

## Appendix A: Schedule of requests for SPD preparation and identification of priorities

The table below sets out all suggestions for the preparation of Supplementary Guidance from Members and Officers.

Proposed Supplementary Planning Document	Policy Context	Resource Availability	Action
Affordable Housing	<p>Adopted SPG on affordable housing (2004).</p> <p>The Homes and Communities Agency (HCA) have recently changed the affordable housing products available; the impact of this need's to be reviewed in the context of the housing strategy for Cheltenham. PPS3 currently provides national guidance on delivery of affordable housing - consultation recently been undertaken on incorporating affordable rent product into PPS3. Cheltenham Cabinet 19 April 2011 – propose the establishment of a member working group to consider the impact of changes being made by HCA.</p> <p>National Planning Framework expected to be delivered 2012.</p> <p>Strategic Housing Market Assessment programmed to be reviewed (timetable not yet agreed).</p> <p>Gloucester, Cheltenham and Tewkesbury Joint Core Strategy will establish levels of affordable housing</p>	<p>Currently the strategic land use team is preparing the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS). To redirect resources away from this complex programme would affect the agreed timetable and delay the publication of the JCS.</p> <p>Following the restructure of services (April 2011); Cheltenham has a reduced resource of 1.5 days a week to support housing enabling. In light of this work streams have been prioritised. The key priority is to support development management. There will be limited capacity to support policy formulation and SPD preparation.</p>	<p>Preparation of an affordable housing SPD for Cheltenham. Discussions ongoing around possibility of undertaking this work collaboratively with neighbouring authorities.</p> <p>Gloucester, Cheltenham and Tewkesbury Joint Core Strategy will include a core policy for the delivery of affordable housing. An SPD, supporting this will need to be aligned with the JCS timetable.</p> <p>Member working group to be involved in helping to deliver SPD.</p> <p><b>Priority for preparation</b></p>

	<p>delivery based upon up to date evidence. This needs to be in place in order to inform preparation of an affordable housing SPD.</p>		
Flood/water management	<p>PPS25 currently provides detail on sequential test.</p> <p>National Planning Framework expected to be delivered 2012.</p> <p>Adopted SPG on flooding and sustainable drainage systems (2003); this SPG is dated. Technology and engineering has significantly advanced since the publication of this SPG.</p> <p>Gloucestershire County Council have a duty to prepare a local flood risk management strategy, it would be beneficial if any future SPD helped to deliver this strategy. GCC's Draft Manual for Gloucestershire Streets is very weak on sustainable highway drainage; an SPD may be beneficial in raising its profile.</p> <p>Gloucester, Cheltenham and Tewkesbury Joint Core Strategy will include a strategic policy on flood prevention. This needs to be in place in order to inform preparation of an flood/water management SPD.</p> <p>Screening against SEA Directive</p>	<p>Currently the strategic land use team is preparing the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy. To redirect resources away from this complex programme would affect the agreed timetable and delay the publication of the JCS.</p>	<p>Preparation of a water management SPD for the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy area. This would therefore be a collaborative piece of work between Gloucester, Cheltenham and Tewkesbury.</p> <p>Gloucester, Cheltenham and Tewkesbury Joint Core Strategy will include a core policy for flood management. An SPD, supporting this will need to be aligned with the JCS timetable.</p> <p>Timetable to be agreed by Joint Core Strategy Cross Boundary Programme Board and Member Steering Group in the context of resourcing requirements for the JCS.</p> <p><b>Priority for preparation</b></p>

	required.		
Planning Obligations	<p>SPG adopted (2003)</p> <p>Cheltenham Borough Council through Gloucester, Cheltenham and Tewkesbury Joint Core Strategy needs to make a decision on approach to planning obligations and the community infrastructure levy. If the community infrastructure levy is progressed then the JCS will need to be accompanied by a charging schedule. This will set out all the relevant details required to inform development management.</p> <p>Screening against SEA Directive required.</p>	To be considered by Joint Core Strategy Cross Boundary Programme Board and Member Steering Group.	To be considered by Joint Core Strategy Cross Boundary Programme Board and Member Steering Group.  <b>Priority for preparation</b>
Housing space standards	<p>No current planning policy for Cheltenham and concerns regard the lack of current guidance on minimum space standards for new dwellings. This has potentially far reaching implications for occupiers, for example, in relation to health and well being and educational attainment.</p> <p>There are a number of recently published documents (including SPDs from other authorities) which include primary research.</p>	<p>Most likely to be led by Urban Design team with support from Strategic Land Use, Development Management and Stronger Communities teams.</p> <p>All teams currently at capacity and will need to reassess priorities in order to deliver.</p>	<p>SPD on housing space standards to be prepared. This will need adjustment of priorities within Urban Design and Strategic Land Use teams.</p> <p><b>Priority for preparation</b></p>
Development Briefs	Cheltenham Borough Council has a range of development briefs adopted as SPG and SPD. A number of these are	No resources available to undertake a full review of development briefs. However the urban design team have been active	Review of Royal Well development brief This will need adjustment of priorities within Urban Design and Strategic Land

	<p>dated, and do not reflect changes made both within Cheltenham's local plan and within national policy.</p> <p>Screening against SEA Directive required.</p>	<p>in preparing concept statements for key sites. These are un-adopted and outside the statutory planning framework but are useful where a clear pre-application steer is required from officers in respect of major development sites. Because Concept Statements are outside the statutory framework, they are relatively quick to prepare, but they can only be used to guide negotiations, not to inform determinations. Most recently used on Delancey Hospital and Thirlestaine Hall (Chelsea Headquarters).</p> <p>An exception to this approach is however required for the review of Royal Well development brief. The key sites of Cheltenham Taskforce are a corporate project for Cheltenham Borough Council. This will also need consequential amendments to the covering Civic Pride Urban Design Framework SPD.</p>	<p>Use teams.</p> <p><b>Priority for preparation</b></p>
Allotments	<p>Cheltenham has an allotment strategy contained within the Council's Green Space Strategy (2009). Objective of the strategy is to increase the level of provision.</p>	<p>Delivery of allotments needs to be considered in the context of planning obligations and any future application of the Community Infrastructure Levy.</p>	<p>Consider allotments in the context of planning obligations SPD and/or community infrastructure levy accompanying the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy. See comments above.</p> <p><b>Priority for preparation (in the context of the review of all planning obligations)</b></p>
Conservation area character statements	<p>Cheltenham has a suite of conservation character statements. There are</p>	<p>There is no resource available within the conservation team to undertake new or</p>	<p>Review capacity to deliver April 2012.</p>

	<p>requests to consider new conservation areas (Battledown &amp; Ledmore Road) and amendments/extensions (St. Marks and Central). Advice from officers considers that preparation of conservation areas for Battledown and adjustments to Central would be the highest priority; but preparation of a conservation area for Ledmore Road is unnecessary.</p> <p>Guidance suggests a 5-yearly review of character statements, this timetable suggests the following review dates :</p> <ul style="list-style-type: none"> <li>○ 2012 – Swindon Village and 3 Central Area statements;</li> <li>○ 2013 – the remaining 16 Central Area statements;</li> <li>○ 2014 – Charlton Kings (3 statements); Prestbury; and Poets</li> </ul>	<p>review conservation area statements and none available within the strategic land use team to undertake the regulatory processes and support public consultation.</p>	<p><b>Not a recommended priority.</b></p>
PPG17 assessment	<p>Adopted SPG on play space (2003). National Planning Framework expected 2012 which will replace PPG17. At this time it is not known what elements, if any will be taken forward in the framework.</p>	<p>No resources available.</p>	<p>Review need for SPD in context of National Planning Framework – expected 2012.</p> <p>Review capacity to deliver April 2012.</p> <p><b>Not a recommended priority.</b></p>
Design (incorporating sustainable building design, construction and sustainability checklist)	<p>Adopted SPG on sustainable developments (2003) and sustainable construction (2003).</p> <p>There is a plethora of national guidance</p>	<p>This would be a major piece of work and take 1½ - 2 years to complete <i>if</i> a dedicated resource could be put to it. There is no resource in the Urban Design team to support this work and no</p>	<p>In view of the availability of other guidance and the lack of staff resource - Review capacity in April 2012.</p> <p><b>Not a recommended priority.</b></p>

	<p>on layout, design quality, sustainable design &amp; construction and highway design, much of it relatively recently adopted. GCC has published its Draft Manual for Gloucestershire Streets.</p> <p>Locally, there are conservation areas character statements and the Garden Land and Infill SPD which can be used to support national guidance in terms of character and context.</p>	<p>resource in the Strategic Land Use or Development Management teams to support it through preparation, to undertake the regulatory processes or to support public consultation.</p>	
Landscape trees & biodiversity	<p>Adopted SPG on landscape in new developments and amenity space (2003)</p>	<p>Limited resourcing is available to consider local policies for trees and to review landscape SPG. However resources are unavailable within the strategic land use team to undertake the regulatory processes and support public consultation.</p> <p>There is an urgent need to prepare a corporate tree strategy (i.e. a strategy for the management of CBC's own tree stock). This will <u>not be</u> a part of the planning framework and can be prepared largely within the Urban Design team - it is programmed for 2011-12. It is hoped that some "informal" (ie unadopted) planning guidance can be developed in parallel to inform applicants on officer expectations. This might be adopted at a later date, if Strategic Land Use resource is available.</p>	<p>Review capacity to deliver planning documents in April 2012.</p> <p>Prepare non-statutory tree strategy by April 2012.</p> <p><b>Not a recommended priority.</b></p>
Transport	<p>PPG13. National Planning Framework expected 2012 which will replace</p>	<p>Technical transport advice required from Gloucestershire County Council.</p>	<p>Review need for SPD in context of National Planning Framework –</p>

	<p>PPG13. At this time it is not known what elements, if any will be taken forward in the framework.</p> <p>Adopted SPG on travel plans (2003); planning obligations – transport (2004), all documents are dated and require review. LTP3 was adopted March 2011. Gloucestershire Manual for Streets currently in preparation.</p>	Resources available currently uncertain due to current restructure	<p>expected 2012. Review capacity to deliver April 2012.</p> <p><b>Not a recommended priority.</b></p>
Public art	Adopted SPG on public art (2004)	<p>No resources available in Urban Design team to prepare document or in Strategic Land Use team to undertake the regulatory processes and support public consultation.</p> <p>An O&amp;S review of the Council's public art process is underway; it seems likely to suggest a review of SPG.</p>	<p>Review capacity to deliver April 2012.</p> <p><b>Not a recommended priority.</b></p>
<p>The suggestions made above pick up many of the SPGs and SPDs adopted by Cheltenham Borough Council. For completeness the remaining SPGs and SPDs are listed below.</p>			
Signs and advertisements on Listed Buildings	SPG adopted (1997)	No resources available.	<p>Review need for SPD in context of National Planning Framework – expected 2012.</p> <p>Review capacity to deliver April 2012.</p> <p><b>Not a recommended priority.</b></p>
Telecommunications masts, antenna and base stations	Adopted SPG (2003) PPG 8. National Planning Framework expected 2012 which will replace PPG 8. At this time it	No resources available.	Review need for SPD in context of National Planning Framework – expected 2012.

	is not known what elements, if any will be taken forward in the framework.		Review capacity to deliver April 2012.  <b>Not a recommended priority.</b>
Security and crime prevention	SPG adopted (2003)  National guidance now available through Government's "Safer Places" and ACPO's "New Homes"	No resources available.	Review capacity to deliver April 2012 along with consideration of Design guidance (see above).  <b>Not a recommended priority.</b>
Submission of planning applications	SPG adopted (2004).	Cheltenham has a validation checklist in place supported by information provided by the council's website.	Remove SPG from suite of supplementary guidance and documents supporting Cheltenham Borough Local Plan.
Shop front design guide	SPD adopted (2007)	Review of SPD not required.	N/A
Index of buildings local importance	SPD adopted (2007), buildings listed and considerations of additions to the list are reviewed annually.	Review of SPD not required.  The current annual review of the Index (the list) itself is to be undertaken every 2 years because of impact of the annual review on staff resources.	N/A
Residential alterations and extensions	SPD adopted (2008)	Review of SPD not required.	N/A
Development on garden land and infill sites	SPD adopted 2009	Review of SPD not required.	N/A
Civic Pride Urban Design Framework	SPD reviewed and adopted 2010	Overall review not required. Consequential review required as result of potential changes to Royal Well Development Brief (see above).	See comments above.