

Cheltenham Borough Council

Cabinet – 16 December 2025

Revocation of a number of Supplementary Planning Guidance (SPG) notes, Supplementary Planning Documents (SPDs) and Urban Design Concept Statement informal guidance notes

Accountable member:

Cllr Mike Collins, Cabinet Member Planning and Building Control

Accountable officer:

Tracey Birkinshaw, Director of Planning & Building Control

Ward(s) affected:

All

Key Decision:

Yes

Executive summary:

Over the past thirty years, Cheltenham Borough Council has produced an extensive number of Supplementary Planning Guidance notes (SPG) and Supplementary Planning Documents (SPD). Many of the documents were produced to provide guidance to policies in the Development Plan that have since been superseded. There are also a number of outdated Urban Design Concept Statement informal guidance notes that are not SPDs or SPGs but provide informal guidance about various sites within the Borough. As Cheltenham Borough Council's website is

currently being reviewed, it is considered an opportune time to ensure that a number of SPGs and SPDs, as well as the Urban Design Concept Statements informal guidance notes, which are currently on the website, are revoked so that we have clarity for officers, elected members stakeholders and other interested parties.

Recommendations: That Cabinet

- 1. agrees to formally revoke and withdraw from publication the list of SPGs, SPDs and the Urban Design Concept Statements informal guidance notes set out in Table 1 at paragraph 3.5 of this report.**

1. Implications

1.1 Financial, Property and Asset implications

The report relates to revoking various existing documents, which will subsequently be removed from the Council's website after a period of time. As a result, there will be no financial implications arising from this report.

Signed off by: Ela Jankowska – Finance Business Partner
ela.jankowska@cheltenham.gov.uk **Date:** 17.11.2025



1.2 Legal implications

Section 25 of the Planning and Compulsory Purchase Act 2004 (as amended) ("the Act") provides that the Secretary of State may at any time revoke a local development document at the request of a local planning authority and may prescribe descriptions of local development documents which may be revoked by the authority themselves.

Regulation 15(2) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) ("the Regulations") provides that: a local planning authority may revoke any supplementary planning document. Regulation 15(3) goes on to state that where a supplementary planning document is revoked pursuant to section 25 of the Act, the local planning authority must as soon as reasonably practicable:

- 1) cease to make any documents relating to the revoked supplementary planning document available in accordance with regulation 35 (which provides for making copies available for inspection at the local planning authority's principal office and publication on the authority's website); and

- 2) take such other steps as it considers necessary to draw the revocation of the supplementary planning document to the attention of persons living or working in their area.

The Regulations apply to SPDs and do not prescribe a process to be followed as regards the SPGs and the Urban Design Concept Statement informal guidance notes. Nevertheless, it is considered sensible to adopt the same approach as for the SPDs, with the formal revocation of the SPGs and the Urban Design Concept Statement informal guidance notes being a decision taken by for Cabinet. This will ensure clarity and transparency for external stakeholders. Cabinet.

While consultation is not required, the Council's website will be updated to provide notice of the revocation. All physical and electronic copies of the revoked documents will cease to be available, and an official revocation notice will be published on the Council's website.

Signed off by: Cheryl Lester, Chief Planning Lawyer, cheryl.lester@onelegal.org.uk

1.3 Environmental and climate change implications

There are no environmental or climate change implications positive or negative to revoking the documents. Sustainable development remains at the centre of plan making and decision taking. The Climate Change SPD is retained to ensure sustainable development remains at the centre of plan making and decision taking.

Signed off by: Maizy McCann, Climate Officer, Maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

Taking care of your money

1.5 Equality, Diversity and Inclusion Implications

The report relates to the revocation of existing documents. Any new Supplementary Planning Documents that will be produced will be consulted on in accordance with the Council's Statement of Community Involvement.

1.6 Performance management – monitoring and review

N/A as relates to revoking documents.

2 Background

2.1 Over the past thirty years, Cheltenham Borough Council has produced an extensive number of Supplementary Planning Guidance notes (SPG) and Supplementary Planning Documents (SPD). SPGs and SPDs add further detail to the policies in the Development Plan. The SPGs and SPDs vary in age but the oldest published SPG (Signs and Advertisement SPG) dates from 1997. Many of the documents were produced to provide more detailed guidance to that contained within the Cheltenham Local Plan Second Review, which was adopted in June 2006. Whilst there are nine 'saved' policies from the Cheltenham Local Plan Second Review, eight of these policies relate to retailing with the remaining one policy relating to Public Green Space. All of the other policies from the Cheltenham Local Plan Second Review have been superseded by the Joint Core Strategy adopted in December 2017 or the Cheltenham Plan adopted in July 2020.

2.2 In addition, there are a number of Urban Design Concept Statement informal guidance notes that date from 2008 to 2012. These are not SPDs or SPGs but provide informal guidance about various sites within the Borough.

2.3 As Cheltenham Borough Council's website is to be completely reviewed to provide improved consistency and usability to our customers, it is considered an opportune time to ensure that a number of SPGs and SPDs, as well as the Urban Design Concept Statement informal guidance notes, which are currently available, be revoked.

3 Reasons for recommendations

3.1 As well as the changes to the Development Plan, there have been a number of changes made nationally to the planning system which replace previously published guidance. This includes the introduction of the Planning and Compulsory Purchase Act (2004) (as amended), the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the National Planning Policy Framework (NPPF).

3.2 It is now considered appropriate to review the current suite of documents and revoke any that are no longer relevant. Where a document is revoked under the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Local Planning Authority (LPA) must cease to make the document available and take any other steps it considers necessary to draw the revocation of the document to the attention of persons living or working in the LPA area.

3.3 For the reasons set out in this report, it is recommended that the list of documents in Table 1 be revoked. These documents are outdated, superseded,

or no longer compliant with local and/or national policy or legislation. Removing them will help the LPA maintain an up-to-date local development framework, reduce confusion and make it easier for stakeholders and interested parties to access relevant information when seeking planning policy advice or submitting planning applications.

3.4 It is proposed that all physical and electronic copies of the documents in Table 1 below cease to be available at the LPA's principal office and are removed from the LPA's website. In addition, it is proposed that a revocation notice be published on the LPA's website for a period of no less than four weeks.

3.5 The documents to be revoked, which will cease to be available and will no longer be used for decision-making purposes, are set out in Table 1 below.

Table 1: SPGs, SPDs and Urban Design Concept Statement informal guidance notes to be revoked

Document Type	Title and Date Adopted	Justification
SPG	Affordable Housing (2004)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review The Housing Enabling Team are currently concluding on the preparation of a Affordable Housing Guidance Note which will be used to support developers, agents, registered providers and other stakeholders navigate the relevant affordable housing policies and their interpretation.
SPG	Amenity Space (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Play Space in Residential Development (2003 and updated in 2004)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Landscaping in New Development (2004)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Public Art (2004)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Travel Plans (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Planning Obligations (Transport) (2004)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review

SPG	Planning Obligations (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Security and Crime Prevention (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Signs and Advertisements on Listed Buildings in Commercial Use (1997)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Sustainable Buildings (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Sustainable Developments (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Sustainable Drainage Systems (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Telecommunications masts, antennas and base stations (2003)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
SPG	Submission of Planning Applications (2004)	Based on (National) Planning Policy Guidance Note 1 General Policy and Principles (1997), which has been superseded. Furthermore, Cheltenham Borough Council have various validation checklists.
SPG	The Bafford Conservation Area Character Statement - Key Issues and Actions (2003)	Superseded by Bafford (Charlton Kings) Conservation Area (Character Appraisal & Management Plan)(2009)
SPG	The Cudnall Street Conservation Area Character Statement - Key Issues and Actions (2003)	Superseded by Cudnall Street (Charlton Kings) Conservation Area (Character Appraisal & Management Plan) (2009)
SPG	The Poets Conservation Area Character Statement - Key Issues and Actions (2003)	Superseded by The Poets (St. Mark's) Conservation Area (Character Appraisal & Management Plan) (2009)
SPG	The Prestbury Conservation Area Character Statement - Key Issues and Actions (2003)	Superseded by Prestbury Conservation Area (Character Appraisal & Management Plan) (2009)
SPG	The St Marys (CK) Conservation Area Character Statement - Key Issues and Actions (2003)	Superseded by St Mary's (Charlton Kings) Conservation Area (Character Appraisal & Management Plan) (2009)
SPD	Cheltenham Civic Pride Urban Design Framework (2010)	Based on superseded policies from the Cheltenham Borough Local Plan Second Review
Concept Statement	Gloucestershire Police HQ, Lansdown Road (2008)	Based on an urban design concept that have since been redeveloped
Concept Statement	Prestbury Road Industrial Area/Windsor Street (2008)	Based on an urban design concept that have since been redeveloped

Concept Statement	Fire Station, Keynsham Street (2008)	Based on an urban design concept that have since been redeveloped
Concept Statement	Delancey Hospital Site, Charlton Lane (2010)	Based on an urban design concept that have since been redeveloped
Concept Statement	Thirlestaine Hall, Thirlestaine Road (2011)	Based on an urban design concept that have since been redeveloped
Concept Statement	Cheltenham Spa Railway Station (2012)	Based on an urban design concept that have since been redeveloped

3.6 For the avoidance of doubt, the SPDs that will be retained, along with the reasons for their retention, are set out below in Table 2.

Table 2: List of SPDs to be retained

Document Type	Title and Date Adopted	Reason for Retaining
SPD	Bafford (Charlton Kings) Conservation Area (Character Appraisal & Management Plan)(2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	Cudnall Street (Charlton Kings) Conservation Area (Character Appraisal & Management Plan) (2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	Central Conservation Area (19 Character Appraisal & Management Plans) (2007 -2008 with amended boundary in 2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	Cheltenham Climate Change (2022)	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	Development on Garden Land and Infill Sites in Cheltenham (2009)	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	Golden Valley (2020)	Still used by the Local Planning Authority. Relates to policies in the Joint Core Strategy (2017)
SPD	Index of Buildings of Local Interest (2007)	Still used by the Local Planning Authority The Cheltenham Plan (2020) refers to the local list. Also local lists are referred to in the glossary of the National Planning Policy Framework dated December 2024 (last updated February 2025).

		There is a live project being initiated with Cheltenham Civic Society which in due course will result in an update to this SPD. This will be subject to a separate report to Cabinet in the first instance with final approvals being with Council.
SPD	Prestbury Conservation Area (Character Appraisal & Management Plan) (2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	Residential Alterations and Extensions (2008)	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	Shop Front Design Guide (2007)	Still used by the Local Planning Authority. SPD is specifically referenced in the Cheltenham Plan (2020)
SPD	St Mary's (Charlton Kings) Conservation Area (Character Appraisal & Management Plan) (2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	Swindon Village Conservation Area (Character Appraisal & Management Plan) (2007)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans
SPD	The Poets (St. Mark's) Conservation Area (Character Appraisal & Management Plan) (2009)	Still used by the Local Planning Authority. The Cheltenham Plan (2020) in referring to the conservation and enjoyment of the Borough's historic environment, refers to the Council reviewing and regularly updating SPDs, Conservation Area Appraisals and Management Plans

3.7 Further, a draft Nature Recovery SPD has been subject to consultation from 7 November 2025 until 7 December 2025 and will be considered for adoption during 2026 subsequent to a review of the consultation comments.

4 Alternative options considered

4.1 The documents could be left in perpetuity. However, this is likely to cause confusion and delay for applicants, members of the public, and decision makers including the Planning Inspectorate. It is considered more coherent and efficient to keep only relevant and useful documents published.

5 Consultation and feedback

5.1 There is no statutory requirement for consultation. However, there has been engagement with Planning and Liaison Member Working Group and the Cabinet Member for Planning & Building Control.

6 Key risks

6.1 As set out in Appendix 1, the risk can be avoided by formally revoking the documents listed in Table 1 above.

Report author:

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Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening

Background information:

N/A

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
1	If the Council seeks to use out-of-date guidance, then there is a risk that decisions will be based on policies that are no longer relevant, potentially reducing the weight that may be afforded to SPGs, SPDs or Urban Design Concept Statement informal guidance notes. Outdated guidance may also conflict with national policy.	Director of Planning and Building Control	4	2	8	Avoid the risk	Close	This risk will be mitigated by the Cabinet decision.	16 December 2025

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: John Spurling	Service Area: Planning
Title: Planning Policy Manager (Interim),	Date of assessment: 4 November 2025
Signature: <i>John Spurling</i>	

b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Is this new or existing?	Already exists and is being reviewed
Please specify reason for change or development of policy, function, strategy, service change or project	
To ensure that only relevant guidance is used.	

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:	To ensure that only relevant guidance is maintained for decision making purposes.
Objectives:	As above
	As per aims

Outcomes:	
Benefits:	As per aims

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	Yes
Do you expect the impacts to be positive or negative?	No impact expected
Please provide an explanation for your answer:	
The purpose of the report is to revoke out of date or irrelevant guidance.	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	Choose an item.
Owner of Stage Two assessment	
Completion date for Stage Two assessment	

Please move on to Stage 2 if required ([intranet link](#)).