

Development Services – Service Plan 2022-23

1. Service Objectives

Development services consists of the following: community development, the Growth Hub, economic development, and tourism (including Winchcombe and Tewkesbury tourist information centres), development management and planning policy.

To achieve the Council's ambitious growth agenda, we will work collaboratively with our partners and communities, as well as teams across the Council including the Garden town team; to create great places, with high standards of development, enabling integration between existing and new communities.

- Provide strategic leadership to shape and deliver the Council's ambitious growth agenda.
- To support the delivery of the Garden Town at Ashchurch and Garden Village at West Cheltenham.
- Make Tewkesbury borough an area of choice for businesses to invest within.
- To implement the High Street heritage action zone and promote the regeneration of Tewkesbury town centre.
- Transform the Development Management service. To ensure the Borough's Planning service is a high performing service with a reputation for delivering high quality development and responsive to customers' needs.
- Adopt and implement the Local Plan.
- Work in partnership with our Joint Strategic Plan partners to prepare a Joint Strategic Plan.
- Providing effective and inclusive community and business engagement and support
- Investigate and maximise funding opportunities related to Covid recovery and provide wider economic benefits.
- Providing effective and inclusive community and business engagement and support
- 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.
- To work with partners to manage flood risk.
- To minimise and mitigate the impact of climate change.
- To deliver and operate the Tewkesbury Growth Hub within the Public Services Centre
- To promote and facilitate healthier lifestyles.
- To ensure the Borough's Planning service is a high performing service with a reputation for delivering high quality development and responsive to customer needs.
- Engaging with our communities and residents to help them to help themselves.
- Supporting community organisations to access funding.
- To support the visitor economy and promote the tourist destinations of the borough.
- To take opportunities to conserve and enhance the historic and natural environment.
- To monitor the effectiveness of existing policies.

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- To support neighbourhood forums in the development of their neighbourhood plans and ensure general conformity with the Development Plan.

2. Progress of 2021/22 service plan and Covid-19 recovery actions

Recovery actions are marked with a 'r'.

| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|---|---|---------------------|-----------------|
| Community Development | | | |
| To deliver the Covid19 community grant scheme (r) | Grants continue to be awarded to community groups, including for sport, arts and community activity. Over 150 grants have been provided that have impacted on: Reducing isolation - supporting people to regain independence and to increase confidence Reducing financial hardship particularly focusing on food poverty Improving mental and physical wellbeing Addressing digital exclusion Improving access to skills and learning | March 2022 | ✓ |
| To deliver the Community Capital Grant Scheme | The Grant Scheme was advertised and funding allocated to five community projects across the Borough. | September 2021 | ✓ |
| Work in partnership with other agencies to deliver the Locality Partnership action plan | The Integrated Locality Partnership is fully in operation and is currently focussing on two areas of work to address health inequalities: Place based approach in Brockworth Place based approach in Tewkesbury, including focus on frailty | March 2022 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|--|--|---------------------|-----------------|
| In partnership with Caring for Communities and People (CCP) and other partners, support Strengthening Local Communities work and the Community Wellbeing Service | The Strengthening Local Communities work is being led by CCP in Prior's Park, focussing on utilising the skills within the community. Projects have included a community pantry, history projects, diabetes support groups, and fitness classes. | March 2022 | ✓ |
| To promote and support the delivery of Tewkesbury Together 2021 events | Although the extent of the events were curtailed by Covid19 – the focus has been threefold to celebrate 2021 1. Schools online project 2. Tewkesbury Light Show 3. Tewkesbury Stitch story. | Dec 2021 | ✓ |
| To enable and support the Voluntary and Community sector develop through the recovery period, particularly focussing on outcomes from the VCS survey (r) | Community groups continue to be supported through the recovery phase, including through funding support and online funding sessions. In addition, groups are being assisted with their future planning, governance and structures. | March 2022 | ✓ |
| To develop action plan for delivering the Active Gloucestershire 'We Can Move' programme | The project has included marketing campaigns, co-ordinating asset mapping work for the Integrated Locality Partnership and advice clinics for community groups. | March 2022 | ✓ |
| To support communities through the development process, including provision of community facilities | A number of facilities have been assisted and supported throughout the year including Bishop's Cleeve Football Club astroturf, Minsterworth Harvey Centre, Winchcombe Park. In addition, two new playing pitch facilities in Longford and Cooper's Edge will be available for community use. | March 2022 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|--|---|---------------------|-----------------|
| To support our communities to be more resilient and actively prepared for emergency situations, including flood events | A service level agreement is in place with GRCC (formerly Gloucestershire Rural Community Council) to co-ordinate work with flood wardens across the Borough. In addition, community work has focused on supporting community groups to establish and continue working in their communities, following the pandemic. | March 2022 | ✓ |
| Economic Development and Tourism | | | |
| To develop and deliver revised business grant scheme (r) | A revised business grant scheme is waiting to be launched, subject to Government grant rollout. A number of grants have been offered to businesses over the last year. Once these Gov't grants have been completed, the Council will go ahead with the revised business grant scheme which will be funded through recovery funds. | Jan 2022 | ✗ |
| To re—open physical Growth Hub space, and deliver the Growth Hub service (r) | The Growth Hub has been re-opened to businesses in person from? Workshops and training are now being offered in person, in addition to online sessions. | June 2021 | ✓ |
| To re-open the Tourist Information buildings (r) | Tewkesbury TIC and Winchcombe TIC re-opened during the year. Visitor numbers have continued to increase, albeit with a greater focus on the domestic market. | July 2021 | ✓ |
| To deliver the action plan for Re-opening High Street Safely / Welcome Back Fund (r) | The Welcome Back fund has enabled over 50 projects to be delivered focussing on the retail centres. Activity has included marketing campaigns, place promotion films, markets, deep cleans and public realm/environmental improvements. | March 2022 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|--|--|---------------------|-----------------|
| To work with Cotswold Tourism and Visit Gloucestershire in developing campaigns to encourage visitors to the Borough (r) | Over the past year a number of campaigns have been delivered to encourage visitors back to the area. These have included Undiscovered Cotswold Gems, Dog Friendly Cotswolds, as well as Covid advice and information to the visitor economy. In addition, social media numbers have continued to increase and the Cotswolds.com website had over 1.5m views last year. In March the MP was taken on a tour of attractions in the Borough. | March 2022 | ✓ |
| To deliver the outcomes from the Tourism Review | The Tourism Review was completed in Summer 2021. The Review provided recommendations for the short and long-term concentrating on the working environment, working partnerships, product development and support, as well as marketing and communications. A number of actions have been completed and are in progress over sustained period of time. The Tourism Officer role is due to be advertised to continue taking this work forward over the longer term. The outcomes will be incorporated within the new Economic Development and Tourism strategy. | March 2022 | ✗ |
| To submit bid to work with DWP to deliver a Youth Hub, hosted within the Growth Hub (r) | A bid was submitted but was unsuccessful in being taken forward. Officers continue to work with DWP to investigate if specific support can be provided to young people through the Growth Hub service. | September 2021 | ✓ |
| To launch the High Street Heritage Action Zone | The High Street HAZ has been launched, as well as the individual projects focussing on shopfronts, upper floor conversion, traditional skills and the public realm. | June 2021 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|---|--|---------------------|-----------------|
| To deliver the final year of the current Economic Development and Tourism Strategy | In progress. Work has included delivery of the Growth Hub service, Welcome Back, tourism campaigns etc. | June 2022 | ✓ |
| To complete draft of new Economic Development and Tourism Strategy, including development of an economic assessment | In progress. Initial approach was to carry out a joint commission with neighbouring authority. This is now not possible and therefore the council will solely be delivering this work. | December 2022 | ✗ |
| Development Management | | | |
| To undertake review into Development Management systems and service. | An independent review of the Planning Service was undertaken in the summer of 2021 by Planning Officer Enterprise. | August 2021 | ✓ |
| To develop an implementation plan for DM service improvements | An action plan has been developed in response to the DM service review and this action plan was approved by Executive Committee on 17 th November 2021. | November 2021 | ✓ |
| Deliver phase one of the Land Registry Migration project | Phase one focused on installing software to allow an extract of our local land charge register and to undertake a data extract. This was achieved in June 2021 | September 2021 | ✓ |
| Deliver phase 1A of the Land Registry Migration project, Assessment of feedback from Land Registry. | Following the data extract within phase one, Land Registry analysed the records and provided an assessment of the charges that need cleansing to meet the requirements of the new national register. This was provided in August 2021. | February 2022 | ✓ |
| Prepare a project plan for phase two of the Land Registry Migration project (data cleansing and digital capture of Tewkesbury Borough council land charges records) | Phase two of the migration project is ongoing. An action plan is in place to digitise conditional planning permissions and data cleansing work is continuing. | March 2022 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|--|--|---|-----------------|
| Prepare revised standard planning conditions | A set of standard planning conditions have been prepared. | December 2021 | ✓ |
| Publish Tree Preservation Orders on the planning website | Copies of all tree preservation orders have been published on our website, this was achieved in August 2021 | Stage 1: Prepare tree preservation orders for publication on the website: October 2021 Stage 2: Publish tree preservation orders for publication on the website: November 2021 | ✓ |
| Planning Policy including the Joint Strategic Plan (JSP) and Community Infrastructure Levy. | | | |
| To consult on the main modifications for the emerging Tewkesbury Borough Plan | The main modifications to the Local Plan were consulted upon between 1 November to 4 January 2022. The timescales set out were all subject to the Inspector appointed to examine the submitted Local Plan. | September 2021* | ✓ |
| To adopt the emerging Tewkesbury Borough Plan | The emerging Local Plan has not been adopted as the Council only received the Inspectors report into the Local Plan in April. | February 2022* | ✗ |
| To consult on the Tewkesbury Shopfront Guide SPD (r) | The shopfront was consulted upon 17 September to 29 October 2021. | September 2021 | ✓ |
| To adopt the Tewkesbury Shopfront Guide SPD (r) | The SPD was approved by Council on 12 April 2022. | February 2022 | ✓ |
| To consult on new Statement of community Involvement (SCI) | Consultation with Parish Councils on the proposed SCI was undertaken. | October 2021 | ✓ |

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| Action | Progress made | Date to be achieved | Complete ✓ or ✗ |
|--|---|---------------------|-----------------|
| To adopt the new Statement of community Involvement | The new SCI was adopted in April 2022. | March 2022. | ✓ |
| To undertake a Reg 18 Consultation for the JSP | The Regulation 18 consultation did not take place on the JSP. Following a review of the JSP it has been agreed between the JSP partners that a full review is required. The Local Development Scheme which sets out the timetable for the review of Development Plans was approved by Council in April 2022. This sets out the new timetable and the re-naming of Joint Strategic Plan. | September 2021 | ✗ |
| To publish Infrastructure Funding Statement | The Infrastructure Funding Statement was published in December. | December 2021 | ✓ |
| To support parishes in the planning and expenditure of CIL monies. | A number of events/workshops have been held between the CIL manager and parishes in receipt of CIL monies. | March 2022 | ✓ |

* (The timing of this is dependent on the Inspector's preliminary findings and if further work is required)

3. Key service plan actions for 2022-23

Ongoing Covid-19 recovery actions are marked with 'r'.

| Action | Purpose | Date to be achieved | Governance |
|---|--|---------------------|---|
| Community Development | | | |
| To deliver the Covid19 Community Grant Scheme (r) | To fund community groups to provide support and activities for our residents | March 2023 | Decisions made by Head of Development Services in consultation with Cllr Softley and Cllr Mason |

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| Action | Purpose | Date to be achieved | Governance |
|--|--|---------------------|--|
| To work with partners to deliver actions from the Integrated Locality Partnership (r) | To reduce health inequalities within the community | March 2023 | Through the Strategic Integrated Locality Partnership / Lead Member |
| To work in partnership with Glos CC to deliver the Tour of Britain within the Borough | To promote health and wellbeing, community and business engagement and the town centre to residents and visitors | September 2022 | Overall organisation is through Sweetspot |
| To deliver new community facilities and infrastructure through the development process | To encourage healthy lifestyles, as well as social cohesion | March 2023 | Through the planning process and local governance arrangements at parish level |
| Economic Development and Tourism | | | |
| To complete new Economic Development and Tourism Strategy, including development of an economic assessment and the outcomes from the Tourism Review. | To provide strategic direction | December 2022 | Committee approval / Lead Member |
| Deliver Year 3 of the Tewkesbury High Street Heritage Action Zone | To use heritage as the catalyst for high street regeneration | March 2023 | Programme Board / HSHAZ Governance |
| Launch new business grant scheme | To support the business community | Sept 2022 | Decisions made in consultation with relevant lead members |
| Develop and submit Investment Plan to DLUHC. | To support growth and levelling up agenda | August 22 | Delegations to be agreed |
| Deliver Operational Delivery Plan for the Growth Hub | To support business community and encourage growth | March 2023 | Alongside Growth Hub network |

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| Action | Purpose | Date to be achieved | Governance |
|--|---|---------------------|--------------|
| Development Management | | | |
| Prepare a web-based procedure manual for all internal development management procedures | To ensure that there is consistency of approach across the whole of the service. | December 2022 | Lead member |
| Establish agents/developer's forum | To improve engagement with members of the development industry operating within the borough. | September 2022 | Lead member |
| Digitise conditional planning permissions (1977 onwards) in preparation for migration of the local land charge register to Land Registry | To ensure the successful completion of the Land registry project. | September 2022 | Lead member |
| Migrate the local land charge register to Land Registry | To comply with the government's requirement to digitalise local land charges. | March 2023 | Lead member |
| Carry out a review of the pre-application service | To ensure the pre-application service is fit for purpose. | November 2022 | Lead member |
| Set performance management criteria to align the DLUHC national criteria for designating underperforming authorities. | To ensure consistency with national reporting. | December 2022 | Lead member |
| Establish local targets for planning applications and enforcement. | To set realistic targets for the team recognising the work being undertaken on the review of the service. | December 2022 | Lead member |
| Planning Policy including the Joint Core Strategy and Community Infrastructure Levy. | | | |
| Adopt the Tewkesbury Borough Local Plan | To ensure the Council has an up-to-date Development Plan. | June 2022 | Full Council |
| To undertake a Reg 18 Consultation for the Joint Strategic Plan | To consult on the draft Joint Strategic Plan | Spring 2023 | Full Council |

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|--|--|---------------|--------------|
| Adopt the Local Heritage List Selection Criteria for Tewkesbury Borough. Supplementary Planning Document | The purpose of the Local Heritage List Selection Criteria SPD is to identify and utilise a robust and standardised procedure for nominating assets onto a Local Heritage List. The SPD therefore includes guidance on identifying the historic, archaeological, or architectural value of a non-designated heritage asset. | June 2022 | Full Council |
| To publish Infrastructure Funding Statement | The Council are required by legislation to publish an Infrastructure Funding Statement by 31 December each year. | December 2022 | Full Council |