for the monitoring of performance for the organisation. The Head of Paid Service, Monitoring Officer and S.151 Officer are responsible for the system(s) of record keeping in relation to all the Council's decisions.

Monitoring Officer

The Monitoring Officer is responsible for promoting and maintaining high standards of conduct, including about financial matters. They are also responsible for ensuring the legality and the powers to enter into transactions and the terms and conditions of contracts and other agreements.

The Monitoring Officer is also responsible for reporting any actual or potential breaches of law or maladministration to the Council and/or to the Executive Committee, and for ensuring that procedures for recording and reporting key decisions are operating effectively.

The Monitoring Officer must ensure that Executive Committee decisions and the reasons for them are made public and that Councillors are aware of the decisions made by: the Executive Committee; those made by anyone from the workforce; or anyone else acting on the Authority's behalf, who have delegated Executive Committee responsibility.

The Monitoring Officer is also responsible for providing advice to anyone about who has responsibility or authority to take a particular decision. In relation to financial matters, s/he will consult with the S.151 Officer before giving advice.

The Monitoring Officer is responsible for advising the Council or Executive Committee about whether a decision is likely to be considered contrary to or wholly in accordance with the Policy Framework. Responsibilities for actions contrary to budget lie with the S.151. Officer.

External agencies and partnerships

Where, as a result of legislation or decision of the Council, part of the Council's functions are delivered by an associated organisation, funded partly or wholly by the Council, the organisation must submit for approval by the Council its own arrangements for corporate governance. These arrangements will incorporate the spirit of the Council's Financial Procedure Rules, and will include the Council's right of access to financial information about the associated organisation. The Audit & Governance Committee shall monitor the overall Council risks on partnerships as part of its governance role.

Specific terms and conditions will be required when the Council is deemed the Accountable Body for external funding. Where the establishment of such terms and conditions are the responsibility of the Accountable Body they have to be agreed by the Executive Committee

Officers and Councillors

All Officers and Councillors within the authority are required to maintain and provide the highest standards of financial management, integrity and administration in line with these Financial Procedure Rules. Their conduct is also set out in the relevant Codes of Conduct which they must be aware of and comply with at all times.

Delegated responsibilities

A reference in the Financial Procedure Rules to the S.151 Officer includes the Deputy S.151 Officer as having the same powers and responsibilities. Other nominees can be made by the S.151 Officer and will be notified to the Head of Paid service and Monitoring Officer.

An Officer means any employee of the Council, or other persons contracted to carry out functions of the Council, including but not limited to agency workers, third party contractors and partnership bodies where these Financial Procedure Rules apply.

Non Compliance with regulations

When an Officer is aware of a breach of these regulations they have a duty to report it to the S.151 Officer. Any such report will be treated in the strictest confidence

Failure of any Officer to comply with these regulations may constitute misconduct or gross misconduct, depending on the circumstances, and may result in disciplinary action being taken in accordance with the Council's Disciplinary Procedure.

2) INTERNAL AUDIT AND SYSTEMS OF INTERNAL CONTROLS

Responsibility & Authority

Under the Accounts and Audit (England) Regulations 2015 a Council must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, and at least once in each year, conduct a review of the effectiveness of its internal audit.

The Chief Audit Executive is responsible for Internal Audit. An annual risk based audit plan is produced to identify systems and process that require audit. This includes consideration of controls in place relating to accounting records. The plan is approved by the Audit Committee.

The S.151 Officer is responsible for identification of:-

- the risks inherent in and associated with each financial system;
- the soundness, adequacy and application of the financial and other management controls and systems within each Service;
- the extent of compliance with, and the financial effects of, established policies, plans and procedures;
- the extent to which the organisation's assets and interests are accounted for and safeguarded from losses of all kinds arising from fraud, other offences, waste, extravagance and inefficient administration, poor value for money and other cause;
- the suitability, accuracy and reliability of financial and other management data within the organisation; and
- value for money aspects of service provision.

The Chief Audit Executive will report to the Audit & Governance Committee on a cyclical basis about the findings of Internal Audit.

Investigations and Suspected Fraud or Corruption

The Corporate Management Team are responsible for ensuring that Officers are:

- aware of the Council's Anti-Fraud and Anti-Corruption Strategy;
- aware of the Whistleblowing Policy;
- operating in a way that maximises internal check against inappropriate behavior.

The S.151 Officer is responsible for the development and maintenance of the Anti-Fraud & Anti -Corruption Strategy and for directing the Council's efforts in fraud investigation. The Borough Solicitor supported by the relevant Senior Officer is responsible for the development and maintenance of the Whistleblowing Strategy.

It is the duty of any Officer who suspects or becomes aware of any matter which may involve loss or irregularity concerning cash, stores or other property of the Council or any suspected irregularity in the operations or exercise of the functions of the Council to immediately advise Senior Officers. The Senior Officer concerned must immediately notify the S.151 Officer who may take action by way of investigation and report.

Where, following investigation, the S.151 Officer considers that there are reasonable grounds for suspecting that a loss has occurred as a result of misappropriation, irregular expenditure or fraud, appropriate action will be taken including following internal disciplinary procedure and/or reporting to the police

3) FINANCIAL SYSTEMS AND PROCEDURES

The S.151 Officer is responsible for setting the standards on the operation of the Councils accounting and financial systems, the form of accounts and the supporting financial records. Any changes to the existing financial systems, processes or procedures; or the establishment of new systems to meet the specific needs of a Service must have prior approval of the S.151 Officer before being implemented.

The financial systems in operation at the Council include

- Financial Ledger, Creditors and Debtors functions
- Purchasing commitment system for raising all purchase orders.
- Income Management System

Senior Officers are responsible for

- ensuring that Officers understand and are competent to undertake their financial responsibilities.
- ensure that Officers are able to use the financial systems in operation at the Council.
- where appropriate make sure Officers receive relevant financial training, to their level of responsibility, that has been approved by the S.151 Officer.
- the proper operation of financial processes in their own departments and must ensure that all financial, costing, and other statistical information is recorded fully and accurately.
- ensure that financial documents are retained in accordance with the Council's approved retention schedule.
- make arrangements, where appropriate, for the separation of duties between the carrying out of transactions and the examining and checking of transactions.

Any departure from using corporate accounting and financial systems must be approved and justified on cost/service grounds to the S.151 Officer before the commitment to change is agreed.

Bid documents for external funding must be completed in conjunction with advice from finance and legal departments and approved by the Monitoring Officer and the S.151 Officer. Grant claims, financial returns and submissions must be completed by the relevant Senior Officers and authorised by the S.151 Officer prior to submission to the Government Department.

Any proposals to enter into an arrangement involving a lease to finance any expenditure should be subject to review by the S.151 Officer to ensure the financial implications receive appropriate consideration.

4) PREPARING AND MANAGING THE REVENUE AND CAPITAL BUDGET

Financial Planning Framework

It is a legal requirement for the Council to ring-fence and separately manage many of its financial resources and expenditure. The main “ring-fenced” areas include:

- capital expenditure and resources;
- the Collection Fund

Any income or expenditure, which does not fall within the above categories, is deemed to fall within General Fund.

Ring-fencing means that the Council is not permitted or is heavily restricted in its ability to vire resources in or out of a particular ring-fenced area. The situation is further complicated by the fact that certain resources within each of the above ring-fenced areas have to be earmarked to particular activities. For example, capital grants that have been provided specifically to finance particular schemes.

Having regard to all statutory ring-fencing arrangements, the S.151 Officer, after consulting the Corporate Leadership Team (Chief Executive, Deputy Chief Executive and Monitoring Officer (CLT)), and Executive Committee, shall be responsible for designing and implementing the annual budget and medium-term financial planning system. The S.151 Officer is responsible for the preparation of a corporate revenue budget, capital program and advice on the setting of Council Tax.

Preparation of the Council Plan

The Chief Executive is responsible for proposing the Council Plan to the Executive Committee for consideration before its submission to the Council for approval. When compiling the Plan, and in conjunction with other Senior Officers, the Chief Executive will ensure that the plan is commented on by the S.151 Officer

Budget Preparation

The S.151 Officer is responsible for

- the preparation of a Medium Term Financial Strategy for the following five-year period to be submitted annually to the December meeting of the Council for approval
- Preparation of an annual balanced revenue budget, capital budget and reserves statement for approval by the Council in February of each year.

The S.151 Officer will make arrangements to consult with the public, partners and business community on the budget options being considered.

The Executive Committee will consider these budget option proposals in detail and make its recommendations to the Council before the date set for the meeting of the Council which will determine the budget.

The S.151 Officer will advise the Executive Committee and the Council on the overall budget, the levels of Council Tax, the use of reserves and the need for contingency budgets, and on the risks involved in the forecasts of spending levels and income.

The S.151 Officer is responsible for designing the process to be able to set a balance budget. The budget process and timetable is set out in detail in the Financial Services Handbook. This handbook will be updated when necessary, to reflect any changes, and notified to all senior Officers.

Resource Allocation

It is imperative that objectives are carefully prioritised and that limited resources are allocated, in order to fulfil all legal responsibilities. Resources may include staff, money, equipment, goods and materials. The S.151 Officer is responsible for identifying the sources and level of funding available, covering grants from Central Government Departments, the Business Rates regime and from increasing Council Tax. The S.151 Officer is responsible for ensuring that the resource allocation is adequate.

To assist with the resource allocation the Council will maintain a general level of balances and reserves. These levels shall be calculated and recommended for approval by the S.151 Officer using a risk based approach in advance of the setting of the Budget for the approaching financial year. This will support the budget decisions being taken at the Council meeting which sets the Council Tax. This level of balances and reserves shall be subject to regular review in the budget monitor reports. At the year-end as part of the production of the Annual Statement of Accounts the S.151 Officer shall assess the risks facing the Council and prepare the Statements to utilise reserves to meet expenditure incurred.

Reporting

The Executive Committee is responsible for implementing Service and Corporate Plans within the resources allocated in the revenue and capital budgets. The S.151 Officer will provide information on the Council's performance against the revenue and capital budgets to Executive Committee quarterly during the financial year. Senior Officers will receive monthly budget monitoring updates from the S.151 Officer.

The general format of the budget proposed by the Executive Committee to Council will follow that advised by the S.151 Officer. The draft budget should include allocation to different services and projects, proposed taxation levels and contingency funds. The headings proposed will be those advised by the S.151 Officer.

The S.151 Officer is responsible for providing appropriate financial information to enable budgets to be monitored effectively by Senior Officers. Senior Officer must monitor and control expenditure against budget allocations and report to the S.151 Officer any significant under/overspends. The S.151 Officer will report to the Executive Committee on the overall position on a quarterly basis, noting significant variances in the reported position from the set budget. The S. 151 Officer will recommend any corrective action that is deemed necessary, including the use of a S.114 Notice if necessary.

Senior Officers will control income and expenditure within their areas of responsibility. They will monitor performance, taking account of financial information provided by the S.151 Officer. They should report on actual variances within their own areas, and on the possible likelihood of them. They must also: alert the S.151 Officer to any problems; consult with the S.151 Officer about the remedial action necessary to avoid exceeding their budget allocations and take the remedial action agreed.

Managing budgets

Senior Officers are responsible for managing budgets within their delegated authority. They must take action to avoid overspending budgets and report any difficulties to the S.151 Officer. Delegated Officers with budget responsibility must support their Senior Officers with all arrangements for the preparation and management of the budget as set out in the financial procedure rules.

Senior Officers should delegate authority to commit budgets to the appropriate level of management, make arrangements to set out clearly the extent of authority of managers, and review the performance of managers in managing these budgets. Senior Officers should complete the relevant form and return it to the S.151 Officer. The Finance Team will ensure that records of delegated authority are maintained, regularly reviewed and updated.

Senior Officers must in accordance with their financial support, including using the financial reports on the financial ledger, review their budgets on a monthly basis to support the regular budget meeting due by the S.151 Officer. All budget holders have access to the financial reporting system and will receive a monthly report on the 1st of each month detailing their current position against budget. Financial officers will meet with budget holders, at least, quarterly to support the financial reporting to the Executive committee.

The S.151 Officer is accountable for all corporate contingency budgets, which will be managed in the same way as service and activity budgets.

Where, as a result of a mistake or error by an Officer, the Council becomes liable for any charges, penalties or additional expenses, such costs will be met by the Service in which the error is made.

Carry forwards and recovery of overspends

Carry forward is a mechanism for transferring budget provisions from one year to another. This will be done during the production of the Statement of Accounts. The Executive Committee is responsible for determining changes to the Council's Revenue Budget arising from the carry forward process. Carry forwards are one-off gains which can be utilized to

- fund future projects and/or
- service improvements
- forward management of Council finances.

They should not be used to fund recurring revenue expenditure. Additions to recurring revenue expenditure will be dealt with through the budget setting process.

After the end of each financial year, the S.151 Officer will report to the Executive Committee on the financial performance of each service and of the Council as a whole.

Risk Management and Control of Resources

It is essential that robust, integrated systems exist to identify and evaluate all significant operational risks to the Council. These systems will be maintained by the proactive participation of everyone associated with the planning and delivery of services to its citizens.

The Executive Committee is responsible for approving the Council's Risk Management Policy Statement and the Strategy and has delegated the monitoring of the effectiveness of risk management to be Audit Committee.

The S.151 Officer is responsible for advising Senior Officers and the Executive Committee Member of any financial implications into the risk management process and that appropriate insurance cover is in place.

Internal Control is the systems of control devised by management to help ensure the Council's objectives are achieved in ways which promote economical, efficient and effective use of resources and which ensure that the Council's assets and interests are safeguarded.

The S.151 Officer will advise the Council at all levels on the requirements for an effective system of Internal Control. Arrangements devised and implemented will ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They will also ensure that Public Monies are properly safeguarded; and are used economically, efficiently, and in accordance with the statutory and other authorities which govern their use.

It is the responsibility of Senior Officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets. In doing this they must consult as necessary with the S.151 Officer about matters past and present and future which bear upon the framework of Internal Control.

Production of Accounts

The S.151 Officer shall consolidate and produce the Authority's statutory accounts. Accounts will be prepared in accordance with the relevant statutory requirements and proper practice.

Senior Officers shall assist the S.151 Officer to undertake the closure of their Service area ledger accounts which must be in accordance with the standards, timescales and format set by the S.151 Officer. A detailed set of instructions and timescales will be sent out by the 1st March prior to the end of the financial year. It is the responsibility of budget holders to ensure that evidence is collated and held in line with retention schedules for financial information and that all deadlines are adhered to as set out in the Year End instructions.

The S.151 Officer is responsible for ensuring that the Annual Statement of Accounts is prepared in accordance with the Code of Practice on Local Council Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC). This will include an assessment of the financial risks facing the Council. The Audit Committee is responsible for approving the Annual Statement of Accounts.

The S.151 Officer shall report to Executive Committee before the end of June the outturn for the previous year for both revenue and capital identifying the outturn against budget. This will include details of variations to budget and the implications for general reserves and balances.

5) CHANGES TO THE OVERALL AGREED REVENUE AND CAPITAL BUDGET

In the normal course of the Council business during a financial year, proposals are likely to be made which could have financial implications, increase the overall agreed net revenue and/or capital budget of the Council.

Any increase to the Council annual budget (outside of annual budget setting process) must be reported to the Executive Committee for recommendation to Council. In each case, the proposal needs to be fully costed to show the additional impact on the budget, with details of how any additional cost will be financed. Where the expenditure is capital in nature there is a requirement to consider fully the recurring and non-recurring revenue implications. If the net impact is nil on the budget then, with the approval of the S.151 Officer, the money can be spent

All proposals which involve a change to the overall revenue or capital budget need to be considered in accordance with the advice of the Borough Solicitor and S.151 Officer.

Virements

The Executive Committee is responsible for agreeing procedures for virements between department, earmarked reserves and service budget headings. A virement is the mechanism to make a significant change in the level of resources allocated to service areas from that set out in the budget setting process. A virement cannot make a change to the overall level of resources available to the Council as agreed during budget setting.

Senior Officers are responsible for identifying and agreeing any transfer of resources between budget codes. They must then seek the approval of the S.151 Officer for the transfer. The S.151 Officer will make arrangements to record their approval of any in-year virements and for the financial systems to be updated to reflect the approved change. Where it is above the S.151 Officers limit, then s/he will prepare a report to the Executive committee setting out the reason for the change in resource allocation.

- Up to £20,000 - S.151 Officer
- Above £20,000 - Report from the S.151 Officer to Executive Committee

6) ORDERING AND PAYING FOR WORK, GOODS AND SERVICES

General

Every Officer and Member of the Council has a responsibility to declare any links or personal interests that they may have with purchasers, suppliers and/or contractors if they are engaged in contractual or purchasing decisions on behalf of the authority, in accordance with appropriate codes of conduct. These interests should be registered with the Borough Solicitor as per the Council's agreed procedures.

Public money must be spent with demonstrable probity and in accordance with the Council's policies. Local Authorities have a statutory duty to achieve best value in part through securing economy and efficiency in its procurement decisions. The Council's procedures (Contract Procedure Rules, Scheme of Delegation, Financial Procedure Rules and Procurement Policy) must be followed to ensure services obtain value for money from their procurement arrangements.

Whilst Contract Procedure Rules have a threshold for written competitive quotations, it is nevertheless an obligation on Officers to be able to show that they have received value for money at much lower levels than the formal requirement of these rules.

Where the Council has corporately negotiated contracts for goods, services or works, services shall normally use these contracts for such supplies.

Raising orders

Senior Officers are responsible for ensuring that all suppliers are registered on the Council's financial system and that all suppliers' details are evidenced as directed by the S.151 Officer.

All orders for goods, services and works shall be made using the Council's agreed procurement system. Unless agreed by the S.151 Officer.

Senior Officers must complete the Authorised Signatories form to identify employees authorised to act in respect of raising requisitions, orders and making payments, together with the limits of each person's authority. These forms must be countersigned by the S.151 Officer. S/he is responsible for putting arrangements in place to record these and update controls within the purchasing system. The schedule must be reviewed at least once per year to ensure that it is up-to-date and reflects the information on the purchasing system controls.

Purchase Orders (PO's) must be raised at the point of agreeing to use the identified supplier. The PO is the authority for that supplier to undertake the works up to the agreed limit detail on the purchase order. By approving a Purchase Order, the approving Officer indicates that satisfactory checks have been carried out to ensure that:

- The authoriser of the order is satisfied that the goods and services ordered are appropriate and necessary.
- The order value indicates that prices, extensions, calculations, discounts, other allowances and all relevant taxes are correct.
- Payment will be processed via a proper tax invoice.
- The proposed expenditure will be properly incurred, is within budget, and has been charged to the appropriate budget.
- Entries will be made in asset registers, inventories, stores and other records as appropriate.
- The order has not been processed previously.
- The commitment is a proper liability of the Council.

The supplier's sales invoice must reference the purchase order number raised from the Purchasing system

The correct receipt of goods shall be acknowledged by a delivery note or the confirmation by an appropriate Officer who checks for quantity and quality. This will be done on the Purchasing System and details and evidence recorded in line with the retention policy.

System procedures must be followed for the treatment of part or incorrect deliveries and the system updated appropriately.

Paying invoices

Payments shall only be made, on receipt of an invoice, in respect of goods or services properly receipted on the Purchasing System. The invoice must contain, if appropriate, the company registration and VAT numbers and valid Purchase Order number. Failure to quote an order number will not allow matching with the original purchase order. As a result the invoice may be returned to the sender for the inclusion of this data.

Invoices will be received and processed by the Creditors Team, to be matched to the relevant purchase order. Where the invoice does not match the purchase order, the invoice will be returned to the service department for them to investigate and ensure that both the purchasing system and invoice are correctly stated.

Senior Officers are responsible for ensuring that undisputed invoices are processed for payment within a maximum of 30 days from receipt of the invoice. The creditor's team need 4 working days to ensure that payment is processed into the supplier's bank account within the 30 days. An invoice that is in dispute must be notified to the creditor's team immediately so that records can be updated.

The S.151 Officer will determine the method and frequency of payment from one of the Council's main bank accounts.

Advance Payments

Where a supplier or contractor requires payment prior to actually receiving the good or provision of services, then Officers will still raise it on the Purchasing System. Narrative should be added to the Purchasing System detailing why payment has been made in advance, to demonstrate why the GRN section has been completed. Senior Officers must obtain a pro forma invoice (or supplier's order form) detailing the goods/service to be obtained, which must be forwarded to Financial Services to be paid against the purchasing system details and retained as a record of the payment made.

Payment Requests

Payment requests can be used to pay for services and transactions where the Council is not the direct recipient of a good or service. Examples include the payment of grants and payment of S.106 monies to third parties

Payment requests are made through the Purchasing system and when authorized are paid directly to the supplier. Senior Officers must ensure that appropriate documentation is retained by the service to prove that the expenditure was made lawfully and within the rules and procedures in place in relation to that transaction.

7) INCOME

Senior Officers will prepare in the autumn of each financial year, in consultation with the S.151 Officer, proposals to amend fees and charges. The fees and charges must be reviewed at least once per annum to assess whether the charges are still appropriate. Each Senior Officer will authorize a listing of all fees and charges, falling within their delegated authority, for the forthcoming year. All changes to fees and charges will be made in consultation with the S.151 Officer. Once authorised each senior officer is responsible for sending a copy to the S.151 Officer.

The methods of collecting, recording and banking of all income due to the Council are to be approved by the S.151 Officer.

The S.151 Officer must be notified, in accordance with practices agreed with the relevant Senior Officer, of all income due to the Council and of contracts, leases and other agreements and arrangements entered into which involve the receipt of money by the Council.

Senior Officers must ensure that to the maximum extent possible income is collected by electronic means.

Collection and Banking of Cash and Cheques Income

Cash (excluding the Tourist Information Centre's and car parks) can only be deposited in an official envelope in the Gloucester Road Offices reception. These envelopes are not a receipt of receiving the cash. Cash cannot be taken by any other means and Officers must not accept cash directly from customers. This is to protect them from risk or opportunities for fraudulent transactions to occur.

Cheques may be taken by Officers and returned to the cashiering function for processing.

Income that is received through the post will be passed onto the cashiering function for processing

All money received must be recorded on the Income Management System. The S.151 Officer will direct how this income will be recorded, stored securely and then transferred to be paid in to the Council's bank account. No deductions are to be made from such monies unless specifically authorised by the S.151 Officer. Personal cheques must not be cashed out of monies held on behalf of the Council. Refunds must be made through the payments system to the original card holders. Where this is not possible then to do this a Payment Request must be used and appropriately authorised. Where refunds are being made using Payment Requests consideration should be made of whether the transactions could be considered to be Money laundering. Any queries about this should be referred to the S.151 Officer.

The S.151 Officer is responsible for ensuring adequate arrangements are in place to record, secure, collect and deposit cash and cheques into the Council's bank account.

Discrepancies in accounting records

The Finance department will record all discrepancies in records including cash surpluses and deficiencies in a manner approved by the S.151 Officer, and these must be recorded in the Council's accounts. The S.151 Officer is responsible for arrangements to investigate any apparent patterns of discrepancies.

Debtors

Wherever possible, payment should be obtained in advance or at the time of provision of a service, goods, letting or works.

Senior Officers are responsible for arranging for staff to raise debtor accounts using the financial ledger immediately a debt falls due.

Each Senior Officer, in conjunction with the S.151 Officer must maintain adequate records to ensure that all credit income due to the Council is promptly recovered. Where services are proposed through the year's accounts, they should be raised on a regular basis to the body in receipt of the service.

Each Senior Officer is responsible for ensuring that arrangements are suitable in respect of income collection and recovery of outstanding debt.

Sundry Debt Bad Debts

Senior Officers must regularly consider debts due and ensure adequate year end provisions for bad and doubtful debts. Authorisation of write off of individual bad debts is as follows:-

- Individual debts less than or equal to £500 – Senior Officer
- Individual debts less than or equal to £20,000 – S.151 Officer
- Individual debts in excess of £20,000 – Executive Committee.

Debts from Revenues and Benefits

The Senior Officer responsible for administering housing benefits and collecting Council Tax/NNDR shall regularly review the level of debts due and ensure in conjunction with the S.151 Officer the adequate provisions required for bad and doubtful debts. Authorisation of write off for individual debts is as follows at this stage.

- Individual debts up to £1,000 – Revenue and Benefits Service Manager.
- Individual debts up to £20,000 – S.151 Officer.
- Individual debts over £20,000 – Executive Committee

An annual report on the detail of all debts written off in this area under delegated authority will be made to Lead Member for consideration.

As part of the closure of the final accounts the S.151 Officer shall undertake a detailed review of the outstanding debts owed to the Council and write off amounts deemed irrecoverable prior to the draft annual accounts being submitted to the Audit Committee for approval.

The 'writing off' of a debt does not absolve a Senior Officer of the responsibility to collect such debts, and the position in relation to such debtors is to be monitored by the Senior Officer

On an annual basis, Senior Officers will review the level of debtor's accounts in their particular area which remain unpaid. This will be discussed with the S.151 Officer and/or their representative and provision made for any amounts which require a provision to be made for bad debts at the end of the financial year.

8) TAXATION

The S.151 Officer is responsible for advising the Members and Corporate Leadership Team on all taxation issues that affect the Council.

Each Senior Manager must ensure taxation is treated correctly and consult with the S.151 Officer in the event of any uncertainty as to any taxation treatment.

VAT

Senior Officers will ensure that all transactions are supported by Valid VAT invoices (refer to the Financial Services Handbook for further guidance). Pro-forma invoices can be used if necessary to secure a financial transaction which meets the requirements set out in the financial procedure rules for ordering goods and services. However a full VAT invoice must be obtained after the good or service is received to ensure full compliance with VAT accounting rules.

Construction Industry Scheme

Senior Officers will ensure that any works undertaken which fall within the Construction Industry Scheme are treated in accordance with HMRC's rules and internal procedures. In the event of any uncertainty the senior Officer must consult with the S.151 Officer.

Off-payroll working

Before appointment of an agency worker or other contractor not paid through our payroll off-payroll working checks must be carried out in line with the appropriate policy. Confirmation of appointment should only be carried out after the status of the worker has been clarified by the Finance department, in line with the policy.

Management of Taxation

The S.151 Officer will maintain the Council's tax records, make all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate, as well as lead and co-ordinate discussion or negotiations with the HM Revenue and Customs about any taxation matter. They will make arrangements for securing professional advice on taxation issues to protect the Council from any errors in accounting for VAT correctly in the course of making any transactions with third parties.

Should an error in taxation occur due to the failure of a Senior Officer to follow an appropriate procedure then there shall be a charge against that Services budget.

9) PAYMENT CARDS

The S.151 Officer is responsible for arrangements regarding payment and procurement cards.

Senior Officers must complete the relevant forms to identify employees authorised to use Procurement cards, together with the limits of each person's authority. These forms must be countersigned by the S.151 Officer, and they must also put arrangements in place to record these and update controls within the purchasing system

Each cardholder will ensure safe custody of the card and not exceed their monthly limit.

Cards may be used only in accordance with the approved scheme and for legitimate expenses incurred by the cardholder in the course of official Council business.

They must not be used:-

- to circumvent the procedures for the ordering of and payment for, goods and services under these regulations; or
- to purchase items for the private or personal use of cardholders.

Each cardholder must ensure that all expenditure incurred is supported by adequate records and in respect of payment cards, and that a VAT receipt is obtained to support all expenditure.

Procurement card statements are sent to card holders dated the 14th of each month. Statements must be returned to finance with all VAT invoices by the end of that month. Statements must detail the coding for all cost incurred, and be authorized, in a format prescribed by the S.151 Officer

Failure to obtain suitable receipts for purchases and to be returned in the timeline stated will result in the card being cancelled.

Cards must be returned to the S.151 Officer 30 days prior to the Officer leaving the Council.

10) BANKING ARRANGEMENTS, CHEQUE SIGNING AND IMPREST ACCOUNTS

Banking Arrangements

All of the Council's banking arrangements are to be approved by the S.151 Officer, who is authorised to operate such bank accounts as they considers appropriate.

Bank accounts must not be opened without the approval of the S.151 Officer. Where a bank account is opened, the account name must describe the purpose of the account.

Payments

Payments to suppliers and employees will all be made by electronic means unless there is specific agreement with the S.151 Officer to use another method.

Banking arrangements made for authorisation of payments to be made or received under electronic transfer are to be in a form approved by the S.151 Officer.

Cheques are held as a payment method of last resort. A stock of cheques are to be held securely as directed by the S.151 Officer and only ordered in small quantities. Cheques drawn on the Council's main bank accounts must either bear the manuscript signature of the S.151 Officer or other authorised Officers. A register is to be maintained of all cheques issued, including cheque numbers and amounts.

Imprest Accounts (cash floats)

Senior Officers will determine what amount is appropriate for an individual imprest subject to any limit set by the S.151 Officer. S/he and keep a record of every imprest issued, including the name of the imprest holder, amount and location.

Any imprest holder must keep adequate records of all transactions on the account, in a form approved by the S.151 Office, supported by valid (VAT) receipts. They must also be able to, if requested by the S.151 Officer, to account for the total imprest. They. On ceasing to be responsible for an imprest account the Officer must account promptly to the Senior Officer for the amount advanced.

Payments from imprest accounts are to be limited to minor items of expenditure and to any other items approved by the S.151 Officer.

11) TREASURY MANAGEMENT

Policies and Strategies

The Council has adopted the key recommendations of the Code of Practice for Treasury Management in the Public Services, published by CIPFA.

The Executive Committee is responsible for considering and recommending to Council:

- adopting a treasury management policy, setting out the policies and objectives of its treasury management activities, and treasury management practices. Setting out how those policies and objectives will be achieved and how treasury management will be managed and controlled.
- adopting an Annual Investment Strategy, determining the type and level of investments to be entered into over the coming year.
- adopting a Capital Strategy
- the implementation and monitoring of the treasury management policies and practices.

The format that these strategies and policies will be presentation is at the discretion of the S.151 Officer to reflect the application of the CIPFA recommendations to the activities of the Council.

The S.151 Officer is responsible for the execution and administration of treasury management decisions in accordance with the policy statement and agreed practices.

Administration

All money under the management of the Council is to be aggregated for the purposes of treasury management. It will be controlled by S.151 Officer, following the approved treasury management strategy having regard of limits on decisions based on value of transactions, portfolio held and risk profile.

All Investments and borrowings are to be in the name of the Council.

The S.151 Officer must maintain a register and a record of all borrowings and investments made during the year.

Trust Funds

All trust funds are to be, wherever possible, in the name of the Council. Officers acting as trustees by virtue of their official position must deposit all documents of title relating to the trust with the Borough Solicitor (unless the Trust Deed otherwise directs) who must maintain a register of all such documents deposited.

12) INSURANCE

The S.151 Officer, in consultation with Senior Officers is responsible for assessing insurable risks and for arranging all insurance cover, including the management and control of the insurance fund. They will control all claims and maintain records of them.

Senior Officers must promptly notify the S.151 Officer of all new risks or assets to be insured and of any alterations affecting existing insurances.

All insurances premiums are renewed on an annual basis. The S.151 Officer will nominate an Officer in the finance team to lead on this and to provide a timetable to meet the renewal requirements. Senior Officers must ensure that they can provide details of all insurance risks to meet the requirements for completing the annual renewal.

In the event of any insurance claim or occurrence Senior Officers must:-

- not admit liability where this may prejudice the outcome of any settlement;
- promptly notify the S.151 Officer, of any loss, liability, damage or any event likely to lead to a claim; and
- inform the Police in the case of loss or malicious damage to Council property.

Senior Officers must consult the S.151 Officer and the Monitoring Officer as to the terms of any indemnity the Council is required to give.

The S.151 Officer will determine the extent of insurance cover which must be provided for in any external contract for the supply of goods, works or services. The S.151 Officer, in consultation with the Senior Officers and Borough Solicitor to the Council, may reduce the cover requirements in respect of specific contracts.

13) FRUAD AND MONEY LAUNDERING

The S.151 Officer has a statutory responsibility under Section 151 of the Local Government Act 1972 to ensure the proper arrangements for the Council's financial affairs to include the development of financial codes of practice and accounting instructions. Through delegation of duties, the S.151 Officer ensures appropriate controls are in place.

The Monitoring Officer has a statutory responsibility to advise the Council on the legality of its decisions and to ensure that the Council's actions do not give rise to illegality or maladministration. It is therefore essential for employees to follow the Council's policies and procedures to demonstrate that the Council is acting in an open and transparent manner.

All staff should have regard to the Council's Counter Fraud & Anti-Corruption Policy. Whenever a matter arises which involves, or is thought to involve irregularities concerning cash, stores or property of the Council, or any suspected irregularity in the exercise of the functions of the Council, a Senior Officer has a duty to immediately notify the Section 151 Officer and the Monitoring Officer. They shall take steps as deemed necessary in line by way of investigation and reporting.

14) WORKFORCE

The Council is responsible for determining the structure of the organisation for Officers to support Members and the Corporate Leadership Team in delivering services.

The Head of Paid Service is responsible for ensuring that there is proper use of the evaluation or other agreed systems for determining the remuneration of a job.

The Corporate Management Team are responsible for controlling total numbers in the workforce and its cost by:

- advising on the budget necessary in any given year to cover the workforce levels required to deliver the desired services.
- adjusting the workforce to levels that can be funded within approved budget provision, varying the numbers provided (though not the remuneration or levels of remuneration for the specific categories of the workforce) as necessary, within that constraint, in order to fulfil operational needs.
- the proper use of appointment procedures.

The Senior Officer with responsibility for Human Resources will maintain an establishment list which includes job titles, grades, scale points and salary and other emoluments of all employees. This will form the base data for calculating the employee costs to the Council.

Any proposals for changes to the establishment list during the financial year needs to be costed and be made within the overall budget set. The Finance Team will provide support to Senior Officers to understand the cost of any changes.

15) SALARIES, WAGES AND PENSIONS

All payments of salaries, wages, pensions, compensations, gratuities, allowances and other emoluments to current or former employees and Members are to be made by the Payroll Team in accordance with information supplied by Human Resources. Senior Officers are responsible for ensuring that the information provided to HR is correct. All payroll transactions must be processed through the Council's payroll system. Payment is made on the 21st of each month (or prior working day if a weekend/bank holiday) for the period of the calendar month that it is made. Included in payroll run are all Members and Officers expenses which are paid in arrears.

Senior Officers must ensure that appointments of all employees are in accordance with the appropriate Conditions of Service of the Council, and within the approved budgets, grades and rates of pay. Any variations of terms and conditions must be approved by Corporate Management Team, using 'Request to Fill' form

Payroll require all notifications of amendments to a person's details, grades etc. by the 10th of each month for the details to be reflected in that periods payroll run.

Records

Senior Officers must maintain adequate records to notify Human Resources of all appointments, resignations, dismissals, and retirements. They must also inform HR of changes in pay rates, bonuses due, overtime worked and other matters affecting remuneration. This will also cover adjustments that are made in respect of absences, pensions, income tax, national insurance, sickness and maternity pay and any other additions, to or deductions from pay. Senior Officers must discuss with payroll team of any employee benefit in kinds that are proposed to enable reporting for taxation purposes.

Time sheets and other pay documents must be maintained in a manner approved by Human Resources and the Payroll team, and be certified by the relevant Senior Officer or other authorised Officers. Timesheets must be submitted to the payroll team by the date on the bottom of the previous month's pay slip to be included in the payroll run for that period.

The authorized signatories form must be completed for delegated individuals, signed by the relevant Senior Officer and returned to S.151 Officer. The Payroll team will check these forms to ensure that appropriate authorisation has been given.

Overpayments

The S.151 Officer is authorised to write-off any net overpayment of salary/wage where death-in-service of an employee occurs, except where the Council holds a statutory obligation to recover such overpayments. All other overpayments of pay must be treated for the purposes of recovery and write off in accordance with Financial Procedure Rules

16) TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES

Payment of all claims is to be made via payroll or under other arrangements approved by the S.151 Officer, and must be in accordance with Schemes of Conditions of Service adopted in respect of the employee to which the payment relates.

All claims for the reimbursement of subsistence allowances, travelling and incidental expenses are required to be made on a form as directed by the S.151 Officer and will be processed through the payroll system. The form must be authorised by a Senior Officer or authorised Officer under the schemes of delegation. The names and specimen signatures of Officers authorised to sign such expense claims must be supplied to the S.151 Officer

The certification of a claim by or on behalf of a Senior Officer is taken to mean that the certifying Officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council. Expense claims which relate to a period more than 3 months prior the date of submission will not be paid, except in special circumstances agreed by the S.151 Officer.

Claim forms must be

- Submitted by the first Friday of the month to be included in that period's payroll run (or earlier if advised).
- Supported with VAT receipts for subsistence claims.
- Supported with petrol receipts, which fall within the same time frame as the date of the travel (2 weeks either side and suggest £10's worth of receipts for every 100 miles travelled).

Each Senior Officer is responsible for ensuring that all Officers are adequately insured, and cars are roadworthy, as directed to by the S.151 Officer.

17) GIFTS AND HOSPITALITY

A separate Code of Conduct is available which sets out how Officers and Members should deal with issues such as receipt of personal gifts and offers of hospitality. All Officers and Members need to be aware of the requirements of the Code and ensure they are followed. All gifts and offers of hospitality need to be registered on the appropriate form and authorised as set out in the Code of Conduct.

18) CAPITAL PLAN PREPARATION AND MANAGEMENT

Responsibilities

The Council is responsible for agreeing the overall allocation to the Council's Capital Plan. The Executive Committee is responsible for recommending to the Council a multi-year Capital Plan for the following 3 years.

Any new projects or changes to this plan, outside the budget setting process also require a report to the Executive Committee for recommendation to Council.

Capital Plan Preparation

The Capital Strategy sets out the process by which individual capital projects will be selected for inclusion in the Capital Plan and the arrangements for monitoring the delivery of the project. This will assist the S.151 Officer to prepare a report to the Executive Committee to approve the Capital Plan.

Senior Officers are responsible for providing details of all projects, in the form of a business case, in a format prescribed by the S.151 Officer. Once a business case is approved, Senior Officers are authorised to proceed to detailed design and to commit to contracts providing: -

- Completion of all requirements with planning applications, the completion of feasibility studies and option appraisals
- that the total costs of a project including tenders or quotations, fees etc., are estimated to be less than or equal to the amount approved in the business case and the Capital Plan; or
- all necessary external approvals, if any, have been obtained;
- that any contracts shall be executed in accordance with the Contract Procedure Rules.

If the total cost is projected to exceed the amount approved, a report must be taken to the Executive Committee detailing the additional resources required.

Plan Management

The Executive Committee is responsible for overseeing the delivery of the Capital Plan within the resources allocated. The Executive Committee can delegate its authority under Financial Procedure Rules to individual to senior offices to oversee delivery of a capital scheme, provided that:

- the spending on the whole program area being contained within the resources allocated;
- Senior Officers report retrospectively to Executive Committee on the use of this authority as part of the monthly monitoring on the Capital Plan.

Senior Officers are responsible for managing programs and projects. Day to day delivery may be delegated to Project Officers, but management of the overall project remains with the Senior Officer.

Capital projects often involve large payments being made during the life of the project. Senior Officers must be aware of the Treasury Management implications of the capital project and liaise with the S.151 Officer to set out payment milestones and dates so that resources are available through the daily management of cash flow to pay invoices due.

Senior Officers must take action to avoid overspending the amounts provided in the Capital Plan. They must prepare regular reports on the progress of projects in a format and to a timetable prescribed by the S.151 Officer and report any difficulties on meeting financial requirements to them as soon as they arise.

The S.151 Officer will report to the Executive Committee on the overall out-turn of the Capital Plan as part of the regular budget monitor reports.

Plan Closeout

In line with the Council's project management policies, after completion of the project a report should be taken to the Project board detailing outcomes against the original business case objectives.

19) ASSETS

The S.151 Officer is responsible for the Council's land, property and commercial asset portfolio, infrastructure and community assets. Vehicles and equipment are the responsibility of the relevant Senior Officer.

The Senior Officer is responsible for the care and custody of all assets of the relevant service (including stocks, stores, and inventory items). These items must only be used for the authorised purposes of the Council.

Senior Officers must ensure that contingency plans exist for the security of assets and the continuity of service in the event of any disaster, significant event, or system failure. Whilst the Council's Emergency Plan, and its Disaster Recovery Plan for Information Systems are the main devices to be used and followed, they are not exhaustive, and should be added to or improved upon by them when necessary.

Disposal of Assets

Surplus or obsolete goods, materials and inventory items are to be disposed of by competitive sale or public auction in accordance with both Contract Procedure Rules and with approval of the 151 Officer, based on a report from Senior Officer with responsibility for that asset.

Assets with a value over £10,000 require the approval of the Executive Committee to be disposed of.

Assets with a value of under £10,000 can be disposed of by a Senior Officer with written approval of the S.151 Officer.

Assets with a value of under £500 can be disposed of by a Senior Officer.

Any asset disposed of must be done in a method which has been approved by the S.151 Officer, with regard to achieving best value for money. All disposals are required to be updated on the appropriate inventories list and finance team updated to ensure that the disposal is reflected on the asset register.

Leased items should only be disposed of in accordance with the instructions of the lessor.

Fixed Assets Register

The S.151 Officer must ensure that a Register of Fixed Assets in accordance with agreed auditing standards is maintained.

Each Senior Officer must immediately notify the S.151 Officer of the acquisition of any asset having a value of £10,000 or more. Where Items are below £10,000 but are part of a network of assets, these should also be notified. For items which are not capitalized but are an asset that will be used over more than one year should be added to an inventory list to ensure security of asset per the financial procedure rules

Each Senior Officer must immediately notify the S.151 Officer of the disposal (or transfer to another Service) of any asset (or part of any asset) which is included on the Register of Fixed Assets.

In respect of any item acquired by lease the inventory must be marked with the name of the leasing company and the date of expiry of the lease agreement. When requested by the leasing company the item must be suitably marked as the property of that company.

The Monitoring Officer is responsible for the security and custody of all title deeds and must maintain a suitable register.

Inventories

The S.151 Officer is responsible for ensuring that a detailed inventory is maintained of furniture and fittings which are part of the Council's asset portfolio.

Senior Officers are responsible for ensuring that detailed inventories of all equipment, vehicles, plant and machinery are compiled and kept up-to-date. New inventory items must be entered promptly and redundant items deleted and disposed of in accordance with Financial Procedure Rules. The form of inventory and the type of assets recorded thereon will be determined by the S.151 Officer after consultation with the appropriate Senior Officer.

The inventory should include:-

- the nature, type, model , serial number, location, quantity, value, date of acquisition;
- all items of, or collection of similar items valued at, more than £500;
- items of a lesser value which are portable and attractive; and
- evidence to indicate an annual inspection has been carried out.

Council assets should not normally be loaned to employees outside of their role responsibilities, to other Council services or other organisations. Each Senior Officer may make such loans in consultation with the S.151 Officer. The must record the reason for the loan, date/periods and name of the receiver.

Inventory items must be security marked, stamped or engraved with the Council's name.

Each Senior Officer is responsible for ensuring that an annual check is made of all items on the inventory and must notify the S.151 Officer of any discrepancies revealed by these checks.

Stores

Senior Officers must keep records of all stock held, and certify the value for accounting purpose at 31 March of each year. The S.151 Officer will determine which items will be subject to stock accounting, the methods of recording and valuation.

Senior Officers must arrange periodical or continuous checks of stock. This should be by persons independent of the management of the stock. These arrangements must ensure that all items of stock are checked at least once per year. The S.151 Officer will be notified of any discrepancies revealed by periodic checks, and is authorised to amend records accordingly.

Stock holdings should be kept at minimum levels consistent with normal working practices

20) SECURITY

Security of Assets

Senior Officers are responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash and any other assets for which they are responsible. The S.151 Officer must be consulted to establish adequate security arrangements. Senior Officers must ensure assets are only used for the intended purpose in accordance with undertaking Council business.

All keys to safes and other places containing money, goods or other valuables are to be the responsibility of specified officers who must ensure that they are held securely at all times. A register of keys and their holders must be maintained by each Senior Officer. The loss of any key must be reported immediately to the relevant Senior Officer who must record details of the circumstances of the loss, and take such action as is necessary to protect the property of the Council.

Maximum limits for cash holdings in each separate establishment are to be agreed with the S.151 Officer, and must not be exceeded without permission.

Security of Information

Senior Officers must maintain proper security, privacy and use of information held in computers and all other recording systems under their control, in line with the Council's GDPR policies and retention schedules that are in place.

Security of Property Relating to Clients and Customers

The Council should not in the normal course of business hold or take custody of property relating to clients or customers.

Where such a circumstance arises that this because necessary, the Senior Officers, in consultation with the S.151 Officer, must provide to the customer/client a detailed written instruction on how the Council will collect, take custody, invest, ensure safekeeping and disposal of that customer/clients' property (including instructions on the disposal of property of deceased clients). All staff whose duty is to administer, in any way, the property of clients will then take due care in the management of a customer or clients' assets in line with the instructions written.

The Council is responsible for taking reasonable care of all items of property found by staff or members of the public on Council premises until the items are reclaimed or disposed of. Each Senior Officer must nominate Officers who are responsible for the custody of lost property and keep a register of such property received, detailing the item, date, time, name and address of finder and how and to whom the property is returned or disposed of.

Senior Officers may seek Executive Committee authority on how lost property will be dealt with. Otherwise, if the lost property is not claimed within three months it vests in the Council. The Senior Officer will then determine if the item is of value for use by the Council, and arrange for its use for this purpose. All other items are to be disposed of by sale in accordance with Contract Procedure Rules.

Security Passes

All staff who are located in offices where a security system is in place are responsible for accessing the building in accordance with management instruction. This will include keeping their staff security badges secure and reporting any loss promptly.

21) UNOFFICIAL AND VOLUNTARY FUNDS

These regulations relate to funds administered by Officers of the Council, the accounts of which are not included in the Authority's accounts.

Any proposed unofficial funds require the prior approval of the relevant Senior Officer concerned who must maintain a record of all such funds and ensure that Officers are appointed to administer each fund.

Arrangements need to be put in place, in consultation with the S.151 Officer, to record details of transactions through each fund and that fund monies can be separately identified from Council monies.

Senior Officers must ensure that they receive a copy of the accounts of each fund and a certificate in the prescribed form from the auditors or independent examiners of each fund that has to be audited or independently examined. Such accounts are to be prepared annually, and at the completion of the purpose for which the fund was set up.

The S.151 Officer is to have access to any records relating to such funds, and be immediately informed of any irregularities which arise in connection with them.

22) FINANCIAL CONTROL OF PARTNERSHIPS, JOINT VENTURES ASSOCIATED ORGANISATIONS AND SIMILAR ARRANGEMENTS

Working in Partnership with Associated Organisations

The S.151 Officer is responsible for promoting and maintaining the same high standards of financial administration in partnerships that apply throughout the Council, or advising the Executive Committee where they are aware that arrangements within a partnership are in conflict or are uncertain compared with the practices adopted by the Council.

The S.151 Officer must ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory, and must:-

- consider the overall corporate governance arrangements and legal issues when arranging contracts with the partner/joint venture or associated organisation.
- ensure that the risks have been fully appraised before agreements are entered into with the partner/joint venture or associated organisation.

Senior Officers must ensure that in all grant agreements, contribution to partnerships and where appropriate in agreed contracts for the supply of works, goods and services the S.151 Officer has access to the accounts, records and all other documentation. The S.151 Officer is entitled to seek explanations from Officers of the funded organisation regarding the deployment of the Council's funding payment.

Working for Other Organisations

Senior Officers are responsible for ensuring that approval is obtained from the S.151 Officer and Monitoring Officer before any negotiations commence in relation to the provision of works or services to other organisations expected to exceed £10,000.

The Executive Committee is responsible for approving the contractual arrangements for any work for other organisations expected to exceed £100,000. The S.151 Officer may agree contractual arrangements below this level.

Senior Officers must ensure that any proposed arrangement to work for other organisations does not impact adversely upon the services provided to or by the Council. All agreements, contracts or arrangements must be properly documented. Consideration and assurance needs to be obtained that adequate insurance and taxation (including VAT) arrangements are in place with the partner organization. Appropriate information must be provided to the S.151 Officer to enable a note to be entered into the Council Statement of Accounts concerning material items.

Grants and Loans to Other Organisations

Where a Senior Officer proposes to offer a loan to any organisation, they may do so only following:-

- A full financial appraisal of the organisation to which the loan is to be granted, by the S.151 Officer;
- A full financial appraisal of the project to which the loan relates, by the S.151 Officer; and
- The execution of a legal agreement approved by the Solicitor to the Council.
- It is in accordance with the agreed Council policy.
- Complies with accounting regulations and does not constitute state aid.

Where a Senior Officer proposes to offer any grant in excess of £10,000 they may do so only;

- Where this accords wholly within the approved grants policies of the Council; or
- Following a full financial appraisal by the S.151 Officer of the accounts of the organisation and an analysis of the necessity or otherwise of the funding proposal to be made and on the execution of a legal agreement approved by the Solicitor to the Council.
- It is in accordance with agreed Council policy.

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TEWKESBURY BOROUGH COUNCIL

Report to:	Council
Date of Meeting:	16 April 2019
Subject:	Tewkesbury Town Regeneration Supplementary Planning Document
Report of:	Head of Development Services
Corporate Lead:	Deputy Chief Executive
Lead Member:	Lead Member for Built Environment
Number of Appendices:	Two

Executive Summary:

In July 2012, the Council approved the adoption of a Tewkesbury Town Centre Masterplan Strategic Framework Document. Since adoption there have been a number of themes and projects identified within the masterplan that have been successfully completed. Furthermore, there have been significant national and local policy changes as well as changing town centre economy and progress with regeneration projects. A review of this masterplan has therefore been undertaken to provide a comprehensive update to this previous work and provide a planning tool to guide redevelopment and regeneration within the town and wider area. Public consultation on a draft Supplementary Planning Document (SPD) was undertaken between December 2018 and January 2019 and a final version of the SPD has been completed. This is attached at Appendix 1 to this report. This report seeks the adoption of the SPD as a material consideration in determination of planning applications.

Recommendation:

- 1. To ADOPT the Tewkesbury Town Regeneration Supplementary Planning Document set out in Appendix 1.**
- 2. To delegate authority to the Head of Development Services, to amend the SPD to reflect the listing of Healings Flour Mill and Warehouses and to make minor spelling, grammatical, cross-referencing corrections and presentational changes to the Supplementary Planning prior to its publication.**

Reasons for Recommendation:

To approve, for adoption, the Tewkesbury Town Regeneration Supplementary Planning Document that provides a planning tool to guide redevelopment and regeneration within the town and wider area.

Resource Implications:

Resource implication on officer time to make any minor amendments as appropriate and attending to post adoption requirements.

Legal Implications:

The preparation of an SPD is not a statutory requirement, but a decision for each local planning authority based upon demands for further information to assist in the delivery of sustainable development. The National Planning Policy Framework sets out that SPDs are documents which add further detail to the policies in the development plan that can be used to provide further guidance for development on specific sites, or on particular issues, such as design. It states that SPDs are capable of being a material consideration in planning decisions but are not part of the development plan.

An SPD must contain a reasoned justification of the policies contained within it, must not conflict with the adopted development plan and must have regard to national policies and advice contained in guidance issued by the Secretary of State.

Once adopted, the SPD would be a material consideration in the determination of planning applications. A planning authority can adopt an SPD either as originally prepared or as modified to take account of any representations made in relation to the SPD or any other matter they think is relevant.

As soon as reasonably practicable after the adoption of an SPD the local planning authority must publish an adoption statement, which, amongst other things, must specify the date of adoption and any modifications made, together with a copy of the adopted SPD on the local planning authority's website and make these available for inspection at the local planning authority's principal office and such other places within their area as it considers appropriate.

Risk Management Implications:

There is no statutory requirement to prepare SPDs. However, it is considered to be important that Tewkesbury Borough has appropriate planning policies to guide the regeneration of Tewkesbury town centre and ensure that new development makes a positive contribution towards the economy of the town.

Performance Management Follow-up:

Subject to the adoption of the SPD, the effectiveness of the SPD and the policies and guidance contained within will be monitored by the Tewkesbury Town Regeneration Partnership.

Environmental Implications:

The SPD policies and principles aim to improve the built and environmental quality of the town centre.

1.0 INTRODUCTION/BACKGROUND

- 1.1** In July 2012, the council approved the adoption of a Tewkesbury Town Centre Masterplan Strategic Framework Document. The masterplan provided a framework to guide the regeneration of the town, set out the vision and strategic objectives, identified some key development projects and schemes and provided principles to guide new development.

1.2 Following the adoption of the masterplan, a number of the identified themes and projects have been successfully completed:

- The leisure centre was completed May 2016.
- The Riverside Public Realm Strategy was completed December 2014.
- The missing link was completed Summer 2016.
- High Street improvements.
- Wayfinding and tourism signage.
- Tewkesbury branding, including visitor and business website.
- Successful marketing and investment campaign.

1.3 In addition, a number of potential development projects, identified in the masterplan, have progressed and changed in scope since 2012, such as Healings Mill and Spring Gardens. Furthermore, there have been significant national and local policy changes, including the revised National Planning Policy Framework (updated February 2019) and the adoption of the Joint Core Strategy (December 2017).

1.4 To reflect these changing circumstances, and to reassess the opportunities and constraints, a review of the masterplan has been undertaken in order to produce an updated framework for the town. This review has resulted in the Tewkesbury Town Regeneration Supplementary Planning Document (SPD) at Appendix 1 to this report. The current Masterplan was not adopted as an SPD; however, it is proposed to adopt this revised document as an SPD to increase its status and ensure it becomes a material consideration in the determination of planning applications.

1.5 The SPD provides a vision that is centred around the four key themes of economy, regeneration, community and environment. An up to date analysis of the town's constraints and opportunities is also presented. To help achieve the vision, the SPD sets out a number of design principles to guide new development covering green infrastructure, access and movement, local character and urban design. The SPD also highlights a number of physical projects within the town that would contribute towards its regeneration. This includes more detailed analysis, guidance and concept plans on the two key development opportunities at Spring Gardens, Healings Mill and the MAFF site to promote their future development.

2.0 CONSULTATION RESPONSES RECEIVED

2.1 The draft SPD was published for a 7-week consultation from December 2018 to January 2019. Following the consultation period, a consultation summary report (Appendix 2) has been produced and any appropriate amendments made to the SPD.

2.2 A total of 38 responses were received from 15 respondents. The main issues raised were the access and environmental aspects of the MAFF site; height concerns for new development on Station Road car park; housing, environment and transport concerns at Spring Gardens; in Tewkesbury generally, housing, public realm, parking, Healing Mills, transport, business, tourism, and spring gardens. The comments reflected concerns around public realm, bins, congestion, parking and housing. The consultation summary report details actions and responses to the issues raised.

2.3 It should also be noted that, towards the end of March 2019, Historic England listed Healings Flour Mill and Warehouses at Grade II. As such, prior to the publication of the adopted SPD, the document will need to be amended to reflect this listing, including Section 3.4 of the SPD on the Healings Mill project.

3.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 3.1** Tewkesbury Borough Local Plan to 2011.
Joint Core Strategy (2011-2031).
Emerging Tewkesbury Borough Plan (2011-2031).
Tewkesbury Town Centre Masterplan Strategic Framework Document.

4.0 RELEVANT GOVERNMENT POLICIES

- 4.1** National Planning Policy Framework.
National Planning Practice Guidance.

5.0 RESOURCE IMPLICATIONS (Human/Property)

- 5.1** Resource implication on Officer time to make any minor amendments as appropriate and attending to post adoption requirements.

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

- 6.1** The preparation of the SPD provides the opportunity to guide, encourage and improve development within the town that could have a positive impact in terms of helping to bring forward more sustainable forms of development.

7.0 IMPACT UPON (Value for Money / Equalities / E-Government / Human Rights / Health and Safety)

- 7.1** None.

8.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

- 8.1** None.

Background Papers: None.

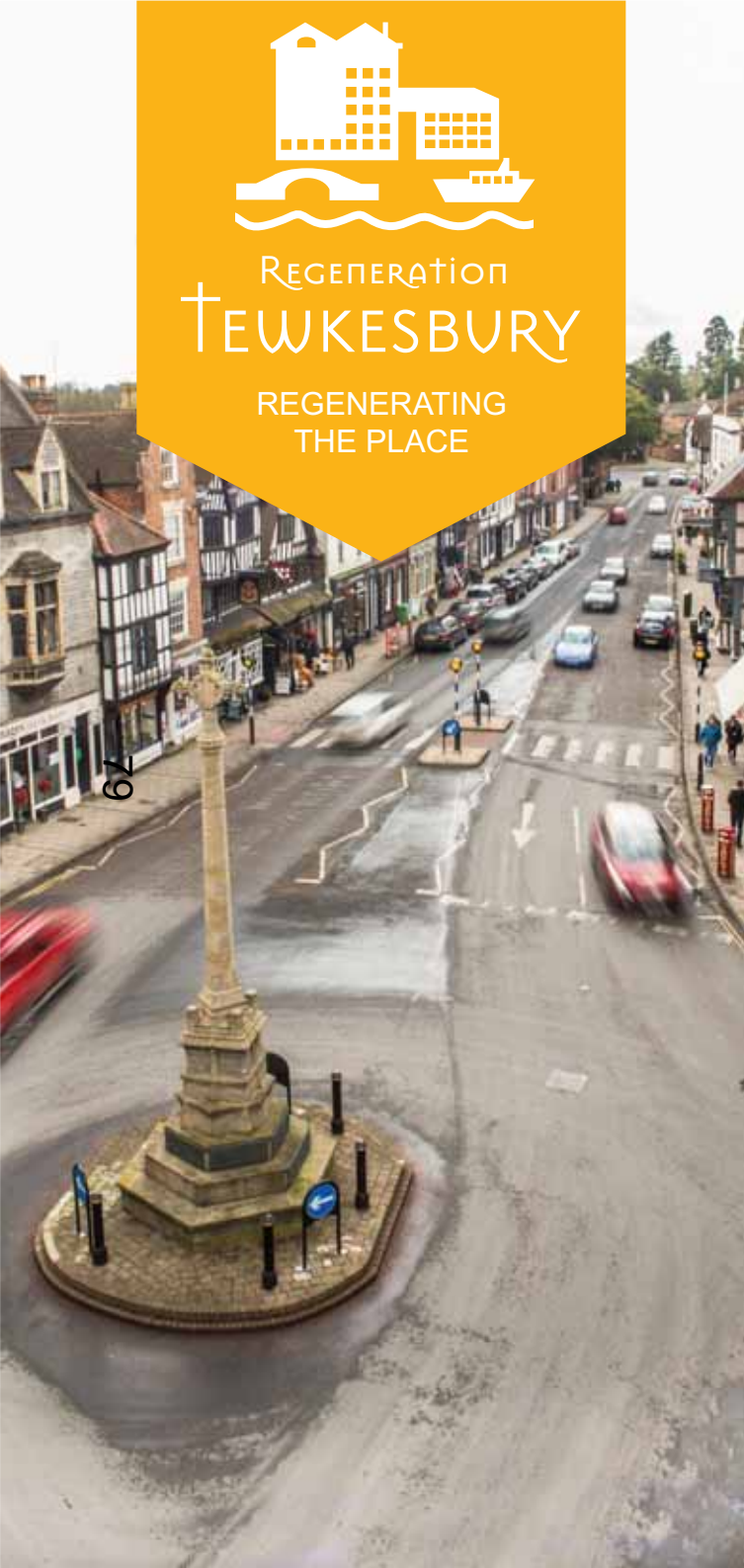
Contact Officer: Head of Development Services Tel: 01684 272095
Email: annette.roberts@tewkesbury.gov.uk

Appendices: 1 – Tewkesbury Town Regeneration Supplementary Planning Document.
2 – Consultation Response Report.



REGENERATION
TEWKESBURY

REGENERATING
THE PLACE



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Tewkesbury
Town Council



Tewkesbury
Borough Council

Tewkesbury Town Regeneration

Supplementary Planning Document

March 2019

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Tewkesbury town regeneration

“Tewkesbury has a unique structure due to its proximity to the rivers”

1.0 Introduction

1.1 Context

Tewkesbury is a historic medieval town, located on two major rivers; the Severn and the Avon, and located at Junction 9 of the M5 motorway.

Tewkesbury has a unique structure due to its proximity to the rivers. Its medieval core remains intact, protected by floodplain. Due to the floodplain constraints, modern developments have taken place beyond the historic core.

Tewkesbury is strategically located with good links to the M5, allowing easy access to much of the country, with Bristol and Birmingham being within an hour’s travel.

The planned development at Junction 9 provides Tewkesbury with the opportunity to widen the retail opportunities in the area, complimentary to the town centre.

Tewkesbury has many development opportunities within and beyond the town centre that are covered within this masterplan. It will be important that any development is well planned and designed to help deliver the vision, aspirations and principles as set out in this document.

The Masterplan consists of two areas:

- Town centre – the traditional town centre.
- Area of influence - Tewkesbury town – defined by the wider built up area, its landscape setting and strategic links.





Tewkesbury town regeneration



“Tewkesbury has many development opportunities within and beyond the town centre”

1.2 Work to date

The council first started to develop a Tewkesbury Town Centre Masterplan over a number of months in 2010 which was adopted in July 2012. Prior to the Masterplan process, a number of reports and strategies had been written about different aspects of Tewkesbury and the future of the town. These documents were reviewed to identify common issues, aspirations and opportunities.

These were then developed into 10 themes which became the basis for a programme of public and stakeholder consultation during the summer of 2010. Questionnaires completed by visitors to the public consultation were evaluated and this provided guidance for the following stakeholder event.

Vision Twentyone were contracted to facilitate a stakeholder event in July 2010. Over 60 representatives attended. The event was workshop based and the outcomes from the workshops, along with the public responses were collated to form a Tewkesbury Masterplan Consultation Statement. The identified priorities established the vision for the town.

The vision was adopted by Tewkesbury Borough Council in November 2010.

Following the adoption of the 2012 masterplan, a number of the identified themes and projects have been successfully completed.

- The leisure centre was completed May 2016
- The Riverside Public Realm Strategy was completed December 2014
- The missing link was completed Summer 2016
- High Street improvements
- Wayfinding and tourism signage
- Tewkesbury branding, including visitor and business website
- Successful marketing and investment campaign

1.3 Purpose of this document

This document is intended to be an update to previous work, it will analyse the constraints and opportunities within the study areas and identify key design principles for all new development opportunities.

The document will describe and analyse each identified project in more detail, setting key parameters and principles for each one. Actions and future work will then be identified.

It is intended for this document to be used as a planning tool to guide redevelopment and regeneration within the town and wider area. It will also help to promote economic investment and vitality within the opportunity sites identified and promote the town as a great place to invest.

1.4 Planning policy context

This document is a supplementary planning document and is a material planning consideration when assessing planning applications.

This document should be used by prospective developers to guide development and by planning officers when assessing planning applications.

This document provides advice to support the policies in the development plan, that set out the quality of development that will be expected for the borough.

The National Planning Policy Framework states that 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.

Principle M1:

Applicants will be required to prepare design proposals in line with the relevant guidance throughout this document. This will be outlined in the Design and Access Statement which will form part of a planning application.

1.5 Vision

Economy	Regeneration	Community	Environment
<p>Identify opportunities to help Tewkesbury further establish itself as a desirable place to live, work and visit.</p> <p>Grow business and tourism opportunities to help encourage investment.</p>	<p>Ensure that existing social, environmental and economic assets are utilised for the benefit of the town and surrounding borough.</p>	<p>Enable effective and transparent community and partner engagement.</p> <p>Establish and promote a vibrant and inclusive local community.</p>	<p>Protect and enhance our distinct natural and historic environment.</p>

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“ Maximising Tewkesbury’s unique assets, building on the quality of our town and **delivering regeneration opportunities** to make it a better place to live, work and visit.



L to R: Healings Mill; historic aerial view over Tewkesbury; lower High Street glimpse; extract from Ghent manuscript 'Battle of Tewkesbury'; Abbey Mill; Tewkesbury Abbey

2.1 Historic context

Tewkesbury is an ancient settlement at the meeting of the rivers Severn and Avon. The surrounding rivers and flood plain have prevented the old town from expanding so that its long thin profile has hardly altered since the middle ages. Tewkesbury presents one of the best medieval townscapes in England with its fine half-timbered Tudor buildings, overhanging upperstoreys and ornately carved doorways.

It has a historic street pattern including many small alleyways which connect the high street with the river.

Preserving and enhancing this important heritage is an important principle throughout this document and is an essential part of any development.

The town centre has a large conservation area, further details of which can be found in the conservation area appraisal.

Positive contributors to the town's character have been identified, but also those areas which are of poor quality. Oldbury Road and land to the east have been identified as having an ill-defined character as a result of previous demolitions. This has left open areas, now used as surface car parking and modern

developments which are often out of scale with the character of the town.

Opportunities to redevelop these important areas of the town are identified later in this document. These projects have the opportunity to deliver significant heritage improvements, such as recreating lost east-west links and the historic grain of the town.

The two plans, presented on page six, show how Tewkesbury has expanded in the last 100 years. New suburbs have been added and the size of the town has increased.



Principle M2:

Heritage assets and historic landscapes should be celebrated, enhanced or preserved where appropriate for the enjoyment of existing and future residents.

Applications responding to the historic environment, should refer to the JCS and Borough Plan policies for more specific advice.



Tewkesbury town regeneration

2.0 Analysis and design principles

Historic context

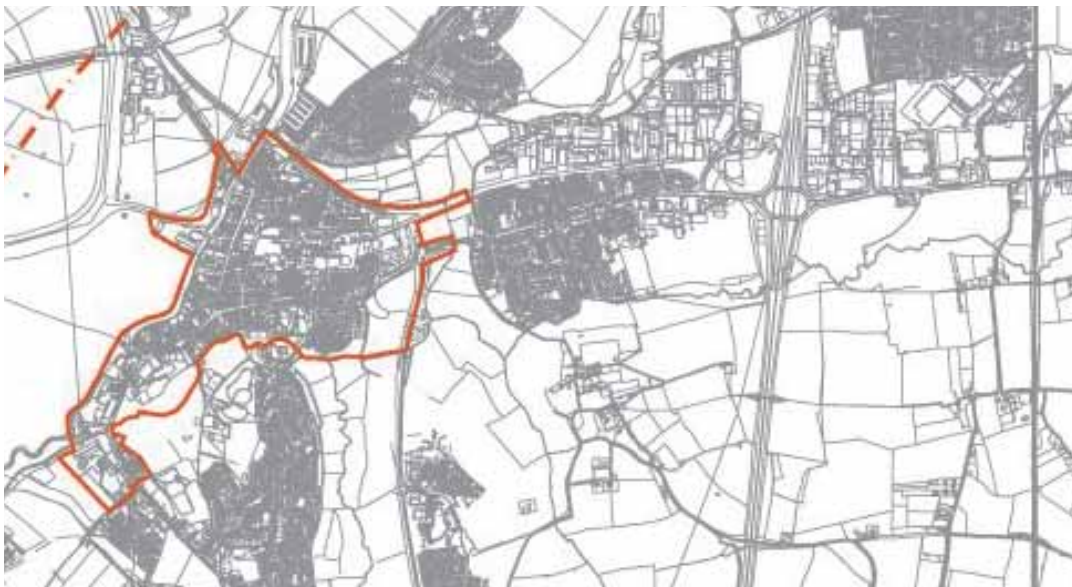
1903

- Development was clustered around the High Street and closely linked to the river.
- The railway line was operating.
- Outlying villages are clearly separate settlements.



Today

- Development has spread north/east and north along key routes and allowing for flooding.
- Outlying villages have been absorbed into the built area of the town.
- The railway line is now disused.
- The motorway was developed in the late 1960s/70s.



2.2 Green infrastructure

Well designed, accessible landscapes and public open spaces can improve social cohesion, health and wellbeing within an area.

Every settlement has a variety and hierarchy of spaces. New and existing landscape and open spaces should be linked to form green networks. Where direct links are not possible, it may be appropriate to link these together through green routes, shared surface streets and boulevards.

A key aim of this document is to utilise development opportunities to enhance existing green infrastructure, create new green spaces and create links between new and existing green infrastructure.

The key public open spaces within the town are;

1. Victoria Gardens
2. Vineyards
3. Tewkesbury Nature Reserve
4. The Ham



Strategic green infrastructure



Key pedestrian desire lines



Principle M3:

Applicants should demonstrate how the landscape structure has been considered from the outset of the design process and as an integral part of the proposal.

Development should seek to enhance and expand existing green infrastructure, retain important landscape features, mature trees and planting and therefore possible incorporate these features into the landscape structure.

Existing public rights of way should be incorporated into the movement network.

Applicants should link existing and proposed landscapes and open spaces together to form open space networks.

Applicants should demonstrate within their application how proposed open spaces contribute and respond to the hierarchy of existing landscapes and open space networks.

2.3 Access and Movement

A movement framework is the network of connected streets within a town or development.

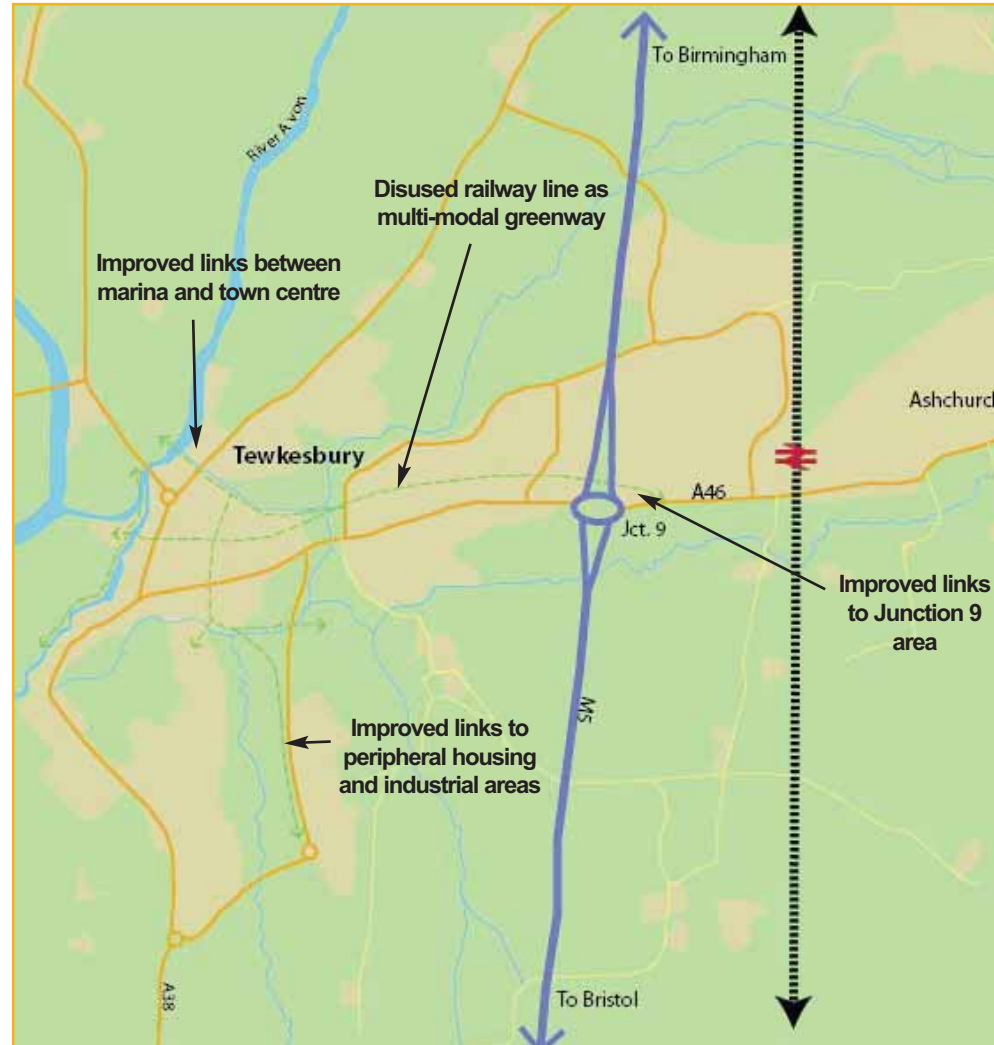
A successful network provides,

- A number of routes, offering choice for how people make their journeys.
- A range of street types that facilitate all users and encourages walking and cycling.
- Makes clear connections to existing routes and facilities.

89 Providing new development that integrates and connects with the existing settlement benefits both new and existing residents. Providing convenient access to existing facilities for new residents and to new facilities for existing residents.

The more direct these links are (vehicular or otherwise) between residents and local facilities and public transport the more viable those services become.

A key aim of this document is to utilise development opportunities to re-establish and enhance the historic street pattern and to create and improve links between currently separated areas of the town.



Principle M4:

The movement network should be designed to follow natural desire lines, link to existing streets, open spaces, local facilities or destinations. It should also respond to topography and landscape features and existing or historic street patterns.

Design a network of connected streets and public spaces that provides choice and follows a spatial and visual hierarchy. The character of streets should reflect its position in the hierarchy and respond to local characteristics.

New development should link with existing routes and access points, creating direct and attractive connections between public transport, footpaths, cycle routes and local facilities.

New development should link new pedestrian and cycle routes with 'strategic' networks such as 'safe routes to school' and the national cycle network.

2.4 Local character analysis

As part of the contextual analysis to inform the proposals, a study of the town and built form has been undertaken. This has helped to inform the vision, masterplanning process and development strategies.

These case study areas have been chosen for their proximity to the project sites, ensuring that when used as a reference, future development can take reference from local context. The positive aspects that inform local character together with more specific characteristics that differentiate them in terms of built form, architectural merit and function are summarised here.

The case study areas are;

- The riverside
- Tewkesbury town centre
- Suburban Tewkesbury

The analysis of each of the following case studies is broken down into three categories;

- Street character
- Built form
- Architectural feature and materials

The applicant must understand and respond to the specific context of their site. The applicant will be required to demonstrate a clear link between their appraisal of the context, any applicable planning designations, the character of their site, physical constraints and opportunities and their development proposals. This rationale will need to be articulated through the design and access statement.



Principle M5:

Applicants must prepare a Character Study that identifies the context within which the application site is set. This should consider the structure and history of the settlement within which it is located, the character of the landscape, the streets and spaces and the built form. Applicants will be required to demonstrate how the study informs the design proposals. The Character Study will form part of the Design and Access Statement that supports a planning application.



The riverside

91 Street character

Simple historic buildings, continuous frontage and varied heights and roof form.

Built form

Attached properties directly abutting the footway.

Architectural feature and materials

Simple architectural palette.
Mixed pallet of materials, including red brick, render and timber frame buildings.

Tewkesbury historic core

Street character

Historic continuous frontage, mixed use buildings with a varied height and roof form.

Built form

Historic burgage plots within the High Street area.
Small terraced properties predominant within the conservation area.

Architectural feature and materials

Simple architectural palette.
Mixed pallet of materials, including red brick, render and timber frame buildings.

Suburban Tewkesbury

Street character

Informal suburban character, properties set back from the highway, regular building line and spacing of buildings.

Built form

Medium density, generally two stories.
Largely semi-detached and detached dwellings.

Architectural feature and materials

Common use of brick.
Variation of architectural details, buildings more reflective of the era in which they were built rather than any local context.

2.5 Constraints and opportunities

One of the fundamental objectives of this document is to ensure that new development respects, responds to and enhances the unique characteristics of the borough, to ensure that new development shares common characteristics with its locality, integrates and functions as a natural part, or extension of existing settlements and contributes in a positive manner to the character of the borough.

The plan on page 12 shows the key constraints and opportunities associated with the town centre.

Flood risk - this impacts much of the town centre area adjacent to the river, the main development site affected is Healings Mill, development here is, however, encouraged with appropriate mitigation. SuDS should be considered from the outset of detailed design proposals. Further details on this specific site are covered under the project on page 21.

Conservation - The conservation area covers much of the town centre and there are numerous listed buildings. This historic heritage and character should be fully considered and responded to when considering development options.

Pedestrian routes - The town has a number of historic alleys which form key pedestrian routes east west across the town. Many are neglected with a poor public realm. Opportunities for improvement will be encouraged and supported. This will also help to improve the linkages from the high street to the riverside, generally improve walking and cycling opportunities by improving connections within the town.

Riverside - The riverside is considered to be an under utilised resource, the public realm is poor and the links to the high street are mostly illegible. There are opportunities to improve links, improve the public realm and encourage and support riverside enterprises to increase vitality. The Ham is the largest area of public open space within the town centre, better use should be made of this asset while protecting and respecting the important ecology and history of this area.

Public realm - The quality of the public realm within the town centre is generally poor. Pedestrians routes are often poor and vehicles take priority. There are opportunities for improvement to public spaces and to improve the sense of arrival to the town to aid legibility.

Landscape and green infrastructure - Tewkesbury has a unique relationship between the rivers, landscape and urban form. The rivers and associated flooding have shaped the

development of the town and created its distinctive structure and large areas of green space. Development proposals should retain important landscape features, mature trees and planting wherever possible and incorporate these features into the landscape structure. All open space should have a purpose and be of a size, location and form appropriate for that use.

Urban form - Tewkesbury has a wealth of historic buildings and a strong medieval street network. The rivers have been key in shaping the wider form of the town. This historic identity is key to giving Tewkesbury its sense of place and character, however, there are more recent developments that have eroded this structure and form. New development needs to respond to this historic street pattern and there is the opportunity to restore it where possible.




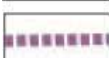







Transport links - Tewkesbury is well located close to Junction 9 of the M5. The A38 forms the main route through the town. This route is constrained and congested within the town centre, particularly around The Cross, where access is narrow. There are air quality and noise issues along this area and high street. There is the opportunity to improve links to the M5 and railway station to the east of the town.

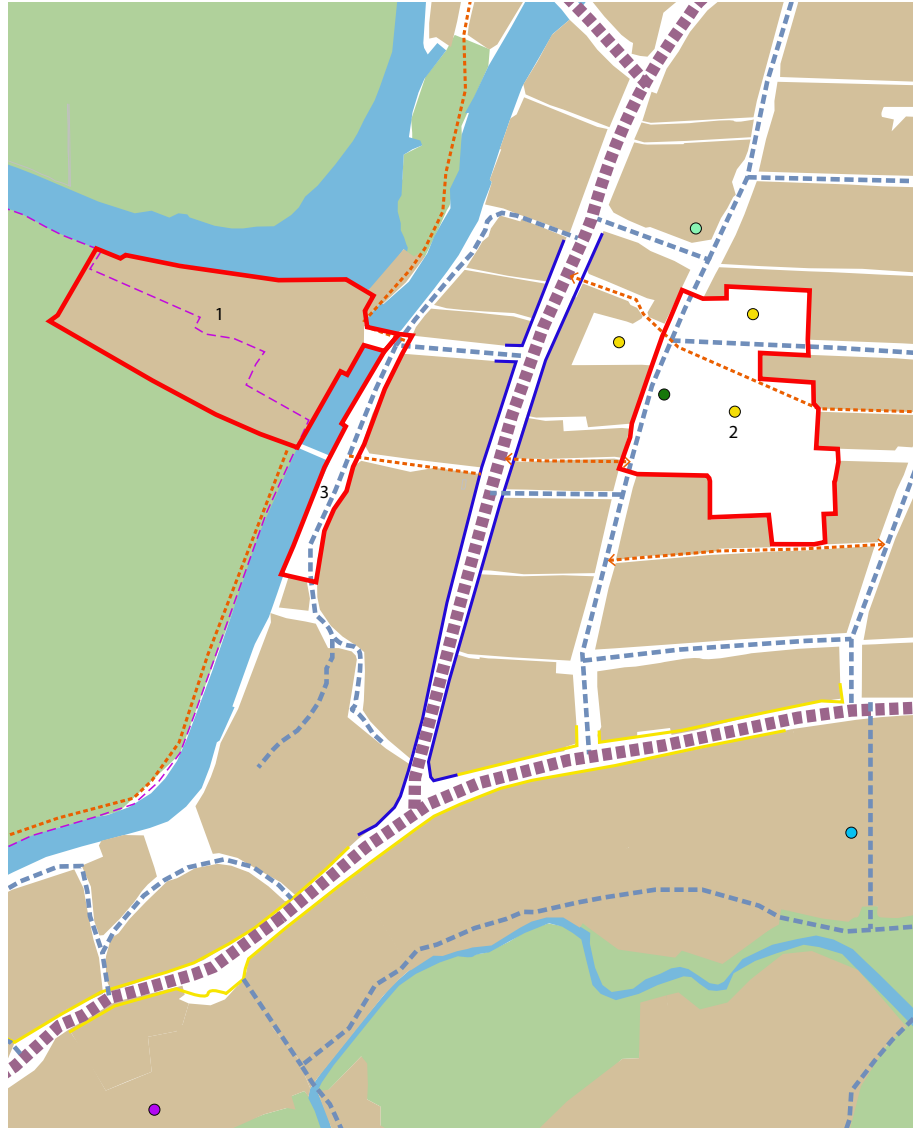
Mop Fair - All developments should give full consideration to the terms of the Royal Charter of 1610, giving the town the right to hold the annual Mop Fair in its streets.



Constraints and opportunities

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-  SSSI BOUNDARY
-  SECONDARY STREETS
-  PEDESTRIAN ROUTES
-  PRIMARY STREETS
-  PRIMARY SHOPPING FRONTAGE
-  SECONDARY SHOPPING FRONTAGE
-  CAR PARK
-  ROSES THEATRE
-  PUBLIC TOILETS
-  TEWKESBURY ABBEY
-  HOSPITAL



Principle M6:

Applicants must carry out a site appraisal that identifies the physical aspects of their site and identifies key constraints and opportunities that will help to inform their proposals. The site appraisal will form part of the Design and Access Statement that supports a planning application.

2.6 Key urban design principles

Tewkesbury has many features that make its built and natural environment characterful and memorable; from its unique relationship with its rivers and surrounding landscape, to its medieval street network and its wealth of historic buildings.

It is therefore important that the character, strengths and weaknesses of the urban fabric are understood, to enable an informed and strategic approach to the improvement of the urban environment to be put in place.

The following principles are best practice and should be applied to all development opportunities in order to ensure the highest quality is achieved.

These principles are outlined in more detail in policy SD4 of the Joint Core Strategy.

Following analysis of the constraints and opportunities of the town, the plan on page 14 shows key opportunity areas for improvements to the town.

All development should demonstrate how it achieves the following principles. This is a requirement within the Design and Access Statement.

Continuity and enclosure - a place where public and private spaces are clearly distinguished.

Quality of the public realm - a place with attractive and well used outdoor areas.

Ease of movement - a place that is easy to get to and move through.

Character - a place with its own identity.

Legibility - a place that is easy to navigate through.

Adaptability - a place that can change easily.

Diversity - a place with variety and choice.

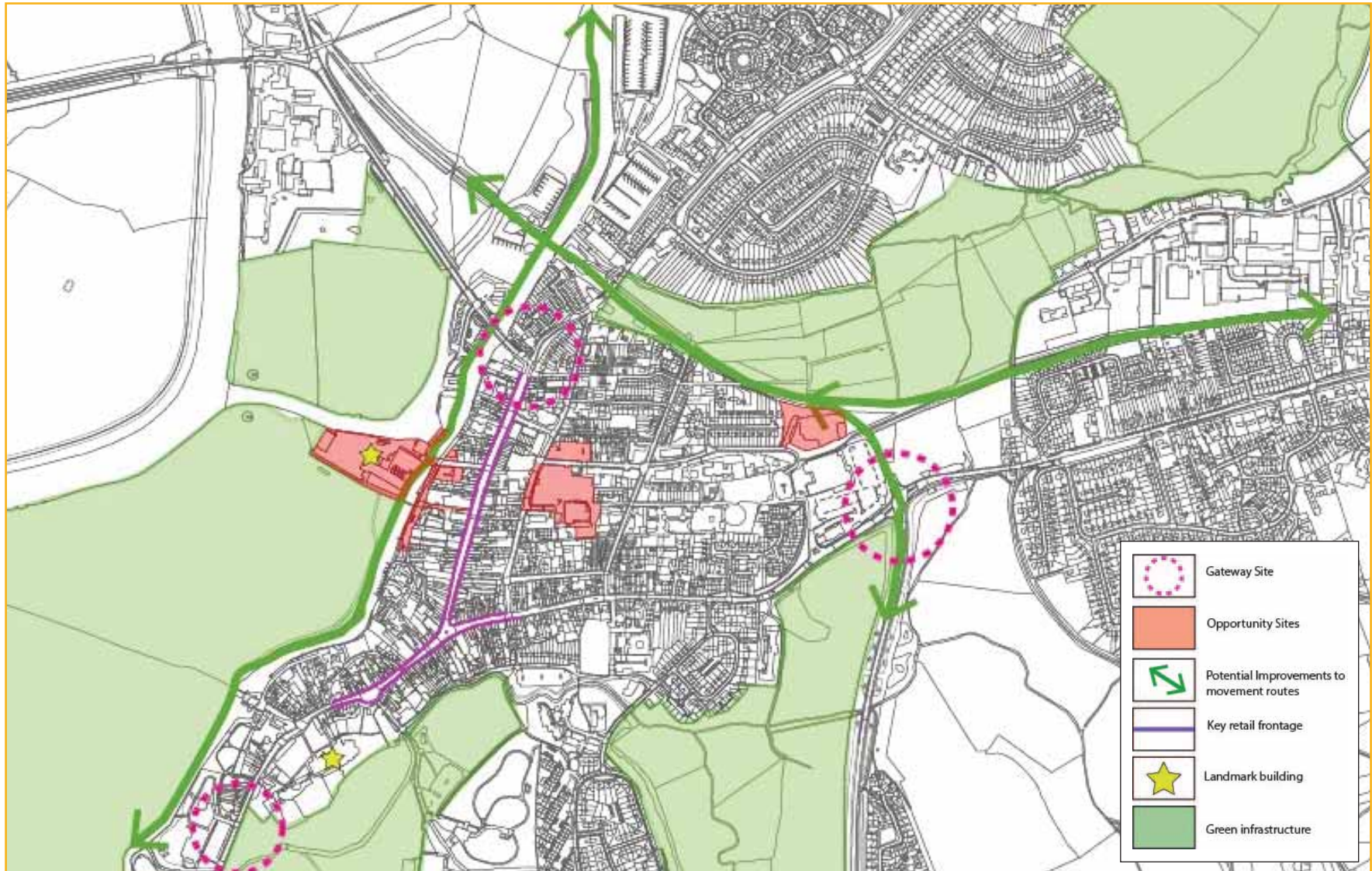
Active design - a place that supports and encourages a healthy and active lifestyle.

Landscape - demonstrate how the landscape structure has been considered from the outset of the design process and as an integral part of the proposal.



Urban design analysis

95





Tewkesbury town regeneration

3.0 Projects

3.1 Back of Avon

The Back of Avon area is one of the town's only riverside areas of public open space.

Currently the area has a poor quality and cluttered public realm, with overly dominant car parking. There is a lack of clear signage and the connections to the area are unclear.

One of the main objectives for this document is to embrace the riverside, enhancing access to and along the river and increasing riverside activity.

The potential to improve the riverside is seen as a key priority to help regenerate the town's economy. The Back of Avon area is the key priority area.

Development principles and parameters

Public realm - Streets should be designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the car. Particular attention should be paid to improving the quality of the relationship between the riverscape and the townscape. Public realm improvement to the key alley links is encouraged. Street clutter should be minimised by reducing road markings, street signs, unnecessary posts or street furniture.

Vitality - Any new development should actively seek to encourage and increase the social and economic activity and vibrancy of the riverside environment. The Back of Avon area should become one of the premier public realm assets of the town as identified in the Tewkesbury Town Regeneration vision. Improvements to moorings and additional moorings are encouraged.

Community facilities - Breakingstone Meadow, potential to improve use as a community facility, e.g. as venue for events/festivals.

Connections - New development should link with existing routes and access points, creating direct and attractive connections between public transport, footpaths, cycle routes and local facilities. Potential location for new pedestrian footbridges and improvement to alley links to the High Street, including Quay Street and Smiths Lane. Vehicle access for business needs to be maintained. Opportunities to also connect to the Ham.

Public art - Artwork should be incorporated into the public realm, to give a sense of place and character. It can also aid legibility. Proposal should identify suitable locations for public art. Provision should be made for the maintenance of the art.

Public space - Streets should encourage pedestrian movement through generous pavement widths. This area should incorporate an area of public space that has the potential to accommodate markets or events.

Landscaping - Tree planting and soft landscaping should be provided here. Long term maintenance and management of landscape elements needs to be demonstrated through a management and maintenance plan.

Lighting - Lighting columns should be kept to a minimum and wherever possible light fittings should be located on existing or new buildings. Light fittings should be designed to avoid light pollution.

Street furniture - Street furniture should be restricted to essential items and function should be combined where possible. Furniture should be simple, high quality and robust. Seating and other furniture should be considered in an integrated way into the design of the landscape.

Materials - Keep it simple. A context appropriate palette of good quality materials should be used. Preference is for local materials. Durability is important. Avoid reconstituted materials, particularly in conservation areas or other sensitive locations.



New seating along the riverside



Shared space, slows traffic and gives pedestrians priority



The riverside footpath in Tewkesbury



Blue brick is characteristic of Tewkesbury

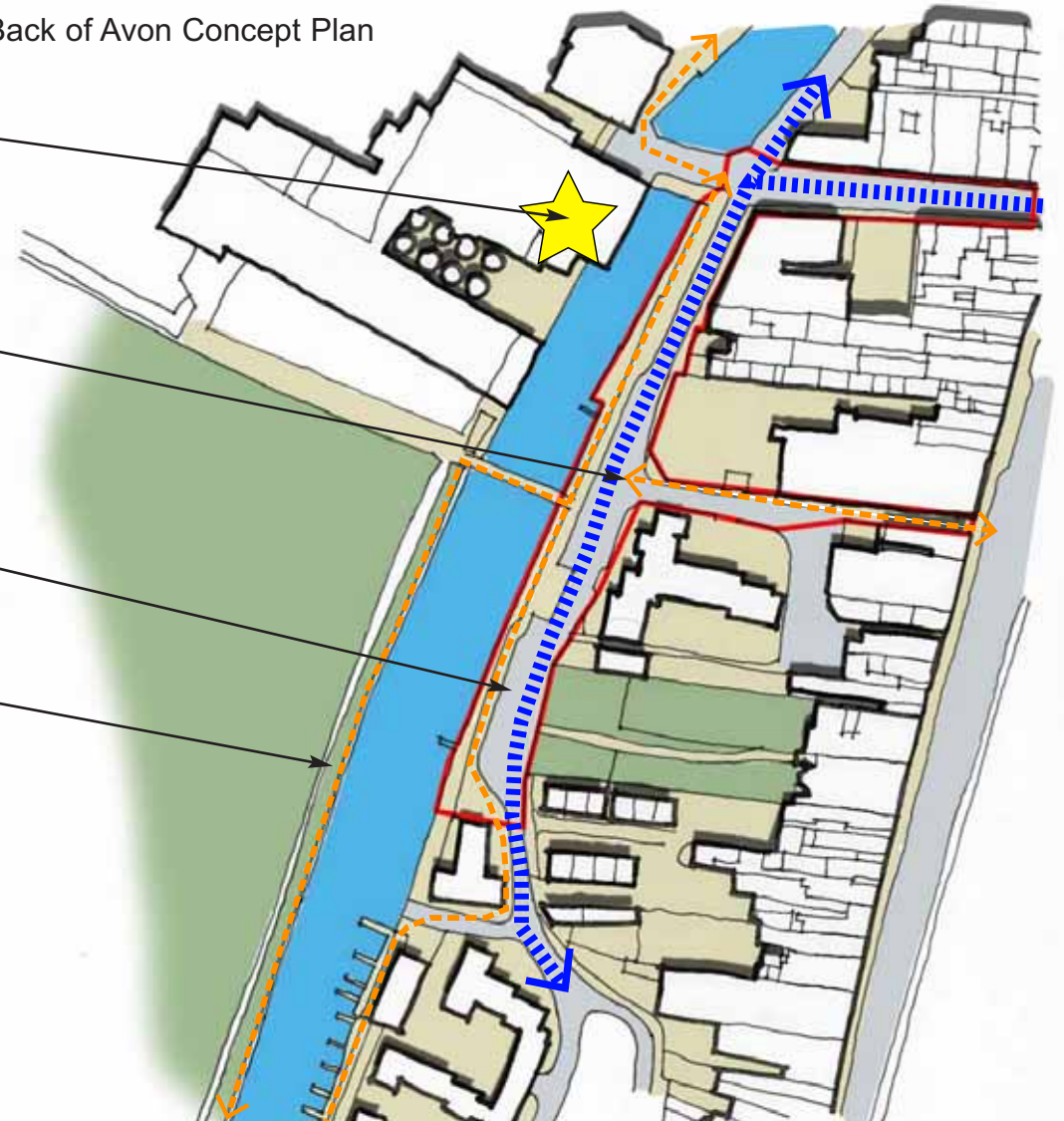
Healings Mill is a key landmark building in this area

Key links to High Street and along river maintained and enhanced

Existing car parking to be reduced or removed to improve public realm

Pedestrian/ cycle routes

Back of Avon Concept Plan



3.2 Alleys, Courts and Lanes

The alleyways of Tewkesbury are a unique historic feature of the town. They provide important links across the town centre, linking the riverside with the High Street and beyond.

Each alley is unique. However some have a poor public realm and the connectivity that they provide is not always evident.

There are unifying characteristics of the alleys such as blue bricks.

Improving the appearance of the alleys and their legibility is an important element that will also help to achieve the wider aim of improving pedestrian and cycle links within the town.

Development principles and parameters

Connections - Development should respond to existing movement patterns, desire lines and rights of way. Repairing the historic grain, to improvement east west connections with the high street and residential areas.

Public realm - Streets should be designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the car. Street clutter should be minimised by reducing road markings, street signs,

unnecessary posts or street furniture.

Heritage - Preservation and enhancement of Tewkesbury's unique built heritage. Architecture and layout should respond to the historic context and street pattern.

Public art - Artwork should be incorporated into the public realm, to give a sense of place and character. It can also aid legibility. Proposal should identify suitable locations for public art. Provision should be made for the maintenance of the art.

Lighting - Lighting columns should be kept to a minimum and wherever possible light fittings should be located on existing or new buildings. Light fittings should be designed to avoid light pollution.

Street furniture - Street furniture should be restricted to essential items and function should be combined where possible. Furniture should be simple, high quality and robust. Seating and other furniture should be considered in an integrated way into the design of the landscape.

Materials - Keep it simple. A context appropriate palette of good quality materials should be used. Preference is for local materials. Durability is important. Avoid reconstituted materials, particularly in conservation areas or other sensitive locations.



Alleyways



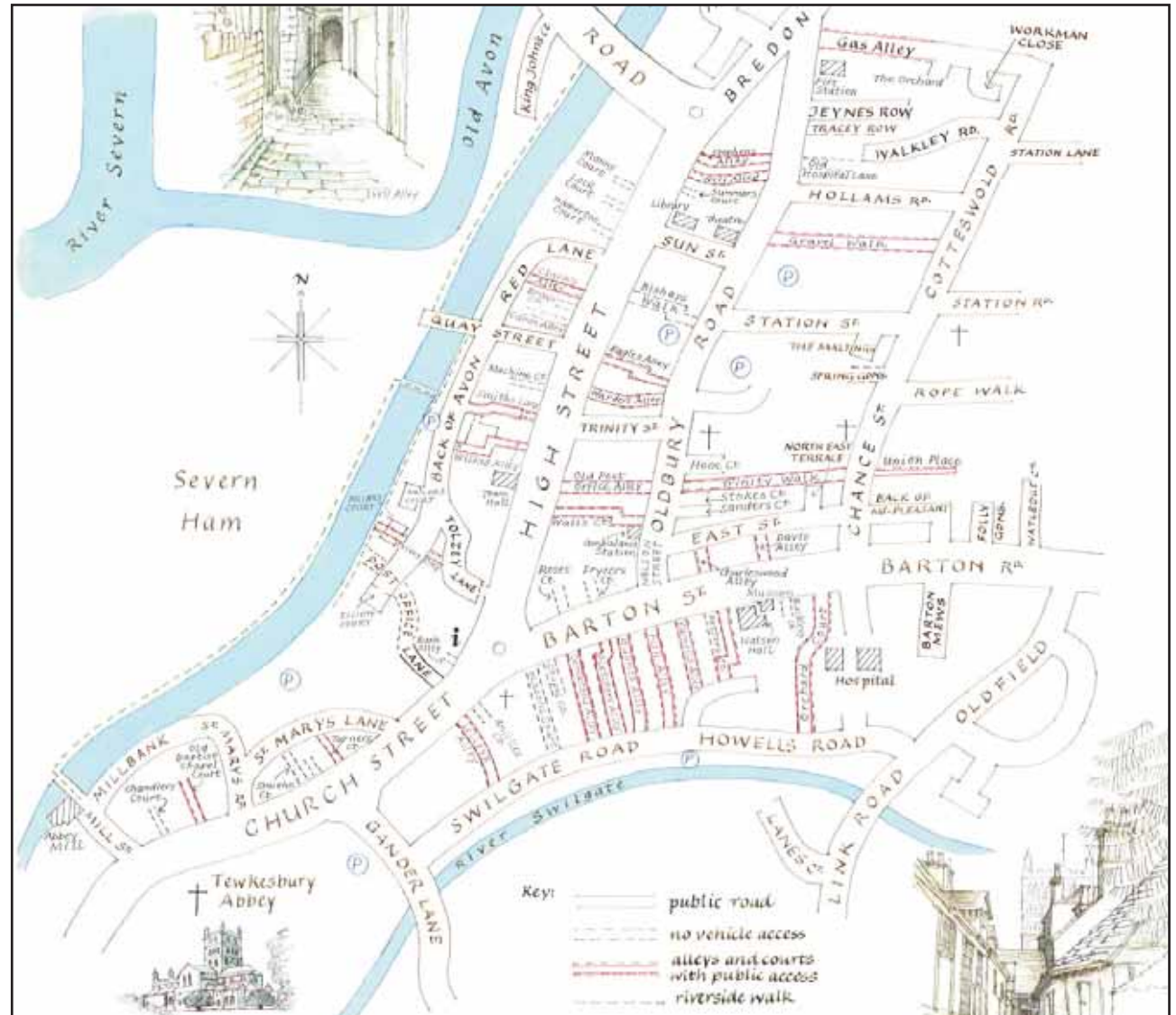
Signage aids understanding



Blue bricks are characteristic of the alleys



Lighting can be combined into bollards to reduce clutter



3.3 Spring Gardens and Oldbury Road Car Park

This is a key town centre area, which previously included the town cattle market and a bus depot. Until recently the site held the Cascades Leisure Centre, the leisure centre has now been relocated leaving the site vacant.

The site, which is owned by the Borough Council, is currently a surface car park and there is a public toilet block. There are a mixture of uses surrounding the site including retail, residential, office and a church. The site is also utilised as the location for the town's weekly market and the annual Mop Fair.

Applicants will be required to demonstrate how they achieve the following principles.

Development principles and parameters

Connections - New development should link with existing routes and access points, creating direct and attractive connections between public transport, footpaths, cycle routes and local facilities. Development should respond to existing movement patterns, desire lines and rights of way. Repairing the historic grain, to improve east west connections with the high street and residential areas.

Mixed-use - Main town centre uses, including

residential, public realm, office, retail and leisure, which help to add life and vitality of the town will be incorporated as part of new development. Public space should also be provided for markets and other events.

Conservation - Preservation and enhancement of Tewkesbury's unique built and natural heritage is a priority. Architecture and layout should respond to the historic context.

Form - New development should respond to the grain of the existing settlement. Taking cues from block sizes, patterns of plot subdivision and relationship between built and non-built space. Maintaining and mending the continuity of building frontages to enclose streets and other public spaces and to ensure lively and safe streets.

Public realm - Facilities should be clustered around a high quality public space. Streets should be designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the car. Street clutter should be minimised by reducing road markings, street signs, unnecessary posts or street furniture.

Sustainability - Encouraging resource and energy efficient construction. Improving town centre facilities, reducing the need to travel by car.

Parking - A comprehensive parking strategy should be produced. It should contain a combination of parking solutions. Parking should be provided for residents and visitors. Applicant should consider non-allocated, shared parking to improve efficiencies and reduce parking numbers.

Design - Location, height, massing and materials of new buildings should respond to the character and context of the site. Design should be of a high quality, ensuring a development which creates a strong sense of place. Larger non residential footprints such as supermarkets should be wrapped with active development.

Public art - Artwork should be incorporated into the public realm, to give a sense of place and character. It can also aid legibility. Proposal should identify suitable locations for public art. Provision should be made for the maintenance of the art.

Density - Density should be appropriate to the location, respond to and/or enhance the character of the existing settlement.

Landscaping - Tree planting and soft landscaping should be provided. Tree size and maturity should be appropriate to the location. Long term maintenance and management of landscape elements needs to be demonstrated through a management and maintenance plan.



A successful mixed use scheme, with modern architecture, creates an attractive public realm just off the High Street



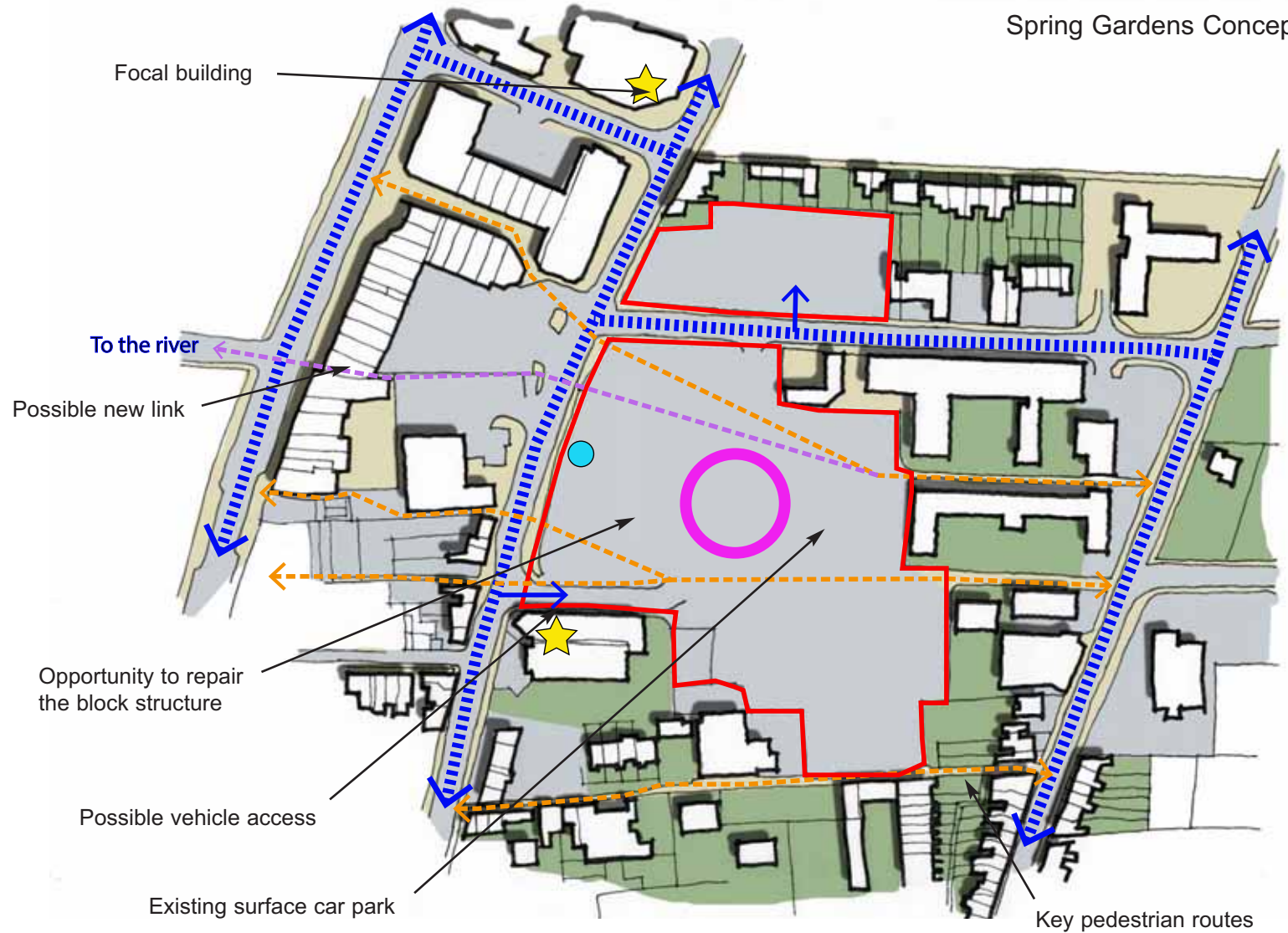
101

Public square with a mix of uses allows for activity and vibrancy. Modern architecture designed to respect a historic setting



A well designed street with uncluttered and well places street furniture

Spring Gardens Concept





Tewkesbury town regeneration

3.0 Projects

3.4 Healings Mill

Healings Mill is a site of approximately 1.53 hectares (3.78 acres) and was a functioning flour mill until 2006. The vision for this site is a high quality mixed use development. The buildings opposite the Mill buildings, on Quay Street and Red Lane are also former mill buildings and are included within this brief.

Healings Mill is located within Tewkesbury town centre, adjacent to the River Avon and on an area of land known as the Ham. The site itself is currently occupied by a range of disused mill buildings. Some of which have an important historic context and character and should be retained and some which need to be demolished.

Healings Mill sits in the functional floodplain and the site has been classified by the Environment Agency (EA) as being located within Flood Zone 3b. However, the EA are willing to take a pragmatic approach in considering the future redevelopment of the site, given the existing development on the site and its current use.

The site is connected to the town centre by a listed bridge over the Avon. There are also connections to public rights of way running along the river to the north and south. There are open views across most of the site to the countryside beyond.

Development principles and parameters

This is a complex site and as such Tewkesbury

Borough Council would require proposals to come forward as a full planning application.

Mixed-use - A range of uses would be acceptable on this site, including residential use, however residential use should be combined with other more active uses on the ground floor.

Flooding betterment - Removal of the structures and hardstanding to the rear of the site, providing betterment in terms of flooding and ecology.

Connections - Development should respond to the town centre and the open countryside, providing connections and links for pedestrians and cyclists, especially along the riverside.

Parking - A comprehensive parking strategy should be produced. It should contain a combination of parking solutions. Parking should be provided for residents and visitors. Applicants should consider non-allocated, shared parking to improve efficiencies and reduce parking numbers. Public parking and public access to the site is encouraged.

River - Moorings / boat hire / rowing club and other river related uses are encouraged.

Historic context - High quality architectural design must respect the historic context. The retention of part of the mill is essential to the success of any scheme. Conversion must retain the character and appearance of the original

building. Existing openings should be used for windows and doors. Where additional floors are introduced, they should not cut across tall windows.

Design - Location, height, mass and materials of new buildings should allow the original brick buildings on the site to remain visually dominant. Tall development may be appropriate here in keeping with the scale of the existing mill buildings.

Public realm - The treatment of the river frontage will be essential to the success of this scheme. Enough space should be given fronting the river to allow for an attractive public space and where possible to allow access down to the water. The area known as the hangings should be included within any improvement scheme.

Density - Density should be appropriate to the location, respond to and/or enhance the character of the existing settlement.

Form - New development should respond to the grain of the existing settlement. Taking cues from block sizes. Patterns of plot subdivision and relationship between built and non-built space.

Vitality - Any new development should actively seek to encourage and increase the social and economic activity and vibrancy of the riverside environment. Non-residential uses are strongly encouraged on the ground floor.



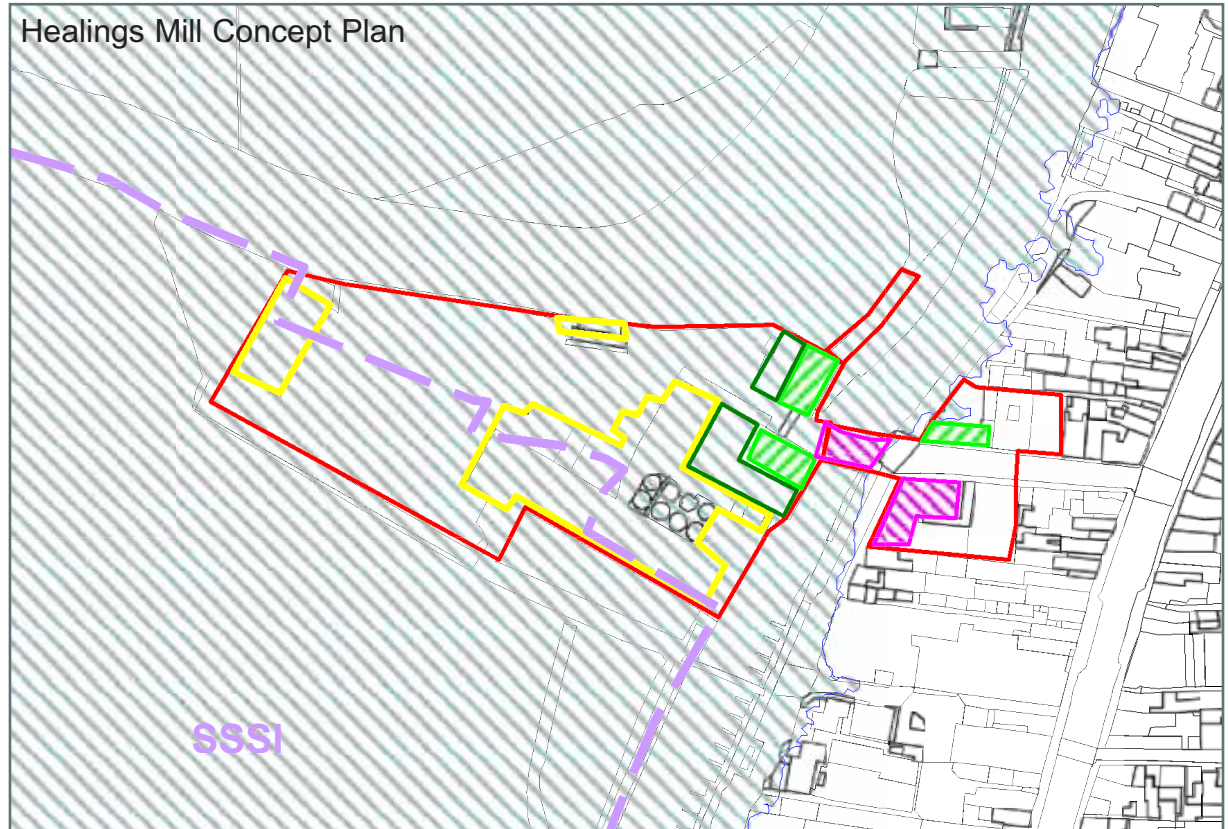
Mixed use regeneration of historic docks area in London, successfully combines old and new



A tiered approach to the river bank, allows for an attractive riverside public realm and public space



Historic industrial building, converted into luxury apartments.



- Healings site
- High value historic building
- Medium value historic building
- Modern buildings of no historic interest
- Site of Special Scientific Interest



Tewkesbury town regeneration

3.0 Projects

3.5 MAFF

The former Ministry of Agriculture, Food & Fisheries (MAFF) site near the disused railway line (off Station Road, to the rear of Morrisons Supermarket) is owned by Tewkesbury Borough Council. The council is promoting the redevelopment of this site for housing or care home uses.

The site is a 0.8 hectare triangular site, comprising existing concrete slab to the majority of the site area, together with tree planting to three sides. It is bounded to its southern edge by the newly formed cycle way that links east to J9 Business Park and west to Tewkesbury town centre, and by the Morrisons supermarket. This in turn is bounded by Ashchurch Road which is the primary access route from J9 of the M5 motorway. To the northern edge is a disused railway line, with allotments and open landscape beyond.

There are residential & commercial developments to the sites western side which lead into Tewkesbury town centre. The site is understood to have contamination issues associated with it.

The site is within the influence of a key wildlife site and contains three substantial trees which are protected by tree preservation orders. In accordance with policy NAT1, proposals on this

site should provide measures to avoid, mitigate against or, as a last resort, compensate for any adverse effects on the adjacent key wildlife site

The smaller parcel is currently used as surface car parking and lies within flood zone 3a. It is therefore considered unsuitable for redevelopment but could accommodate parking associated with development on the other parcel if no longer required for public parking.

Development principles and parameters

Use - This site is considered suitable for a range of uses, including, residential, affordable housing or later living. The Station Street car park site also has potential development if no longer required for parking. Development of the two sites could be combined.

Connections - Opportunities for improving connections for pedestrians and cyclists should be taken where possible. Development of this site would benefit from the re-creation of the disused railway line as a new strategic footpath and cycle link.

Form - New development should respond to the grain of the existing settlement. Taking cues from block sizes. Patterns of plot subdivision and relationship between built and non-built space. Development should provide active frontage to

both the potential cycle way and the route of the disused railway line.

Height - The height of development should reflect local architectural context. Taller development may be appropriate here given the context of the supermarket. Up to four stories.

Appearance - Architectural design should be of a high quality. Any proposals should positively respond to the sites prominent location at one of the key threshold areas of the town, and should also positively enhance local architectural distinctiveness.

Density - Density should be appropriate to the location, respond to and/or enhance the character of the existing settlement.

Parking - A comprehensive parking strategy should be produced. It should contain a combination of parking solutions. Parking should be provided for residents and visitors. Applicants should consider non-allocated, shared parking to improve efficiencies and reduce parking numbers.



Simple modern architecture, with attention to detail for a high density housing development.



Parking is well located to the rear of properties and within the street, allowing an attractive public realm even at a high density



Possible access point

Existing surface car park

Possible pedestrian access points

Morrisons supermarket

Key pedestrian /cycle route.

Possible future strategic footpath and cycle link

Possible future town centre bypass link



Tewkesbury town regeneration

4.0 The way forward

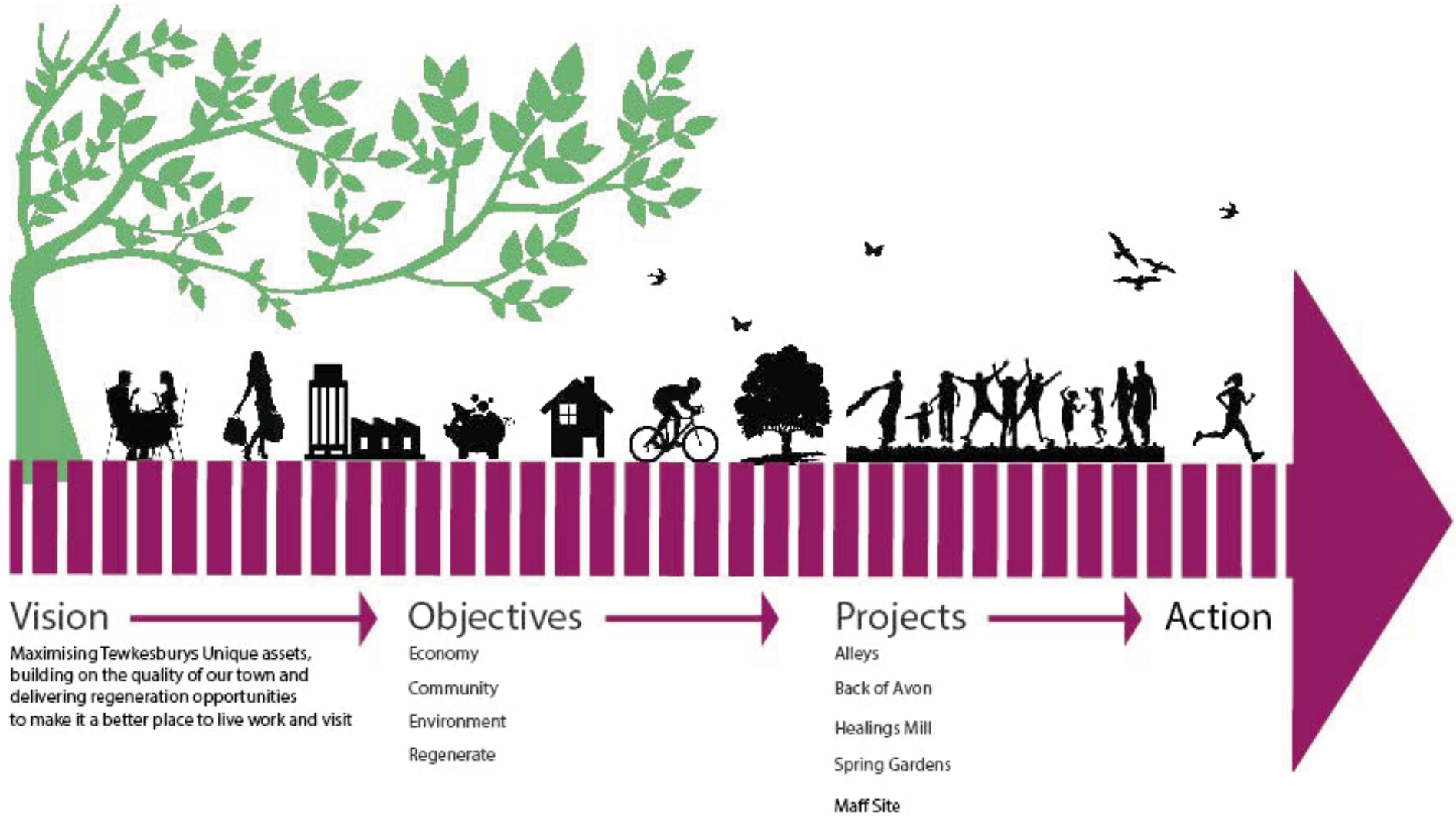
4.1 Future work

It is intended for this document to be used as a planning tool to guide redevelopment and regeneration within the town and wider area. It will also help promote economic investment within the opportunity sites identified and promote the town as a great place to invest.

To further support this document it is intended that individual investment prospectus for each opportunity site will be developed to help foster regeneration and investment.

Detailed action plans will also be developed highlighting specific actions for all stakeholders.







Tewkesbury town regeneration

4.0 The way forward

4.2 Summary

This document is a working document which will be monitored and reviewed regularly to ensure that it remains a live up to date document.

The delivery of the projects in this document will be reliant on many partners, stakeholders and organisations. Everyone will have an important role to play.

Tewkesbury has many development opportunities within and beyond the town centre that are covered within this masterplan. It will be important that any development is well planned and designed to help deliver the vision, aspirations and principles as set out in this document.

“ Maximising Tewkesbury’s unique assets, building on the quality of our town and **delivering regeneration opportunities** to make it a better place to live, work and visit.



High Street



Healings Mill



Tewkesbury Abbey

4.3 Reference documents

The following list of documents highlight some of the key documents which either informed the basis of the initial visioning work, or which have been developed during the Phase II process.

Tewkesbury Town Centre Urban Design Framework - Tewkesbury Borough Council, January 2002;

Tewkesbury Regeneration Initiative - Unknown;

601 **The Community Action Plan for Tewkesbury** - Tewkesbury Area Partnership (TAP), September 2005;

Tewkesbury Borough Vitality, Viability & Vulnerability Study - Hyder Consulting with Lambert Smith Hampton for Gloucestershire 1st and Tewkesbury Borough Council, July 2008

Tewkesbury Fit to Compete 20/20 Vision - Dr Michael McCarthy, Feb 11th 2009;

Tewkesbury Masterplan Consultation Statement - Vision twentyone, August 2010;

Adopted Vision Statement - Tewkesbury Borough Council, Nov 2010;

Tewkesbury Conservation Area Appraisal

Urban Design Compendium (2000) Homes and Communities Agency

English Heritage (Revised 2012) Understanding Place: An Introduction

CABE and ODPM in association with Design for Home (2003) The value of Urban Design and Layout; Thomas Telford, London

CABE (June 2006) Design at a Glance: A quick reference wall chart guide to National Design Policy, CABE

CABE (2004) Creating successful masterplan a guide for clients, CABE

CABE and DETR (2000) By Design. Urban Design in the planning System: Towards Better Practice, London, Thomas Telford Publishing

Department for Communities and Local Government (2012) National Planning Policy Framework

Tewkesbury Shop Front Guide - Tewkesbury Borough Council

Tewkesbury Riverside Public Realm Strategy - Tewkesbury Borough Council

DTZ retail report - Tewkesbury Borough Council

Bruton Knowles - Economic development Strategy Review 2016



Principle M1:

Applicants will be required to prepare design proposals in line with the relevant guidance throughout this document. This will be outlined in the Design and Access Statement which will form part of a planning application.

Principle M2:

Heritage assets and historic landscapes should be celebrated, enhanced or preserved where appropriate for the enjoyment of existing and future residents.

Applications responding to the historic environment, should refer to the JCS and Borough Plan policies for more specific advice.

Principle M3:

Applicants should demonstrate how the landscape structure has been considered from the outset of the design process and as an integral part of the proposal.

Development should retain important landscape features, mature trees and planting wherever possible and incorporate these features into the landscape structure.

Existing public rights of way should be incorporated into the movement network.

Applicants should link existing and proposed landscapes and open spaces together to form open space networks.

Applicants should demonstrate within their application how proposed open spaces contribute and respond to the hierarchy of existing landscapes and open space networks.

Principle M4:

The movement network should be designed to follow natural desire lines, link to existing streets, open spaces, local facilities or destinations. It should also respond to topography and landscape features and existing or historic street patterns.

Design a network of connected streets and public spaces that provides choice and follows a spatial and visual hierarchy. The character of streets should reflect its position in the hierarchy and respond to local characteristics.

New development should link with existing routes and access points, creating direct and attractive connections between public transport, footpaths, cycle routes and local facilities.

New development should link new pedestrian and cycle routes with 'strategic' networks such as 'safe routes to school' and the national cycle network.

Principle M5:

Applicants must prepare a Character Study that identifies the context within which the application site is set. This should consider the structure and history of the settlement within which it is located, the character of the landscape, the streets and spaces and the built form. Applicants will be required to demonstrate how the study informs the design proposals. The Character Study will form part of the Design and Access Statement that supports a planning application.

Principle M6:

Applicants must carry out a site appraisal that identifies the physical aspects of their site and identifies key constraints and opportunities that will help to inform their proposals. The site appraisal will form part of the Design and Access Statement that supports a planning application.



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Tewkesbury Borough Council

Tewkesbury Town Centre Regeneration
Supplementary Planning Document

Consultation Statement
(March 2019)

1. Purpose and Background

- 1.1. This statement sets out details of the consultation that has taken place that has informed the development and refinement of the Tewkesbury Town Regeneration Supplementary Planning Document (SPD).
- 1.2. The Council has prepared its own Statement of Community Involvement (SCI) (2013) to show how it will involve the community in its plan and policy making process. This can be viewed on the Council's web site at <https://www.tewkesbury.gov.uk/emerging-planning-policies/>.
- 1.3. Tewkesbury Town Centre Masterplan: Strategic Framework Document was approved in July 2012. The aim of this SPD is to provide more detailed guidance on the quality of development expected in two areas: the traditional town centre of Tewkesbury and the wider area of influence where development opportunities exist. The SPD seeks to provide specific detail around Back of Avon, Alleys, Spring Gardens, Healings Mill, and the old MAFF site. It includes design principles to ensure that new development meets with the highest quality.
- 1.4. The SPD does not create new policy but provides more guidance on how the key urban design principles contained within the Development Plan Documents of the Local Plan should be applied. For Tewkesbury Borough, the principle policy is set out in the adopted Gloucester, Cheltenham and Tewkesbury Joint Core Strategy through Policy SD4: Design Requirements.

2. Consultation Process

- 2.1 A period of formal public consultation was undertaken on the SPD for a 7-week period from Monday 3 December 2018 until 4pm on Friday 18 January 2019. In addition, we held a public drop in event at Tewkesbury Town Hall on 13 December 2018 between 3.30pm - 7.00pm.
- 2.2 In addition to this, a notice of the consultation was placed in the local press through the Gloucestershire Echo (6 December 2018) as well as advertised on the Borough Council's website news feed. The SPD was also distributed via Social Media.
- 2.3 Around 385 organisations and individuals were written to inform them of the consultation and invite comments on the SPD. Contacts were taken from the existing Tewkesbury Borough Plan consultation database as those who have been involved in, or have an interest in, the SPD. This includes all Parish Councils in the Borough, neighbouring local authorities, Gloucestershire County Council, as well as the following statutory consultees:

- Environment Agency
- Lead Local Flood Authority
- Historic England
- Sport England
- Marine Management Organisation
- Thames Water
- Severn Trent
- Highways England

- Network Rail

2.4 In line with the Council's SCI, the SPD was made available for viewing in the following ways:

- Electronically on the Tewkesbury Borough Council website (<https://www.tewkesbury.gov.uk/tewkesbury-town-regeneration-supplementary-planning-consultation>)
- In hard copy at:
 - Tewkesbury Borough Council Offices, Public Service Centre, Gloucester Road
 - Tewkesbury Library
 - Tewkesbury Town Hall
 - Tewkesbury Abbey and
 - Tourist Information Centre

3 Consultation Responses

3.1 A total of 38 responses to individual parts of the SPD were received from 15 responders. On social media there were 1500 likes and shares.

3.2 10 of the responders who completed their comments via email or via the online form were from local residents, the remainder were from the statutory and other consultees. Main issues raised by residents are summarised in the table below, together with the Council's response. Comments from others are set out in a separate table below.

Summary of Resident Response	Response and Proposed change in SPD, if any
General comments - Spelling corrections highlighted, number formatting issues.	Noted and amended.
Alleys - History of alleys important to reflect. Distinguish between alleys for pedestrian routes, for vehicles or are private. Reflect condition of alleys, good and bad e.g. where neglect is evident. Inappropriate development is a big challenge, e.g. poor design and build quality. Sympathetic improvement is needed e.g. appropriate scale, materials, drainage, lighting, minimal street furniture and signage, restrict cyclists, maintenance of alley's and their drains.	Thank you for the additional information; this will be incorporated where possible.
Spring Gardens – Clarity is needed on whether Oldbury Road car park is included as part of Spring Gardens. Any development must make provision for the continuation of the Mop Fair. High Streets are essential to the town, diversity from shops is needed. Generation of additional footfall at Spring Gardens needed, e.g. entertainment, work places, cafes etc.). Lack of larger units in the High St/Bishop Walk area, modern buildings may attract new businesses.	Oldbury Road is included as part of spring gardens, this is clear from the red line plan, some additional text to state this will be added into the text on page 19. The Mop Fair is taken account for. The regeneration of the sites in the SPD will hopefully achieve the aim around high streets.

<p>Poor Wednesday and Saturday market, it is small and unambitious when compared with Stroud, but is essential to continue. Alternative location could be Oldbury car park site, with provision of lighting and electric. Its regeneration should be a priority.</p>	<p>Exact options for the Spring Gardens site will be explored when development comes forward.</p> <p>Provision for the market is made for within the spring gardens area, hopefully wider regeneration will encourage footfall and an upturn for the market, encouraging new traders etc.</p> <p>Moving the market to the Oldbury car park etc. is noted.</p> <p>The SPD once adopted will hold planning weight and be a material consideration in planning decisions.</p>
<p>MAFF Site - Underused, potential for housing exists. However, site has access and potential contamination issues. Would it be better as a small arboretum? Tewkesbury is very short of urban green space and trees.</p>	<p>More tree planting is an aim within the document and will be incorporated into all future regeneration where possible.</p>
<p>Back of Avon - Provides access to riverside and links between river and High St, via two roads – Quay St and Red Lane, two partly pedestrianised routes. There are pedestrian bridges to the Severn Ham and road bridges to Healings Mill. There are moorings for commercial boat trips and for private craft. Reducing / removing parking would be an improvement. However, issues with space requirements for market stalls, road maintenance, pedestrian walkways. Widen river path by wall/railings and feature seasonal food / charity stalls, linear exhibition. Improve Smiths Lane and Tolsey Lane for better links to the High St. Support GCC repaving to Smiths Lane, this should continue for Tolsey Lane. Reduce number of bollards, e.g. Tolsey Lane. Healings Mill site will overshadow BoA proposals (including Mills, brewery and office buildings) they blight Quay St and Red Lane.</p>	<p>The exact design of the Back of Avon area is yet to be looked at, the option for market stalls etc. will be fully explored at the design stage but including space for them is a key aim.</p> <p>Improving all links between the river and the high street is an overarching aim within the SPD; this includes reducing street clutter.</p> <p>We hope that the public realm improvements to Back of Avon will complement the regeneration of Healings Mill and be mutually beneficial.</p>
<p>Back of Avon & Healings Mill - Support policies. Consider sites together, due to their proximity to one another. Apply for government regeneration grant (£25M) to improve High Streets and Town Centres, e.g. for compulsory purchase Healings Mill. Key town landmark with potential for residential, education, offices, small workshops. Imaginative place making needed to consider options for flood waters, which is a significant concern e.g. utilise space under Healings Mill,</p>	<p>We are exploring the future high street fund. Flooding is of course a serious issue within the town and any new development needs to accommodate for this.</p>

<p>lower ground level, from the Town Hall to the level of the moorings to provide a large area for flood waters to go. Way cost implications against loss in revenue, insurance claims, etc. Lower ground level to river will also improve access to the waters edge, making boat trips and other water-borne/waterside tourist activities more accessible. Street furniture needs to be robust.</p>	
<p>Spring Gardens - Support the policies and encouraged to see mixed development envisaged rather than just retail, this is more likely to be successful in current economic circumstances. Concerned about reduced parking provision, as a result of development. However, parking could be located below ground level (understand this area is away from flood areas). Above ground, space for homes and small businesses, market and public events, e.g. the Mop Fair. Build in electrical supplies for events to improve safety and accessibility.</p>	<p>Parking will be accommodated within the Spring Gardens site, albeit probably at a reduced level, in line with data from parking studies. Underground parking is unlikely to be a viable option due to cost.</p>
<p>Healings Mill - para 3.4 - Some ambiguity about the area covered. The development area includes property on Quay Street, Red Lane and Back of Avon. This is 'red lined' on the plan on page 22. However, there is a line drawn across the bridge. As part of the context it would be helpful to explain the position with Quay Street building redevelopment, which is an eyesore.</p> <p>Correction needed, reference to the Avon, should be the MILL Avon.</p> <p>Given the urgent need to replace fossil fuel, the Healings Mill development provides an opportunity to generate renewable energy from the rivers.</p>	<p>Noted. The context of the properties on Quay St will be added. The name of the river will be checked. Sustainability and renewables are to be encouraged and we will consider how this can be incorporated.</p>
<p>MAFF Site - Under section on connections where it states 'Development of this site would benefit from the re-creation of the disused railway line as a new strategic footpath and cycle link.' There is already a footpath and cycle link running alongside the south of the site which links to the town centre and Newtown. The disused railway bed referred to is a very attractive footpath. As a strategic link, it would either terminate in Cotteswold Road, via Station Lane, in a less convenient place than the existing cycle way, or it could continue along the embankment with a replacement bridge over Cotteswold Road and,</p>	<p>Noted.</p>

<p>with a great deal of earth work and regrading, terminate on Bredon Road, opposite the Marina. Neither option seems to be strategic.</p>	
<p>Analysis and Design Principles - para 2.1 Error in description - The town is not at the meeting of the Severn and Avon. It is located in an angle between the Mill Avon (a branch of the Avon) and Swilgate. Sentence stating, 'It has a historic street pattern including many small alleyways which connect the high street with the river.' Only two alleys connect the High Street with the River; Wilkes Alley and Clarkes Alley. Sentence stating, 'Oldbury Road and land to the east have been identified as having an ill-defined character as a result of previous demolitions.' Whilst there have been demolitions, primary reason for this is that it could not be developed until the passing of the Tewkesbury Enclosure Act in 1808, resulting in piecemeal development for small industry and working families.</p> <p>The 'Today' plan on page 6 is out of date in showing the railway embankment across the Avon Ham. This was removed some years ago. This is only significant in the context of some of the transport proposals later in the document.</p>	<p>Noted.</p> <p>The plan on page 6 is to show general growth of the town as a whole. The presence of the embankment will not impact proposals later in the document.</p>
<p>2.2 The key identifies 'desire lines' - My understanding is that in normal use desire lines appear as informal paths which are a consequence of tortuous 'official' routes. The marked routes seem to be aspirational. Most exist as public rights of way, but some don't.</p>	<p>Yes, improved connections are an aspiration.</p>
<p>2.3 This section is a combination of the obvious and jargon, plain English is needed. Question relevance of the section given document is about the town centre and development, within an immovable grid of urban streets.</p>	<p>This section sets an important principle to guide future development. It covers more than just the town centre and could include larger residential development, for which such principles are important in achieving good design.</p>
<p>2.4 Summary of the Riverside on page 10 is difficult to recognise. The photograph is of Mill Street, which isn't on the riverside. From the description, it isn't possible to identify the riverside. Is the reference to the whole length of the Mill Avon? The Riverside 'street character' is described as 'Simple historic buildings, continuous frontage and varied heights and road form.' Inaccurate description of the buildings along the riverside, between the Abbey Mill and Healings Mill.</p>	<p>Noted.</p>

<p>Architectural features and materials are described as ‘Simple architectural palette. Predominant use of red brick.’ Incorrect reference to the three main streets. The area east of Oldbury Road and north of East Street has a completely different character where local red brick is predominant. There are historic reasons for this. Perhaps consider areas separately.</p>	<p>Noted.</p>
<p>2.5 states ‘One of the fundamental objectives of this document is to ensure that new development respects, responds to and enhances the unique characteristics of the borough,’ Is this ‘Borough’ reference a mistake, or is the reference to the pre-1974 ‘proud and ancient borough’?</p> <p>Pedestrian routes, where it states: ‘The town has a number of historic alleys which form key pedestrian routes east west across the town. Many are neglected with a poor public realm.’ The alleys are at right-angles to the streets. Some are east-west, from the High Street. Some are north-south, from Barton and Church Streets. Very few of the alleys have a ‘poor public realm’, most likely because of unfortunate development, not neglect.</p> <p>Where it states, ‘The Ham is the largest area of public open space within the town centre, better use should be made of this asset.’ The Ham is a SSSI, subject to close scrutiny by English Nature [Natural England], home of increasingly scarce ground-nesting birds, subject to historic and fiercely protected rights of common and an important flood resource. A statement about better use being made of it needs some qualification.</p> <p>The plan on page 12 doesn’t identify the car parks in St Mary’s Lane, Gander Lane or Rail’s Meadow.</p>	<p>The Borough refers to Tewkesbury Borough.</p> <p>Noted.</p>
<p>2.6 Whilst accepting that it is schematic, the green arrows showing ‘potential improvements to movement routes’ are not feasible for the routes shown pointing to the north west. The railway embankment has been removed, and there is no right of way through the field in that direction. The route towards Twyning should follow the footpath, on the other side of Stanchard’s Pit. A bridge which forms part of the remaining</p>	<p>Noted. These routes are aspirational.</p>

<p>embankment has been removed at the bottom of Cotteswold Road. The route through the Marina is also questionable, as security is high and it passes over the Marina's private bridge.</p>	
<p>Back of Avon Community facilities - 'Breakingstone Meadow, potential to improve use as a community facility, e.g. as venue for events/festivals.' Breakingstone Meadow isn't part of Back of Avon. It is accessed from the A38 on the Mythe Road and though used for festivals and events forty years ago would present lots of problems with the authorities (and the owners) today.</p>	<p>Noted.</p>
<p>Back of Avon Connections - para 3.1 Connections Improvements to Quay Street and Smiths Lane are needed. Tolsey Lane is a key pedestrian link to the High Street, which needs improvement. Wilkes' Alley is the only alley linking area to the High Street and this is discontinuous and difficult to follow because of past developments. Vehicle access needs to be maintained for residents and businesses. Justification needed for more footbridges and connections to the Ham, as the existing footbridge (and future re-connection through Healings Mill) are adequate. The plan on Page 16 suggests a cycle path on the Ham. This would require a degree of 'upgrading' of the existing path. The route and other footpaths on the Ham, is already heavily used by walkers and dog walkers (it is part of the Severn Way) whose enjoyment would be severely affected by cyclists.</p>	<p>Noted.</p>
<p>Alleys - Para 3.2 If this section is needed, more accurate to rename it 'Alleys, Courts and Lanes'. It is presumably intended to describe public rights of way and public access areas such as Old Baptist Chapel Court. Clarification needed on rights of way and alleys. Not just east/west links across town centre, but also alleys are at right-angles to the streets and north-south, e.g. from Barton and Church Streets. The alleys do not, 'have a poor public realm', most are attractive and well cared for. Some require improvement, and these are characterised by past redevelopment projects and no residential properties. Where it states: 'Improving the appearance of the alleys and their legibility is an important element that will also help to achieve the wider aim of improving pedestrian and cycle links within the town.' If the</p>	<p>Noted. The language used will be revised.</p>

<p>implication here is that alleys are or should be cycle links, this is strongly resisted as being inappropriate and dangerous. Conflicts with residents, the elderly and mothers with push-chairs that walk. The alleys in Barton Street in particular provide convenient links between Priors Park and the town and between rails Meadow car park and the town. Development principles and parameters - All this text seems to be generic, and very little applies to alleys. The plan on page 18, and the list of 'Alleys' is incomplete and incorrect. It lists private courts as well as public rights of way. A list was provided that had been checked with County Highways and the alleys are all considered maintainable highways, except as noted. Some were identified as having 'poor public realm' and shown in capitals.</p>	
<p>Introduction – para. 1.1 - The document repeatedly states that Tewkesbury is located on two major rivers. It isn't. It is located in an angle between the Mill Avon (a branch of the Avon) and Swilgate. These provide the 'back lanes' of plots from the three main streets. The Severn is 500m from the town at its nearest point. Is there evidence that retail opportunities provided at Junction 9 will be complimentary to the Town Centre? Evidence elsewhere suggests this won't be the case, e.g. Gloucester Quays. 1.4 (vision) The box headed 'Economy' implies that at present Tewkesbury is not a desirable place to live. Surely this isn't intended? The box headed 'Community' says 'Establish and promote a vibrant and inclusive local community'. Many residents would contend that this already exists and is one of the reasons why Tewkesbury is a desirable place to live.</p>	<p>We would consider both the Severn and The Avon to be part of the character of the surroundings of Tewkesbury.</p> <p>Noted. We hope that with regeneration within the High Street that any negative impact at Junction 9 can be mitigated and will eventually result in complimentary areas that offer different things.</p> <p>We don't dispute that Tewkesbury is already a great place to live, this suggests building on what is already present.</p>
<p>Section 3, Page 23 Development principles and parameters - Object to the potential development site as Station Road car park because where I live... is directly in view of potential development. Concerned about the comment in paragraph re Height, i.e. 'height of development should reflect local architecture'. Taller development here given the context of the supermarket would be approx. 3 - 4 storey high. My house is 2-storey. Overlooking issues would result and ambience of the area would be spoilt. Don't object to development of Station Road car park, but the</p>	<p>Any development here would need to respect residential amenity and would be designed so that there would be no overlooking.</p> <p>Affordable housing is an option on this site.</p>

<p>development should take into consideration the residence, height of existing buildings. I would suggest sheltered accommodation or affordable housing.</p>	
<p>MAFF Site 3.5 – Object - Cycle/pedestrian way that links east to J9 and west to Tewkesbury Town Centre. It passes to the north of Morrison’s supermarket and supermarket car park. Concerned that MAFF site development for a care home and or sheltered accommodation (which is not objected to) will require access road. If that new access road is developed along the route of the 'proposed bypass' it will cut across a well-used walking, cycle, and exercise area. Further consideration is needed. A bridge or a subway, both have issues e.g. steep access, as steps not possible and safety concerns associated with subways. The site is a key wildlife site. Object to tree felling and vegetation disturbance. Looks insignificant but vital for wildlife and biodiversity, and an urban wildlife refuges from intensive agriculture. Loss would be irretrievable, and mitigation is never as effective.</p>	<p>Access for the MAFF site would be from the existing Station Road.</p> <p>Pedestrian and cycle connections are important and will be maintained and improved in future development.</p> <p>Ecological impacts will be fully considered as part of any planning application.</p>
<p>Spring Gardens - build on for housing to enable and preserve green spaces to stay beautiful. Replace trees that are cut down or plant more trees by the river. Need to encourage more sustainable modes of travel via public transport, cycling, walking. Hedges in Wheatpieces and by Greenhill? Help encourage community groups to take a responsibility.</p>	<p>Noted.</p>
<p>Tewkesbury - 1. More cycle paths needed. 2. New buildings must be in keeping with existing. 3. Don't cut car parking spaces, high demand, make the old station behind Morrison’s into additional parking. Limit parking time to 3 hours. Remove bollards in high street.</p> <p>Healings Mill - Flats with a public car park behind. 4. Create the environment for business and tourism to thrive - more parking; better cycle routes; better bus routes north and west of Tewkesbury. Tourism and business create a thriving economy, not the council. 5. Don't make Back of Avon into mixed-use road i.e. loss of parking. Keep the parking and increase awareness of the river with signs and better lighting (by Poundland). 6. Don't clutter up Spring Gardens</p>	<p>Cycle connections are encouraged in the document.</p> <p>The exact architectural approach will be established through the planning process. This document ensures that the correct design process is used to justify architectural approach.</p> <p>Parking will be considered based on usage data and balanced with improving the public realm and providing regeneration.</p>

<p>with buildings - it will remove the focus from the High Street. 7. Consultation run at same time as JCS event may have put people off SPD.</p>	
<p>Support need to plan for trees. Tourist signage needs to be carefully thought out. Need to avoid duplication of signs and the 'Disneyland effect'. Use only where necessary. Unsightly wheelie bins need to be addressed, especially in conservation areas. Traffic congestion at The Cross, but this is because Tewkesbury never got a proper bypass, only a south-to-east bypass. Replacement of the zebra crossing in High Town by traffic lights operated by intelligent logic coupled to traffic sensors would reduce the incidence of traffic congestion at The Cross. Support plans for riverside as an amenity area. People that live in rural areas rely on Tewkesbury for its goods and services and will continue to use cars due to infrequent comprehensive bus network. Tewkesbury must therefore have adequate car parking. Car parking lost at Back of Avon must be replaced elsewhere. Healings Mill represents a big opportunity for more appropriate residential development and hidden parking for both residents and visitors.</p>	<p>Street clutter is addressed throughout the document.</p> <p>Parking need will be fully considered in all proposals.</p>
<p>Page 10: Suburban Tewkesbury, bad illustrating picture. Page 11: Poor text re Ham. It is unique and a valuable asset because of its SSSI status. Rare example of Severn water-meadow Ham of agricultural practices so close to urban population (education etc). The wording used implies unexploited use, whereas it should refer to value, as above, and promote a better appreciation of the asset. Grossly abused in recent past for events involving burning cars etc, attempts to make it a golf course or a motorbike racing track! Nothing said in the SPD should risk its SSSI status.</p>	<p>The suburban image is intended to show a street with a good rhythm, strong building line, good front gardens, parking to the side and strong boundary treatments. It is considered to demonstrate this well. The exact architectural appearance is not the focus of this image.</p> <p>Wording on the Ham will be re-assessed, to ensure protection of the Ham.</p>
<p>Spring Gardens - The proposal to develop the Spring Gardens site should not result in overall reduced car parking capacity in the town. Many visitors to the town come from the surrounding areas and villages where public transport is limited especially at night. The Roses theatre is a valuable cultural attraction in Tewkesbury, which stages many popular events. Car parking provision for the theatre needs to be considered, especially for the elderly and people of limited physical ability. A policy of restricting access by cars to the town centre will significantly</p>	<p>Car parking, levels and need will be fully assessed and any reduction will be justified.</p>

contribute to the loss of visitors and patrons to the town.	
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3.3 The statutory and other consultees raised the following main issues and the council’s response is also provided:

Consultee	Summary of Response	Response in SPD
GCC, Principal Flood Risk Management Officer	<p>Flooding / SUDS -</p> <p>There is a dedicated SPD on flood management and therefore the need for a distinct design principle may therefore not be necessary. However, a few minor changes are recommended as follows:</p> <p>Para 2.2 – after 2nd para. add the following text: “There is growing and conclusive evidence that well-designed sustainable drainage systems (SuDS) and natural flood management can benefit and complement green infrastructure, bringing improvements to biodiversity and public amenity whilst improving water quality and managing surface water flows.”</p> <p>Para 2.5 Flood Risk, remove mention of Healing’s Mill, sufficient detail on p21 alongside the other specific examples. Therefore text should read: “This impacts much of the town centre area due to a complex interaction between river, surface water and groundwater flooding. Well-designed Sustainable Drainage Systems can help mitigate flood risk whilst improving the public and natural amenity value of development sites. The concepts of managing flood risk by mimicking the natural flows of water should therefore be a central feature of development, with individual aspects such as green roofs, vegetated swales, rain gardens and attenuation ponds / wetlands being considered within constraints.”</p> <p>Principle M6 – Add the following text: “New development should encompass the principles of Sustainable Drainage Systems (SuDS). An additional SPD is also available to expand and advise on the principles of flood and water management of development sites [add link].”</p>	<p>This SPD is focused on Design and Regeneration, we already have an SPD focused on flooding and drainage, these points are addressed in that document.</p>

<p>GCC, ecology, archaeology, transport, public health</p>	<p>Ecology Comments - Pleased with dedicated section on green infrastructure (2.2). The map on page 7 provides an appropriate spatial schematic. Principle M3 is fine, however should promote the enhancement and extension of existing green infrastructure not just 'contribute'. The SPD does not use the word 'biodiversity' and 'wildlife' is only used twice in connection with the protection of locally designated Key Wildlife Sites. Section 2.2 should therefore mention that biodiversity is an important part of green infrastructure as well as open space and landscape features.</p> <p>Archaeology Comments - The principle of producing a regeneration SPD with an aim of preserving or enhancing the historic environment is strongly supported. The draft document, however, strangely takes little account of the current system of heritage designations and protection. The conservation area and the presence of 'numerous listed buildings' are mentioned, if not mapped, but the large scheduled monument at the Abbey, as well as other scheduled monuments at Holm Castle and Queen Margaret's Camp, and even more noticeably the registered Tewkesbury battlefield, aren't either mentioned or indicated as constraints. The setting of designated heritage assets likewise is a subject not mentioned. There is some mention of undesignated heritage assets at Healings Mill, although unfortunately the figure on page 22 isn't clear, as the key does not appear to match the conventions on the plan, but again it does not appear to take listed building status fully into account. An aspiration to produce a local list for undesignated buildings in Tewkesbury would be laudable and serve to protect undesignated heritage assets during regeneration. It would also be useful if the HER could be mentioned as the source of detailed information regarding the historic environment of Tewkesbury.</p> <p>Couple of typos - p5 there is a suggestion that the 1903 map reproduced on P6 is 200</p>	<p>Listed buildings and the Abbey will be added within the Historic Context.</p> <p>Principle M3 will be revised appropriately.</p>
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	<p>years old. On P10 there is a reference to 'burbage' plots, rather than 'burgage'.</p> <p>Public Health Comments - The statements throughout on opportunities to improve health and wellbeing and encourage healthy lifestyles are supported.</p> <p>Transport Comments - The section is comprehensive and appears fit for purpose.</p>	
<p>Natural England</p>	<p>Welcome opportunity to give views, however the topic this document covers is unlikely to have major effects on the natural environment but may have some effects. We therefore do not wish to provide specific comments, but advise the following issues be addressed:</p> <p>Green Infrastructure - This SPD could consider making provision for Green Infrastructure (GI) within development, in line with any local GI strategy. Identify the benefits of GI including in the urban context, e.g. multi-functional benefits and the significant opportunities to retrofit green infrastructure in urban environments.</p> <p>Consider issues relating to the protection of natural resources, including air quality, ground and surface water and soils within urban design plans.</p> <p>Biodiversity enhancement - This SPD could consider incorporating features which are beneficial to wildlife within development, in line with NPPF paragraph 118. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment.</p> <p>Landscape enhancement - enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community. Use landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments to consider how new development might make</p>	<p>The SPD has a green infrastructure section on page 7 which requires applicants to fully consider this within proposals. While biodiversity and natural resources are important, this is not the focus of this SPD and are covered by other policy.</p>

	<p>a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts. For example, trees of a species capable of growth to exceed building height, retain mature trees on site, making provision for succession planting.</p> <p>Other design considerations - lighting on landscape and biodiversity (NPPF para 125).</p> <p>Strategic Environmental Assessment/Habitats Regulations Assessment - A SPD requires a Strategic Environmental Assessment only in exceptional circumstances. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered under the Habitats Regulations. If this SPD requires SEA or HRA, NE should be consulted.</p>	
The Canal & River Trust	The Canal & River Trust have considered the content of the document and have no comments to make in this case.	Noted.
Severn Trent	<p>3.3 Spring Gardens – The surface area covered by the Spring Gardens site currently drains both foul and surface water into the combined sewer. We would expect that the opportunity would be taken to separate surface water flows from the combined foul flows and provide onsite SuDS. There is an existing surface water sewer to the East of the site which flows could potentially be drained to. This would improve the resilience in the downstream combined network to flooding due to storm flows as less surface water would enter the system.</p> <p>3.4 Healings Mill – Severn Trent are aware of the potential impacts of the site being located within Flood Zone 3b and as such are supportive of the policy to provide flooding betterment through reducing hardstanding. We would suggest that use of SuDS is incorporated into the policy. The site is considered medium risk to the sewerage infrastructure due to known flooding incidents downstream and we would expect that no surface water is added to the foul</p>	Water and Sewage are matters for detailed proposals. We have a flooding and drainage SPD which covers some of these issues.

	<p>sewer network. More detailed comments and advice can be offered once number of dwellings are known.</p> <p>3.5 MAFF – This site is also considered to be medium risk to the sewerage network as there are known flooding issues downstream. We would suggest that use of SuDS is incorporated into the policy and suggest that surface water is drained to the watercourse to the north of the site. More detailed comments and advice can be offered once number of dwellings are known.</p> <p>General guidelines were also offered:</p> <p>Position Statement – regarding obligation to provide water supplies and sewage treatment capacity for future development and work collaboratively with Local Planning Authorities.</p> <p>Sewage Strategy – regarding modelling additional capacity and need improvements to provide the capacity. Surface Water and Sewer Flooding - Expect surface water to be managed in line with the Government’s Water Strategy, Future Water, which addresses the dual pressures of climate change and housing development. Specific detail is offered for example on natural drainage paths and what developers should provide, they include incentives for sewerage infrastructure which meets certain thresholds.</p> <p>Water Quality</p> <p>Water Supply</p> <p>Water Efficiency – provides examples of methods to conserve water in new development. Encouraged to impose the expectation on developers that properties are built to the optional requirement in Building Regulations of 110 litres of water per person per day. Severn Trent offer a 100% discount on the clean water infrastructure charge if properties are built to this standard.</p>	
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<p>Marine Management Organisation (MMO)</p>	<p>No bespoke response was received. General advice provided referred to need for referencing Marine Licensing; Marine Planning – note however that no Marine Plan is available that covers the Tewkesbury area yet.</p> <p>Planning documents for areas with a coastal influence may wish to make reference to the MMO’s licensing requirements to ensure necessary regulations are adhered to. For marine and coastal areas where a marine plan is not currently in place, we advise local authorities to refer to the Marine Policy Statement for guidance on any planning activity that includes a section of coastline or tidal river. Local authorities may also wish to refer to our online guidance and the Planning Advisory Service soundness self-assessment checklist.</p> <p>The NPPF informed Minerals Planning Practice guidance requires local mineral planning authorities to prepare Local Aggregate Assessments, these assessments have to consider the opportunities and constraints of all mineral supplies into their planning regions – including marine. This means that even land-locked counties, may have to consider the role that marine sourced supplies (delivered by rail or river) play – particularly where land-based resources are becoming increasingly constrained.</p>	<p>Noted.</p>
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Document is Restricted