



# TEWKESBURY TOWN COUNCIL

## PLANNING COMMITTEE

**Wednesday 8<sup>th</sup> May 2024**

To: Cllr. Joanne Raywood, Cllr. Simon Raywood, Cllr Alan Hayes, Cllr. Paul Jones, Mr Ryan Maggs and Mr Richard Carey

You are summoned to a meeting of the Planning Committee, to be held in the Court Room,  
Tewkesbury Town Hall, on

**Wednesday 8<sup>th</sup> May, at 7.30 pm.**

**Members of the public and press are welcome to attend.**

Debbie Hill  
Town Clerk  
1st May 2024

## AGENDA

1. **Welcome.**
2. **To receive apologies for absence**
3. **To receive declarations of interest**
4. **To receive and consider requests for dispensations**
5. **To approve the minutes of the Planning Committee meeting held on 24<sup>th</sup> April 2024**
6. **To receive updates on matters arising from the minutes – for information only**
7. **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)*

8. To note correspondence
9. To receive the Borough Councillor's report (if applicable)
10. **Redevelopment of former Healings Mill Offices, demolition of no3 Quay Street and erection of 3 apartments and 3 townhouses, and refurbishment of no4 Quay Street for 3 apartments.**  
4 Quay Street Tewkesbury Gloucestershire GL20 5BE  
Ref. No: 23/00559/FUL
11. **Works to trees in Conservation area after safety concerns raised, inspected by tree surgeon. T1 - Horse Chestnut - crown raise as per photograph to stop reduce back from highway T4 - Sycamore - Dead - fell T11 - Horse Chestnut - Dead - fell T12 - Horse Chestnut - remove dead limbs back from road**  
Planning Application  
22 Gloucester Road Tewkesbury Gloucestershire GL20 5SY  
Ref. No: 24/00171/TCA
12. To approve the revised Planning Pre-application Discussions Policy and recommend its submission to Full Council
13. To receive the water quality Master Data Log and note that testing is now being carried out on the Carrant Brook in the requested locations.
14. To note the decisions made in April 2024, in respect of planning applications to Tewkesbury Borough Council
15. To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
16. To note any additional applications on the Planning Portal which will expire before Wednesday 22<sup>nd</sup> May 2024 and agree further actions



# TEWKESBURY TOWN COUNCIL

## PLANNING COMMITTEE

Wednesday 24<sup>th</sup> April

Present: Cllrs. J Raywood, S Raywood, A Hayes, P Jones, Mr R Maggs and Mr R Carey

In attendance: three members of the public

## MINUTES

**P.23/24.465 Welcome.**

The chairman welcomed all present and introductions were made, when the meeting opened at 7.30pm

**P.23/24.466 To receive apologies for absence**

None

**P.23/24.467 To receive declarations of interest**

None

**P.23/24.468 To receive and consider requests for dispensations**

None

**P.23/24.469 To approve the minutes of the Planning Committee meeting held on 10<sup>th</sup> April 2024**

Proposed by Cllr Hayes and seconded by Cllr Jones

It was resolved to **approve** the minutes

**P.23/24.470 To receive updates on matters arising from the minutes – for information only**

**P.23/24.375** – Accessibility project – the resultant data and drawings from the topographical survey are now with the Town Clerk. The chairman will write to ask TBC's Georgia Smith (Town Centre Masterplan) for a meeting. Following that meeting, the next steps will be to talk with neighbours and to commission an architect.

Post meeting note: the chairman has now written to Georgia.

**P.23/24.471 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)*

Two members of the public, having been invited to attend by the chairman, spoke in support of their application.

**P.23/24.472 To note correspondence**

Display boards presenting outline proposals for houses on land north of Ashchurch will be located here in the Town Hall from around 5pm on Wednesday 8<sup>th</sup> May. The Town Hall will be open for visitors to view the boards during that evening, until the close of our Planning meeting (9-9.30pm). The boards will remain in place for visitors to view during the Town Hall opening hours on Thursday 9<sup>th</sup> May. The applicant and the Town Council will publicise the event in order to encourage local businesses and community groups in particular, to come, have a look and feedback their comments.

The chairman has been copied in on the Historical Society's email requests to Tewkesbury Borough Council and Corbally Group (Tewkesbury) Ltd, for information regarding the future of Healings Mill.

**P.23/24.473 To receive the Borough Councillor's report (if applicable)**

None

**P.23/24.474 Property access for vehicles in the form of a driveway with a dropped kerb required.**

Planning Application

23 Foresters Road Tewkesbury Gloucestershire GL20 5TQ

Ref. No: 24/00021/FUL

**Observations:**

The Town Council was reassured to hear the Applicant provide more context and the visibility drawing. On that basis we are content for this application to be permitted.

**P.23/24.475 Change of use of land to accommodate the provision of area of hardstanding and erection of fencing to comprise bin store**

Planning Application

Mitton Court Flats Mitton Way Mitton Tewkesbury Gloucestershire GL20 8BH

Ref. No: 23/01154/FUL

**Observations:**

No objection

**P.23/24.476 To review the Planning Pre-application Discussions Policy and recommend amendments if required**

Committee members agreed that there is no longer any need to retain the amendment and version history.

Since the scope of the committee has recently expanded to include NSIPs, there should be an additional bullet point in section 2.1 to say

- In addition to developments that are subject to the Town and Country Planning Act 1990, the Town Council may be party to discussions of developments that are subject to other consenting regimes, eg National Infrastructure

**P.23/24.477 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.23/24.478 To note any additional applications on the Planning Portal which will expire before Wednesday 8<sup>th</sup> May 2024 and agree further actions**

**Raising of floor level within building; raising of ground levels in external yard; alterations to the building to reflect raised levels. Installation of security fencing.**

Planning Application

17 Isbourne Way Winchcombe Cheltenham Gloucestershire GL54 5NS

Ref. No: 24/00207/FUL

This application is not in our parish but in Winchcombe. Initially, while we had been invited to comment, Winchcombe Town Council had not. The Chairman has contacted the Planning Officer with responsibility for managing this application, who immediately arranged for Winchcombe Town Council to be consulted. However, we have received a second invitation to comment, even though the first one has not yet expired. It is understood that such invitations are entered onto the Planning Portal on behalf of officers, by a third party. We believe that the only way of removing it from our in-tray is to provide a response, as follows:

**Observations:**

Tewkesbury Town Council has no objection in principle to the proposed development, especially as this scheme is located nine miles away from our parish boundary. However, we would welcome assurances that this will not have a flooding impact on Tewkesbury.

There being no further business, the chairman thanked all present for their time and attention before closing the meeting at 8.15pm.

Chairman's signature

8<sup>th</sup> May 2024



# **TEWKESBURY TOWN COUNCIL**

## **PLANNING PRE-APPLICATION DISCUSSIONS POLICY**

**Adopted at the Full Council Meeting on 9<sup>th</sup> July 2018**

**Update approved at Full Council on .....**

## **1. Introduction:**

- 1.1 Tewkesbury Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the Council and the public more widely. Good engagement with developers should ensure that communities have a genuine opportunity to have their say in shaping development proposals prior to submission of a planning application. Tewkesbury Town Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or colluding with developers.

## **2. Tewkesbury Town Council's involvement in pre-application discussions:**

- 2.1 As a statutory consultee in the planning process, the Town Council should be involved in the pre-application process for the following reasons:
- It has a good understanding of its area and the community.
  - It is keen to ensure growth within the Parish is of the right type and in the right location.
  - It provides an advocacy role for its residents, effectively representing their views when they feel they are unable to.
  - The Town Council may be a party to Section 106 negotiations on community assets required for the Parish. The Town Council may also be a recipient of an element of New Homes Bonus and Community Infrastructure Levy.
  - In addition to developments that are subject to the Town and Country Planning Act 1990, the Town Council may be party to discussions of developments that are subject to other consenting regimes, eg National Infrastructure

## **3. Pre-determination:**

- 3.1 In all meetings with developers, members must be mindful of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion. It is noted, however, that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns' is permissible.

## **4. Pre-application discussions/briefings:**

- 4.1 Pre-application discussions will consist of a presentation to either the Planning Committee and/or the Full Council Meeting. Before a pre-application presentation to the Full Council Meeting, there should be an initial representation from the developer to the Planning Committee. Individual Councillors, on being approached directly by a developer, should refrain from expressing a view that could be thought of as the view of the Town Council.
- 4.2 Tewkesbury Town Council is, in general, willing to hold meetings with developers before public consultation on the following conditions:
- Full public consultation is either already scheduled or firmly planned.
  - Meeting notes are published.

- A genuinely open mind and willingness to adapt plans in response to feedback.
- Where possible the meeting is open to the public to attend and has been reasonably advertised.
- The developer meets all reasonable costs for the hosting of the public meeting including the provision of large-scale paper plans for display purposes.

4.3 The Town Council is mindful of its duties under the Freedom of Information Act 2000 and the need to ensure that as much information as possible is available to the public. The Town Council understand there may sometimes be a need for developers to seek confidential discussions with the Town Council. The policy of the Council is not to hold private meetings with developers unless there is a necessary and compelling reason that could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress). All councillors should be informed about these discussions and should have the opportunity to attend the meeting.

#### **5. Pre-application public consultations:**

- 5.1 The Council encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:
- An accessible and convenient venue.
  - Sufficient publicity to likely interested parties, in good time.
  - Appropriate timings to allow as wide a range of people as possible to attend.
  - A genuinely open mind and willingness to adapt plans in response to feedback.
- 5.2 In general, Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

#### **6. Individual Councillor's discussions:**

- 6.1 Councillors must be aware of their obligations under the Council's Code of Conduct.
- 6.2 Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint about a potential breach of the code.
- 6.3 If it is considered that a site meeting is needed with the developer then individual Councillors are strongly advised to attend with other agencies (i.e., highways, officers from the Local Planning Authority) or the clerk and not on their own.





**Planning outcomes in April 2024 for applications to Tewkesbury Borough Council.**

<b>Planning Reference</b>	<b>Description</b>	<b>Location</b>	<b>Outcome</b>
24/00018/KERB	<b>Drop Kerb</b>	23 Cotswold Gardens	<b>Planning permission not needed</b>
24/00168/FUL	<b>Single storey rear extension.</b>	43 Trafalgar Road	<b>Permit</b>
24/00133/DEM	<b>The original 1820's building has 2 single story extensions that detract from the setting and create ongoing safeguarding and maintenance issues. Their removal will make the site more attractive and enhance the appearance of the core building. the south extension has a flat roof and is very visible on the approach. The west extension is within the enclosed courtyard and has a pitched slate roof.</b>	Orbis Abbey Rose Gloucester Road	<b>Deemed consent</b>
24/00107/LBC	<b>Replacement doors and windows to single storey rear wing, detached function room and garage</b>	Gupshill Manor Gloucester Road	<b>Consent</b>
24/00011/LBC	<b>Reinstate window in side elevation</b>	Flat 6 Barton Street	<b>Consent</b>
23/01173/LBC	<b>New heating installation, new handrail to cellar stairs, new stair nosings, new extract fan, new attic access ladder</b>	Tewkesbury Museum 64 Barton Street	<b>Consent</b>
23/01161/LBC	<b>Remove rear staircase, handrail and partition wall, and reinstate first floor structure and two new doors</b>	Tewkesbury Museum 64 Barton Street	<b>Consent</b>
88/00409/FUL	<b>Construction of a new access, hardstanding and turning area (Classified Road - A38)</b>	55 Gloucester Road	<b>Permit</b>