



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held remotely via Zoom, on **18th January 2021 commencing at 6:00 pm.**

Zoom meeting ID: 966 3331 3953 Password: 878056

Members of the public and press are welcome to attend. Telephone dial in details are available on request, please contact the office for more information.

Debbie Hill
Town Clerk
13th January 2021

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 14th December 2020
8. To note the following Committee Minutes: Environment & Amenities – 3rd November 2020, Buildings & Moorings – 4th & 26th November 2020, Planning – 5th & 18th November 2020, Staffing – 10th November 2020, Severn Ham – 12th November 2020
9. Matters arising from the minutes – for information only
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr Workman and Gloucestershire County Council from Cllr Smith
11. To receive the finance report for November 2020

12. To retrospectively approve the appointment of Nick Joyce Architects Ltd., White & Gilbert Limited as CDM Adviser and to obtain a Demolition Asbestos Survey, Bat Roost Assessment and any other surveys or reports as recommended in order to progress urgent roof repairs at Tewkesbury Museum and to comply with the funding requirements from Historic England
13. To consider a proposal from Cllr Brennan that:
 - a) that a professional is appointed to raise the money to undertake urgent repair works and associated damage at Tewkesbury Museum
 - b) that all other work continues in parallel and not consecutively
 - c) that a tight timeframe is adhered to and work is completed within the year
14. To review and approve the budget for financial year 2021-22
15. To agree the Council's precept request for financial year 2021-22
16. To note the programme of events for Tewkesbury 20:21 and to agree to release the grant of £10,000
17. To consider and agree a response for the Tewkesbury Borough Local Plan Examination
18. To consider and agree a response to the Government's White Paper on supporting housing delivery and public service infrastructure
19. To receive reports from members representing the Town Council on outside bodies
20. To review and agree grant applications
21. To approve the payments list
22. Correspondence

The next Full Council meeting will be
February 8th 2021 at 6pm remotely via Zoom

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

MINUTES
of the Full Council meeting held remotely via Zoom
on 14th December 2020 at 6pm

Present: Cllrs P Aldridge (Chair), H Davis, S Raywood, M Sztymiak, J Raywood, K Powell, C Cody, H Bowman, C Danter, S Raywood, R Gurney, T Fowler, K Brennan

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk), Cllr Cromwell & Cllr Workman.

20/21 - 125 To receive apologies for absence

Apologies were received from Cllr Rudge, Cllr Devine & Cllr Smith.

20/21 - 126 To receive declarations of interest

None received.

20/21 - 127 To consider requests for dispensation

None requested.

20/21 - 128 To receive written questions from member of the public

No questions have been received.

20/21 - 129 Public participation

There was no public participation.

20/21 - 130 To note the Mayor's announcements

- The M5 Junction 9 / Ashchurch Scheme – consultation has been postponed until Summer 2021.
- The Mayor thanked Councillors and staff for their support during 2020.
- Former Mayor Chuck Pavey has passed away.
- The Mayor wished everyone a Happy Christmas and a healthy New Year.

20/21 - 131 To approve the Minutes of the meetings held on 9th November 2020

It was RESOLVED to approve the minutes of the meeting held on 9th November 2020. Proposed by Cllr Danter, seconded by Cllr Powell.

20/21 - 132 To note the following Committee Minutes:

Finance – 1st October 2020

Planning – 6th & 21st October 2020

Staffing – 13th October 2020

A Cllr asked about the 4% salary increase included for next year. The Chair of the Staffing Committee advised that the budget had been set before the Government's announcement regarding the pay freeze for public sector workers.

Cllrs enquired about the TTRP minutes and were advised that the last meetings had been cancelled, but that any minutes would be circulated to all Councillors.

Action: Reports from Outside Bodies to be added back to the agenda.

- 20/21 - 133 Matters arising from the Minutes – for information only**
- 19/20-187 Air Pollution** – Cllr Cromwell advised that the Borough Council monitored the High Street and GCC are monitoring the impact of the school streets project. Item complete.
- 20/21-058 Impact of Covid-19 on Town Hall & Watson Hall income** – will be discussed further in the next Finance meeting and then back to Full Council in January when talking about the budget.
- 20/21-104 Lights for the outside of the Town Hall** – will be erected this week – complete.
- 20/21-119 Guide to the accounts** – has been circulated - complete.

20/21 - 134 To receive Councillor reports for Tewkesbury Borough Council from Cllr Cody and Gloucestershire County Council from Cllr Cromwell

Cllr Cody provided an update from Tewkesbury Borough Council.

- Pay & Display machines are going to be replaced with solar powered machines, there will still cash and card options.
- Tewkesbury Borough Council did not support the Local Electricity Bill.
- Rob Weaver has left to become Chief Executive of Cotswold Council. The role is not being replaced and will be split between other senior officers.
- Covid 19 support works continues. Hand sanitisers are now available on the High Street.

Cllr Cromwell provided an update on behalf of GCC:

- Covid 19 response – current issue is acute cases in hospital, County hospitals are reaching capacity
- Pre budget has been set for examination.
- All children who get Free School Meals will continue to get meals / vouchers over Christmas. If anyone knows of individuals who may be eligible, please direct them to the GCC website or to Cllrs Cromwell or Smith who can direct them to support.
- GCC is continuing to successfully reduce their carbon footprint.

20/21 - 135 To receive the finance reports for October 2020

The finance reports were received.

The Town Clerk advised that all furlough payments have been received and are included on the staffing expenditure line as a credit.

Cllrs enquired about the staffing item under the Watson Hall and were advised that it covered bar staff, so that the Watson Hall cost centre reflects actual costs.

The Town Clerk advised that the facilities management contractor and office staff fall under Staffing cost centre.

20/21 - 136 To consider a motion from Cllr Cody that Tewkesbury Town Council will lead by example and phase out single-use plastics and will support all plastic-free initiatives in the area

Cllr Cody provided an update on the work of Plastic Free Tewkesbury and the excellent progress they have made towards gaining plastic free status.

It was RESOLVED that Tewkesbury Town Council will lead by example and phase out single-use plastics wherever possible within its own house and will support all plastic-free initiatives in the area.

Proposed by Cllr Cody, seconded by Cllr Bowman.

20/21 - 137 To consider and agree the eligibility criteria for the Tewkesbury Town Civic Awards 2021

Cllrs discussed the eligibility criteria of ten years for the Civic award and the relevance of the award in 2021. It was felt that the Civic Award should not be awarded in 2021 but that it would be replaced with an award for adults, youths and groups who have made an exceptional contribution during Covid. Nominations will be requested from the Community.

It was RESOLVED to suspend the Civic Award for 2021 and award Covid contribution specific awards instead.

Proposed by Cllr Brennan, seconded by Cllr J Raywood.

20/21 - 138 To consider and agree that the approval of grant applications at Full Council or Committee includes approval to pay and that payments will appear on the payments list retrospectively.

It was RESOLVED that the approval of grant applications at Full Council or Committee includes approval to pay and that payments will appear on the payments list retrospectively.

Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

20/21 - 139 To review and agree grant applications

There were no grant applications.

20/21 - 140 To approve the payments list

There was no payments list.

20/21 - 141 Correspondence

Thanks were received from Tewkesbury Christmas Lights for the grant from Tewkesbury Town Council.

There being no further business, the meeting closed at 7.05pm.

Signature of Chairman upon approval of the minutes 18th January 2021



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting
held remotely via Zoom on 3rd November 2020 at 6pm**

Present: Cllrs S Raywood (Chair), J Raywood, H Davis, P Aldridge, M Sztymiak, H Bowman, P Devine

In attendance: J King (Assistant Town Clerk)

E&A 20/056 To receive apologies for absence
Apologies received from Cllr Fowler

E&A 20/057 To record declarations of interest
None received.

E&A 20/058 To consider requests for dispensations
None received.

E&A 20/059 To approve the minutes of the meetings held on 1st September 2020
It was RESOLVED to approve the minutes of the meetings held on 1st September 2020. Proposed by Cllr Davis, seconded by Cllr Aldridge.

E&A 20/060 Matters arising from the minutes – for information only
19/015 Gander Lane Toilets – ongoing.
19/036 Community right to bid — ongoing.
19/082 Drinking water refill point - ongoing.
19/082 Street Cleansing – future agenda item.
19/088 Bin outside one stop – approached for funding – ongoing.
20/011 Ownership of trees at Derek Graham – GCC contacted – ongoing.
20/013 Guide to reading the accounts – ongoing.
20/042 Replacement of signs at Derek Graham – agreed location with Severn Trent -complete
20/045 Contact Tirlbrook & Tewkesbury School re: Derek Graham - ongoing
20/045 Wooden Seesaw for Derek Graham – Price requested – ongoing
20/054 Noticeboard policy – will be circulated shortly - ongoing

E&A 20/061 To receive correspondence relating to the Environment & Amenities Committee
Correspondence was received from Tewkesbury Park Residents' Association regarding the installation of the bin on the Slingett. A decision on the final location is still required between TPRA and Ubico and the bin will be installed following this.

E&A 20/062 Public Participation
There was no public participation.



TEWKESBURY TOWN COUNCIL

E&A 20/063 To review the work programme and agree any actions

The work programme was reviewed.

Cllr S Raywood expressed thanks for assistance given with the street furniture condition check that has recently been completed. The results will now be reviewed, and a list of priorities drawn up.

The Assistant Town Clerk advised that the noticeboard for the Severn Ham has arrived and is ready for installation. The footpath signs on the top of the current noticeboard post will be removed temporarily and a new post for them will be obtained and installed.

Cllr S Raywood advised that the legislation for the removal of business rate on public toilets is now in the House of Lords.

Cllr Aldridge advised that there may be some temporary movement of street furniture required to accommodate the proposed outdoor hand sanitiser stations.

E&A 20/064 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

Initial response to questionnaire – additional covered seating and bins requested. There was also significant support for a year-round MUGA surface.

ii. Mitton Play Area

Infinity bowl has been removed for repair. Parts required are no longer available from the manufacturer, so an alternative solution is being investigated.

iii. Warwick Place Play Area

Twenty six bags of leaves were removed.

E&A 20/065 To receive the committee budget report

The committee budget report was received.

E&A 20/066 To note the use of emergency powers to authorise repairs to the bench in Canterbury Leys at a cost of £257 due to health & safety concerns.

The use of the authority was noted.

E&A 20/067 To discuss and agree the removal of the concrete bins at Warwick Place play area at a cost of £125

It was RESOLVED to approve the removal of the concrete bins at Warwick Place play area at a cost of £125.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.



TEWKESBURY TOWN COUNCIL

E&A 20/068 To discuss and agree the option for the replacement bin at the entrance to Tewkesbury Nature Reserve (Vine Way)

It was RESOLVED to install a mixed waste bin at the entrance to Tewkesbury Nature Reserve (Vine Way) at a cost of £250.

Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

E&A 20/069 To discuss and agree the refurbishment of the metal bench in St Mary's Road car park at a cost of £157

The ownership of the metal bench was discussed.

Action: Assistant Town Clerk to contact Tewkesbury Borough Council regarding ownership.

E&A 20/070 To discuss the current situation regarding Spring Gardens toilet block doors and agree any additional steps required.

The options for replacement steel doors were discussed. The Committee expressed had a preference for the green panelled style doors, but would prefer them to have a kick plate as well. It was felt that the panelled effect and colour were in keeping with the Tewkesbury street scene.

Both quotes were in the region of £13,500. The current budget has £2,000 for projects and there is £3,194 in earmarked reserves for toilet block projects. Due to the costs involved the decision will be referred to Full Council for consideration once costs included kick plates have been obtained.

The Committee discussed how to make the area more attractive in the short term. It was agreed that the boards on the car park side of the building should be painted burgundy and that it would be nice if the area could be improved, as there will be a significant period of time between now and installation.

It was RESOLVED to investigate the painting of murals on the current boarded up toilet doors by a local artist, up to a cost of £250.

Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

E&A 20/071 To approve the payments list

There was no payments list.

The meeting closed at 6.53pm.

Signature of Chairman upon approval of the minutes 12th January 2021

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 4th November 2020 via Zoom

Present: Cllrs C Danter (Chair); K Powell, J Raywood, S Raywood, A Rudge

In attendance: Cllr P Devine, D Hill (Town Clerk), two members of the public

B&M.20.072 Receive apologies for absence

Cllrs K Brennan & A Carter (personal)

B&M.20.073 Receive declarations of interest

Cllr J Raywood in her capacity as a Trustee of Tewkesbury Museum in relation to agenda items 11 and 18.

B&M.20.074 Receive dispensations

None.

B&M.20.075 Approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020. Proposed by Cllr Rudge, seconded by Cllr S Raywod.

B&M.20.076 Matters arising from the minutes

B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. It is understood this will be actioned by E&A Committee. Town Clerk to check with Assistant Town Clerk. Carried forward.

B&M.20.066 – Lead Member role: To be added to work programme.

B&M.20.077 Receive correspondence relating to the Buildings & Moorings Committee

Correspondence has been received relating to the Town Council's planning application for moorings at Prior's Court and will be discussed under agenda item 14.

B&M.20.078 Public Participation

None

B&M.20.079 Approve payments to be made

There were no payments.

B&M.20.080 Review the budget report

The budget report was reviewed.

B&M.20.081 Set the budget for 2021-22, 2022-23 and 2023-24

Cllr Danter moved this agenda item to the end of the meeting.

B&M.20.082 Receive an update from the Town Clerk and agree next steps on the following ongoing matters:

- i. **Repairs to windows at the Museum:** The Town Clerk advised that there were still outstanding issues raised with the contractor in relation to the side elevation window replaced in the summer and that a quote is awaited for repairing the upstairs front elevation window.
- ii. **Museum Lease:** The Town Clerk reported that the Solicitor had advised that under the terms of the existing lease, Tewkesbury Museum Trust can make the required changes to note their incorporation as a CIO at their cost.
- iii. **Application to COVID-19 Emergency Heritage at Risk Response Fund for repairs to the roof at the Museum:** The Town Clerk advised that the expression of interest has been successful and that the full application needs to be submitted by 27th November 2020.
- iv. **Lease of garden at 2 Saffron Road:** The Town Clerk updated the committee that the owner of 2 Saffron Road had made a counter proposal to increase rent to £300 and then in subsequent years to increase in line with a prices index of the choosing of the Town Council. The committee felt than a possibly way to come to an agreement would be to appoint a Surveyor and asked the Town Clerk to liaise with the Solicitor about the possibility of this and sharing the cost of this with the property owner.
- v. **Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum:** The Town Clerk confirmed that following several enquiries that had not led to a positive response, she had contacted the Solicitor currently undertaking title work relating to the Severn Ham. Early response suggests that this firm will be able to assist.
- vi. **Quote for CCTV in the Town Hall:** The Town Clerk advised that the quote has not yet been received. One quote already obtained but now historic so will need to check whether price has increased.
- vii. **Routine Maintenance works at the Town Hall:** The Town Clerk advised that there are several issues such as clearing guttering at the rear of the building that need to be undertaken on a regular basis. These tasks will be added to a routing maintenance section of the Work Programme.
- viii. **Complaint regarding a Town Council mooring:** The committee suggested a Zoom meeting with the complainant in order to move this forward.

B&M.20.083 Agree to renew the annual maintenance contract with Dormakaba on a rolling basis for the automatic doors at the Town Hall

It was RESOLVED to renew the annual maintenance contract with Dormakaba on a rolling basis for the automatic doors at the Town Hall. Proposed by Cllr Rudge, seconded by Cllr Powell.

B&M.20.084 Review the Back of Avon Structural Engineer's Survey report and agree further Actions

This agenda item was deferred to the next meeting.

B&M.20.085 Receive an update on the Priors Court Mooring upgrade planning application and agree further actions

Cllr S Raywood provided an update on the planning application. The comments of the Conservation Officer, Consultees and members of the public were taken into consideration. Given the comments and further work to be undertaken it was agreed to withdraw the current planning application and re-submit once the

additional work has been undertaken. It was RESOLVED to withdraw the existing planning application for upgrade work to the Mooring at Prior's Court. Proposed by Cllr S Raywood, seconded by Cllr Danter.

In accordance with Standing Order 3y the meeting closed at 19:30. Agenda items not discussed at this meeting will be added to the agenda for the next Buildings & Moorings Committee meeting.

Signature of Chairman upon approval of the minutes 25th November 2020

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 26th November 2020 via Zoom

Present: Cllrs C Danter (Chair); K Brennan, K Powell, J Raywood, S Raywood, A Rudge

In attendance: Cllr R Gurney, P Devine, P Aldridge, D Hill (Town Clerk), R Blockley (Events Officer)

B&M.20.086 Receive apologies for absence

Cllr A Carter

B&M.20.087 Receive declarations of interest

Cllr J Raywood and Cllr Brennan in their capacity as a Trustee of Tewkesbury Museum in relation to agenda item 15.

B&M.20.088 Receive dispensations

None.

B&M.20.089 Approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020 pending two small amendments: Cllr P Devine in attendance and clarify Standing Order 3y. Proposed by Cllr K Powell, seconded by Cllr A Rudge.

B&M.20.090 Matters arising from the minutes

B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. It is understood this will be actioned by E&A Committee. Town Clerk to check with Assistant Town Clerk. Carried forward.

B&M.20.091 Receive correspondence relating to the Buildings & Moorings Committee

The Events Officer updated the committee on the progress being made by the Tewkesbury Cultural Consortium in relation to the application for the Large Heritage Action Zone grant. The committee had been circulated a copy of the proposal to be submitted that included proposed use of the Watson Hall. Members were reminded to provide any feedback to the Events Officer so that she can submit a response from the Town Council to the proposals. Cllr Brennan added that the Methodist Church may also be applying for the grant and it may be that the Town Council could assist in some way.

B&M.20.092 Public Participation

None

B&M.20.093 Health and Safety matters including Safeguarding

Cllr Danter and the Events Officer both recently attended the Safeguarding online session organised by GRCC. The Events Officer reported that hall and venue hirers will need to have their own safeguarding policy going forwards. The Events Officer

will be making changes to the Terms and Conditions of hire and updating the list of documentation to be provided to the Town Council. Cllr Danter reported that Whistleblowing policies had also been discussed. The Town Clerk advised that the Staff Handbook contains the Town Council's Whistleblowing policy.

The Events Officer advised that she had been contacted by an organisation offering £200 off a defibrillator. Options for the location of a defibrillator near the Town Hall were discussed to enable it to be accessible to the public. A possibility may be the wall at the back of the Town Hall garden. Locations were also discussed for the Watson Hall although it was felt that due to the increased use of the hall there should be a defibrillator at this location even if it is just for the use of the venue.

Action: Events Officer to obtain additional quotes to bring back to a future meeting.

B&M.20.094 Approve payments to be made

It was RESOLVED to approve payments totalling £814.37. Proposed by Cllr Rudge, seconded by Cllr Brennan.

B&M.20.095 Set the budget for 2021-22, 2022-23 and 2023-24

Deferred until the next meeting on 10th December 2020.

B&M.20.096 Review the Back of Avon Structural Engineer's Survey report and agree further actions

Cllr J Raywood advised the committee that she had shown the report to a Structural Engineer for an independent opinion and it was felt that the report gave details of further specialised reports and work that needs to be undertaken but provides reassurance on the condition of the wall in the short term. Cllrs agreed that the report raised some further questions and it was agreed to submit any comments or questions to the Town Clerk so that she can go back to the Structural Engineer to obtain clarification and answers to specific queries.

Action: Town Clerk to collate series of questions to go back to Structural Engineer with, including frequency of professional monitoring (see point below).

The committee discussed the frequency of professional monitoring and it was felt that this may need to be every year or after a flood. Cllr Brennan pointed out that ongoing maintenance to keep the vegetation down is essential in this area. **Action:** Cllr Brennan to ask ANT to come along to go through regular maintenance with GAB Services.

B&M.20.097 Review and consider the lettings of the Watson hall and the Town hall in view of the Current Increase in Covid-19 cases.

The Events Officer reported that the markets at the Town Hall will re-commence. Further clarification is awaited on some events at the Watson Hall, but Martial Arts and French classes can resume if required.

B&M.20.098 Agree the management and accountability of the £10,000 COVID 19 business grant from Tewkesbury Borough Council for loss of income at the Watson Hall

The Town Clerk confirmed that the £10,000 grant had been posted to the Watson Hall income budget code. It was noted that this grant was paid by way of compensation for loss of income due to being closed as dictated by government guidance.

B&M.20.099 Discuss the draft proposed Noticeboard Policy

Cllr S Raywood had circulated a first draft of the policy to Cllr Danter and the Town Mayor for comment. This will now be updated.

In accordance with Standing Order 3y it was RESOLVED to extend the meeting by half an hour. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.20.100 Review the Fire Risk Assessment for the Museum and to agree action to be taken

The report provided by the Trustees of Tewkesbury Museum was discussed. It was noted that the Town Council as Landlord is responsible for installing a fire alarm system suitable to the building. It was further noted that the Town Council would not be liable for any enhancements to a fire alarm system as required due to the use of the building as a Museum. It was also noted that the report has identified that there is no fire stop in the roof void between the Museum and the neighbouring residential property. **Action:** Town Clerk to obtain a quote for the installation of an upgraded fire alarm system from the Town Council's preferred contractor. Town Clerk to also arrange quotes for installation of a fire stop in the roof void.

B&M.20.101 Agree to store approximately 50 stacking chairs in the Town Hall basement on behalf of the Friends of Tewkesbury Hospital

Cllr Danter advised this agenda item was no longer required.

B&M.20.102 Review the work programme

This agenda item to be picked up by either a working group or a future meeting of the committee, depending on timing.

There being no further business the meeting closed at 7.58pm.

Signature of Chairman upon approval of the minutes 10th December 2020



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Thursday 5th November 2020

Present: Cllr. Joanne Raywood, Cllr. Simon Raywood, Cllr. Hilarie Bowman, Mr Ryan Maggs and Mr Richard Carey

Also present: None

MINUTES

The meeting commenced at 19.01

- P.20.183 Welcome and a reminder of how the meeting will be conducted.**
After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.
- P.20.184 To receive apologies for absence**
None
- P.20.185 To receive declarations of interest**
None
- P.20.186 To receive and consider requests for dispensations**
None
- P.20.187 Public participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*
None
- P.20.188 To approve the minutes of the Planning Committee meeting held on 21stth October 2020**
Proposed by H. Bowman Seconded by S. Raywood.
It was **resolved** to **approve** the minutes



P.20.190 To receive updates on matters arising from the minutes – for information only
P.20.178 A TTRP briefing was held on the 23rd October. As Rob Weaver is leaving TBC, Sandra Ford will become the lead for TTRP. A presentation was given by consultants, V8, with a proposal for new, more pedestrian-friendly signage, aimed at improving social distancing in the town, consisting of black text on bright yellow hexagons – the key messages being:
Open safely
Protect others, not yourself
We are all connected
The messages will be positive, rather than negative in tone.
The Town Council has asked for the signage to be extended into the alleyways. Work will be done to improve the appearance of social distancing measures in the High Street, perhaps using planters rather than the red and white barriers. This may involve the temporary relocation of a couple of items of street furniture. Hand sanitiser dispensers will be placed at key bus stops and road crossings. TTC has been asked to assist by providing personnel to maintain and replenish them.

P.20.191 To note correspondence
Notice of enforcement investigation:
Alleged non-compliance with planning permission 18/00968/FUL due to non-implementation of chimneys.
AT: Doctors Surgery Chance Street Tewkesbury Gloucestershire GL20 5RF

P.20.192 T19 of TBC/TR/114 Tree Of Heaven (on plan shown as Walnut), See tree report by arborist B J Unwin - Tree has root death, large areas of exposed trunk wood which will decay, and cambial death is progressing upwards. Re plant with a Walnut, slightly off to one side of the original tree.
Planning Application
12 Kings Gate Newtown Tewkesbury Gloucestershire GL20 8EU
Ref. No: 20/00979/TPO

Observations:

No objection

P.20.193 Demolition of an existing double garage and erection of two and single storey side, rear and front extensions
Planning Application
22 Gloucester Road Tewkesbury Gloucestershire GL20 5SY
Ref. No: 20/00986/FUL

Observations:

No objection



P.20.194 Installation of rooflight to conservatory lean to, removal of lean to glazing panels and replace with tiles. Remove existing double glazed vertical windows to the conservatory and replace with new double glazing. Remove and replace one ground floor fixed window on the western elevation.

Planning Application

1 - 2 Riverside Court Red Lane Tewkesbury Gloucestershire GL20 5BQ

Ref. No: 20/00864/FUL

Observations:

No objection

P.20.195 Development of a road bridge over the Bristol to Birmingham mainline railway North of Ashchurch, Tewkesbury (Ashchurch Bridge over Rail - ABoR), including temporary haul roads for construction vehicles, site compounds, security fencing, surface water drainage channels and attenuation ponds.

Land To The North East Of Hardwick Bank Road Northway Tewkesbury Gloucestershire

Ref. No: 20/00896/FUL

Observations:

While the Town Council understands that Tewkesbury Borough is under pressure to provide substantial additional land for housing, which cannot realistically be delivered without a significant improvement in highway infrastructure, it has grave concerns that these proposals for a bridge, in isolation, without the means to provide access is most unhelpful and will only cause alarm amongst the local population. Surely, such a major remodelling of the built environment between the parishes of Northway and Bredon, needs to be considered as a whole, rather than as a series of individual elements without the context in which they will sit. Consideration of the bridge project should be delayed until we can also know where the access roads will go as well as the location of the houses that these developments will serve. It is unrealistic to ask local residents to judge whether or not the proposals for this bridge are acceptable if they are unable to understand the wider context of it.

Tewkesbury Town Council has concerns regarding the impact that this bridge proposal will have on its own parish during the construction period. The response given by Highways England contains hypothetical assumptions as to how plant and materials will reach the site. The suggestion that construction traffic could gain access from M50, junction1, has not taken into account the fact that the route to the site would take vehicles, perhaps containing abnormal loads, either on weight-restricted roads, 7.5T, in our parish (in the town centre from the Black Bear roundabout) or through residential areas (Mitton), neither of which would be acceptable. The suggested alternative access, from M5, junction 9, would either mean that these vehicles would have to pass along Shannon Way, where there are traffic calming measures in operation on and in the vicinity of the bridge over the motorway (which we understand to be weak) or they would have to pass through residential areas in Northway. The Town Council suggests



that it would be more practical for plant and materials to be brought on site by rail instead.

The Town Council notes that the applicant and some of the consultees, eg the Lead Flood Authority are part of the same organisation i.e. the County Council. We consider that, so that the consultation process can be perceived to be carried out fairly and without prejudice, the consultees should be independent, especially touching on an aspect like flood risk, which is of key importance within our parish. We note that the site is within the catchment of the Carrant Brook, which flows into our parish, and we are keen to ensure that there should be no development upstream that causes water to move more quickly towards our parish which would exacerbate the frequent flooding events that we already experience here. We disagree with the view that the area around the proposed bridge site itself does not present a problem with regard to flooding. We understand that the ground around there quickly becomes waterlogged and that water will be displaced when the bridge and its accompanying road infrastructure are built and during construction.

The Town Council, being the owner of a SSSI, is very much aware of the importance of protecting endangered species. We note the advice submitted by the Ecology Planning Consultant and support the opinions expressed therein.

In summary, due to its concerns regarding the passage of construction vehicles and the long term uncertainty with regard to consequential developments arising from the bridge, Tewkesbury Town Council wishes to lodge its objection to this proposal.

P.20.196 Proposed improvements to the A417

www.highwaysengland.co.uk/our-work/south-west/a417-missing-link/

Tewkesbury Town Council notes that the proposed improvement to this road will not have a significant impact on its own parish. As the owner of a SSSI, the council is very sympathetic to environmental concerns, but is also very conscious of the constraints surrounding this key transport link. With this mind, councillors have considered the consultation questions and agreed responses.

Answer 1a – Support. Although Tewkesbury is not directly impacted by the crossing we support an improved facility for non-motorised users.

Answer 1b – Support. We support the mitigation of severance for non-motorised users and wildlife. The habitat on the bridge should match that on either side of it.

Answer 2 – Support. Although the town Council would rather it was not necessary to cut through this landscape, we appreciate that the increased gradient in the revised scheme has a more limited environmental impact than previously proposed.

Answer 3 – Neither support nor oppose. The operation of Cowley junction is largely irrelevant to our parish.

Answer 4 - Neither support nor oppose. The operation this re-routing is largely irrelevant to our parish.



Answer 5 – Support. Anything that improves the quality of the public right of way infrastructure is something that we can support, in principle.

Answer 6 – Neither support nor oppose. The Town Council is pleased to note that there has been consideration of the replacement of common land. We feel unable to judge whether or not the details of this proposal are suitable.

Answer 7 – The Town Council appreciates that the introduction of multiple green bridges reduces the severance that might be created by such a large highway scheme. The new common land being further away from a major road will be less disturbed and will provided better protection for protected species.

Answer 8 – The Town Council is not convinced that the Cotswold Way bridge will afford as much of a view of the Vale of Gloucester as the consultation documents suggest.

Answer 9 – The Town Council has no other comments to make.

In accordance with Standing Order (3y), which says that a remote meeting shall not exceed one and a half hours, it was unanimously agreed, prior to determining answer 7, to extend the length of the meeting by 5 minutes.

P.20.197 To note any additional applications on the Planning Portal which will expire before 18th November 2020 and agree further actions

None

P.20.198 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

20/00805/FUL Tallets, St Mary's Lane

In the light of further information provided by the applicant and the County Highways response to that, the Town Council withdraws its objection.

20/00392/FUL & 20/00393/LBC 67-8 Church Street

In the light of further information from the applicant and the Planning Officer, the Town Council withdraws its objection.

P.20.199 To note the decisions made in October, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting concluded at 20.36

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 18th November 2020

Present: Cllr. Joanne Raywood, Cllr. Simon Raywood, Cllr. Hilarie Bowman, Mr Ryan Maggs and Mr Richard Carey

In attendance: Mrs D Hill, Town Clerk and Cllr. Tara Fowler.

Also present: Two members of the public

MINUTES

The meeting commenced at 19.01.

P.20.200 Welcome and a reminder of how the meeting will be conducted.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

P.20.201 To receive apologies for absence

Rod Gurney

P.20.202 To receive declarations of interest

P.20.212(13) - 34 Rosefield Crescent – S and J. Raywood (Agent is a neighbour. However, there is no personal connection so it was considered that there is no pecuniary or prejudicial interest.)

P.20.203 To receive and consider requests for dispensations

None

P.20.204 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None



P.20.205 To approve the minutes of the Planning Committee meeting held on 5th November 2020

Proposed by Cllr. H. Bowman

Seconded by Cllr. S. Raywood

It was resolved to approve the minutes.

P.20.206 To receive updates on matters arising from the minutes – for information only

Our response to the application for a bridge between Northway and Aschurch has been submitted on our behalf by the admin assistant.

Our response to the consultation on proposed improvements to the A417 has been submitted on our behalf by the admin assistant.

P.20.207 To note correspondence

Laurence Robertson has sent an email of thanks for copies of our responses to the white papers on Planning for the Future and Transparency and Competition.

PA and JR have been invited to a town and Parish virtual seminar about the White Paper on Planning for the Future.

We have also been asked by TBC if the Town Council would like to have a discussion around the evolution of the TGT Masterplan. We have said yes and offered a range of dates for next week.

P.20.208 Erection of a single storey rear extension

Planning Application

24 Foresters Road Tewkesbury Gloucestershire GL20 5TG

Ref. No: 20/00939/FUL

Observations:

No objection

P.20.209 Erection of a single storey side and rear extension.

Planning Application

Waverley 17 Oldfield Tewkesbury Gloucestershire GL20 5QT

Ref. No: 20/01053/FUL

Observations:

No objection



P.20.210 Erection of a single storey rear extension, installation of juliet balconies at first floor level to rear elevation, internal and external modifications including installation of P.V. on front facing roof and air source heat pump.

Planning Application

23 Twixtbears Bredon Road Tewkesbury Gloucestershire GL20 5BT

Ref. No: 20/01070/FUL

Observations:

Subject to the opinion of the Environmental Health Officer with regard to potential noise nuisance from the air source heat pump, Tewkesbury Town Council has no objection. The use of solar panels and air source heat pumps is, however, to be applauded.

P.20.211 Erection of a single storey rear extension

Planning Application

18 Tirl Bank Way Newtown Tewkesbury Gloucestershire GL20 8ES

Ref. No: 20/01076/FUL

Observations:

No objection.

R. Carey joined the meeting.

P.20.212 Erection of a single storey rear extension

Planning Application

34 Rosefield Crescent Newtown Tewkesbury Gloucestershire GL20 8EH

Ref. No: 20/01006/FUL

Observations:

Objection. The Town Council is concerned that the adjoining property will lose useful morning sunlight.

P.20.213 Erection of a single storey rear and side extension, replacement windows to side, block up existing window opening and alterations to front porch.

Planning Application

17 Bramley Road Mitton Tewkesbury Gloucestershire GL20 8AG

Ref. No: 20/01083/FUL

Observations:

No objection



P.20.213 Installation of retractable awning to shop front

Planning Application

110 High Street Tewkesbury Gloucestershire GL20 5JZ

Ref. No: 20/01031/FUL

Observations:

No objection

P.20.214 To note any additional applications on the Planning Portal which will expire before 2nd December 2020 and agree further actions

None

P.20.215 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.20.216 To review the Planning Committee's forward Plan and agree further actions

The forward plan (engagement strategy) was reviewed. All previous targets having been met, the potential areas for further progress were identified as:

- Continuing to hold cluster meetings and public meetings on planning issues via Zoom. It was established that the Town Council's Zoom account will accommodate up to 100 participants.
- Future proofing, in the event that in-person meetings may be able to recommence, and that government legislation may permit hybrid meetings.
- More active promotion, through TTRP, of the Town Council's aspirations with regard to the development of public spaces in the town
- There was some discussion about whether or not it would be appropriate at this stage to revitalise interest in developing a Neighbourhood Plan.

There being no further business, the meeting closed at 20.18.

Signature of Chairman

Date

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
TUESDAY 10TH NOVEMBER 2020 VIA ZOOM AT 4.00 PM

Present: Cllrs J Raywood (Chair), K Brennan, S Raywood, D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr Davis. Cllr Powell was absent.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 13th October 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 13th October 2020. Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- 5) **Public participation**
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**
Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- 7) **Matters arising from the last meeting – for information only**
None
- 8) **Staffing Matters**
 - i. **Finance Assistant** – It was noted that the Finance Assistant had returned to work on 19th October, working safely from the Mayor’s Parlour. It was noted that for health reasons the Finance Assistant had been furloughed for the second lockdown period from 9th November 2020 in line with the government’s Coronavirus Job Retention Scheme. The Town Clerk has arranged for interim staff cover during this period for one day per week to ensure the bank reconciliation to 31st October 2020 is completed and then to provide data entry training on Purchase Invoices and Sales Invoices for the Administration Assistant.
 - ii. **Bar Staff** – It was noted that all bar staff had been furloughed from 5th November 2020.
 - iii. **Town Clerk** – The Town Clerk had returned to work on a phased basis on 21st October 2020.
 - iv. **TOIL for the Assistant Town Clerk** – It was noted that the Assistant Town Clerk will be taking TOIL on 25th November & 17th November am.

TEWKESBURY TOWN COUNCIL

- v. **Holiday Calendar Update** – The Calendar for November has been updated and will be circulated. So far only the Events Office has requested annual leave over the Christmas period and this has been granted.
- vi. **Christmas opening / working times** - The office will close at lunch time on 24th December and will re-open on Tuesday 29th December.
- vii. **Purchase of Mobile Phones** – Due to the limited mobility of the Town Clerk , the Administration Assistant will be asked to look into the options.
- viii. **Lone Working Policy** – Members and Officers have been reminded of the Lone Working Policy.
- ix. **Informal Complaint** – The Town Clerk provided an update on an informal complaint that had been received and actioned.

There being no further business the meeting closed at 4.50pm.

Next meeting: Tuesday 1st December at 4.00pm.

Signature of Chairman upon approval of Minutes 1st December 2020

TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Remotely via Zoom on 12th November 2020 at 9.00am

Present: Cllrs P Aldridge (Chair), J Raywood, C Cody, S Raywood, K Brennan, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr M McKenna, Mr S Kerr

In attendance: J King (Assistant Town Clerk)

- SH 20/035 To receive apologies for absence**
Apologies were received from Mr Cluley & Cllr Danter
- SH 20/036 To record declarations of interest**
Mr Purkiss – Clerk to the Commoners
- SH 20/037 To consider requests for dispensations**
None received.
- SH 20/038 To approve the Minutes of the meeting held on 10th September 2020**
It was RESOLVED to approve the minutes of the meeting held on 10th September 2020. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.
- SH 20/039 Matters arising from the minutes – for information only**
SH19/051 Additional Trough – ST investigating – ongoing.
SH19/056 Land ownership issue – has been submitted – ongoing.
SH19/082 Environmental Watching Brief – with Severn Trent – ongoing.
SH19/084 Boost for Diversity funding – ongoing.
SH20/008 Drone operator – ongoing
SH20/015 Riparian clearance – on the agenda
SH20/024 Nature videos – future project
SH20/024 ELMS Model for the Severn Ham- ongoing
SH20/027 Acre trial site – letter to be sent - ongoing
SH20/034 Graffiti on Healings Mill – letter sent - complete
SH20/029 Investigating floristic diversity & NE approval - ongoing
- SH 20/040 Public Participation**
There was no public participation.
- SH 20/041 To receive an update from the Chair**
The Chair reported that any items he wished to raise were covered in the rest of the agenda.
- SH 20/042 To receive an update from Severn Trent Water**
Mr McKenna reported on the current situation on the Ham. The standing water near the Abbey Mill has been tested but shows no chorine and the loggers are also

TEWKESBURY TOWN COUNCIL

showing no leak along the pipe. An internal check of the mains pipe is due w/c 23rd November, to ensure there are no issue before the winter flooding season. The overgrown compound at the north end of the Severn Ham, belonging to Severn Trent is also being cleared, ready for the work next year.

Mr Kerr provided an update on dates for the future work.

Design work is completed and has been sent to contractors for pricing. Potential contractors visited the site this week.

Discussions regarding the final reinstatement are taking place with EA & Natural England. Ben Perry has been confirmed as the contractor to do the restoration work.

A strip has been cut along the pipeline to discourage birds for nesting in the pipeline location. It is hoped work will start on site 6th April 2021, lasting through to September / October 2021.

Mr Kerr requested input regarding the type of fencing to be used.

The Committee requested that the fencing sits on the ground, rather than posts in the ground. They acknowledge that the key requirements are to keep the site safe, allow birds to move through it and not cause a flooding risk.

The Committee also raised questions regarding maintaining access for hay making in June & July, if there was a way of phasing the work and that there may be issues with public rights of way.

A Councillor asked about how the public will be informed about the work. Mr Kerr advised that there will be a designated communications person and he will put them in touch with the Assistant Town Clerk.

SH 20/043

To receive an update from Caroline Corsie, Environmental Advisor

Ms Corsie advised that there was a lot of activity happening right now. The Agriculture Act was published on 11th November, many areas that the Committee have talked about and explored through future proofing discussions are now coming together. Severn Trent are in the process of appointment an Environmental Consultant; Penny Anderson and also Karen Colbourne who will be looking at the strategic vision.

There are still some sheep on the site, issue regarding the Greater Burnett as the sheep are eating it very short.

Approval for riparian works has been sent to Natural England, they have requested further information. Ms Corsie will respond.

First draft of ELMS land management plan has been drawn up and it confirms that that site qualifies to contribute to the six public goods. Interesting calculation is that the flood water storage is equal to 213 Olympic sized swimming pools.

Ms Corsie has circulated the latest Floodplains Meadows Partnership (FMP) newsletter to the Committee. Floodplain meadows have not been identified as a key landscape character within ELMS and the FMP are talking with DEFRA about the

TEWKESBURY TOWN COUNCIL

inclusion within ELMS. It is important to have the uniqueness of the Ham recognised as without it there could be significant financial implications.

Issue raised regarding individuals fishing from the Ham who may not have a licence.

Action: Assistant Town Clerk to write to Tewkesbury Popular Angling. Notices also to go in Severn Ham noticeboards advising that a licence is required to fish from the Ham.

SH 20/044

To receive an update from Mike Cluley, Carver Knowles

Mr Cluley provided a written report

- Severn Trent currently in process of inviting tenders for the main pipe laying works.
- Curlew mitigation currently underway with topping of working strip by Ben Perry (aim to prevent curlews nesting in shorter grass).
- Ongoing discussions over working methods. EA do not want STW to open up a trench more than 100m long at any one time when laying the pipe.
- Ongoing discussions about fencing off working strip during works in terms of both livestock and public exclusion for Health and Safety. Whatever fence is considered potentially needs to be removable / droppable in case of a flood. Also need to consider crossing points for livestock.
- Reinstatement of Excavations – Ben Perry completed reinstatement and seeding of grass only mix on areas of trial holes in order to try to ensure green cover over winter.

SH 20/045

To receive the committee budget report

The committee budget report was received.

SH 20/046

To discuss and agree the proposed riparian works and associated costs

The Committee discussed the proposal regarding the riparian works. It was noted that due to the sensitive nature of the work and the location, it was only possible to obtain one quotation from a contractor familiar with the sensitivities of working on the Severn Ham. Any damage caused to the site by using a contractor not familiar with it, could affect the payments received as part of the Higher Lever Stewardship. The Committee therefore wished to accept the quotation from this contractor.

It was RESOLVED to award Ben Perry the contract for the clearing and pollarding of trees south of the Abbey Mill, in order to fulfil the Town Council's riparian responsibilities at a cost of £3,200. This will be funded from the earmarked reserves for tree work on the Severn Ham.

Proposed by Mr Purkiss, seconded by Mr Lucas

SH 20/047

To approve the payments list

The payment list totalling £9468.25 was approved.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

SH 20/048

Correspondence

Notification from the Campaign to Protect Rural England (CPRE) that the AGM will take place on 17th November 2020 via Zoom.

TEWKESBURY TOWN COUNCIL

The meeting closed at 10.15am.

Signature of Chairman upon approval of the minutes4th February 2021

DRAFT

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 9

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance							
120 Finance	Income	314,270	314,337	67			100.0%
	Expenditure	33,677	74,410	40,733		40,733	45.3%
	Net Income over Expenditure	<u>280,594</u>	<u>239,927</u>	<u>(40,667)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>280,594</u>					
130 Mayor's Charity	Income	1,100	0	(1,100)			0.0%
	Expenditure	4,000	0	(4,000)		(4,000)	0.0%
	Movement to/(from) Gen Reserve	<u>(2,900)</u>					
	Finance Income	<u>315,370</u>	<u>314,337</u>	<u>(1,033)</u>			<u>100.3%</u>
	Expenditure	<u>37,677</u>	<u>74,410</u>	<u>36,733</u>	<u>0</u>	<u>36,733</u>	<u>50.6%</u>
	Net Income over Expenditure	<u>277,694</u>					
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>277,694</u>					
Building & Moorings							
200 Moorings	Income	2,493	5,500	3,007			45.3%
	Expenditure	14,697	10,600	(4,097)	650	(4,747)	144.8%
	Movement to/(from) Gen Reserve	<u>(12,204)</u>					
210 Museum	Expenditure	12,641	15,000	2,360		2,360	84.3%
220 Town Hall	Income	3,513	18,100	14,587			19.4%
	Expenditure	12,002	38,100	26,098	800	25,298	33.6%
	Movement to/(from) Gen Reserve	<u>(8,490)</u>					
230 War Memorial	Income	0	300	300			0.0%
	Expenditure	0	1,000	1,000		1,000	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>					
	Building & Moorings Income	<u>6,005</u>	<u>23,900</u>	<u>17,895</u>			<u>25.1%</u>
	Expenditure	<u>39,340</u>	<u>64,700</u>	<u>25,360</u>	<u>1,450</u>	<u>23,910</u>	<u>63.0%</u>
	Net Income over Expenditure	<u>(33,334)</u>					
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(33,334)</u>					

Environment & Amenities

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 9

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Play Parks	Income	500	0	(500)			0.0%
	Expenditure	2,576	16,000	13,424	2,142	11,282	29.5%
	Net Income over Expenditure	<u>(2,076)</u>	<u>(16,000)</u>	<u>(13,924)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(2,076)</u>					
310 Spring Gardens	Expenditure	5,468	10,650	5,182		5,182	51.3%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(5,468)</u>					
320 Gloucester Road	Expenditure	3,605	5,000	1,395		1,395	72.1%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(3,605)</u>					
330 Cleaning & Consumables	Expenditure	2,932	5,200	2,268		2,268	56.4%
340 Outside Spaces	Expenditure	9,451	32,095	22,644	5,988	16,656	48.1%
	plus Transfer from EMR	2,596					
	Movement to/(from) Gen Reserve	<u>(6,855)</u>					
700 Memorial Benches	Income	803	0	(803)			0.0%
	Expenditure	1,003	0	(1,003)		(1,003)	0.0%
	Movement to/(from) Gen Reserve	<u>(200)</u>					
	Environment & Amenities Income	<u>1,303</u>	<u>0</u>	<u>(1,303)</u>			<u>0.0%</u>
	Expenditure	<u>25,035</u>	<u>68,945</u>	<u>43,910</u>	<u>8,130</u>	<u>35,781</u>	<u>48.1%</u>
	Net Income over Expenditure	<u>(23,732)</u>					
	plus Transfer from EMR	<u>2,596</u>					
	Movement to/(from) Gen Reserve	<u>(21,136)</u>					
Planning							
400 Planning	Expenditure	0	2,500	2,500		2,500	0.0%
	Planning Income	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0%</u>
	Expenditure	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>
	Movement to/(from) Gen Reserve	<u>0</u>					
Severn Ham							
500 Severn Ham	Income	40,981	37,328	(3,653)			109.8%
	Expenditure	11,222	27,869	16,647	3,200	13,447	51.8%
	Movement to/(from) Gen Reserve	<u>29,759</u>					

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Severn Ham Income	40,981	37,328	(3,653)			109.8%
Expenditure	11,222	27,869	16,647	3,200	13,447	51.8%
Movement to/(from) Gen Reserve	29,759					

Watson Hall

600 Watson Hall						
Income	22,115	72,135	50,020			30.7%
Expenditure	33,160	61,700	28,540	2,069	26,471	57.1%
Movement to/(from) Gen Reserve	(11,044)					
Watson Hall Income	22,115	72,135	50,020			30.7%
Expenditure	33,160	61,700	28,540	2,069	26,471	57.1%
Movement to/(from) Gen Reserve	(11,044)					

Staffing

110 Staffing						
Expenditure	140,934	192,576	51,642		51,642	73.2%
Staffing Income	0	0	0			0.0%
Expenditure	140,934	192,576	51,642	0	51,642	73.2%
Movement to/(from) Gen Reserve	(140,934)					

Grand Totals:- Income	385,775	447,700	61,925			86.2%
Expenditure	287,367	492,700	205,333	14,849	190,484	61.3%
Net Income over Expenditure	98,408	(45,000)	(143,408)			
plus Transfer from EMR	2,596					
Movement to/(from) Gen Reserve	101,004					

Tewkesbury Museum

Roof Refurbishment -Draft Action Plan

January 2021

Problem

The museum roof is not weatherproof. Rain water enters the roof space and penetrates the ceilings on the top floor in several places. In addition pigeons have nested in the space, leaving faeces, feathers and dead birds which block the gutters and contaminate the rain water leaking into the building.

Mostly, this is the result of poor maintenance and wear, but there is an additional problem: central wells (valleys) in the roof, with internal guttering which sometimes overflows into the roof space.

At present, the top floor (of three) is not open to the public as parts of the floor, and cabinets, are covered in tarpaulin to prevent leaks penetrating the wooden floor and then the ceiling of the first floor. A lot of museum exhibits have been moved out of position or covered to safeguard them. This reduces the museum display area by approximately one third. Water has already damaged archeology storage boxes, and possibly their contents.

In addition, water has caused sagging and movement in the top floor ceiling, including a 17th century moulding.

The museum is in the process of a major reorganization, the fairground models have been rebuilt, the Battle of Tewkesbury gallery is currently being refurbished for the 550th anniversary, and plans are in place for a new Priestley gallery. Unfortunately, water has already leaked on to the Battlefield (on the first floor), whilst the Priestley gallery is destined for the top floor. Unless we can guarantee a water tight building, there seems little point in continuing with the improvement plan. Should the water leaks continue, the probability is that important museum artifacts will be damaged, closure of spaces will make the museum unattractive to visitors, and possibly not viable. In addition, there is risk of losing vital volunteers; no-one joins to mop floors or wipe cabinets or see their time-consuming work ruined.

Action so far

The museum building is the responsibility of Tewkesbury Town Council. The museum, (strictly the Trustees) leases the building for a peppercorn. TTC are responsible for the maintenance of the building fabric. Over the past quarter century there have been several reports commissioned by both TTC and TM.

In 2001, architects suggested immediate repairs, but noted that in 15 to 20 years major work would be needed.

In 2009 TTC commissioned a structural survey and in 2010 an architectural report, both of which concluded that the roof needed attention.

“The condition of the building is generally reasonable with the exception of the buildings roof which is in a poor state and inherently problematic.....If this building is to survive in the long term then these inherent defects (leaking roof wells & internal gutters) must be tackled in full and in the very near future” (Harrison Brookes Architects, June 2010).

There is a history of failed attempts to find grants to repair the roof, including an abortive HLF application in 2011. TTC have carried out work to address the immediate problems; repairing the internal and external guttering and refixing slipped tiles. The gutters were cleaned and pigeon faeces and corpses disinfected in 2019 but unfortunately tiles have slipped again and pigeons are back in the roofspace.

Volunteers have been as active as possible in ameliorating the effect of leaks by checking and cleaning the guttering and making internal systems to divert water away from exhibits. Recent events have overwhelmed them, though, and diverting leaks still leaves the problems of a seriously sagging ceiling and severe damage to important Georgian plaster decoration.

The Trustees have taken the initiative of commissioning a building condition report, hoping that it would become the basis of a long-term major maintenance plan for the building.

The Town Council has applied for a grant of £25,000 to repair the roof and is awaiting a decision. In the meantime, in response to several leaks reported in December 2020, the Town Clerk has asked a roofing contractor “to see how best we can make dealing with leaks a bit more substantial until the (grant-aided) work can start”.

So what to do?

1. The cost of a permanent solution would be beyond the reach of the museum. TTC could afford this either through an increase precept or a low interest loan from the Public Works Loan Board, but neither option seems likely to get members’ approval. External grant funding is therefore essential to cover the majority
2. It seems clear that neither TTC nor TM have staff or volunteers able to identify likely funders, prepare a “winning” application and manage the financial and legal and administrative aspects of the repair project. (A conservation architect has been identified, and has carried out a survey).
3. TM and TCC should work together to appoint a specialist consultant to identify funding and develop a bid. This expenditure will probably not be recoverable from a grant, so it is important to define what work is required, and what price. In the event that an application is successful, ongoing project management is probably grant fundable.

4. The conservation architect who carried out the survey should be retained to specify and manage the project.
5. In addition to seeking major grants through TTC, TM should seek to raise a reasonable sum from local and other donations and smaller grants to assist with any match funding requirements and additional expenditure.
6. It is possible that re-roofing may require closure of the museum for some time. Undesirable, but maybe inevitable. It may be worth considering whether TM should seek temporary accommodation elsewhere, or whether secure storage is needed.
7. It should be noted that the roof is simply the first and most urgent of a series of maintenance projects in the building. Conservation of the ceiling and decorative plaster on the second floor is needed, ideally before the area is re-occupied.

Tewkesbury Museum – Ceilings & Roofspace January 2021



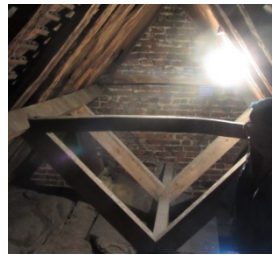
Ceiling 1st Floor Water ingress above battlefield gallery (being refurbished for 550th anniversary)



Ceiling 2nd Floor Water damage above WW1 display



Ceiling 2nd Floor above old fair display Roof. No lining



Roof. Various holes, slipped tiles, bowed beam indicating movement



Internal guttering. Prone to blockage by guano from the many pigeons

I put forward this proposal as a very concerned TTC representative on Tewkesbury Town Museum's Board of Trustees

We seem to be reaching a critical point in the future if the Museum. For more than a decade a major problem with the roof over the fairground display has been ingeniously contained with a clever internal structure and a hidden bucket. More recently other leaks have highlighted additional problems and lack of maintenance and increasingly aggressive weather is resulting in new problems occurring on a regular basis, and now affecting more than just the top floor.

There is also the environmental health concern caused by the pigeons whose droppings contaminate the rainwater that has to be mopped up. Should any tenant be expected to clear this up, especially volunteers and especially on Christmas Day and Boxing Day?

Money has been spent on repairs and grants have been applied for but this is all now too little too late. An urgent campaign to raise the funds necessary is now needed with a dedicated person to drive it. This will entail locally raised money in tandem with grant applications. It may also mean the closing of the Museum building for at least a year and re-housing of the artefact boxes somewhere in the Watson Hall and the possible re-homing of some of the exhibits throughout the Town. TTC is responsible for the building; that is difficult enough, it does not also want to be liable for the cost of damaged artefacts and displays. This requires urgent, united action with tight time-frames. The month's/years spent on amending the lease and the circles that TTC has gone round in to establish ownership have to end now. If a problem can't be addressed then we have to find a way around it.

The alternative will be a derelict building, of no value, but a continuous cost to the parish just to keep it safe.

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
110 Staffing							
4000	Staff Salary	101,476	141,935	147,612	153,516	0	0
4030	PAYE and NI	16,000	0	0	0	0	0
4040	Pension	23,000	0	0	0	0	0
4050	Staff Travel	150	155	160	165	0	0
4060	Councillor Travel	50	52	54	56	0	0
4070	Staff Other Expenses	100	103	106	109	0	0
4080	FM Contractor	46,800	46,800	46,800	46,800	0	0
4090	Payroll Processing	500	515	530	546	0	0
4100	Professional Fees	2,500	3,605	3,713	3,824	0	0
4110	Training	2,000	2,575	2,652	2,732	0	0
	Total Overhead Expenditure	192,576	195,740	201,627	207,748	0	0
120 Finance							
4100	Professional Fees	2,000	2,000	2,000	2,000	0	0
4150	Mayors Allowance	1,500	1,500	1,500	1,500	0	0
4160	Bank Charges	60	80	62	63	0	0
4170	Audit Fees	2,000	2,000	2,081	2,123	0	0
4180	Legal Fees	12,000	10,000	12,485	12,735	0	0
4190	Subscriptions & Memberships	4,000	4,000	4,162	4,245	0	0
4200	Insurance	8,000	7,000	8,323	8,489	0	0
4210	Stationery Office Equipment	1,600	1,000	1,665	1,698	0	0
4211	Contingency	6,000	6,000	6,000	6,000	0	0
4212	Councillor Expenses	600	600	600	600	0	0
4220	Telephone & Broadband	800	816	832	849	0	0
4230	Photocopier	2,500	2,500	2,601	2,653	0	0
4240	Website	350	450	364	371	0	0
4250	IT	3,200	3,200	3,329	3,396	0	0
4260	Publications	200	200	208	212	0	0
4270	Newsletter	1,000	1,000	1,040	1,061	0	0
4280	Events & Services	3,200	3,200	3,329	3,396	0	0
4290	Regalia	400	400	2,081	2,123	0	0
4300	Civic	1,000	1,000	1,040	1,061	0	0
4310	Tourism & Marketing	1,000	1,000	1,040	1,061	0	0
4320	Town Crier	1,000	1,000	1,040	1,061	0	0
4330	Grants Paid	20,000	10,000	10,404	10,612	0	0
4350	Elections	1,000	1,000	2,081	2,123	0	0
4990	Sundries/Petty Cash	1,000	1,000	1,000	1,000	0	0
	Total Overhead Expenditure	74,410	60,946	69,267	70,432	0	0
1076	Precept	314,087	0	0	0	0	0
1090	Interest Received	250	100	260	265	0	0
	Total Income	314,337	100	260	265	0	0
200 Moorings							
4450	Maintenance	4,000	4,000	4,162	4,245	0	0
4460	Rates	1,500	1,500	1,561	1,592	0	0
4470	Mooring Leases	100	100	104	106	0	0

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4480	Projects - Moorings	5,000	5,000	5,202	5,306	0	0
	Total Overhead Expenditure	10,600	10,600	11,029	11,249	0	0
1300	Moorings Income	5,500	5,500	5,722	5,836	0	0
	Total Income	5,500	5,500	5,722	5,836	0	0
210 Museum							
4450	Maintenance	12,000	15,000	12,485	12,735	0	0
4500	Museum Projects	3,000	10,000	3,121	3,183	0	0
	Total Overhead Expenditure	15,000	25,000	15,606	15,918	0	0
220 Town Hall							
4195	Health & Safety	0	500	0	0	0	0
4450	Maintenance	12,000	12,000	12,485	12,735	0	0
4460	Rates	4,100	4,100	4,266	4,351	0	0
4550	Water	700	800	728	743	0	0
4560	Electric	1,500	1,200	1,561	1,592	0	0
4570	Gas	2,500	2,500	2,601	2,653	0	0
4580	Garden Expenditure	300	300	312	318	0	0
4590	Projects	15,000	15,000	15,606	15,918	0	0
4960	Equipment	2,000	2,000	2,081	2,123	0	0
	Total Overhead Expenditure	38,100	38,400	39,640	40,433	0	0
1400	Garden Income	100	100	104	106	0	0
1410	Town Hall Income	18,000	18,000	18,727	19,102	0	0
	Total Income	18,100	18,100	18,831	19,208	0	0
230 War Memorial							
4450	Maintenance	1,000	1,000	1,040	1,061	0	0
	Total Overhead Expenditure	1,000	1,000	1,040	1,061	0	0
1450	Fundraising	200	0	208	212	0	0
1990	Other Income	100	0	104	106	0	0
	Total Income	300	0	312	318	0	0
300 Play Parks							
4590	Projects	10,000	5,000	5,000	5,000	0	0
4600	Maintenance - Derek Graham	2,000	2,040	2,081	2,123	0	0
4610	Maintenance - Mitton	1,000	1,020	1,040	1,061	0	0
4620	Maintenance - Warwick Place	1,500	1,530	1,561	1,592	0	0
4630	Annual Playground Inspection	1,500	1,530	1,561	1,592	0	0
	Total Overhead Expenditure	16,000	11,120	11,243	11,368	0	0
310 Spring Gardens							
4450	Maintenance	3,000	3,060	3,121	3,183	0	0
4460	Rates	3,000	3,060	3,121	3,183	0	0
4550	Water	2,000	2,040	2,081	2,123	0	0
4560	Electric	650	663	676	690	0	0
4590	Projects	2,000	2,040	2,081	2,123	0	0

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Overhead Expenditure	10,650	10,863	11,080	11,302	0	0
320 Gloucester Road						
4450 Maintenance	1,750	1,785	1,821	1,857	0	0
4460 Rates	2,200	2,244	2,289	2,335	0	0
4550 Water	650	663	676	690	0	0
4560 Electric	400	408	416	424	0	0
Total Overhead Expenditure	5,000	5,100	5,202	5,306	0	0
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	1,500	1,530	1,561	1,592	0	0
4710 Combined Consumables	2,500	2,550	2,601	2,653	0	0
4720 Hygiene Contract	1,200	1,224	1,248	1,273	0	0
Total Overhead Expenditure	5,200	5,304	5,410	5,518	0	0
340 Outside Spaces						
4750 CCTV	9,000	5,000	5,000	5,000	0	0
4755 Tree Maintenance	3,000	1,000	1,000	1,000	0	0
4760 Street Furniture & Clock	6,000	6,000	6,000	6,000	0	0
4765 EmergencyPlan/Adverse	1,000	1,000	1,000	1,000	0	0
4770 Youth Budget	4,500	0	4,500	4,500	0	0
4775 Insurance - Arrivall	280	285	290	295	0	0
4780 Bus Shelter	3,000	1,500	3,000	3,000	0	0
4785 GIS	475	480	485	490	0	0
4790 Grass Cutting	2,840	2,840	2,840	2,840	0	0
4795 Notice Boards	2,000	1,000	2,000	2,000	0	0
Total Overhead Expenditure	32,095	19,105	26,115	26,125	0	0
400 Planning						
4718 Community Development	2,000	1,000	1,000	1,000	1,000	1,000
4810 Outreach	500	500	500	500	500	500
Total Overhead Expenditure	2,500	1,500	1,500	1,500	1,500	1,500
500 Severn Ham						
4450 Maintenance	500	1,500	1,500	1,500	0	0
4550 Water	250	255	260	265	0	0
4850 Commoners Grazing	5,500	4,500	4,500	4,500	0	0
4855 Hay Sowing Project	5,000	5,000	5,000	5,000	0	0
4860 Volunteers (Rec & Prom)	2,000	2,000	2,000	2,000	0	0
4865 Auction Fees	459	468	477	487	0	0
4870 Weeding	1,000	2,500	2,500	2,500	0	0
4875 Tree Conservation	3,000	3,000	3,000	3,000	0	0
4880 Ancillary Management	0	4,000	4,000	4,000	0	0
4885 Nesting Project	2,000	2,000	2,000	2,000	0	0
4890 Carver Knowles	2,295	2,341	2,388	2,436	0	0
4895 Cross Compliance Consultant	510	520	530	541	0	0
4900 Conservation Advisor	5,355	5,462	5,571	5,682	0	0
4905 Footpath Repairs	0	3,000	3,000	3,000	0	0

Continued on Page 4

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Overhead Expenditure	27,869	36,546	36,726	36,911	0	0
1620 Hay Auction	190	190	190	190	0	0
1630 Single Payment	13,000	13,000	13,000	13,000	0	0
1640 Wayleaves	390	390	390	390	0	0
1700 Fishing Rights	1,500	1,500	1,500	1,500	0	0
1710 Natural England (HLS)	22,248	22,248	22,248	22,248	0	0
Total Income	37,328	37,328	37,328	37,328	0	0
600 Watson Hall						
4195 Health & Safety	1,000	500	1,040	1,061	0	0
4221 Telephone/IT	0	750	0	0	0	0
4280 Events & Services	10,000	10,000	10,404	10,612	0	0
4450 Maintenance	10,000	10,000	10,404	10,612	0	0
4550 Water	700	700	728	743	0	0
4560 Electric	1,500	2,000	1,561	1,592	0	0
4570 Gas	2,000	2,000	2,081	2,123	0	0
4590 Projects	18,000	18,000	18,727	19,102	0	0
4912 Bar Payroll Processing	0	100	0	0	0	0
4913 Bar Equipment	0	200	0	0	0	0
4914 Bar Card Charges	0	200	0	0	0	0
4950 Bar Stock	12,000	12,240	12,485	12,735	0	0
4955 Bar Salaries	4,000	4,080	4,162	4,245	0	0
4960 Equipment	2,000	2,040	2,081	2,123	0	0
4990 Sundries/Petty Cash	500	510	520	530	0	0
Total Overhead Expenditure	61,700	63,320	64,193	65,478	0	0
1800 Watson Hall Income	22,000	22,000	20,808	21,224	0	0
1810 Leases	135	300	141	144	0	0
1820 Tudor Bar Income	40,000	40,000	31,212	31,836	0	0
1830 Events Income	10,000	10,000	10,404	10,612	0	0
Total Income	72,135	72,300	62,565	63,816	0	0
Total Budget Expenditure :	492,700	484,544	499,678	510,349	1,500	1,500
Income :	0	0	0	0	0	0
Net Expenditure	492,700	484,544	499,678	510,349	1,500	1,500

2021	Date	Event	Organiser
May	1st	Margaret of Anjou Horse Procession Gloucester to Tewkesbury	TMF, Tewkesbury and Battlefield Society
	2nd - 3rd	Armour at the Abbey	Tewkesbury Medieval Festival (TMF)
	4th	550th Battle Anniversary	
	15th - 16th	Tewkesbury Big Weekend	Big Weekend Committee
	15th - 16th	River Celebration / Blessing	2021 Tewkesbury Together & Big Weekend Committee
	23rd	Tewkesbury Churches Together Pentecost Celebration	Tewkesbury Abbey
June	3rd	Corpus Christi Eucharist and Procession	Tewkesbury Abbey
	5th - 6th	Summer Family Beer Festival	2021 Tewkesbury Together & Tewkesbury CAMRA
	26th-27th	Food Festival	Tewkesbury Abbey
July	10th - 11th	Medieval Festival	Tewkesbury Medieval Festival
	26th - 1st	Musica Deo Sacra Festival of Music in the Liturgy	Tewkesbury Abbey
	Various	Cheltenham Music Festival and 3 Choirs Festival	Tewkesbury Abbey & Cheltenham Music Festival
July, August, September	Various	Organ Recitals	Tewkesbury Abbey
October	8th - 9th	Mop Fair	Mop Fair Organisers
	23rd	900th Consecration Anniversary	
	23rd	Dinner in Abbey House Garden	Tewkesbury Abbey
	24th	FINAL CONSECRATION SERVICE AND FAMILY FUN DAY	2021 Tewkesbury Together & Tewkesbury Abbey
November	1st - 6th	SON ET LUMIERE	2021 Tewkesbury Together & Tewkesbury Abbey
	6th	Rotary Bonfire Firework display	Rotary Club
	14th	Remembrance Sunday	
	21st	Festival of Lights	Tewkesbury Christmas Lights Committee
	27th	Christmas Fayre	Tewkesbury Abbey
December	25th	Christmas Day	
	31st	Watch Night Service	Tewkesbury Abbey

TBC

Nov 2020 Heritage Exhibition
 2021 School Art Competition
 2021 Tewkesbury Tapestry
 2021 Cricket Match

2021 Tewkesbury Together
 Library
 Library
 Cricket Club

Supporting Housing Delivery & Public Service Infrastructure

About this Consultation

This consultation document and consultation process have been planned to adhere to the consultation principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Supporting housing delivery through a new national permitted development right for the change of use from the Commercial, Business and Service use class to residential

10. Permitted development rights provide a national grant of permission for specific types of development set out in legislation. The rights provide a more streamlined planning process with greater planning certainty, while at the same time allowing for local consideration of key planning matters through the prior approval process. They have been increasingly used to support the delivery of new homes. In the 5 years to March 2020, permitted development rights for the change of use provided 72,687 new homes. Such rights make the best use of existing buildings, supporting brownfield development and avoiding the need to build on greenfield sites.

11. While the majority of homes that are being delivered are of good quality, a few have been unacceptably small or without windows. The government has therefore introduced new quality requirements for this planning process; bringing forward legislation to require that all new homes delivered under such rights meet the nationally described space standards and provide for adequate natural light. All homes are required to meet building regulations, including in respect of fire safety, regardless of the route to planning permission. Going further, we sought views through the consultation on the Planning for the future white paper on whether the proposed Infrastructure Levy would also apply to permitted development rights. Consideration is being given to responses to that consultation and further announcements will be made in due course.

12. To support our high streets and town centres, from 1 September 2020 we introduced a new Commercial, Business and Service use class, enabling these premises to quickly adapt to changing market demands and provide a mix of retail, commercial and leisure uses. This use class groups together a range of uses commonly found on high streets and town centres and provides for movement between such uses without the need for a planning application. While such uses are often found in town centres, in practice the use classes apply everywhere, in all cases. The Commercial, Business and Service use class comprises:

Class E. Commercial, Business and Service

Use, or part use, for all or any of the following purposes—

(a) for the display or retail sale of goods, other than hot food, principally to visiting members of the public,

(b) for the sale of food and drink principally to visiting members of the public where consumption of that food and drink is mostly undertaken on the premises,

(c) for the provision of the following kinds of services principally to visiting members of the public—

- (i) financial services,*
- (ii) professional services (other than health or medical services), or*
- (iii) any other services which it is appropriate to provide in a commercial, business or service locality,*

(d) for indoor sport, recreation or fitness, not involving motorised vehicles or firearms, principally to visiting members of the public,

(e) for the provision of medical or health services, principally to visiting members of the public, except the use of premises attached to the residence of the consultant or practitioner,

(f) for a creche, day nursery or day centre, not including a residential use, principally to visiting members of the public,

(g) for—

- (i) an office to carry out any operational or administrative functions,*
- (ii) the research and development of products or processes, or*
- (iii) any industrial process, being a use, which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.*

13. Having first simplified the change of use in such cases, we want now to build on this providing further flexibility to allow this broader range of uses to change to residential use. This will support housing delivery and attract the additional footfall that new residents will bring. Current permitted development rights already provide for shops, financial and professional services, and offices to change to residential use, and these will continue to apply until 31 July 2021. We propose to draw these together into a single right that provides for the change of use from any use within the Commercial, Business and Service use class to residential (C3). This single right would provide clarity and greater planning certainty and support the delivery of a significant number of additional homes, developing brownfield sites and making effective use of existing commercial buildings and help to prevent them being left empty. All homes would be required to meet the nationally described space standards. This will come into effect from 1 August 2021.

14. This consultation invites views on the proposed right. Any right would be introduced via secondary legislation and apply in England only. As with all permitted development rights, other regulations such as Environmental Impact Assessment and Habitats Regulations would apply.

The proposed right

15. It is proposed that the right would allow for the change of use from any use, or mix of uses, within the Commercial, Business and Service use class (Class E – see paragraph 12 above) to residential use (C3). The right would replace the current rights for the change of use from office to residential (Part 3, Class O of Schedule 2 to the General Permitted Development Order), and from retail etc to residential (Part 3, Class M of the General Permitted Development Order) which remain in force until 31 July 2021. (See also Part 3 of this consultation document in respect of consequential changes.) It will go significantly beyond existing rights, allowing for restaurants, indoor sports, and creches etc to benefit from the change use to residential under permitted development rights for the first time. The protections in respect of pubs, including those with an expanded food offer, theatres, and live music venues, all of which are outside of this use class, continue to apply and a full planning application is always required for the change of use to or from such uses.

16. *The Commercial, Business and Service use class applies everywhere in all cases, not just on the high street or in town centres. In order to benefit from the right premises must have been in the Commercial, Business and Service use class on 1 September 2020 when the new use classes came into effect.*

Size of the buildings to which the right might apply

17. *Building on the delivery success of the permitted development right for the change of use from office to residential, it is proposed that there be no size limit on the buildings that can benefit from the right. The right would allow for the building, or part of the building, to change use, rather than lying vacant for example. It is recognised that some retail and office buildings in particular could be a substantial size, and therefore result in a significant number of new homes, the impacts of which would be managed through prior approvals. Permitted development rights do not apply to development that is screened as requiring an Environmental Impact Assessment.*

Q1 Do you agree that there should be no size limit on the buildings that could benefit from the new permitted development right to change use from Commercial, Business and Service (Class E) to residential (C3)?

Agree	
Disagree	✓
Don't know	

Please give your reasons:

There should be a limit on the size of the development. This is because the implications, in terms of such external impacts as changes in the generation and distribution of traffic, parking demand, bin storage and refuse collection, must be managed appropriately. The conversion of a large building into multiple residences, rather than just one, will result in different degrees of impact. Therefore, the actual number of units produced is the salient feature.

Where the right might apply

18. *In certain areas it may be appropriate to allow for individual local consideration of such development. It is therefore proposed that similar to other existing rights, the right would not apply to: sites of special scientific interest; listed buildings and land within their curtilage; sites that are or contain scheduled monuments; safety hazard areas; military explosives storage areas and sites subject to an agricultural tenancy.*

19. *Existing and previous rights for the change of use to residential, with the exception of office to residential, do not generally apply in article 2(3) land: conservation areas, areas of outstanding natural beauty, the Broads, National Parks, areas specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981, and World Heritage Sites. However, some high streets and town centres are designated conservation areas, and therefore include many of the uses that could benefit from the right, and residents that could benefit from the conversions. Such areas may be designated as conservation areas for their architectural and historical value and allowing a more diverse range of uses could attract more people to enjoy them and make them more sustainable. It is proposed that while the right would not apply in other sensitive article 2(3) land, such as national parks and areas of outstanding natural beauty, it would apply in conservation areas. However, in recognition of the conservation value that retail frontage can bring to conservation areas the right would allow for prior approval of the impact of the loss of the ground floor use to residential.*

Q2.1 Do you agree that the right should not apply in areas of outstanding natural beauty, the Broads, National Parks, areas specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981, and World Heritage Sites?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

The introduction of residential property, unless it is carefully managed, can bring with it undesirable visual and environmental outcomes, such as pollution and additional visual intrusions such as bins and parked cars.

Q2.2 Do you agree that the right should apply in conservation areas?

Agree	<input type="checkbox"/>
Disagree	<input checked="" type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

There is a potential conflict with areas that are within an article 4 direction. It will cause confusion and lead to a greater need for enforcement. In addition, the introduction of residential property, unless it is carefully managed, can bring with it undesirable visual and environmental outcomes, such as pollution and additional visual intrusions such as bins and parked cars.

Q2.3 Do you agree that, in conservation areas only, the right should allow for prior approval of the impact of the loss of ground floor use to residential?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

Whilst we don't support the principle of having this permitted development right within conservation areas, if this policy should be pursued further, then prior approval should be required for the conversion of ground floor retail space to residential use, in order to protect the viability of the High Street and the wellbeing of potential residents.

Matters for local consideration through prior approval

20. We want to ensure this new right is carefully balanced, allowing for appropriate residential development but also ensuring there is opportunity for local consideration of plans to mitigate any adverse impacts through prior approval. This also provides an opportunity for the community to make representations on these matters, and for their views to be taken into account by the local planning authority.

21. In considering which prior approvals to apply we have drawn on those generally accepted in other permitted development rights that deliver new homes in order to deliver quality homes in suitable environments. The proposed prior approvals shown below provide necessary safeguards:

- Similar to other permitted development rights for the change of use to residential:

- *flooding, to ensure residential development does not take place in areas of high flood risk*
- *transport, particularly to ensure safe site access*
- *contamination, to ensure residential development does not take place on contaminated land, or in contaminated buildings, which will endanger the health of future residents*
- *To ensure appropriate living conditions for residents:*
 - *the impacts of noise from existing commercial premises on the intended occupiers of the development*
 - *the provision of adequate natural light in all habitable rooms*
 - *fire safety, to ensure consideration and plans to mitigate risk to residents from fire*
- *To ensure new homes are in suitable locations:*
 - *the impact on the intended occupiers from the introduction of residential use in an area the authority considers is important for heavy industry and waste management*

Q3.1 Do you agree that in managing the impact of the proposal, the matters set out in paragraph 21 of the consultation document should be considered in a prior approval?

Agree	✓
Disagree	
Don't know	

Please give your reasons:

Yes, but since they are not normally consulted for PDEs, the Town and Country Planning Act 1990, schedule 1 para 8 should be applied to ensure that local consultation takes place in the cases with which this proposal is concerned.

We very strongly support the consideration of flooding and flood risk and also of transport in such applications, since permissions granted in our local parish without such consideration would be potentially disastrous.

Q3.2 Are there any other planning matters that should be considered?

Yes	✓
No	
Don't know	

Please specify:

Access to emergency services, Existing sewer capacity, Dedicated bin storage and waste management, Bicycle storage.

Applications for prior approval and fees

22. *The application for prior approval would be accompanied by: detailed floor plans showing dimensions and proposed use of each room, including the position of windows, information necessary for the consideration of the matters for prior approval, and an appropriate fee.*

23. *The right has the potential to deliver significant numbers of quality new homes to buy or to rent. It is therefore proposed to introduce a fee per dwellinghouse, and that this is set at the current prior approval fee of £96 applied as a fee per dwellinghouse capped at a maximum of the fee for 50 homes. We consider that a fee of £96 per dwellinghouse would not impact significantly on the costs to developers within the context of the overall costs of the*

development and land value uplift to be gained. If taken forward, the fee would be introduced through separate affirmative regulations at the earliest opportunity.

Q4.1 Do you agree that the proposed new permitted development right to change use from Commercial, Business and Service (Class E) to residential (C3) should attract a fee per dwelling house?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

There is work involved in the processing of the application and this needs to be covered by the developer and not the tax payer. The Town Council assumes that the fee would go to the local planning authority.

Q4.2 If you agree there should be a fee per dwelling house, should this be set at £96 per dwellinghouse?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

We would be in favour of maintaining the current fee to cover the administrative costs involved.

Q5 Do you have any other comments on the proposed right for the change of use from Commercial, Business and Service use class to residential?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Please specify:

Public Sector Equality Duty Assessment and impact assessment

24. A Public Sector Equality Duty Assessment and an impact assessment will be prepared prior to any secondary legislation being laid.

25. In consideration of the assessment of impact, the proposed right for the change of use from the Commercial, Business and Service use class to residential would be deregulatory, removing the need for a full planning application and thereby benefiting building owners and developers (individuals and business) by providing greater planning certainty and reducing costs. It will also create construction jobs.

26. The Commercial, Business and Service use class is broad and encompasses uses, such as gyms, restaurants and research and development premises that have not previously benefited from permitted development rights for the change of use to residential. The existing right for the change of use from office to residential (Class O), that has delivered 54,000 homes in the 4 years to March 2019 would be subsumed within the new right. However, more buildings would be in scope as they would no longer be required to be in use on 29 May 2013. Similarly, more shops and financial professional services premises would be able to benefit than under the existing Class M right as it is proposed to have no size limit and buildings would not be required to have been in use on 20 March 2013.

27. *Take-up of the right might therefore be expected to be high. In such cases developers would benefit from the greater planning certainty afforded by local consideration only of the specific planning matters. They would also make financial savings from the reduced costs of preparing applications and lower planning fees. Depending on the final scope of the right and how suitable the non-office buildings within the use class are for residential development there could be a significant increase in housing delivery above the 13,500 -14,000 p.a. average currently delivered through the existing rights.*

28. *Local planning authorities would benefit from reduced volume of planning applications, offset by a reduction in fees. The community would benefit from the quality new homes that meet nationally described space standards whether to buy or to rent. Your views would be helpful in understanding the range of issues and scale of impacts.*

29. *We are required to assess these proposals by reference to the Public Sector Equality Duty contained in the Equality Act 2010. We would welcome your comments as part of this consultation.*

Q6.1 Do you think that the proposed right for the change of use from the Commercial, Business and Service use class to residential could impact on businesses, communities, or local planning authorities?

Yes	✓
No	
Don't know	

If so, please give your reasons:

Although the proposal may result in fewer planning applications as such, there will consequently be a larger proportion of prior approval applications and these will require due consideration. Care must be taken to ensure that staffing levels in local planning authorities do not fall too low to manage the workload effectively.

Communities will be impacted because this measure will potentially take property out of the commercial sector and make it difficult to keep high streets vibrant and able to react quickly to improvements in economic activity. If the result of this is to push commercial activity to the edges of towns that may make it difficult for elderly and disabled residents to access the services they require.

Commercial interests will be very influential but care should be taken to monitor the balance of uses within an area.

Q6.2 Do you think that the proposed right for the change of use from the Commercial, Business and Service use class to residential could give rise to any impacts on people who share a protected characteristic?

Yes	✓
No	
Don't know	

If so, please give your reasons:

The conversion of existing properties may be difficult to achieve in a way that can accommodate parents with small children and also people with mobility problems. Accommodation within such properties may be hard to access and also such conversions may displace local services beyond the reach of such residents.

Supporting public service infrastructure through the planning system

30. The government is committed to an ambitious investment programme to ensure our public services are world class. The Spending Review on 25 November 2020 set out our vision for a long-term programme of investment in the vital public service infrastructure the country needs. This will include new hospitals, schools, further education colleges and prisons that will:

- ensure the health service will have world-class facilities for patients and staff for the long term, with many new hospitals started this Parliament
- make sure schools are fit for the future, with better facilities and brand-new buildings so that every child gets a world-class education
- deliver modern and more efficient prisons that protect the public, boost rehabilitation, and cut reoffending - providing improved security and additional training facilities to help rehabilitate offenders and supports them to find employment on release
- ensure public buildings benefit from the quicker assembly times, lower energy use, and stronger green footprint offered by new construction technology
- provide a major spur to local economies and support the construction industry to invest and innovate following the COVID-19 pandemic

31. It is crucial this investment in new public service infrastructure is planned and delivered faster and better. The government has been considering how best to achieve this under Project Speed, and we set out our new approach through the National Infrastructure Strategy at the Spending Review. In particular, we know one of the key issues is securing planning permission for new hospitals, schools, further education colleges and prisons which can often take significant time, leading to project delays and cost increases.

32. So, to ensure there is faster delivery immediately, we are consulting on a package of proposals to streamline and speed up the planning process for these types of developments within the current planning system. Over the longer term, our planning reforms set out in the Planning for the future white paper provide a further opportunity to speed up and improve the planning of new public service developments.

Providing further flexibilities for public service infrastructure through permitted development rights

33. To enable vital public infrastructure to respond quickly to the societal and economic effects of COVID-19 we propose to provide further flexibility for additional educational and hospital capacity on existing sites. This could be taken forward through the amendment of the existing national permitted development right which allows schools and other educational establishments and hospitals to expand or construct additional buildings without the need for a planning application.

34. The existing right Class M – extensions etc. for schools, colleges, universities, and hospitals (Part 7 to Schedule 2 of the General Permitted Development Order) is subject to size limits, limiting extensions or additional buildings to no more than 25% of the gross floorspace of the original buildings with a maximum cap of 100 square metres, or 250 square metres in the case of schools. It also restricts the height of new buildings to 5 metres. The right provides protections for nearby residents in that it restricts development close to the boundary and, in the case of schools, safeguards playing fields.

35. We propose to amend the right to allow such uses to expand their facilities by up to 25% of the footprint of the current buildings on the site at the time the legislation is brought into force, or up to 250 square metres, whichever is

the greater. This would allow greater flexibility for those sites that have enlarged or developed additional buildings over time and flexibility for those premises with a smaller footprint. To provide further flexibility, it is also proposed that the height limit is raised from 5m to 6m, excluding plant on the roof, except where it is within 10 metres of the boundary or curtilage. We are interested to know if there is any evidence that the height limit should be raised further, subject to fire safety considerations. To benefit from the right, the site would already have to have sufficient land to build the extension or new building. In the case of schools, playing fields would continue to be protected. We will ensure decisions made by government departments, and project delivery by public service infrastructure providers, take account of environmental advice available to them.

36. There are societal benefits in providing such flexibility. For example, providing this greater flexibility for schools will help them deliver additional capacity and replace ageing school buildings more quickly with modern, energy-efficient designs. Similarly, many major hospitals have needed to expand their sites over recent months to respond more effectively to the COVID-19 pandemic, such as by increasing the size of emergency departments to allow social distancing to take place. The response to the pandemic has highlighted the need for a more streamlined planning process for NHS developments. The proposed amendment provides greater certainty and shorter timescales.

37. To build on these further flexibilities, we recognise that there is an opportunity to allow prisons to benefit from such a right for the first time. It is therefore proposed that prisons will be able to expand their facilities by up to 25% of the footprint of the current buildings on the site at the time the legislation is brought into force, or up to 250 square metres, whichever is the greater. The buildings may be no higher than 6 metres, excluding plant on the roof. These changes would enable more efficient and effective use of the existing estate and enable prisons to provide additional prison accommodation to address an increase in prisoner numbers without the need for a planning application. This flexibility would apply specifically to prisons and not to other residential facilities, such as to immigration removal centres.

38. The Defence estate is a significant part of public service infrastructure and in the coming years will receive investment to fulfil the operational requirements of the UK Armed Forces and the accommodation standards deserved by their Service personnel and families. As part of the wider consultation we will consider how the permitted development rights set out in this chapter, or similar rights, could enable the expansion or construction of new buildings ‘within the wire’ on existing Defence sites. This will support the Ministry of Defence as it commences its once-in-a-generation Defence Estate Optimisation Programme (DEOP), both improving the standard of Defence infrastructure and creating 5,000 jobs throughout the United Kingdom.

39. The changes to support schools, other educational establishments, hospitals, and prisons are de-regulatory. They would support both public and private institutions and therefore would benefit business. Local planning authorities would benefit from the reduced volume of planning applications. An assessment of impact will be completed prior to any legislation being laid. We would welcome any comments on the potential impacts of these proposals on business, local planning authorities and communities.

40. We are required to assess these proposals by reference to the Public Sector Equality Duty contained in the Equality Act 2010, and an assessment will be prepared prior to any secondary legislation being laid. We would welcome your comments as part of this consultation.

Q7.1 Do you agree that the right for schools, colleges and universities, and hospitals be amended to allow for development which is not greater than 25% of the footprint, or up to 250 square metres of the current buildings on the site at the time the legislation is brought into force, whichever is the larger?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

--

Q7.2 Do you agree that the right be amended to allow the height limit to be raised from 5 metres to 6?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

--

Q7.3 Is there any evidence to support an increase above 6 metres?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please specify:

An increase in height above 6 metres would accommodate a pitched roof over a two storey building, and that would be preferable for development within sensitive areas such as areas of outstanding natural beauty and conservation areas. It might be better to specify a maximum of two storeys in height, with a maximum distance between one floor and the next.

Q7.4 Do you agree that prisons should benefit from the same right to expand or add additional buildings?

Agree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input checked="" type="checkbox"/>

Please give your reasons:

--

Q8 Do you have any other comments about the permitted development rights for schools, colleges, universities, hospitals and prisons?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Please specify:

Personal experience has taught members of this council that the planning system is not the primary reason why schools are not being rebuilt in a timely fashion. Churchdown School, for example, was desperately in need of reconstruction but the planned rebuild was prevented by the 2008 economic downturn, which meant that its excess land could not be sold for housing after all.

Q9.1 Do you think that the proposed amendments to the right in relation to schools, colleges and universities, and hospitals could impact on businesses, communities, or local planning authorities?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

If so, please give your reasons:

The enlargement of schools on their existing sites will enable more children to go to their local school and this should encourage active travel and reduce traffic congestion. This will also help to develop a sense of community around schools and provide an environmental improvement.

The proposed amendments may also provide more work for medium sized building companies.

Q9.2 Do you think that the proposed amendments to the right in relation to schools, colleges and universities, and hospitals, could give rise to any impacts on people who share a protected characteristic?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
Don't know	<input type="checkbox"/>

If so, please give your reasons:

So long as the provision of disabled parking bays at such establishments are protected and enhanced to reflect the potentially greater need.

Q10.1 Do you think that the proposed amendment to allow prisons to benefit from the right could impact on businesses, communities, or local planning authorities?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input checked="" type="checkbox"/>

If so, please give your reasons:

Prison premises tend to have a rather dominating appearance, although in our area we do not have a prison. People may not wish to live near them.

Q10.2 Do you think that the proposed amendment in respect of prisons could give rise to any impacts on people who share a protected characteristic?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
Don't know	<input type="checkbox"/>

If so, please give your reasons:

A faster planning application process for public service developments

41. *The proposed changes to permitted development rights as outlined above will ensure that planning for public service projects where new facilities involve the expansion of existing sites will be significantly streamlined to support their faster delivery. However, many of the new hospitals, schools, further education colleges and prisons which the government will be funding will involve more substantive development, especially on new sites, which are outside the scope of proposed permitted development right changes. In these cases, public service providers will continue to submit an application to the local planning authority to secure planning permission.*

42. *Recent experience has shown that the determination by local planning authorities of applications for such substantive public service developments has often taken considerably longer than the statutory timetable of 13 weeks (or 16 weeks in the case of EIA (Environmental Impact Assessment) development). The Ministry of Justice, for example, report an average of 8 months for new prison infrastructure across the past 4 years. This has created delays to project delivery, and in some cases, increased the cost of these new projects.*

43. *The government believes that it is right for local planning authorities to make planning decisions in the normal way on proposals for more substantive new public service developments in their area, particularly those involving new sites. These new developments will impact on the local area, and it is important local communities are able to express their views. However, it is critical that decisions on these projects are made faster. We therefore propose to create a new faster process for applications for planning permission with a view to encouraging greater prioritisation of decision making by local planning authorities for these key public service developments.*

44. *Our intention is to amend secondary legislation to modify the process for applications for permission for certain development, principally the Town and Country Planning (Development Management Procedure) (England) Order 2015. The new process would have a number of features to encourage greater prioritisation by local planning authorities of public service infrastructure projects, including shorter timescales for determination. By identifying this sub-set of development within the major development category, we will also increase transparency of these applications with the Secretary of State, supporting a faster appeals process if decisions are not made or applications are rejected.*

45. *This consultation seeks views about the proposed changes, including:*

- *the development within scope of the modified process*
- *a shorter determination period*
- *modified consultation and publicity requirements*
- *measures to increase transparency*

46. *We recognise that, public service providers delivering these key public service developments will need to engage with local planning authorities at an early stage, so that the right information is available to enable decisions to be made more quickly.*

47. *These proposed changes are also intended to be implemented quickly within the current planning system. Our proposals in the Planning for the future white paper to reform the planning system more widely over the longer term will provide an opportunity to consider how the process can be improved further.*

What public service developments should be in scope?

48. For the new faster process to be effective, we want it to focus on important public service developments requiring planning permission. This requires a clear definition of the developments that will be within scope of the new process in order that local planning authorities and the Secretary of State can clearly identify and prioritise them. We propose a two-tier approach based on the scale and definition of the proposed development.

49. **Scale.** This reform is targeted at substantive public service developments which extend beyond the permitted development right changes. We are proposing that proposals for development would fall within scope of the modified process if they:

- are “major development” carried out on a site having an area of 1 hectare or more, and/or involve the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; and
- involve the type of development described in paragraph 53 below; and
- would currently be subject to a 13-week statutory determination period

50. A lower size limit would mean that the development would normally be subject to a shorter 8-week determination period because it would not fall within the definition of “major development. In addition, it could, depending on the definition adopted (see below), result in significant numbers of developments being brought within scope which could lead to resource pressures in local planning authorities. We estimate that, on average, it would be unlikely that an individual planning authority would receive any more than 5 such applications each year.

51. In addition, the proposed new application process would not in the first instance apply to developments that fall within the definition of EIA development. The definition, timescales and procedures for EIA developments are set in separate EIA regulations which remain in force. This means in practice public service developments which are over 5 hectares in size will not be covered by the modified process, unless there has been a screening opinion that determines that the development does not constitute EIA development.

Q11 Do you agree that the new public service application process, as set out in paragraphs 43 and 44 of the consultation document, should only apply to major development (which are not EIA developments)?

Yes	
No	✓

Please give your reasons:

Shorter consultation periods will damage the democratic process within communities and make it very difficult for parish councils to be involved in an effective manner. They will not, in themselves, guarantee that applications will be determined more quickly. The Town Council would rather see an obligation placed on relevant organisations to engage with pre-application processes, so that, as proposals are being developed the views of local stakeholders can be taken into account. If this has been carried out properly, there should be no delay in approving the development proposal.

52. **Categories of “major development” which will be subject to the modified process.** We propose to apply the modified process to development of hospitals, schools, further education colleges and prisons. We recognise that it will be necessary to provide a clear definition for these categories, but there are a range of existing definitions that could be adopted.

53. We propose to have definitions for:

- hospitals
- schools and further education colleges

- *prisons, young offenders' institutions, and other criminal justice accommodation*

54. *We also propose to limit the application of the modified process to those public service infrastructure projects which are principally funded by government. We will be working closely with departments to establish clear statutory definitions for the types of government-funded public service infrastructure projects to which the new applications process would apply.*

Q12 Do you agree the modified process should apply to hospitals, schools and further education colleges, and prisons, young offenders' institutions, and other criminal justice accommodation?

Yes	
No	✓

If not, please give your reasons as well as any suggested alternatives:

Shorter consultation periods will damage the democratic process within communities and make it very difficult for parish councils to be involved in an effective manner. They will not, in themselves, guarantee that applications will be determined more quickly. The Town Council would rather see an obligation placed on relevant organisations to engage with pre-application processes, so that, as proposals are being developed the views of local stakeholders can be taken into account. If this has been carried out properly, there should be no delay in approving the development proposal.

Faster decision-making

55. *The key change we propose to make to speed up the process of determining these planning applications is to provide for the statutory determination period for development within scope of the modified procedure to be 10 weeks, which will require local planning authorities to prioritise these decisions over other applications for major development.*

56. *This shorter timescale for determination will encourage positive, pro-active, and effective pre-application engagement between all parties, including statutory consultees, on applications for significant public service development. This would be clearly set out in the National Planning Policy Framework as explained in paragraph 69 below. Early and effective pre-application engagement is already a core part of the process for many of these projects and the more issues that can be resolved at pre-application stage, the greater the benefits, ensuring local planning authorities can issue timely decisions. Given the nature and importance of these proposals for development, it is likely that local discussions and engagement with local communities will have been underway for some time prior to the submission of a formal planning application. We will issue further guidance to applicants, statutory consultees, and local planning authorities on the importance of pre-application engagement and prioritising these developments.*

57. *It will be important that local planning authorities have effective case management systems so they can clearly identify and prioritise the application, undertake the necessary consultation, analyse responses from consultees and reach a final decision. To assist with this, we will design and specify a new planning application form for developments that fall within scope of the modified process.*

58. *Where decisions are to be taken by a planning committee, local planning authorities may wish to consider bringing forward the committee meeting. It will also be important to engage committee members at the pre-application stage as this will help to improve understanding of the proposals.*

59. *Where appropriate, statutory consultees should also prioritise these types of applications. To enable this to happen, we expect applicants to engage with relevant statutory consultees through pre-application discussions. Nevertheless, we recognise this prioritisation could have resource implications for key statutory consultees. As part of*

the implementation of the Planning for the future white paper reforms, we will be considering the role of statutory consultees and their resourcing to ensure they can support faster and more certain decision making.

Q13 Do you agree the determination period for applications falling within the scope of the modified process should be reduced to 10 weeks?

Yes	
No	✓

Please give your reasons:

Shorter consultation periods will damage the democratic process within communities and make it very difficult for parish councils to be involved in an effective manner while meeting the statutory requirements regarding the issuing of agendas, holding of meetings and making of lawful decisions. In addition, if the processing of other applications is delayed in order to prioritise these applications that has the potential to lead to a greater use of the appeal process in the event of non-determination of other applications.

60. It should be emphasised the aim of this reform is to speed up local decisions. Existing protections already in place, which would impact on new public service infrastructure developments, will not be affected. National and local planning policies must still be taken into account where proposals come forward. This means that, for example, any proposals for new schools submitted for determination under the new applications process must still have regard to existing guidance concerning the disposal or change of use of playing fields and school land. Similarly, they must ensure that existing environmental and sustainable transport policies are taken into account.

Consultation

61. To support faster decision-making, we also propose to shorten the statutory publicity and consultation periods for applications.

62. Currently the statutory provisions (principally article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015) require local planning authorities to publicise applications for planning permission made to them using methods which vary, depending on the type of development proposal. For example, in the case of major development which is not EIA development or development which does not accord with the provisions of the development plan or affect a public right of way the authority must give requisite notice by site display or by serving the notice on an adjoining owner or occupier and by the publication of the notice in a local newspaper and by the publication of information about the application on its website. The local planning authority must allow a minimum of 21 days for representations before determining the application.

63. We believe it would be appropriate to reduce the minimum period for representations from 21 days to 14 days (maintaining the current requirement to add extra days if the consultation period includes bank or public holidays) as we expect that many of these developments will have already been subject to extensive prior engagement with the local community. This 14-day period is the current minimum consultation period for applications for Permission in Principle.

64. Where the authority is required to consult a statutory consultee (such as a local highway authority) they currently have 21 days to provide a substantive response. We propose to reduce this period to 14 days and statutory consultees would be expected to prioritise their consultation responses for these cases. By limiting the scope of these applications to those of the greatest importance we expect these applications to form a very small proportion of a local planning authority's caseload.

Q14 Do you agree the minimum consultation / publicity period should be reduced to 14 days?

Yes	
No	✓

Please give your reasons:

Shorter consultation periods will damage the democratic process within communities and make it very difficult for parish councils to be involved in an effective manner while meeting the statutory requirements regarding the issuing of agendas, holding of meetings and making of lawful decisions. This period may be inflexible with relation to annual leave.

Notifications to the Secretary of State

65. In order to promote greater transparency, we also propose requiring local planning authorities to notify the Secretary of State when they receive a valid planning application for these developments, to allow for effective engagement, support and monitoring of progress.

66. We also propose that all local planning authorities in receipt of such applications will be required to inform the Secretary of State no later than 8 weeks from having validated the application, when they anticipate making the decision.

Q15 Do you agree the Secretary of State should be notified when a valid planning application is first submitted to a local planning authority and when the authority anticipates making a decision? (We propose that this notification should take place no later than 8 weeks after the application is validated by the planning authority.)

Yes	
No	✓

Please give your reasons:

Whilst the Town Council appreciates that the Planning System is a national responsibility delegated to local authorities, we feel that such a level of micromanagement would be an unnecessary regulatory burden, and that the Secretary of State should focus on more important things.

It would be an additional task that would distract both the Secretary of State and Local Authority personnel from the actual business of processing applications.

Other matters

Post-permission matters

67. While it is vital that decisions on applications for planning permission for these key public service developments are made more quickly, it is equally important that local planning authorities prioritise any subsequent post-permission consents for these projects, including reserved matters applications for outline permissions, discharge of condition applications, and any section 73 or section 96A applications to amend the permission, to ensure the permission is readily implementable. We propose to monitor local planning authorities' performance with these detailed consents.

68. Similarly, we expect local planning authorities to prioritise the negotiation and finalisation of any section 106 agreements associated with these types of development.

Guidance

69. It is already made clear in paragraph 94 of the National Planning Policy Framework that local planning authorities should work with schools' promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted. We intend to expand this approach to other priority public infrastructure developments. This will make it clear that local planning authorities are expected to take a proactive approach to engaging with key delivery bodies and other stakeholders at the pre-application stage.

70. Alongside these proposals to introduce a faster applications process and amend the National Planning Policy Framework, we will also amend the National Planning Practice Guidance for applicants, statutory consultees, and local planning authorities on the importance of pre-application engagement and prioritising these developments.

Fees

71. We do not propose making any amendments to the Fees Regulations for these public service infrastructure developments. While we recognise that the process for determination would be faster, we do not think it is necessary for the planning application fee to change. The requirements for consultation and publicity will still apply to these applications and local planning authorities will still be required to undertake their usual duties when consulting on public service infrastructure projects, in line with existing legislation.

Q16 Do you agree that the policy in paragraph 94 of the NPPF should be extended to require local planning authorities to engage proactively to resolve key planning issues of other public service infrastructure projects before applications are submitted?

Yes	
No	✓

Please give your reasons:

While the local Planning Authorities should be encouraged to collaborate in these instances, the Town Council would argue that, unlike the situation as it pertains to schools, local authorities are not the governing bodies of hospitals and prisons, so the extension of the policy in paragraph 94 would place an unreasonable obligation on them.

Q17.1 Do you have any comments on the other matters set out in the consultation document, including post-permission matters, guidance and planning fees?

Yes	✓
No	

Please specify:

Tewkesbury Town Council strongly supports the principle of highlighting the importance of pre-application engagement.

Q17.2 Do you have any other suggestions on how these priority public service infrastructure projects should be prioritised within the planning system?

Yes	✓
No	

Please specify:

Consideration of future possible development of schools, colleges, hospitals and prisons could be made a necessary feature of local development plans. Having had prior consultation on the principle, it should be possible for the local Planning Authority to process applications for such developments more quickly and democratically.

Public Sector Equality Duty

72. We are required to assess these proposals by reference to the Public Sector Equality Duty contained in the Equality Act 2010, and an assessment will be prepared prior to any secondary legislation being laid. We would welcome your comments as part of this consultation.

Q18 Do you think that the proposed amendments to the planning applications process for public service infrastructure projects could give rise to any impacts on people who share a protected characteristic?

Yes	
No	✓

If so, please give your reasons:

No more than on anyone else. We think.

Consolidation and simplification of existing permitted development rights

73. From 1 September 2020 the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 made changes to Town and Country Planning (Use Classes) Order 1987 (“the Use Classes Order”) amending the use classes as they apply in England. This created the new Commercial, Business and Service (E), Learning and non-residential institutions (F1), and Local Community (F2) use classes. The Regulations additionally provided that the existing national permitted development rights that made reference to use classes in force up until 31 August 2020 should continue to be read that way and would continue to have effect until 31 July 2021.

74. The Use Classes Order groups together uses into Classes and provides that movement within them is not development requiring planning permission. The material change of use from one use class, such as from Class C3 residential to another, such as Class E Commercial, Business and Service, would require planning permission. The General Permitted Development Order provides planning permission for certain material changes of use across England through national permitted development rights. It is now therefore necessary to review references to use classes throughout the General Permitted Development Order and to update individual rights, and articles as appropriate.

75. The review and update is a significant and complex exercise requiring consideration of those rights affected across the entire Order and potentially this may require amendment of 49 individual rights and additional paragraphs and articles. (See Annex A for the list of rights and articles to be reviewed.) The intention is that in doing so we take opportunity to simplify and rationalise those existing rights, and then to bring forward appropriate legislative amendments before 31 July 2021.

76. We consider that the rights fall into 4 broad categories. Taking Part 3 to Schedule 2 of the Order **Changes of use** as an example:

Category 1 - the right is no longer required. Example - Class D shops to financial and professional

- *What were previously two separate use classes - Class A1 (Shops) and Class A2 (Financial and Professional Services), as of 1 September, are now both within the same broad Commercial, Business and Service use class (Class E). Therefore, change of use from a shop to a financial/ professional service no longer needs planning permission through the permitted development right. Class D no longer serves any effective purpose and therefore we intend that it is revoked.*

Category 2 - *the right is unchanged by the amendments to the Use Classes Order and therefore no amendment is necessary. Example - Class L small HMOs to dwellinghouse and vice versa.*

- *Class L grants planning permission to change from small Houses of Multiple Occupation (Class C4) to residential (Class C3) and vice versa. The latest amendments to the Use Classes Order did not affect either of these classes. Therefore, the right can remain unchanged.*

Category 3 - *the right may be replaced by the new proposed permitted development right from the Commercial, Business and Service use class to residential. Example – Class O offices to dwellinghouses*

- *Class O grants permission for change of use from office (which was formerly use class B1(a)) to residential (Class C3). The B1(a) use class is now subsumed into the broader Class E Commercial, Business and Service use class. As set out in Part 1 of this consultation, we propose to create a separate right granting planning permission to change from Class E to Residential (Class C3). Therefore, if that right is taken forward, this earlier right would no longer be necessary and could be revoked.*

Category 4 - *the right requires detailed consideration. There are several rights that may fall into this category.*

- *Example (a) Classes A, B, C, E, F, J, JA, and K which allow the change of use to one or more uses now within the Commercial, Business and Service use Class. A range of individual rights allow for the change of use from, for example, hot food takeaways, betting shops and pay day loan shops, to uses that are now within the Commercial Business and Service use class. These individual rights differ in some details, such as size limits, matters for prior approval and exclusions such as for listed buildings. Recognising the driver for greater flexibility behind the broader use class, there is potential to consolidate and simplify these, and possibly other rights, into one or more rights. In doing so there could then be some changes to the detail of the limitations in respect of size and matters for prior approval etc.*
- *Example (b) Class J retail or betting office or pay day loan shop to assembly and leisure. The Class J right provides for the change of use to what was the D2 Assembly and Leisure use class. Individual uses previously within this use class may now be found in the Commercial, Business and Service use class, F2 Local Community use class, and some such as cinemas and concert halls are now listed as not in any use class. Change to the range of uses previously in D2 may therefore be treated differently in future. For example, betting shops and pay day loan shops may in future require a planning application for the change of use to those leisure uses now listed at article 3 (6) as not in a use class.*

77. *While the focus will primarily be on Part 3 Change of use, other Parts of the Order raise similar issues: in particular Part 4 in respect of temporary use, and Part 7 in respect of non-domestic extensions and alterations.*

78. *We therefore intend to review and update those individual rights that have been affected by the amendments to the Use Classes Order, recognising the intent behind the greater flexibilities those amendments afford. In doing so we will consider the scope of individual rights, and seek to simplify and rationalise rights where possible, by revoking unnecessary rights and merging where appropriate. We intend that this approach would result in a more accessible set of rights. In doing so a number of issues arise:*

- *There may be rights under category 4 where the scope of the right is broadened, for example to allow for the change of use **to** the Commercial, Business and Service use class rather than an individual use within it, such as a shop. Or may similarly be broadened by providing for the change of use **from** a greater range of uses, such as from the Commercial, Business and Service use class.*
- *There may be other cases where rights that provide for limited physical works to support the change of use are merged with others that do not, and the provision for physical works falls away.*
- *The review or merger of rights with no or differing size limits may result in a broader or more restricted right.*

- *Where individual rights that either do or do not apply in conservation areas or other protected land are merged we will consider the balance of safeguards to be provided, and whether that could mean that some rights would in future apply in protected land.*
- *We will seek to preserve the safeguards in respect of those uses listed in article 3 (6) of the Use Classes Order as 'no class specified' and that we wish to protect, such as public houses. We would therefore not look to a permitted development right to grant permission and instead continue to require a planning application for the change of use to or from such uses.*
- *Uses within the previous D2 Assembly and Leisure use class are now found in either the Commercial, Business and Service use class, Local Community use class or listed as being in no class specified. Rights that previously allowed for the change of use to any use within the D2 assembly and leisure use class may therefore in future be more restrictive in allowing change to uses within the Local Community use class.*
- *It is proposed that no changes are made in respect of the scope of the recently introduced Part 20 rights to construct new homes: extending buildings upwards, and demolition and rebuild. It is important that these rights are given time to establish and for impacts to be assessed before any changes are made.*

79. Views are invited on the broad approach in respect of the categories set out above.

Q19.1 Do you agree with the broad approach to be applied to the review and update of existing permitted development rights in respect of categories 1, 2 and 3 outlined in paragraph 76 of the consultation document?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

The Town Council sees no potential issues with this proposal.

Q19.2 Are there any additional issues that we should consider?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Please specify:

The Town Council notes that a lot more use types will now be sui generis. This will be acceptable, so long as a property cannot be changed from one type of sui generis use to another, without permission.

Q20 Do you agree that uses, such as betting shops and pay day loan shops, that are currently able to change use to a use now within the Commercial, Business and Service use class should be able to change use to any use within that class?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

The Town Council does not believe that such changes would have a potentially negative impact and they might actually be beneficial in enabling the high Street to respond more quickly to an economic upturn.

Q21 Do you agree the broad approach to be applied in respect of category 4 outlined in paragraph 76 of the consultation document?

Agree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

Please give your reasons:

These proposals seem fair enough.

Q22 Do you have any other comments about the consolidation and simplification of existing permitted development rights?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Please specify:

The Town Council believes that where individual rights that either do or do not apply in conservation areas or other protected land are merged there should be a presumption in favour of retaining the more stringent conditions as part of the consideration of the balance of safeguards.

The Town Council believes that Part 20 rights are potentially dangerous and would prefer that these were kept under continual review.

End of survey