

Development Services Service Business Plan 2018-19

1. Service purpose and objectives

Development service consists of the following services;

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

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

2. Progress against actions, projects, tasks or targets

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

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

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

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

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

3. Work programme 2018-19

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Non Council Plan actions only.

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

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

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

4. Factors that may affect future service delivery

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

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