

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Tuesday, 16 January 2024

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COUNCIL

A meeting of the Council will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Wednesday, 24 January 2024 at 2.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Council

(Councillors Gina Blomefield, Claire Bloomer, Ray Brassington, Patrick Coleman, Daryl Corps, David Cunningham, Tony Dale, Mike Evemy, David Fowles, Joe Harris, Mark Harris, Paul Hodgkinson, Roly Hughes, Nikki Ind, Angus Jenkinson, Julia Judd, Juliet Layton, Andrew Maclean, Helene Mansilla, Mike McKeown, Dilys Neill, Nigel Robbins, Gary Selwyn, Tony Slater, Lisa Spivey, Tom Stowe, Jeremy Theyer, Clare Turner, Chris Twells, Michael Vann, Jon Wareing, Ian Watson, Tristan Wilkinson and Len Wilkins)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX
Tel: 01285 623000 www.cotswold.gov.uk

AGENDA

1. **Apologies**
2. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
3. **Minutes (Pages 7 - 36)**
To confirm the minutes of the meeting of Council held on 22 November 2023.
4. **Announcements from the Chair, Leader of Chief Executive (if any)**
To receive any announcements from the Chair of Council, Leader of the Council, or the Chief Executive.
5. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than one minute each and relate to issues under the Council's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Chair will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions (Pages 37 - 42)**

A Member of the Council may ask the Chair, the Leader, a Cabinet Member or the Chair of any Committee a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;

- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

The following questions were submitted before the publication of the agenda;

Question 1 from Councillor Len Wilkins to Councillor Mike McKeown, Cabinet Member for Climate Change and Sustainability

How many of the planned EV charging points have Cotswold District Council now installed across the district? What impact have inflationary pressures, energy costs and other economic factors had on the business case, first put to Cabinet in March 2022, for the installation of these EV chargers?

Question 2 from Councillor Tom Stowe to Councillor Joe Harris, Leader of the Council
Please could you confirm the current expected lead time for the repair or replacement of street signs?

Question 3 from Councillor Gina Blomefield to Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance

There is a great deal of concern across the Cotswold District about the ever-increasing number of second homes and properties which are let out as holiday homes both of which decrease the supply of housing available for would be residents. The ONS states that 8% of properties in the Cotswolds are vacant.

An additional issue is holiday homes which are registered as businesses which do not have to pay council tax and fall below the threshold for paying business rates and yet their domestic bins are collected along with everyone else's.

The popularity of the Cotswolds as a place to have a weekend retreat or its attraction as a tourist destination is mirrored in places such as the Lake District and whilst it brings prosperity, which is valuable to the local economy, it would be good to have greater control of these type of tenures and also capture more financial benefit for the District Council.

As a start, what avenues has this Council explored to advise property owners who rent out properties as holiday homes registered as a business that they should pay a commercial waste charge as happens in Salcombe; doubling council tax on second homes as is proposed in Whitby and Swanage and also a doubling of council tax on properties which have been vacant over a year?

7. Committee Appointments

Purpose

To confirm the changes to the Committee appointments for the remainder of the 2023/24 Civic Year.

The current vacancies are as follows:

- Performance and Appointments Committee – 1 vacancy (Liberal Democrat Group)
- Audit and Governance Committee – 1 vacancy (Liberal Democrat Group)
- Boundary Review Working Group – 1 vacancy (Liberal Democrat Group)

Nominations received for the vacancies:

- Councillor Dilys Neill to the Performance and Appointments Committee
- Councillor Michael Vann to the Audit and Governance Committee
- Councillor Lisa Spivey to the Boundary Review Working Group

Any other changes to the membership of Committees and/or Working Groups notified by Group leaders

- Councillor Tristan Wilkinson to replace Councillor Roly Hughes on the Overview and Scrutiny Committee

Recommendation

That Full Council resolves to:

1. Agree to confirm the changes to the membership of the Committees and Working Groups presented.

8. **Polling District and Places Review (Pages 43 - 64)**

Purpose

To consider the outcome of the review of polling districts and places/stations undertaken within the District.

Recommendations

That Full Council resolves to:

1. Approve the scheme of polling districts and polling places/stations set out in the Annex A.
2. Approve the proposed changes to polling stations as set out in the annexe B and Annex C.
3. Delegate authority to the Returning Officer to make any further changes as necessary to enable the efficient and effective conduct of elections.
4. Authorise the Electoral Registration Officer to make any changes as are necessary to the Register of Electors.

9. **Amendments to the Constitution - Report of the Constitution Working Group (Pages 65 - 114)**

Purpose

The purpose of the report is to consider updates to the planning scheme of delegation following recommendations by the Planning Advisory Service for the benefit of all stakeholders.

Recommendations

That Council resolves to:

1. Approve the changes to the Scheme of Delegation in respect to the Call in of planning applications and notifications to the Planning & Licencing Committee.
2. Approve the other changes to the Scheme of Delegation relating to Article 4 directions and Disposal of Planning applications.
3. Approve the change in frequency of the Planning Review Panel and the associated changes to the Planning Protocol in respect to this and the required attendees.

10. **Corporate Plan 2024-2028 (Pages 115 - 140)**

Purpose

To present the Council's Corporate Plan 2024-2028, for adoption by Full Council.

Recommendations

That Council resolves to:

1. Review the appended 'Our Cotswolds Our Plan' and agree any modifications.
2. Subject to modifications, agree to adopt the plan.
3. Delegate authority to the Chief Executive in consultation with the Leader of the Council to make agreed modifications and consequential amendments to the text and layout.

11. **Cotswold District Local Plan Update (Pages 141 - 196)**

Purpose

To consider the recommendation to start preparing a new local plan for the period 2026 to 2041 and to consult on a first stage document that includes development strategy options for distributing future growth in the district.

To consider the formation of a new cross party working group that will examine strategic growth in Moreton-in-Marsh.

Recommendations

That Council resolves to:

1. Begin the preparation of a new Local Plan that would extend the plan period from 31 March 2031 to 31 March 2041 and approves the consultation document, as presented at Annex A, to be published for a six week public consultation;
2. Delegate authority to the Forward Planning Manager, in consultation with the Cabinet Member for Planning and Regulatory Services, to agree questionnaires and make minor and typographical corrections to the consultation documents prior to being published for public engagement.
3. Note upcoming national policy changes and the impact this may have on the preparation of the Local Plan at Annex B;
4. Approve the formation of a Moreton-in-Marsh Working Group and approves the Terms of Reference at Annex C; and
5. Approve the Local Development Scheme as presented at Annex D.

12. **Notice of Motions**

No motions have been received for consideration by Full Council.

13. **Next meeting**

The next meeting will be the Budget Council on Wednesday 21 February 2024 at 6pm.

(END)

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COTSWOLD
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Minutes of a meeting of Council held on Wednesday, 22 November 2023

Councillors present:

Nikki Ind - Chair	Mark Harris – Vice Chair	
Gina Blomefield	Andrew Maclean	Tony Slater
Claire Bloomer	Dilys Neill	Paul Hodgkinson
Ray Brassington	Nigel Robbins	Jeremy Theyer
Patrick Coleman	Gary Selwyn	Clare Turner
Tony Dale	Lisa Spivey	Chris Twells
Mike Evemy	Tom Stowe	Michael Vann
Joe Harris	David Fowles	Jon Wareing
Roly Hughes	Mike McKeown	Ian Watson
Julia Judd	Angus Jenkinson	Len Wilkins
Juliet Layton	Daryl Corps	David Cunningham

Officers present:

Angela Claridge, Director of Governance and Development (Monitoring Officer)	David Stanley, Deputy Chief Executive and Chief Finance Officer
Ana Prelici, Democratic Services Officer	Robert Weaver, Chief Executive

69 Apologies

There were apologies received from Councillor Helene Mansilla.

70 Declarations of Interest

The Chair announced that a number of officers present employed by the Publica Group had a discloseable pecuniary interest and would leave the room before the start of Agenda Item 9.

There were no other declarations from Members or Officers present.

71 Minutes

The minutes of Full Council on 20 September 2023 were considered as presented in the pack.

The Chair opened this item by highlighting that there were some errors with the voting records which had been subsequently corrected by Democratic Services in the online version of the minutes before the meeting.

Councillor Stowe tabled the following correction:

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Minute Item 60 (Page 11): It was highlighted that the figure of 2000 electors per Member should read 2600 electors per Member.

Councillor Fowles proposed to confirm the minutes and Councillor Neill seconded.

RESOLVED: That subject to the corrections being made, the minutes of the meeting on 20 September 2023 be approved as a true record

Voting Record – 30 For, 0 Against, 1 Abstention, 2 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Angus Jenkinson		Jon Wareing	Helene Mansilla
Chris Twells			Andrew Maclean
Claire Bloomer			
Clare Turner			
Daryl Corps			
David Cunningham			
David Fowles			
Dilys Neill			
Gary Selwyn			
Gina Blomefield			
Ian Watson			
Jeremy Theyer			
Joe Harris			
Julia Judd			
Juliet Layton			
Len Wilkins			
Lisa Spivey			
Mark Harris			
Michael Vann			
Mike Evely			
Mike McKeown			
Nigel Robbins			
Nikki Ind			
Patrick Coleman			
Paul Hodgkinson			
Ray Brassington			
Roly Hughes			
Tom Stowe			
Tony Dale			
Tony Slater			

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33.

72 Announcements from the Chair, Leader of Chief Executive

The Chair began by noting the number of events represented such as the Cotswold Active Mr Motivator Live Event, and thanked officers for their work in delivering this important work for improving the health and wellbeing of residents.

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The Chair also noted the important community engagements attended in the capacity as Chair of Council which included the Cirencester Community Awards and the Service of Remembrance in Tetbury.

The Chair also noted upcoming events such as the Cotswold Network Community Christmas event in the Bingham Hall in Cirencester which brought a number of local organisations together to offer support to residents.

The Chair took the opportunity to wish all Councillors and residents a peaceful Christmas and a Happy New Year as this was the last Full Council of 2023.

The Chair then invited Councillor Joe Harris as Leader of the Council to make any announcements.

The Leader firstly wished to pay tribute to Councillor Clare Muir who had stood down from the Council on 7 November for personal reasons. The Leader wished to recognise the work that they had done which included being the Armed Forces Champion for the Council.

The Leader also wished to put on record thanks to Jan Britton as the Managing Director of Publica, who was leaving his role at Christmas. The Leader noted the work in delivering steady leadership of Publica and his work with Council leadership during a challenging period.

It was also announced that the Council had been offered a portrait of King Charles III which had been accepted by the Chief Executive which would be placed in the Chamber along with the three winners of the Council's recent photo competition. The Leader also took the opportunity to wish King a happy 75th birthday.

The Leader also wished to pay tribute to Corinne Lamus from the Cirencester Community Development Trust who had passed away and for the legacy of their work in the community and the surrounding areas.

There was also an announcement on the Autumn Statement from the Chancellor of the Exchequer that this would be monitored particularly in relation to planning regulations around second homes which was highlighted as a problem in the District.

The Chief Executive was then invited to make any announcements.

The Chief Executive wished to highlight the importance of Councillors engaging with residents to encourage participation in the Council's online Budget Consultation which would help to shape the Council's decisions ahead of the Budget in February 2024.

There was also an announcement regarding the submission of the Stow-on-the-Wold and the Swells Neighbourhood Development Plan being subject to consultation until 5 January 2024 before being reviewed by the Independent Examiner.

73 Public Questions

There were no public questions.

74 Member Questions

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Member Questions and supplementary responses can be found within the attached document.

75 Amendments to the Constitution

The purpose of the report was to consider proposals from the Constitution Working Group for amendments to the Constitution to:

1. Update the Council Budget Protocol
2. Remove references to the now rescinded Recovery Investment Strategy from the constitution.

The Leader, Councillor Joe Harris was then invited to introduce this report as the Accountable Member.

In proposing the recommendations, it was noted that the changes were largely administrative in order to reflect the new political composition and the effect of the decisions of Cabinet and Full Council to rescind the Recovery Investment Strategy in 2022.

Councillor David Fowles then seconded the recommendations as a member of the Constitution Working Group and noted the important work the group continues to provide in updating the Constitution of the Council.

RESOLVED: That Council AGREED to:

1. AUTHORISE the Deputy Chief Executive to update the Council Budget Protocol [Part G, Appendix D] to reflect the change in political composition following the District Council elections in May 2023.
2. AUTHORISE the Deputy Chief Executive to remove references to the now rescinded Recovery Investment Strategy from the Council's constitution.

Voting Record – 31 For, 0 Against, 0 Abstention, 2 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Angus Jenkinson			Helene Mansilla
Chris Twells			Andrew Maclean
Claire Bloomer			
Clare Turner			
Daryl Corps			
David Cunningham			
David Fowles			
Dilys Neill			
Gary Selwyn			
Gina Blomefield			
Ian Watson			
Jeremy Theyer			
Joe Harris			
Jon Wareing			
Julia Judd			
Juliet Layton			
Len Wilkins			
Lisa Spivey			
Mark Harris			
Michael Vann			

Mike Evemy			
Mike McKeown			
Nigel Robbins			
Nikki Ind			
Patrick Coleman			
Paul Hodgkinson			
Ray Brassington			
Roly Hughes			
Tom Stowe			
Tony Dale			
Tony Slater			

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76 Programme of Meetings 2024/25

The purpose of the report was to set a programme of Council and Committee meetings for 2024/25.

The Leader, Councillor Joe Harris introduced this item to Full Council as the proposer of the recommendations.

It was outlined that the Programme of Meetings would never be ideal for all councillor preferences, but that the programme would be a compromise for all.

The Leader noted that previously the Council like Gloucestershire County Council had held morning meetings but that this was not seen as best practice.

It was noted that many Members have employment and childcare commitments which evening meetings suit better.

The Leader in proposing this item also proposed the following amendment by the Liberal Democrat Group to the recommendations:

5. Agree that, subject to any alternative proposals Council considers and agrees, meeting start times will be rolled forwards from 2023/24. meeting start times as shown in Section 4.1 of the report except for meetings of the Overview and Scrutiny and Audit and Governance Committees which will start at 4pm.

6. Change the start time for meetings of the Overview and Scrutiny Committee and Audit and Governance Committee to 4pm with effect from their meetings in January 2024

Upon doing so, Councillor Twells raised a Point of Order in regards to the proposing of the original recommendations and the amended recommendations at the same time. The Director of Governance ruled that the original recommendations of the report should be proposed and then followed by amendments in the order as received. It was also confirmed that the Conservative amendment to this item had been received first, and would need to be considered first.

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The Deputy Leader in seconding the original recommendations, welcomed the efforts by officers to avoid meetings falling on Gloucestershire school holiday dates where possible for those with families who wish to be on holiday.

Councillor Stowe then proposed an amendment to the motion which struck out recommendation 1 and 5 of the report and inserted the following replacement recommendation:

- 1. Instruct Officers to revise Annex A and B with new meeting times so that no meeting time agreed by Full Council starts after 3pm and request that this revised programme of meetings be returned to January Full Council for approval.*

The following points were then raised by Councillor Stowe:

- It was outlined that some Members with employment and family commitments may not be able to make meetings starting later in the day. It was also noted that there were concerns with evening meetings in being able to attend Town and Parish Councils.
- It was outlined that the proceedings of meetings were webcasted which means that residents could tune into meetings later in the day.
- It was also noted that the work of officers to attend meetings outside of normal working hours needed to be considered.

Councillor Twells formally seconded the amendment and reserved his right to speak.

There were various comments around the organisation of meetings in the day, and the impact on participation opportunities for residents.

It was outlined by Members that compromise was important and that individuals would have different needs depending on their circumstances.

There were various points made about the attendance at Town and Parish Council meetings as well as District meetings.

It was noted that the travel required for meetings from some parts of the District needed to be taken into consideration.

There were comments made around officers using flexible working where needed in order to meet out-of-hours commitments to serve the Council.

Councillor Twells in seconding the amendment felt that a 3pm start would be reasonable compromise for Members and Officers, and hoped that the debate would avoid any debates between different groups of people.

The amendment from Councillor Stowe and seconded by Councillor Fowles was then put to a vote.

RESOLVED: That Council:

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1. Instruct Officers to revise Annex A and B with new meeting times so that no meeting time agreed by Full Council starts after 3pm and request that this revised programme of meetings be returned to January Full Council for approval.

2. Delegate authority to the Director of Governance and Development (Monitoring Officer), in consultation with Group Leaders, to make changes to the programme of meetings in the event that there is any future decision of Council to change the committee structure or committee remits that impacts the programme of meetings.

3. Delegate authority to the Democratic Services Business Manager to set the meeting dates for the Performance and Appointments Committee.

4. Delegate Authority to the Director of Governance and Development (Monitoring Officer) to set dates for member training and briefing sessions, any working groups established by the Council and any meetings of the Licensing Sub-Committee (Licensing Act 2003 Matters) and the Standards Hearings Sub-Committee (if required).

Voting Record: 10 For, 19 Against, 2 Abstention, 2 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Chris Twells	Angus Jenkinson	Dilys Neill	Helene Mansilla
Daryl Corps	Claire Bloomer	Nigel Robbins	Andrew Maclean
David Cunningham	Clare Turner		
David Fowles	Gary Selwyn		
Gina Blomefield	Ian Watson		
Jeremy Theyer	Joe Harris		
Julia Judd	Jon Wareing		
Len Wilkins	Juliet Layton		
Tom Stowe	Lisa Spivey		
Tony Slater	Mark Harris		
	Michael Vann		
	Mike Every		
	Mike McKeown		
	Nikki Ind		
	Patrick Coleman		
	Paul Hodgkinson		
	Ray Brassington		
	Roly Hughes		
	Tony Dale		

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33.

The amendment was lost.

Before the Liberal Democrat Group amendment was put to a vote, Councillor Every as the seconder noted in addition that the proposed amendment to Overview and Scrutiny Committee and Audit and Governance Committee timings from January onwards would be a good compromise for those Members with other commitments.

The revised amended motion from the Liberal Democrat Group proposed by Councillor Joe Harris and seconded by Councillor Mike Every was then put to a vote.

Voting Record: 28 For, 3 Against, 0 Abstentions, 2 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Angus Jenkinson	Chris Twells		Helene Mansilla
Claire Bloomer	David Cunningham		Andrew Maclean
Clare Turner	Len Wilkins		
Daryl Corps			
David Fowles			
Dilys Neill			
Gary Selwyn			
Gina Blomefield			
Ian Watson			
Jeremy Theyer			
Joe Harris			
Jon Wareing			
Julia Judd			
Juliet Layton			
Lisa Spivey			
Mark Harris			
Michael Vann			
Mike Evely			
Mike McKeown			
Nigel Robbins			
Nikki Ind			
Patrick Coleman			
Paul Hodgkinson			
Ray Brassington			
Roly Hughes			
Tom Stowe			
Tony Dale			
Tony Slater			

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33.

77 Publica Review Report

The purpose of the report was to consider the Human Engine Consultants report and to approve the recommendations therein.

The Chair then asked those Publica officers who felt that they should leave the room to do so before Members discussed the item.

The Leader introduced the report and outlined the following points:

- It was highlighted that this report has been seen by Cabinet, an private all-member briefing, a Special Meeting of the Overview and Scrutiny Committee meeting.
- It was highlighted that in 2017, Publica as a company was set up by Cotswold District Council alongside Cheltenham Borough Council, West Oxfordshire District Council and the Forest of Dean District Council to share services and staff.
- It was outlined that savings were made with staff rationalisation, and future pension liabilities regarding the Local Government Pension Scheme (LGPS).

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- It was highlighted that a Peer Review was undertaken in 2022 and provided recommendations regarding how the problems identified with the Publica service delivery model.
- It was highlighted that following the commissioning of a review conducted by Human Engine, it was recommended that the majority of services should be returned to the Council.
- It was outlined that the present structure made changes to services difficult because of the shared ownership model and the governance structures within Publica.
- The financial challenges for the Council were highlighted as a point to re-think how to deliver services efficiently and with less resources.
- It was outlined that that the concerns of the Overview and Scrutiny Committee around the detail of the transition plan, whilst not fully detailed at this point, would be finalised in due course. It was also noted that the Overview and Scrutiny Committee would be involved in the process.
- The Leader made it clear that the welfare of staff needed to be at the forefront of the work, and also stated that the proposal was not a commentary on the performance of staff. However, it was felt that the staff were being let down by the structures of Publica.

Councillor Blomefield then proposed the Overview and Scrutiny recommendations outlined in the supplementary document pack.

Recommend to Council that recommendation I in the report is amended to read:

'Approve the recommendations set out in the Human Engine report (that the majority of services are returned to the Council as per the detail provided on page 12 of the Human Engine report), subject to the completion of due diligence and the agreement of the detailed transition plan'.

Councillor Blomefield then made it clear that the proposal did come with some risks, and would need a thorough and proper process for implementation.

Councillor Slater in seconding the amendment noted that the costs could be substantial and that a checkpoint in the transition process was required in order to ensure it was not a blank cheque.

There were comments made regarding how this review was likely as the contracts for services were due to expire in 2024.

There was a question in regards to how coordinated the process was with the other councils in respect of decisions made. The Leader explained that the Council was sovereign over its own decisions, although the shared model would mean that the decisions of other councils would need to be accounted for. It was affirmed that the majority of the partners involved comfortable with the overall direction proposed.

There were comments made around the level detail within the Human Engine report, and how any swift reaction could have significant implications.

Councillor Evemy in seconding the original motion made the following points:

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- It was explained that the period was uncertain for all staff involved and any delay as proposed may exacerbate this point.
- It was noted that the decisions being taken in the public sector were different to that of the private sector and would need to be open and transparent as a local authority.
- It was outlined that the financial implications are being examined, but that the notion of a blank cheque was incorrect.
- It was noted that no other council operates or has bought into a shared service model like Publica for the majority of services.
- It was outlined that the savings proposed of £2 million in 3 years by Publica across all of the partners would be needed.

It was noted by a number of Members that there would be a degree of uncertainty with this process, but it was felt by some Members that this change would be for the benefit of the Council.

Councillor Judd wished to ask on the record the terms which Human Engine have been employed upon and if there were any guarantees given to use them for the next stages as this would affect the decision on this item. The Chief Executive confirmed that any transition process decisions would be for the partner councils to decide, and there was no undertaking given for Human Engine to be employed. Councillor Judd also wished to note for the record that any future employment of Human Engine for work would need to be examined carefully for any conflict of interests.

It was noted by some Members against the amendment that the decision needed to be taken sooner to provide certainty against a difficult financial situation.

There were comments made that the recommendations without the amendment would commit the Council to the process without a firm commitment to oversight by the Overview and Scrutiny Committee.

It was highlighted that the process for transitioning services would be complex and would require careful management with the expertise of officers.

Councillor Joe Harris as the Cabinet Member with the right to reply made the following points;

- That the Overview and Scrutiny Committee is recognised as an important part of the process, and had a through debate during its Special Meeting on 16 November 2023. However, it was noted that there was a difference of opinion at the meeting.
- It was recognised that the process would take time but that the information would become clear when the transition work is commenced as this decision relates to individual circumstances.
- It was outlined that the recommendations from the Overview and Scrutiny Committee of a delay to the decision could cause uncertainty for those affected.

The amendment proposed by Councillor Blomefield and seconded by Councillor Slater was then put to a vote.

Voting Record

11 For, 17 Against, 2 Abstentions, 3 Absent/Did Not Vote

For	Against	Abstention	Absent/Did not vote
Chris Twells	Claire Bloomer	Angus Jenkinson	Helene Mansilla
Daryl Corps	Dilys Neill	Clare Turner	Andrew Maclean
David Cunningham	Gary Selwyn		Ray Brassington
David Fowles	Ian Watson		
Gina Blomefield	Joe Harris		
Jeremy Theyer	Jon Wareing		
Julia Judd	Juliet Layton		
Len Wilkins	Lisa Spivey		
Nikki Ind	Mark Harris		
Tom Stowe	Michael Vann		
Tony Slater	Mike Evely		
	Mike McKeown		
	Nigel Robbins		
	Patrick Coleman		
	Paul Hodgkinson		
	Roly Hughes		
	Tony Dale		

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33.

The amendment to the motion had therefore fallen and the Chair then returned the debate to the original motion.

It was noted by some Members present during Publica's creation that staff levels had been reduced at that time, and there were concerns with the governance arrangements.

It was highlighted that there was an opportunity in returning staff to Council direct employment to recognise the hard work of staff and to explore improvements to the workplace environment and moral.

There was a question to the Chief Executive around the proposals and the view that there was no opportunity to change direction if new facts emerged. It was also asked if it could be confirmed that the Overview and Scrutiny Committee and Full Council would be consulted at strategic points. The Chief Executive confirmed a commitment to work with Members of all parties, and that the Overview and Scrutiny Committee would be involved in this process. It was outlined that this was an important process and needed to be right.

It was noted that transition support would be needed across the partner councils with a total cost of £236,000 and the individual share to the Council would be £78,000 over an 18 month period.

It was noted that the Financial Performance Reports on a quarterly basis would be an important opportunity for monitoring the implications of the process.

There was a question around the share of the costs of the transition support arrangements across all four Publica partner councils. Councillor Evely noted that Cheltenham Borough Council only had a few select services within the Publica partnership and was not undergoing as transformative a change as the other three partner councils. The Chief Executive noted that Cheltenham Borough Council would be supporting the transition arrangements such as Legal

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and HR support, but the other transitions are not relevant to their councils and they were not bearing these costs.

It was noted by Members that the focus should be on providing the best services to residents.

RESOLVED: That Full Council:

1. APPROVED the recommendations set out in the Human Engine report (that the majority of services are returned to the Council as per the detail provided on page 12 of the Human Engine report)
2. AGREED to instruct the Chief Executive to oversee the creation of a detailed transition plan for subsequent agreement by Cabinet and Council
3. ENDORSED the approach to the further due diligence outlined in the financial implications of the report including analysis of the detailed payroll data required, which will be essential to calculate the short and long-term costs associated with the recommendations set out in the Human Engine report.

Voting Record

24 For, 4 Against, 3 Abstentions, 2 Absent/Did Not Vote

For	Against	Abstention	Absent/Did not vote
Angus Jenkinson	David Cunningham	David Fowles	Helene Mansilla
Chris Twells	Julia Judd	Jeremy Theyer	Andrew Maclean
Claire Bloomer	Len Wilkins	Tom Stowe	
Clare Turner	Tony Slater		
Daryl Corps			
Dilys Neill			
Gary Selwyn			
Gina Blomefield			
Ian Watson			
Joe Harris			
Jon Wareing			
Juliet Layton			
Lisa Spivey			
Mark Harris			
Michael Vann			
Mike Evemy			
Mike McKeown			
Nigel Robbins			
Nikki Ind			
Patrick Coleman			
Paul Hodgkinson			
Ray Brassington			
Roly Hughes			
Tony Dale			

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33

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Following the vote, a short break in proceedings was taken.

78 Notice of Motions

Following the return to session and the return of officers who had left the room, the Chair then moved to the motion on the agenda.

Motion A: Council Finances

The Chair invited the proposer of the motion, Councillor Every to introduce it.

Councillor Every in proposing the motion to Council, made the following points:

- It was noted that contrary to some commentary given, the Council was not close to bankruptcy but that there were financial challenges which needed to be faced as outlined in the Council's Budget Consultation.
- It was highlighted that 8 Councils had issued a Section 114 notice since 2018 which included Birmingham City Council which had lost control of its finances. It was noted that Councils nationally faced this challenge and that many Councils have indicated they may also face a S.114 notice.
- It was noted that the financial pressures had forced the Council to use of £1.3 million of the finite reserves available to balance the 2023/24 budget and that it was currently projected a further £860,000 would be required to balance the 2024/25 budget.
- It was noted that an increase of central government funding of 3% was outweighed against the backdrop of high inflation, and the upcoming Fairer Funding Review which is projected to result in a loss of £3 million of funding.
- The request of the motion for multi-year settlements was outlined as key for planning the finances of the future, alongside a request to increase funding to maintain the current services provided by Councils.
- It was noted that the request regarding the Fairer Funding Review was also important to protect District Councils and the services provided.

Councillor Dale as seconder reserved the right to speak until later in the debate.

Councillor Stowe was then invited to introduce amendment tabled to the Motion which was as follows:

(Amendment in red inserted before point 1 of the original Motion tabled)

Recognise the importance of financial prudence in delivering a balanced budget. Noting that any further funding from Government can only be paid for by the taxpayer nationally, it is important that this Council gets its "Own House In Order" before requesting further funding. Council therefore instructs officers to implement the following 7-point plan, which as a package will generate significant savings and cash-flow with no impact on service provision:-

2 year freeze in Councillor's allowances.

25% reduction in Councillor's special responsibility allowances.

Cabinet to be reduced to 6 members.

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Cross-party working group set-up to review all vacant staff posts with the CEO.

Future issues of “Cotswold News” to be scrapped.

Budget for Social Media “promotions” to be scrapped.

All purchases and procurement not directly related to the provision of mandatory services to be stopped.

Councillor Stowe in introducing the amendment to motion made the following points:

- It was highlighted that the Conservative Group had highlighted concerns regarding spending by the Council which included spend on consultants and staff pay-offs
- It was noted that the requests of the motion to deliver a surplus budget, ask for a multi-year settlement for funding, and raise the problems of the Fairer Funding Review was something that Councillor Stowe sympathised with and would discuss with the MP for The Cotswolds.
- It was noted that the request for more financial spending power was not going to fix the concerns.
- The amendment’s request to adjust the budget were then highlighted to Council as practical measures to bring financial stability.

Councillor David Cunningham reserved the right to speak.

There were various comments around the benefits of Cotswold News in providing information to residents, especially those without access to the internet and communicating to those the Councils serve.

It was highlighted that part of the amendment’s request to reduce Cabinet to 6 Members was within the responsibility of the Leader, and that there was not a specific budget for ‘Social Media Promotions’.

It was noted that the Council provides a number of non-statutory services which Members recognised as important.

Councillor David Cunningham in seconding the amendment, then made the following points:

- The amendment was solely focussed on balancing the budget, and lead by example.
- The reference to ‘vanity project’s’ was specific to changes such as the change to the livery on street signs.
- Whilst the work of Committee Chairs and Cabinet Members was recognised, a cut to the special responsibility allowances, and a two year freeze of Councillor Allowances as proposed was recognised as important to show residents of the need to balance the budget.

Councillor Evemy in his right to reply made the following points:

- The amendment would be better proposed at the Budget meeting in February 2024, which would include the financial figures.
- The Communications Team provides a variety of communications which are beneficial for residents.

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- The Member Allowances for 2023/24 was set in May 2023 which was felt to be a balanced approach to reflect the work of Councillors and taking into account the financial position.

Councillor Stowe in summing up the amendment proposed mentioned the following

- The allowance increase was a deferred increased which was felt not to be appropriate at this time.
- The reiteration of the proposals leading by example was important.

The amendment proposed by Councillor Stowe and Seconded by Councillor Cunningham was then put to a vote.

The Council resolves to:

I Recognise the importance of financial prudence in delivering a balanced budget. Noting that any further funding from Government can only be paid for by the taxpayer nationally, it is important that this Council gets it's "Own House In Order" before requesting further funding. Council therefore instructs officers to implement the following 7-point plan, which as a package will generate significant savings and cash-flow with no impact on service provision:-

2 year freeze in Councillor's allowances.

25% reduction in Councillor's special responsibility allowances.

Cabinet to be reduced to 6 members.

Cross-party working group set-up to review all vacant staff posts with the CEO.

Future issues of "Cotswold News" to be scrapped.

Budget for Social Media "promotions" to be scrapped.

All purchases and procurement not directly related to the provision of mandatory services to be stopped.

Following this implementation, Council further resolves to then:

1. 2. To Write to the Secretary of State for Levelling Up, Housing and Communities including the contents of this motion and asking him for: (i) multiple year settlements for local councils to give them a more sound base on which to plan their finances; (ii) an overall real terms funding increase for councils in 2024/25 and beyond to prevent further councils declaring effective bankruptcy and enabling them to arrest, if not reverse, the decline in their services; and (iii) a commitment that the implementation of the Fairer Funding Review will not see councils facing reductions in their Government funding.
2. 3. Request that a copy of this letter be sent to the Member of Parliament for the Cotswolds and the Local Government Association.

Voting Record

8 For, 20 Against, 1 Abstention, 4 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Daryl Corps	Angus Jenkinson	Chris Twells	Helene Mansilla
David Cunningham	Claire Bloomer		Andrew Maclean
David Fowles	Clare Turner		Len Wilkins
Gina Blomefield	Dilys Neill		Roly Hughes
Jeremy Theyer	Gary Selwyn		
Julia Judd	Ian Watson		
Tom Stowe	Joe Harris		
Tony Slater	Jon Wareing		
	Juliet Layton		
	Lisa Spivey		
	Mark Harris		
	Michael Vann		
	Mike Every		
	Mike McKeown		
	Nigel Robbins		
	Nikki Ind		
	Patrick Coleman		
	Paul Hodgkinson		
	Ray Brassington		
	Tony Dale		

*As there was a vacancy in the Lechlade, Kempsford and Fairford South Ward, the total number of Councillors was 33.

The amendment was lost.

Councillor Every then returned to the resolution proposed and noted the following:

- It was recognised that priorities had to be made, and fitting these within the Budget. It was also important for people to participate within the Budget Consultation Survey.
- It was highlighted that the Local Government Association was clear that Councils needed additional financial support of all tiers and political control.

Councillor Dale in seconding the motion then made the following points:

- It was highlighted that the issue was a government financing issue regardless of the political party in control.
- It noted that there was lot of opportunity to deliver for the Cotswolds, particularly in the area of the economic strategy to help boost employment.

The motion presented by Councillor Every and seconded by Councillor Dale was then put to a vote:

The Council resolves to:

1. To write to the Secretary of State for Levelling Up, Housing and Communities including the contents of this motion and asking him for: (i) multiple year settlements for local councils to give them a more sound base on which to plan their finances; (ii) an overall real terms funding increase for councils in 2024/25 and beyond to prevent further councils declaring effective bankruptcy and enabling them to arrest, if not reverse, the decline in their services; and (iii) a

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commitment that the implementation of the Fairer Funding Review will not see councils facing reductions in their Government funding.

2. Request that a copy of this letter be sent to the Member of Parliament for the Cotswolds and the Local Government Association

Voting Record

25 For, 2 Against, 2 Abstention, 4 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Angus Jenkinson	Chris Twells	Daryl Corps	Andrew Maclean
Claire Bloomer	Len Wilkins	Gina Blomefield	Helene Mansilla
Clare Turner			Julia Judd
David Cunningham			Roly Hughes
David Fowles			
Dilys Neill			
Gary Selwyn			
Ian Watson			
Jeremy Theyer			
Joe Harris			
Jon Wareing			
Juliet Layton			
Lisa Spivey			
Mark Harris			
Michael Vann			
Mike Evemy			
Mike McKeown			
Nigel Robbins			
Nikki Ind			
Patrick Coleman			
Paul Hodgkinson			
Ray Brassington			
Tom Stowe			
Tony Dale			
Tony Slater			

79 Next meeting

The next meeting of Full Council was confirmed by the Chair to be on 24 January 2024.

The Meeting commenced at 2.00 pm and closed at 5.18 pm

Chair

(END)

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Member Questions for Council - 22 November 2023

Question	Response
<p>Question 1 from Councillor Jon Wareing to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation</p> <p>Could the Cabinet Member for Economy and Council Transformation please advise the Council about the outcome of the exploratory work officers were asked to do looking at off-site pay by cash facilities for people who can't or don't wish to pay by card, by phone or by app when using our car parks?</p>	<p>Officers have made enquiries into how PayPoint may offer an opportunity for customers to pay by cash for parking in Cotswold District Council car parks.</p> <p>The initial setup fee would be £7,500 with ongoing support fees of £9,000 per annum.</p> <p>The customer would need to locate the nearest store that offers PayPoint and walk there from the place of parking. Out of the 15 charged car parks in the district, 4 outlets were identified as being within a 4-minute walk.</p> <p>No other services have been identified that could provide a cash service.</p>
<p>Supplementary Question from Councillor Jon Wareing to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation</p>	<p>Councillor Wareing did not have a supplementary question</p>
<p>Question 2 from Councillor Gina Blomefield to Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p> <p>We have seen the huge amount of building work being carried out on the Trinity Road premises to repair roof defects, install solar panels, office conversions and other improvements. Is this work on time and on budget?</p>	<p>A report is coming forward to Cabinet in January which provides an update. The agile working project set aside £675,000 for office moves, lighting upgrades, carpeting and redecoration and security changes to tenant areas. £495,000 has been committed to-date and this work is due to be completed on budget. There was £520,000 allocated for repairs to the roofs. Whilst the initial quotes received were within budget, the scope of the work has been extended as invasive testing revealed that the substructure was saturated and therefore flat roofs would need to be stripped and insulation and boarding replaced rather than just re-covered. In addition the opportunity has been taken to undertake replacement of valleys (wide gutters between roofs) as it is more cost effective while other roofing repairs are ongoing. Work is</p>

	<p>ongoing but the estimated cost is now £606,364.</p> <p>Work was originally due to complete in July 2023. However, the initial tender process for roof repairs failed to generate any quotations. There was therefore a delay whilst interest in the work was generated and contractors were again invited to submit quotes. Delays have pushed the work into the Autumn period which causes further delays due to weather conditions, however work is due to complete by the end of January.</p>
<p>Supplementary Question from Councillor Gina Blomefield to Councillor Mike Evely, Deputy Leader and Cabinet Member for Finance</p> <p>Councillor Blomefield asked about the installation of the solar panels to Trinity Road and when these would be active because of the plans to install electric vehicle charging points at the Council Offices.</p>	<p>Councillor Evely stated he did not have a timetable he could give Councillor Blomefield at the meeting due to some delays that had been highlighted in the response given to the original question. However, it was stated that a written response would be given to Councillor Blomefield.</p>
<p>Written Response to Councillor Blomefield provided by email on 29 November 2023.</p>	<p>The contractor for the PV works has been selected and has provided final plans and costs. It has taken longer to finalise the system design and implementation than officers had initially expected. This is principally due to three factors:</p> <p>Firstly the delay in obtaining a response from the distribution network operator (SSEN) to confirm that we will be able to install the planned size of array (DNOs take longer to reply to such requests than they used to, due to the number of such requests being made). Note that any installation larger than a domestic scheme requires an application for permission to the DNO, and cannot proceed without DNO consent. Note also that it is still possible that the DNO could delay the scheme still further, if it determines that our solar scheme will require reinforcement of their network (although we do not expect this to be the case).</p> <p>Secondly it has taken a little longer than expected to agree the location within</p>

	<p>the building to house the PV equipment which accompanies the panels (inverters, batteries etc), because of the need to minimise impact on the lettable space that is being created through the agile project. The location of this equipment is now settled.</p> <p>Thirdly it is necessary to avoid any conflict between the ongoing building improvement works, including to the roofs, and the installation of solar panels. This means the solar installation can only proceed after the existing works are completed.</p> <p>Given these delays our contractor now expects to commence work on site to start in February / March of next year.</p>
<p>Question 3 from Councillor David Fowles to Councillor Joe Harris, Leader of the Council</p> <p>Could you confirm the cost of producing the October 2023 “Cotswold News”, including design, print and distribution via Royal Mail?</p> <p>Please also confirm ALL officer time spent in preparing this publication?</p>	<p>The total cost of design, print and distribution of Cotswold News in October 2023 was £15, 818.</p> <p>We have not kept detailed records of time spent working on Cotswold News, however, we estimate a total of 50-70 hours worth of work across the Communications and Marketing Team. There will also be time spent by other officers to review content, supply information and provide other required support.</p>
<p>Supplementary from Councillor David Fowles to Councillor Joe Harris, Leader of the Council</p> <p>Councillor Fowles thanked Councillor Harris for the response. It was raised that there were concerns beyond the financial costs in respect of the environmental impact of the printing of Cotswold News. Councillor Fowles asked if Cotswold News was printed on 100% recycled paper and that the production was therefore carbon balanced?</p>	<p>Councillor Harris stated that Cotswold News was a useful way to communicate with resident whom they couldn't communicate with, particularly those who do not have access to the internet. Councillor Fowles asked the Chair if Councillor Harris would confirm the details regarding the printing of Cotswold News. The Chair informed Councillor Fowles that Councillor Harris declined to provide further information.</p>
<p>Question 4 from Councillor Daryl Corps to Councillor Tony Dale, Cabinet</p>	<p>The Council intends to engage with Town and Parish Councils, and all</p>

<p>Member for Economy and Council Transformation</p> <p>On the 5th November this Council announced that it will be conducting a full study and review of its current car parks, working with local communities and parish councils to understand the current needs in each area. It also announced that it will look at what improvements car parks may need such as EV chargers.</p> <p>So far, the Town and Parish Councils in my ward are reporting that the community reach out from CDC has been limited to one generic email! How does the portfolio holder intend to engage on such an important and fundamental part of Town and Parish life?</p> <p>'Working together' is not done by a circular email or would anything more be considered too expensive given this councils current budgetary pressures?</p>	<p>interested stakeholders through focused meeting sessions held in the community to listen to feedback and concerns.</p> <p>Furthermore, we will be running online surveys which will be promoted in all our car park locations and through our media channels. This will provide an opportunity for all customers and stakeholders that have an interest in shaping the future car parking strategy to share with us their feedback and concerns.</p>
<p>Supplementary from Councillor Daryl Corps to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation</p> <p>Councillor Corps thanked Councillor Dale for his response and asked if there would be engagement with local business groups and business leaders.</p>	<p>Councillor Dale stated that the parking strategy update would look to address the changes in parking demands and mode of transport use over the past 13 years. Councillor Dale stated that he or officers from the Council would be at the key settlement meetings, and hoped that business leaders would attend these meetings to seek community views.</p>
<p>Question 5 from Councillor Gina Blomefield to Councillor Joe Harris, Leader of the Council</p> <p>Cherwell District Council provides support for people needing to rent in the Private Rental Sector (PRS) who have insufficient savings to provide a deposit, are refugees or involved with the Homes for Ukraine scheme. Primarily they provide a deposit bond in place of a cash deposit, as well as</p>	<p>Cotswold District Council is allocated an annual Homelessness Prevention Grant (HPG) plus on occasion, other short term tops ups allocated throughout the year for specific purposes such as Winter pressures. For 2023/24 Cotswold DC also received a large top up to address additional pressures from the Homes for Ukraine scheme.</p> <p>The reports outlining the grants and the planned expenditure can be found</p>

other help for both the potential tenant and landlord, including access to grant funding for property improvements of up to £15,000 (Landlord Home Improvement Grant).

Has CDC considered implementing a similar scheme to help those who are on the waiting list for social and affordable housing find suitable, secure accommodation more quickly?

here:

<https://meetings.cotswold.gov.uk/documents/s6764/Cotswold%20Homelessness%20Prevention%20Grant%202023-2025%20Proposed%20Spending.pdf>

<https://meetings.cotswold.gov.uk/documents/s7493/CDC%20Planned%20Expenditure%20Homelessness%20Prevention%20Grant%20Top%20Up%20Ukraine.pdf>

Part of the planned spending of the general HPG is to provide Rent in Advance and Deposits for those who the council has an assessed housing duty to assist. The Housing Team may also provide, amongst other things, necessary white goods or furniture to those who are homeless and have no possessions from a previous tenancy. The Housing Team will also consider on a case-by-case basis using the HPG for any measure providing that it prevents homelessness or assists with securing alternative accommodation to avoid a household becoming homeless.

It is necessary to limit the funds to those with housing duties as the HPG is finite so must be directed at those with the greatest need.

Households from the Homes for Ukraine scheme in need of financial support to set up a tenancy can also access a countywide fund as well as the Cotswold top up grant. The Housing Team work in close partnership with the County to ensure that each fund is used for its intended purpose and is maximised to help as many people as possible.

The Council has offered a 'paper' bond scheme in the past whereby the council would guarantee to cover costs incurred through arrears or damage at the end of a tenancy up to an agreed amount, however this was discontinued around 5 years ago for multiple reasons. The 'paper' bond can remain outstanding for many years until a tenancy ends and therefore a landlord may make a claim on the bond years after it is issued. This left the council exposed to tens of thousands of potential claims that cannot be predicted and are therefore difficult to budget for. There is also very little chance of recovering any bonds paid to landlords as these were being given to

	<p>the most vulnerable of our clients and who have the least amount of spare money to repay such a debt.</p> <p>The HPG conditions have also changed in recent years in that DLUHC expect the grants to be spent within the budget year and they cannot be carried over into the next. Therefore, any payments made from the HPG to the most vulnerable of our clients are now given as one-off grants with no expectation of repayment.</p>
<p>Supplementary from Councillor Gina Blomefield to Councillor Joe Harris, Leader of the Council</p> <p>Councillor Blomefield stated there may have been a misunderstanding with the reply as the question was in relation to the equivalent of the cash deposit referenced and not the insurance of inventory during a tenants time at a property. It was stated that Cherwell District Council actively engage with landlords in the private rented sector through forums and newsletters. There was also a concern around the increase of rental properties being used as short-term rental properties. Councillor Blomefield asked if newsletters or a forum would be set up to engage with these landlords?</p>	<p>Councillor Harris stated he was happy to look at the suggestion, and that the Council was committed to delivering genuinely affordable homes. It was highlighted that a planning application would be submitted shortly for high quality social rented homes. However it was also noted that further government support through more resources and powers would be required in order to deliver more affordable housing.</p>
<p>Question 6 from Councillor Len Wilkins to Councillor Mike McKeown, Cabinet Member for Climate Change and Sustainability</p> <p>At the Audit Committee meeting on 18th October, Internal Audit reported a key finding that climate change operations are not sufficiently embedded in the organisation. In particular, it found that 75% of survey respondents did not have any Climate Change key performance indicators to track operational work being done; 88% of officers were not actively tracking their Carbon Footprint within their service area and only 50% of respondents said they had resources to actively work towards their</p>	<p>Thank you, Councillor Wilkins, for raising this crucial issue. Climate change is a matter I feel deeply passionate about, and its impacts are not just a distant threat but a present reality. It's imperative that we acknowledge and address these challenges head-on, both within our organisation and beyond.</p> <p>Regarding the key findings from the audit committee, I want to clarify some points. The percentages cited, while concerning, stem from a low response rate to the survey, with only 27 officers participating. For example, the 75% who reportedly did not have climate change KPIs actually represents just 6 officers. Similarly, the 88% not tracking their carbon footprint equates to 7</p>

Climate Change commitments. There are KPIs shown in the last two Overview and Scrutiny minutes, so when will KPI's appear for Climate Change so we can monitor progress being made in this vital area?

respondents.

This limited participation does not provide a comprehensive view of our organisation's engagement with climate change. We are addressing this by redesigning the questionnaire for greater uptake and plan to relaunch it in 2024. This will offer a more accurate reflection of our efforts and areas needing improvement.

Furthermore, the survey did not cover significant climate change activities already underway, such as our work on the Local Plan and the Carbon Literacy training rolled out since July and the recent decision to install solar on council buildings and the successful launch of the Cotswold Solar initiative with Make My House Green.

Acknowledging the need for improvement, we're prioritising the creation of a corporate plan KPIs and myself and Charlie Jackson are looking to engage more widely with staff and the cabinet by establishing a new Climate Board starting in the New Year. The aim of the board will be to ensure strong embedding and action to ensure climate change is at the heart of all our operations and we are green to the core.

Regarding national climate policy, the government's recent cynical reversal of key green initiatives is deeply concerning. These decisions, widely criticized, not only undermine the UK's climate leadership but also pose substantial risks to our economy and prospects for inward investment.

Rolling back these policies will harm the UK's economy by increasing reliance on fossil fuels, leading to higher long-term costs and greater exposure to volatile global energy markets and Putin's War, increases household expenses and diminishes savings from transitioning to energy-efficient technologies, while harming people's health due to pollution. The UK risks missing out on the growing global market for green technology and sustainable infrastructure, sectors that are pivotal for future economic growth.

These developments emphasize the critical importance of our local efforts and

	<p>the need for robust, consistent leadership at all levels to confront the climate emergency. It's a stark reminder that effective climate action is not only an environmental necessity but also a key driver of economic stability and growth.</p>
<p>Supplementary from Councillor Len Wilkins to Councillor Mike McKeown, Cabinet Member for Climate Change and Sustainability</p> <p>Councillor Wilkins thanked Councillor McKeown for the reply and asked how soon there would be an improvement in the small number of key performance indicators.</p>	<p>Councillor McKeown stated that he was passionate about climate change and that further views would be gathered from officers and a Climate Board to look at new key performance indicators.</p>
<p>Question 7 from Councillor David Fowles to Councillor Paul Hodgkinson, Cabinet Member for Health, Leisure and Culture</p> <p>Since Freedom Leisure won the contract to manage CDC's leisure and museum services, it is noticeable that the built fabric and level of service has deteriorated. As a season ticket member, I receive regular comments from other users. Could the portfolio holder confirm what plans are in place to monitor customer satisfaction levels?</p>	<p>The transition from one Leisure Operator to another at the end of a Contract Term is a complex process with a range of items and matters that need to be put into place. The overarching aim is to ensure that the customer experience remains seamless whilst 'behind the scenes' all of the systems, processes, data, ITC software and hardware, etc. are migrated.</p> <p>Unfortunately, there were some technical issues that occurred in the mobilisation phase (since August 1st). These included a staff error which led to a loss of pool water, some items of plant being identified as below the expected standard on takeover, and rainwater ingress which led to an electrical fault. Whilst these were managed and responded to well by Freedom Leisure they were unexpected which led to short periods of downtime for the facilities, including pool closures.</p> <p>Whilst the intended mobilisation phase of three months has taken slightly longer, Freedom Leisure has worked very hard alongside council officers to address the unexpected problems, most of which were legacy issues, as well as customer concerns effectively and in a timely manner. This has meant a slight delay in making the planned improvements. The transition is now on schedule and business as usual as well as further improvements to the services and customer experience is expected to continue.</p>

As an example of Freedom Leisure's commitment to making improvements in the facilities, they have reported that since 1st August 2023 they have spent approximately £24,000 on building maintenance. This demonstrates that some areas were in need of investment – and that under our new partnership agreement Freedom Leisure are committed to take on these challenges, which will lead to significant improvements in the longer term.

Customer Satisfaction is a key factor in delivering the Leisure service, this is an area in which Freedom Leisure have a strong track record. There are a number of reporting mechanisms that fall under the Leisure Contract to ensure that Customer Satisfaction is delivered. Listed below is an example of the range of measures that will be used for this:-

- Quest (a nationally recognised Quality Assurance Scheme for the Leisure sector) will be introduced in 2024. This will include 'Mystery Visits' and face to face interviews and site management reviews from industry qualified assessors.
- An NPS Survey (which measures customer experience and loyalty) will be undertaken early in 2024 to ascertain the current performance and to form a benchmark through the rest of the Contract
- Freedom Leisure conduct internal audits from experts within their own estate to continually monitor service performance in fields such as H&S, Technical Operations, Energy Management, etc.

Regular meetings are now scheduled (Monthly, Quarterly, Annually) between various stakeholder representatives and the Freedom Leisure colleagues to ensure continued monitoring takes place of each of the service areas. Customer Feedback is also important and there is a trackable 'Customer Comment' scheme in place. This is in the form of both physical media and virtual. Whilst the number of actual reports received since August 1st 2023 are relatively low, we can see from the data held that:-

- 89% of enquiries were resolved within 24 hours
- 11% of enquiries were resolved within 7 days

	<ul style="list-style-type: none"> • There is a downward trend in the number of comments being received at the sites. <p>In November 2023 Freedom Leisure have also introduced ‘Meet the Manager’ sessions for sites. Feedback from these sessions will be used to inform each Centres planning/improvement actions. The response from customers to the initial sessions has been positive.</p>
<p>Supplementary from Councillor David Fowles to Councillor Paul Hodgkinson, Cabinet Member for Health, Leisure and Culture</p> <p>Councillor Fowles wished to know if Councillor Hodgkinson was able to attend the stakeholder meetings and if he was able to see all of the sites due to the maintenance issues and staff morale problems. Councillor Fowles also wished to thank Councillor Hodgkinson for the detailed answer.</p>	<p>Councillor Hodgkinson stated he was a member of the leisure centre himself so he could see what was going on first hand. It was stated that from what he saw, the leisure centre was working well. It was also noted that regular visits were taking place and there were regular stakeholder events with Freedom Leisure. It was confirmed that Councillor Hodgkinson would raise any issues Members brought to him.</p>
<p>Question 8 from Councillor Chris Twells to Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p> <p>Members will have noted that the 2023/24 pay award for local government staff in England has now been agreed with the trade unions. Can the Deputy Leader now provide us with a figure for increased councillor allowances, as voted for by Liberal Democrats and Cllr Ind at Annual Council on 24 May?</p>	<p>Members’ Allowances for 2023/24 will remain unchanged in line with the decision taken by Members at the Annual Council to implement a freeze in allowances for 2023/24 at their 2022/23 level.</p> <p>23 councillors including members of the Liberal Democrat and Green Groups together with Councillor Ind supported this resolution. Five members from the Conservative and Green Groups opposed the resolution while five Conservative Group members abstained with Councillor Twells absent.</p>

<p>Supplementary from Councillor Chris Twells to Councillor Mike Evey, Deputy Leader and Cabinet Member for Finance</p> <p>Councillor Twells wished to know a figure in pounds/pence, a percentage figure or commit to publishing a figure for the increase in Members Allowances following the agreement of the staff pay award for 2023/24.</p>	<p>Councillor Evey reiterated that Members receive allowances and are not paid and that the agreement between Local Government Employers and trade unions was the backdated pay award being referred to. It was confirmed that the 2024/25 allowance would reflect both settlements for 2023/24 and 2024/25. It was confirmed that this would be looked at as part of the budget preparations for Member Allowances.</p>
<p>Question 9 from Councillor Chris Twells to Councillor Mike Evey, Deputy Leader and Cabinet Member for Finance</p> <p>What will be the total cost to council taxpayers for the by-election in the Lechlade, Kempsford and Fairford South Ward scheduled for Thursday 14 December?</p>	<p>The estimated cost of the by-election is around £9,000, but the final figure will not be known until all the invoices have been received. The by-election in February 2022 in the other two-member ward, Campden & Vale, cost £8,500.</p>
<p>Supplementary from Councillor Chris Twells to Councillor Mike Evey, Deputy Leader and Cabinet Member for Finance</p> <p>Councillor Twells asked whether a figure would be given following this election once all invoices has been collected.</p>	<p>Councillor Evey stated that the figure was from the Electoral Services Manager, but that this would be given once the final figure has been confirmed.</p>
<p>Written Response provided by email to Councillor Twells on 16 January 2024</p>	<p>The final cost given of the Lechlade, Kempsford & Fairford South by-election was £9,940.68.</p>

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Member Questions for Council – 24 January 2024

Question	Response
<p>Question 1 from Councillor Len Wilkins to Councillor Mike McKeown, Cabinet Member for Climate Change and Sustainability</p> <p>How many of the planned EV charging points have Cotswold District Council now installed across the district? What impact have inflationary pressures, energy costs and other economic factors had on the business case, first put to Cabinet in March 2022, for the installation of these EV chargers?</p>	<p>As an EV driver myself this is a subject near and dear to my heart!</p> <p>The first phase of planned EV installations included replacement of old EVCP units at Beeches car park, Cirencester and Old Market Way car park, Moreton in Marsh. These were completed in 2022. New units were also planned for Rissington Road car park, Bourton on the Water and Trinity Road, Cirencester. Each site will have 4 charging units giving the ability to charge 8 vehicles at one time. The below ground civil engineering works to install cabling for the EVCPs at Rissington Road was undertaken last year as part of the wider car park improvement works. The below ground cabling was installed at Trinity Road in December. For both these projects we are now waiting on a connection date from SSEN. Overall, we are disappointed in the delays due to the contractor, Connected Kerb.</p> <p>We are also progressing grant applications to seek funding for additional car park sites to support our plans to provide a wider charging infrastructure across the Cotswolds and encourage electric vehicle ownership.</p> <p>The replacement units were installed as per quoted prices in 2022. The new units at Rissington Road and Trinity Road have actually reduced in cost since the original Cabinet report was considered as a new supplier was appointed who provided a better price.</p> <p>Energy costs have an impact on the price charged to the customer, as the Council needs to pass on rising electricity costs. A model for the fee calculation was agreed by Cabinet which means the price to the customer can be changed to reflect changes in the costs of providing the service.</p>

<p>Question 2 from Councillor Tom Stowe to Councillor Joe Harris, Leader of the Council</p> <p>Please could you confirm the current expected lead time for the repair or replacement of street signs?</p>	<p>Pride in Place is really important to this administration and therefore we have been replacing street signs that are in a poor condition. We are planning a further tranche of replacements but need to ensure we balance the benefits these street sign improvements provide with the costs, when we are faced with managing a challenging budget position. We are in the process of agreeing which street signs will be prioritised in the next round of replacements and I will then provide an update on timescales for this work.</p>
<p>Question 3 from Councillor Gina Blomefield to Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p> <p>There is a great deal of concern across the Cotswold District about the ever-increasing number of second homes and properties which are let out as holiday homes both of which decrease the supply of housing available for would be residents. The ONS states that 8% of properties in the Cotswolds are vacant.</p> <p>An additional issue is holiday homes which are registered as businesses which do not have to pay council tax and fall below the threshold for paying business rates and yet their domestic bins are collected along with everyone else's.</p> <p>The popularity of the Cotswolds as a place to have a weekend retreat or its attraction as a tourist destination is mirrored in places such as the Lake District and whilst it brings prosperity, which is valuable to the local economy, it would be good to have greater control of these type of tenures and also capture more financial benefit for the District Council.</p> <p>As a start, what avenues has this Council explored to advise property owners who rent out properties as holiday homes registered as a business that they should pay a commercial waste charge as happens in Salcombe; doubling council tax on second homes as is proposed in Whitby and Swanage and also a doubling of council tax on properties which have been vacant over a year?</p>	<p>A project to review holiday homes which are registered for non-domestic rates and receive a domestic waste collection service has been commissioned as part of the Environmental Services Innovation Programme (ESIP). A discovery to assess the number of business premises and scale will start in April and is scheduled to be completed in June. Options will then be presented to Members for consideration.</p> <p>The Government reviewed the eligibility criteria for second homes that have been subject to Business Rates rather than Council Tax. From April 2023, second homeowners have to prove holiday lets are being rented out for a minimum of 70 days a year to access small business rates relief, where they meet the criteria. Holiday let owners will have to provide evidence such as the website or brochure used to advertise the property, letting details and receipts. Properties will also have to be available to be rented out for 140 days a year to qualify for this relief.</p> <p>As far as Council Tax is concerned, the Levelling Up and Regeneration Act, passed into law in October 2023, would allow Councils to charge a council tax premium on second homes of up to an additional 100%, and also allows a premium to be charged on homes that remain empty after one year (rather than the current minimum two-year period).</p> <p>The Council would need to provide 12 month's notice of its intention to charge a premium on second homes. A report will come forward to Cabinet and Council in March 2024 outlining the administration's proposals on Council Tax premiums, although we are still waiting for detailed guidance</p>

	<p>from the Government on exactly which properties would be eligible.</p> <p>I understand that a number of the Gloucestershire Districts have indicated they intend to charge a premium on second homes from April 2025.</p>
<p>*Question 4 from Councillor Chris Twells to Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p> <p>It is reported that fraud and the misuse of public money cost taxpayers in the Cotswold District tens of thousands of pounds every year.</p> <p>Will the Deputy Leader confirm the number of investigations begun by the Counter Fraud & Enforcement Unit since 31 December 2022, broken down in terms of investigations into:</p> <ul style="list-style-type: none"> a) Members of the District Council b) Members of Town or Parish Councils c) Council employees, including contractors and agency staff d) All other investigations. <p><i>*Question received after publication of the agenda and for the deadline for a guaranteed written response under Rule 11.10 of the Council Procedure Rules</i></p>	<p>This information is all available in the public domain.</p> <p>The reports to Audit and Governance Committee give a clear breakdown in relation to the number of cases, referrals and outcomes.</p> <p>For the period in question please refer to reports presented on 27 April 2023 and 30 November 2023.</p>

***Question 5 from Councillor Chris Twells to Councillor Tony Dale, Cabinet Member for Economy and Council Transformation**

Residents of West Street and Cottons Lane in Tetbury regularly raise the concern that, despite having purchased annual parking permits, they are often unable to park in West Street car park.

Will the Cabinet Member accept my invitation to visit Tetbury to speak to residents about how we balance the needs of visitors and residents in car parks such as West Street? Any visit would, of course, have to be after the triple Town Council by-election on Super Thursday (15 February).

****Question received after publication of the agenda and the deadline for a guaranteed written response under Rule 11.10 of the Council Procedure Rules***

Response to follow

Member Questions – 24 January 2024

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****Question received after publication of the agenda and the deadline for a guaranteed written response under Rule 11.10 of the Council Procedure Rules***

We note residents' concerns and parking challenges which are raised by Members across the District. We are currently undertaking a review of all Cotswold District Council car parks and the consultation on this is currently live. We would welcome yours and your resident's feedback through this channel in order to help shape the future of parking services.

We have planned walkabouts with Town and Parish Councils including Tetbury, scheduled for August and we would welcome Councillors to join us on this to highlight any issues of concern, or potential improvements. The invitation this has been sent to Town and Parish clerks.

All Season Tickets are provided with the caveat that this does not guarantee the permit holder a space, however Tetbury does have a free long stay car park at the Rail Yard which residents could also use.

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Agenda Item 8



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 24 JANUARY 2024
Subject	POLLING DISTRICT REIEW
Wards affected	All
Accountable member	Councillor Joe Harris, Leader of the Council joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, Chief Executive Email: Robert.weaver@cotswold.gov.uk
Report author	Sarah Dalby, Electoral Services Manager Email: sarah.dalby@cotswold.gov.uk
Summary/Purpose	To consider the outcome of the review of polling districts and places/stations undertaken within the District.
Annexes	Annex A - Schedule of polling districts and stations Annex B - Consultation responses Annex C – New polling districts for Watermoor
Recommendation(s)	That Full Council resolves to: <ol style="list-style-type: none"> 1. Approve the scheme of polling districts and polling places/stations set out in the Annex A. 2. Approve the proposed changes to polling stations as set out in the annexe B and Annex C. 3. Delegate authority to the Returning Officer to make any further changes as necessary to enable the efficient and effective conduct of elections. 4. Authorise the Electoral Registration Officer to make any changes as are necessary to the Register of Electors.
Corporate priorities	<ul style="list-style-type: none"> • There is a statutory requirement to conduct a polling district/places review
Key Decision	NO
Exempt	NO
Consultees/	Consultation with District and County Councillors, Parish & Town



Consultation	Councils and the MP was carried out during November. The review was also published on the Council's website.
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1. EXECUTIVE SUMMARY

- 1.1 A Polling District Review has been conducted to consider the polling district and polling stations for the District.
- 1.2 This report sets out the process of the Review for Members to agree.

2. BACKGROUND

- 2.1 Under the Representation of the People Act 193 and the Electoral Administration Act 2006, local authorities are required to undertake a regular (five-yearly) review of all polling districts, polling places and polling stations within their area. The review is conducted in accordance with Electoral Commission guidance.
- 2.2 The aims of a review are as follows:
 - to ensure that all electors have such reasonable facilities for voting as are practicable;
 - to ensure that every polling place is accessible to voters with additional needs.
- 2.3 The review does not consider Parliamentary Constituency, County Division, District Ward or Town/Parish Council boundaries. It does consider the polling districts which make up these areas.
- 2.4 The review recommends a polling district structure and allocation of polling places and polling stations.

3. Definitions

- 3.1 In accordance with the statute, every parliamentary constituency must be divided into polling districts; and for each polling district there must be a designated “polling place” and “polling station”
- 3.2 **A polling district** is a geographical area and in England each parish is to be a separate polling district. This means that a parish must not be in a polling district which has a part of a different parish within it unless special circumstances apply. Those special circumstances could arise if, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district. Within Cotswold District, we have traditionally used a Parish or Parish Ward area as the polling district.
- 3.3 **A polling place** is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district. It is considered that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).



3.4 A **polling station** is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

4. Consultation

4.1 Consultation documents were sent out to the MP, County and District Councillors and Town/Parish Councils and Meetings within the District.

4.2 The documentation provided details of the current arrangements and comments were invited on whether any changes were considered necessary.

4.3 The responses received are included on Annex A.

5. CONCLUSIONS

5.1 The current polling districts are generally fit for purpose as in the main they follow parish and parish ward boundaries. However, it is recommended that the Watermoor polling district be split into two to allow for an additional polling station location to be sited.

5.2 The following changes are recommended to polling places/stations:

- Baunton – allocate St Mary Magdalene Church, Baunton as the polling place and station for Baunton Parish
- Retain Quenington Village Hall as the polling station for Coln St Aldwyns and review once the redevelopment of the Mill site in Coln St Aldwyns is complete
- Consider options for additional information to be sent to electors in New Mills ward to encourage use of walking routes to Watermoor School
- Retain 2 locations and 3 polling stations in Tetbury and consider a Community Governance Review to ward the Town Council area for future elections
- A polling station in the newly created polling district in Watermoor will be located in the Meadow Way area. Two potential sites have been identified, but at the time of writing, no final arrangement has been agreed. It is therefore recommended that the polling district be split and the Returning Officer continue to seek an alternative location (annex C)
- Consultation on a proposal to relocate the polling station in Driffield from the Harnhill Centre to Ampney Crucis Village Hall was considered as part of the process. The responses from the Parish Council and district and County Councillor Lisa Spivey are included in Annex A.

6. FINANCIAL IMPLICATIONS

6.1 Any costs arising from additional polling stations are expected to be minimal and will be met from existing budgets.



7. LEGAL IMPLICATIONS

7.1 None, other than set out elsewhere in the report.

8. RISK ASSESSMENT

8.1 There is no significant risk in relation to this report, however if Members do not agree the Polling District/Station schedule, they will be in breach of the requirement to do so.

9. EQUALITIES IMPACT

9.1 The recommendations are not expected to impact any groups with protected characteristics.

9.2 Polling station locations are inspected regularly to ensure they meet accessibility requirements for voters.

10. BACKGROUND PAPERS

10.1 None

(END)

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Cotswold District Council
Review of polling places and districts 2023-24
List of current polling district and places

District Ward	Polling District	Polling District Reference	Polling Station	Eligible electorate at 4.5.23 election	Station electors at 4.5.23 election (excludes postal voters)	ARO Comments	Possible alternatives to be investigated/considered
Abbey	Abbey Part 1	AA-SC	Cirencester Rugby Club, Whiteway, GL7 2ER	1043	769	Double station - 2 district wards. No change	
	Abbey Part 2	AA-SC	Cirencester Rugby Club, Whiteway, GL7 2ER	829	655		
Blockley	Blockley, Aston Magna	BI-NC	Mission Hall, Draycott, GL56 9LF	402	339	No change	
	Blockley, Blockley	BJ-NC	Jubilee Hall, Park Road, GL56 9BY	953	813	No change	
	Blockley, Paxford	BK-NC	Paxford Village Hall, GL55 6XG	259	198	No change	
	Ebrington	EB-NC	Ebrington Village Hall, GL55 6NA	520	426	No change	
Bourton Vale	Bourton South East	BL-NC	George Moore Community Centre, Moore Road, GL54 2AZ (1 station)	752	576	Triple station across 2 district wards. No	
	Clapton	CE-NC					
	Cold Aston	CI-NC	Cold Aston Village Hall, GL54 3BN	206	169	No change	
	Cutsdean	CQ-NC	Temple Guiting Village Hall, GL54 5RW	358	292	No change	
	Temple Guiting	TA-NC	Temple Guiting Village Hall, GL54 5RW				
	Guiting Power	GB-NC	Guiting Power Village Hall, GL54 5TX	245	216	No change	
	Naunton	NA-NC	Naunton Village Hall, Naunton, GL54 3AS	256	198	No change	
	Lower Slaughter	LE-NC	Upper Slaughter Village Hall, GL54 2JG	281	229	No change	
	Upper Slaughter	UB-NC	Upper Slaughter Village Hall, GL54 2JG				
Bourton Village	Bourton Village	BM-NC	George Moore Community Centre, Moore Road, GL54 2AZ (2 polling stations)	2437	2001	Triple station across 2 district wards. No	
Campden & Vale	Mickleton	MC-NC	King George`s Hall, Mickleton, GL55 6SA	1747	1448	change	
	Chipping Campden	CD-NC	Town Hall, Chipping Campden, GL55 6AT	1996	1655	No change	
	Weston-sub-Edge	WD-NC	Weston-sub-Edge Village Hall, GL55 6QH	458	383	No change	
	Saintbury	SA-NC	Weston-sub-Edge Village Hall, GL55 6QH				
	Aston Subedge	AJ-NC	Weston-sub-Edge Village Hall, GL55 6QH				
	Willersey	WF-NC	Willersey Village Hall, Main Street, WR12 7PJ	864	728	No change	
Chedworth & Churn Valley	Chedworth	CA-NC	Chedworth Village Hall, GL54 4NQ	684	556	No change	
	Yanworth	YA-NC	Chedworth Village Hall, GL54 4NQ				
	Bagendon	BA-NC	Cirencester Golf Club, Cheltenham Road, GL7 7BH	377	254	No change	Retain Golf Club for Bagendon Allocate Baunton to St Mary Magdalene Church
	Baunton	BE-NC	Cirencester Golf Club, Cheltenham Road, GL7 7BH				
	Colesbourne	CJ-NC	Colesbourne Estate Co, Estate Office, GL53 9NP	116	104	No change	
	Compton Abdale	CM-NC	Compton Abdale Village Hall, GL54 4DR	102	82	No change	
	North Cerney	NCA-NC	North Cerney Village Hall, GL7 7BZ	421	339	No change	
	Rendcomb	RA-NC	Rendcomb Village Hall, GL7 7HB	170	138	No change	
Chesterton	Chesterton	CC-SC	St Lawrence Church Hall, Countess Liliass Road, GL7 1SS	1771	1453	Double station across 2 district wards.	

Coln Valley	Bibury	BG-NC	Bibury Village Hall, GL7 5NR	478	371	No change	
	Coln St.Dennis	CL-NC	Coln Valley Village Hall, Coln Rogers, GL54 3LA	216	164	No change	
	Winson	WH-NC	Coln Valley Village Hall, Coln Rogers, GL54 3LA				
	Eastleach	EA-NC	Eastleach Village Hall, GL7 3NQ	240	190	No change	
	Hatherop	HC-NC	Hatherop Castle School, Hatherop, GL7 3NB	137	111	No change	
	Coln St.Aldwyns	CK-NC	Quenington Village Hall, GL7 5BS	636	495	No change	Retain Quenington Village Hall for Coln St Aldwyns parish and review once re-development of The Mill is complete.
	Quenington	QA-NC	Quenington Village Hall, GL7 5BS				
Ermin	Southrop	SM-NC	Southrop Village Hall, GL7 3PD	216	168	No change	
	Brimpsfield	BP-NC	Brimpsfield Village Hall, GL4 8LD	228	167	No change	
	Caudle Green	BQ-NC	Brimpsfield Village Hall, GL4 8LD				
	Coberley Part 1	CG-NC	Coberley Primary School, GL53 9QZ	170	142	No change	
	Coberley Part 2	CH-NC	National Star College, Ullenwood, GL53 9QU	81	66	No change	
	Cowley	CO-NC	Gloucestershire Guide HQ, Deer Park, GL53 9NJ	101	72	No change	
	Birdlip	BGA-NC	St Mary's Church, Birdlip, GL4 8JH	216	168	No change	
	Daglingworth	DA-NC	Daglingworth Village Hall, GL7 7AF	216	176	No change	
	Duntisbourne Abbots	DG-NC	Duntisbourne Abbots Village Hall, GL7 7JN	241	180	No change	
	Duntisbourne Rouse	DH-NC	Duntisbourne Abbots Village Hall, GL7 7JN				
	Edgeworth	EC-NC	Edgeworth Reading Room, GL6 7JQ	86	63	No change	
	Elkstone	ED-NC	Elkstone Village Hall, GL53 9PB	184	152	No change	
	Sapperton	SB-NC	Sapperton Village Hall, GL7 6LE	133	120	No change	
	Frampton Mansell	SC-NC	Frampton Mansell Village Hall, GL6 8JB	219	182	No change	
	Syde	SR-NC	Winstone Village Hall, GL7 7JZ	207	166	No change	
Winstone	WI-NC	Winstone Village Hall, GL7 7JZ					
Fairford North	Fairford North	FA-SC	Fairford Community Centre, High Street, GL7 4AF	1952	1600	Double station across 2 district wards. No change	
	Bledington	BH-NC	Bledington Village Hall, OX7 6XQ	370	320	No change	
	Donnington	DC-NC	Broadwell Village Hall, GL56 0TL	370	284	No change	
	Broadwell	BR-NC	Broadwell Village Hall, GL56 0TL				
	Condicote	CN-NC	Condicote Village Hall, GL54 1ES	115	102	No change	
	Evenlode	EE-NC	Evenlode Village Hall, GL56 0NJ	122	107	No change	
	Icomb	IA-NC	Icomb Village Hall, GL54 1JE	85	69	No change	
	Sezincote	SE-NC	Longborough Village Hall, GL56 0QE	458	370	No change	
	Longborough	LD-NC	Longborough Village Hall, GL56 0QE				
	Oddington	OA-NC	Oddington Village Hall, GL56 0XD	389	312	No change	
	Adlestrop	AC-NC	Oddington Village Hall, GL56 0XD				
Westcote	WB-NC	Westcote Village Hall, OX7 6SF	169	143	No change		
Four Acres	Four Acres	FD-SC	St Lawrence Church Hall, Countess Liliass Road, GL7 1SS	1508	1105	Double station across 2 district wards. No change	
	Avening	AK-SC	Memorial Hall, Avening, GL8 8NF	825	685	No change	
	Beverston	BF-SC	Beverston Village Hall, GL8 8TT	106	91	No change	

Grumbolds Ash with Avening	Cherington	CB-SC	Cherington Parish Hall, GL8 8SW	93	78	No change	
	Didmarton	DB-SC	Didmarton Village Hall, GL9 1DT	325	282	No change	
	Kingscote	KC-SC	Kingscote Village Hall, GL8 8XY	238	198	No change	
	Ozleworth	OB-SC	Kingscote Village Hall, GL8 8XY				
	Boxwell with Leighterton	BO-SC	Leighterton Primary School	347	262	No change	
	Westonbirt with Lasborough	WC-SC	Leighterton Primary School				
Kemble	Coates	CF-SC	Coates Village Hall, Bathurst Row, GL7 6NW	364	289	No change	
	Kemble	KA-SC	Kemble Village Hall, School Road, GL7 6AD	927	713	No change	
	Rodmarton	RB-SC	Rodmarton Village Hall, GL7 6PE	297	249	No change	
	Poole Keynes	PA-SC	Somerford Keynes Village Hall, GL7 6DS	636	482	No change	
	Somerford Keynes	SJ-SC	Somerford Keynes Village Hall, GL7 6DS				
Lechlade, Kempsford & Fairford South	Fairford South	FB-SC	Fairford Community Centre, High Street, GL7 4AF	1237	989	Double station across 2 district wards. No change	
	Kempsford	KB-SC	Kempsford Village Hall, GL7 4EY	841	719	No change	
	Lechlade	LA-SC	The Pavilion, Lechlade, GL7 3AY	2550	2038	Double station, no change	
Moreton East	Moreton East	MD-NC	Redesdale Hall, High Street, GL56 0AX	2319	1937	Double station across 2 district wards.	
	Todenham	TG-NC	Todenham Village Hall, GL56 9PA	222	165	No change	
Moreton West	Batsford	BD-NC	The Old School, Bourton-on-the-Hill, GL56 9AH	333	267	No change	
	Bourton-on-the-Hill	BN-NC	The Old School, Bourton-on-the-Hill, GL56 9AH				
	Moreton West	ME-NC	Redesdale Hall, High Street, GL56 0AX	1583	1287	Double station across 2 district wards. No change	
New Mills	New Mills	NB-NC	Community Room, Watermoor C of E Primary School, GL7 1HS	1821	1435	No change	Provide additional information to electors about walking routes to Watermoor School
Northleach	Aldsworth	AD-NC	Aldsworth Village Hall, GL54 3QU	189	159	No change	
	Northleach with Eastington	ND-NC	Westwoods Centre, Northleach, GL54 3QJ	1472	1200	No change	
	Barrington	BC-NC	Reading Room, Little Barrington, OX18 4TE	248	201	No change	
	Windrush	WG-NC	Reading Room, Little Barrington, OX18 4TE				
	Farmington	FC-NC	Sherborne Social Club, GL54 3DH	314	257	No change	
	Sherborne	SF-NC	Sherborne Social Club, GL54 3DH				
Sandywell	Andoversford	AH-NC	Andoversford Village Hall, GL54 4LE	686	571	No change	
	Whittington	WE-NC	Andoversford Village Hall, GL54 4LE				
	Hampnett	HA-NC	Hazleton Village Hall, GL54 4EB	199	153	No change	
	Hazleton	HD-NC	Hazleton Village Hall, GL54 4EB				
	Turkdean	TH-NC	Notgrove Village Hall, GL54 3BS	114	94	No change	
	Notgrove	NE-NC	Notgrove Village Hall, GL54 3BS				
	Sevenhampton	SD-NC	Rhodes Memorial Hall, Brockhampton, GL54 5XH	263	202	No change	

	Shipton Oliffe	SH-NC	Shipton Reading Room, Shipton Oliffe, GL54 4JQ	295	231	No change		
	Dowdeswell	DD-NC	Withington Village Hall, GL54 4BE	502	383	No change		
	Withington	WJ-NC	Withington Village Hall, GL54 4BE					
Siddington & Cerney Rural	Preston	PC-SC	Preston Village Hall, GL7 5PR	272	223	No change		
	Siddington	SI-SC	Siddington Village Hall, GL7 6HD	1091	851	No change		
South Cerney Village	South Cerney Rural	SK-SC	South Cerney Village Hall, School Lane, GL7 5TX	897	719	Triple station across 2 district wards		
	South Cerney Village	SL-SC	South Cerney Village Hall, School Lane, GL7 5TX	2145	1732			
St Michael's	St Michael's	SN-SC	Bingham Gallery, Bingham House, GL7 2PP	1843	1442	No change		
Stow	Maugersbury	MB-NC	Stow Social Club, Landgate Mews, GL54 1DE	1719	1358	No change		
	Stow-on-the-Wold	SO-NC	Stow Social Club, Landgate Mews, GL54 1DE					
	Swell	SQ-NC	Lower Swell Village Hall, GL54 1LF	318	260	No change		
Stratton	Stratton	SP-SC	Stratton Village Hall, Thessaly Road, GL7 2NG	2113	1599	Double station		
Tetbury East & Rural	Ashley	AI-NC	2023 elections, Holy Trinity Church was not available so Ashley & Long Newnton voted at Tetbury Goods Shed. 2021 elections station	1841	1423	No change	Retain 3 polling stations in Tetbury Town area. Consider warding Tetbury Town Council	
	Long Newnton	LC-NC						
	Tetbury East	TB-NC						
	Shipton Moyne	SG-NC	Shipton Moyne Village Hall, GL8 8PN	222	180	No change		
Tetbury Town	Tetbury Town	TC-SC	The Dolphins Hall, New Church Street, GL8 8DS	1989	1654	Double station across 2 district wards.		
Tetbury with Upton	Tetbury East	TD-SC	The Dolphins Hall, New Church Street, GL8 8DS	1713	1333			
	Tetbury Upton	TE-SC	The Dolphins Hall, New Church Street, GL8 8DS					
The Ampneys & Hampton	Ampney Crucis	AE-SC	Ampney Crucis Village Hall, GL7 5RY	639	496	No change		
	Ampney St Mary	AF-SC	Ampney Crucis Village Hall, GL7 5RY					
	Ampney St Peter	AG-SC	Ampney Crucis Village Hall, GL7 5RY					
	Barnsley	BB-SC	Barnsley Village Hall, GL7 5EF	101	89	No change		
	Down Ampney	DE-SC	Down Ampney Village Hall, GL7 5QR	469	376	No change		
	Driffield	DF-SC	Harnhill Centre For Christian Healing, Harnhill Manor, GL7 5PX	111	85	No change		Retain polling station at Harnhill and approach the centre to see if costs can be reduced.
	Maiseyhampton	MA-SC	St Mary's Church, Meysey Hampton	468	343	No change		
Poulton	PB-SC	Poulton Village Hall, GL7 5HS	335	252	No change			
The Beeches	The Beeches	TF-SC	Cirencester Opportunity Group, Beeches Road, GL7 1BW	2190	1698	Double station		
The Rissingtons	Little Rissington	LB-NC	Little Rissington Village Hall, GL54 2ND	275	202	No change		
	Wyck Rissington	WK-NC	Little Rissington Village Hall, GL54 2ND					
	Great Rissington	GA-NC	Sports and Social Club, Great Rissington, GL54 2LP	294	220	No change		
	Upper Rissington	UA-NC	Upper Rissington Village Hall, Wellington Road, GL54 2QW	1405	1226	No change		
Watermoor	Watermoor	WAA-SC	Watermoor Church Hall, Watermoor Road, GL7 1GF					

Watermoor	Watermoor	WAB-SC	Polling station to be finalised				Create new polling district to allow allocation of polling station on south side of A429 dual carriageway. If no alternative venue is found, polling station to remain at Watermoor Church Hall.
				68586	54964		

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Area/Parish	Background information	Comments	Recommendation
<p>Baunton</p>	<p>Historically, a portacabin was sited in Baunton for elections. However, in 2021 it was not possible to source a cabin because of supply issues due to COVID. Since that time, Baunton have voted at Cirencester Golf Club.</p> <p>Letter from Peter Davies, Chair of Baunton PC With reference to your correspondence with Cllr. Marie Whiteman and your visit to our Church/Community Centre on 29th November 2023, Baunton Parish Council would like to formally request that our Church/Community Centre be used as our Polling Station at the next and all forthcoming elections.</p> <p>We totally understand why you withdrew the Portacabin facility that Baunton used for many years as it was very expensive. However, now we have a much more affordable facility would you please consider Baunton having their own Polling Station again. Our Charge for the day would be minimal, just £100 to cover lighting and heating.</p> <p>Now we no longer have the north side of Baunton Lane in our parish parking will not be a problem. As you saw when you visited we now have kitchen and toilet facilities in the Church/Community Centre.</p> <p>Many of our residents are elderly and some no longer drive so being able to vote In the village would be very advantageous to them and to democracy.</p>	<p>Baunton Parish Council asked us to consider using the Church in Baunton as a polling station. Since 2021, the Church has installed toilet and kitchen facilities and it is therefore suitable as a station.</p>	<p>Allocate St Mary Magdalene as the polling place/station for Baunton Parish.</p>

Colesbourne	<p>HWG Elwes, Chairman, Colesbourne Parish Meeting</p> <p>The Colesbourne Meeting is content with the Polling Station proposed for the village in the Churn Valley ward.</p>		Retain Colesbourne Estate Office as polling station for Colesbourne Parish
Coln St Aldwyns	<p>Until the 2023 elections, a portacabin was sited in Coln St Aldwyns for electors. However, the location for the cabin is no longer available. The Church was considered as a possible alternative but does not have facilities for staff or suitable lighting. For the May 2023, it was therefore agreed with the parish council and district and county councillor that electors would vote at Quenington Village Hall.</p> <p>As part of the current review, the Electoral Services Manager has asked the current parish council and district and county councillors for their views on the change.</p>	<p>Cllr Dominic Morris, County Council - My recommendation would be the Quenington Village Hall. It is closest to the most people, has the green by way of parking and is more 'in the public domain' than either of the other options. I don't believe the Mill will be ready by next May looking at the scaffolding yesterday!</p> <p>Response from parish council – agreed to voting at Quenington until such time as the Mill re-development is complete.</p>	<p>Retain Quenington Village Hall as the polling station for Coln St Aldwyns.</p> <p>Review this once the re-development of the Mill has been completed in Coln St Aldwyns.</p>
Driffield	<p>During the Boundary Working Group, Cllr Fowles asked that the polling station for Driffield be considered. He felt that Driffield could vote at Ampney Crucis Village Hall instead of the Harnhill Centre. The Electoral Services Officer sought the views of the District and County Councillor, Lisa Spivey and Driffield Parish Council.</p>	<p>Response from Lisa Spivey, District and County Councillor – I can understand why Driffield parish Council wish to keep the polling station in Harnhill, although I would question</p>	Retain Harnhill Centre as polling station for Driffield and contact them to see if costs can be reduced.

Their responses are given in the next column. Based on these responses it is recommended that the polling station at Harnhill be retained.

that the majority of people using it walk to the polling station as the majority of voters will live in Driffield rather than Harnhill and will most likely drive there. Anyway. I assume that you can only have 1 polling station for every election in order to reduce confusion? I was going to suggest that when CDC pays for an election, that Ampney Crucis village hall is used, and that when Driffield pay for it, they can choose, but that's probably not feasible? And I also assume that there is no negotiation to be done with the current polling station at Harnhill?

Driffield Parish Council - Council considered consultation from CDC on polling station in Driffield be removed and residents to use the Ampney Crucis Village Hall – Council felt that the identity of the parish should be preserved and should not be further eroded by amalgamating polling station.

		<p>Council felt that it was not environmentally friendly to ask residents to drive outside of the parish when there is a facility within the parish which could be reached by walking.</p> <p>Overall, I think I would support the Parish Council's position to keep the polling station where it is, but to negotiate with the Harnhill Centre for a more competitive rate.</p>	
Mickleton	Mickleton Parish Council – recommend King Georges Hall		Retain King George’s Hall as polling station for Mickleton
New Mills	<p>Cllr Joe Harris, currently vote at Watermoor School. The turnout at this station is significantly lower than other areas of Cirencester. Concern that the location of the station is a barrier to voting.</p> <p>Mulberry Court was considered as an option but unfortunately they are not able to guarantee use at elections. If there is an outbreak of flu/covid etc, they will close the building to visitors to protect residents.</p>		With no other suitable building in the Ward, it is recommended that further work is carried out to ensure that electors are aware of the walking routes from New Mills estate through to Watermoor School. This is likely to be in the form of a map and/or instructions included with poll cards.

Northleach	Cllr Tony Dale , happy with current arrangements for Northleach		Retain the Westwoods Centre as polling station for Northleach Town
Swell	Swell Parish Council are happy that their polling station remains at the village hall.		Retain Swell Village Hall
Tetbury Town	<p>Historically, there have been 3 polling stations in Tetbury all in one location. However, in 2021, this was not possible due to COVID concerns. The stations were therefore split between 2 locations; 2 stations at the Dolphins Hall and 1 at the Goods Shed.</p> <p>Following the 2021 election, the 2 locations were used at the May 2023 District and Parish/Town elections and electors have become used to the different locations.</p> <p>However, Tetbury Town Council have expressed concern about the additional cost of 2 locations compared to just 1. This would affect them directly at a contested Town election where they are liable for costs.</p> <p>Tetbury Town Council is not currently warded so when a by-election occurs, the whole Town will be asked to participate in the vote. With around 5,000 electors, the cost of an election is around £8,000.</p> <p>If the Town Council were to be warded, each Councillor would represent a given ward and any by-elections would be for the relevant ward only thus reducing the cost.</p>	<p>Cllr Twells: I am very strongly supportive of retaining two polling stations due to the shortage of parking and general congestion at Dolphins Hall. It would also be, by some distance, the largest polling district in the Cotswold District and much larger than best-practice suggests. At a general election with a high turnout we might start to see queues at the busiest times and potentially voters being turned away.</p> <p>I am also strongly in favour of a warding pattern for TTC, along the lines of the system used in Cirencester. In my view there might even be a case for each district ward (or part thereof) to be sub-divided into two parish wards each returning 2 or 3 councillors. That would allow</p>	<p>Retain the current 2 location, 3 station arrangement for polling stations in Tetbury.</p> <p>The District Council consider undertaking a Community Governance Review to “ward” the Town Council area for future elections. Any changes approved as part of such a review would come into effect from the next ordinary elections in May 2027.</p> <p>The District Ward Boundary Review may also consider the warding options for Tetbury.</p>

	<p>In this case, the split of polling stations would not impact on the cost as only one location would be needed.</p>	<p>for more effective and convenient local government and (at a guess) reduce the cost of by-elections by approx. 80%.</p> <p>I don't believe there are any other parishes of a similar size to Tetbury that are unwarded. If you compare the number of votes at the CDC election to the TTC election it's clear that many electors opted not to vote when confronted with a ballot paper of sixteen candidates and fifteen votes - and who can blame them?</p> <p>Comments awaited from Tetbury Town Council, Cllr Ian Watson, Cllr Nicki Ind</p>	
<p>Watermoor</p>	<p>Watermoor Ward covers an area of Cirencester either side of the A429 dual-carriageway.</p> <p>The polling station is currently located at Watermoor Church Hall and concern has been expressed about those electors without transport finding access difficult.</p>	<p>Further research needed on potential to use the Spiritualist Church or Kingdom Hall</p>	<p>4/1/24: Baptist Church is not available. The Spiritualist Church in Meadow Road may be an option – Electoral Services Manager will continue to research</p>

Councillor Gary Selwyn asked that consideration be given to a different location on the opposite side of the dual-carriageway.

The Electoral Services Manager approached Cirencester Baptist Church as a suitable alternative. The Church would be suitable and has one room with a separate entrance. However, the entrance is stepped and not accessible so anyone not able to use the steps would need to get to the polling station by walking through the building from the main entrance.

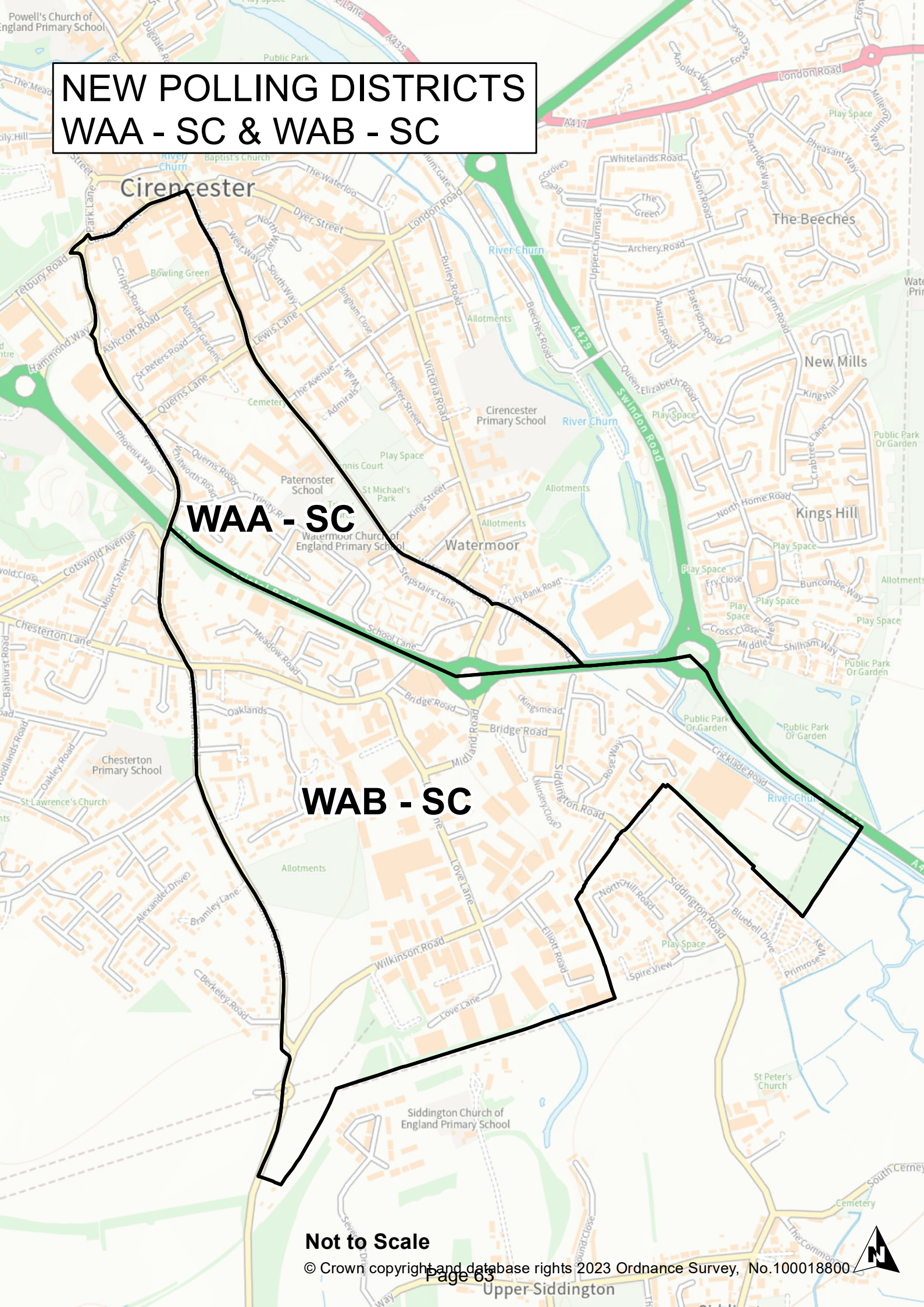
Unfortunately, the Church feel that this would compromise the safety of other users in the building . In particular, the youth club meet on Thursday evenings and use a number of the rooms resulting in people moving around the building.

This option is therefore not available to us at this time. The Electoral Services Manager will continue to seek alternative locations in the area.

Cllr Selwyn has also suggested the Kingdom Hall which is opposite the Spiritualist Church

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NEW POLLING DISTRICTS WAA - SC & WAB - SC



WAA - SC

WAB - SC

Not to Scale

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Agenda Item 9



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 24 January 2024
Subject	AMENDMENTS TO THE CONSTITUTION – REPORT OF THE CONSTITUTION WORKING GROUP
Wards affected	All
Accountable member	Councillor Juliet Layton, Cabinet Member for Planning and Regulatory Services Email: Juliet.Layton@cotswold.gov.uk
Accountable officer	Charlie Jackson, Assistant Director for Planning & Sustainability Email: Charlie.Jackson@cotswold.gov.uk
Report author	David Morren, Interim Development Manager Email: david.morren@cotswold.gov.uk
Summary/Purpose	The purpose of the report is to consider updates to the planning scheme of delegation following recommendations by the Planning Advisory Service for the benefit of all stakeholders.
Annexes	Annex A - Existing Scheme of Delegation Annex B - Proposed Planning Protocol
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none"> 1. Approve the changes to the Scheme of Delegation in respect to the Call in of planning applications and notifications to the Planning & Licencing Committee. 2. Approve the other changes to the Scheme of Delegation relating to Article 4 directions and Disposal of Planning applications. 3. Approve the change in frequency of the Planning Review Panel and the associated changes to the Planning Protocol in respect to this and the required attendees.
Corporate priorities	<ul style="list-style-type: none"> • Deliver the highest standard of service
Key Decision	NO



Exempt	NO
Consultees/ Consultation	Elected Members of the Constitution Working Group on 7 th November 2023 Local Management Team; Assistant Director – Planning & Sustainability and; Interim Head of Legal Services.



1. EXECUTIVE SUMMARY

- 1.1 The report seeks to review and update the Councils Scheme of Delegation in respect to Development Management matters. The report outlines areas where the scheme is potentially outdated and suggests amendments to the scheme to give greater clarification and assist with the timeliness of decision making.
- 1.2 The report also looks at the frequency of the Review Panel and how this could be best utilised going forwards, proposing a more frequent meeting of the panel to avoid potential delay.

2. BACKGROUND

- 2.1 The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
- 2.2 The Constitution must contain:
 - the Council's standing orders/procedure rules;
 - the members' code of conduct;
 - such information as the Secretary of State may direct;
 - such other information (if any) as the authority considers appropriate
- 2.3 Members of the Constitution Working Group have considered a number of proposals and now recommend the following amendments to the Constitution to the Council namely the scheme of delegation.
- 2.4 This report follows advice given by the Planning Advisory Service dated May 2022 which highlighted potential issues with Cotswold District Council scheme of delegation. This report proposes changes to streamline the planning process giving applicants and stakeholders more certainty and to eradicate potential delays which could be avoided.
- 2.5 The scheme was last reviewed in July 2021 and has been utilised well. During the serving of a new Article 4 Direction (where the council seeks to limit or remove permitted development rights) it was noted that the wording was not clear and needed to be amended.

3. CHANGES TO THE SCHEME OF DELEGATION

- 3.1 The Scheme of Delegation is the document that allows the Council's Development Management and Planning functions to operate their day to day work in determining planning applications and taking enforcement and other such actions. The document is used on a day to day basis as a guide for Planning Officers to ensure that decisions are made in a safe and legal manner. The current scheme of delegation is attached as appendix I.
- 3.2 The Planning Advisory Service report dated May 2022 noted that *"The scheme of delegation at Cotswold DC allows for Councillors to call applications in to the Planning Committee at*



the end of the process, meaning that almost inevitably those applications will not be able to be determined within the statutory time period. This is not seen as being good practice and it also unnecessarily extends the period of uncertainty for all parties involved. It is recommended that consideration be given to revising the time period for call-in to align with that for representations (i.e. 21 or 28 days from the date of notification)”.

- 3.3** By having the member referral process at the end of the planning application process this adds unnecessary uncertainty for the applicant and also the case officer, and can cause issues with negotiation as the case officer will not be certain that the changes they propose will be accepted by the elected member. This can also impact the applicant because without this certainty they may be reluctant to make said suggested changes with the hope of persuading the elected member to call the matter in.
- 3.4** With this in mind it is considered that introducing the recommended 28 day call in limit would allow for such certainty and would give all parties a clear indication of the likely direction of travel for the application.
- 3.5** It is noted that within Cotswold District Council that a great number of planning applications can have complex considerations due to the nature of the district and some will have a number of statutory consultees who do not always respond as timely as would be liked. So not to disadvantage a ward member, it is proposed to have a caveat to the 28 days which allows for an extension of this time where such consultee responses have not been received. In such an instance the expectation is that the affected ward member would request additional time to the case officer. This request would be via an email and would be within the 28 day period stipulated. The request would then be considered by the officer and agreed by either a Principal Planning officer or the Development Manager or equivalent. This would be responded back to the member in writing, ideally, no longer than 3 working days after the request is made.
- 3.6** It is also acknowledged that currently members have the ability to read the officers report before taking a view on a planning application. It is appreciated that this can sometimes be helpful to members as planning can be a complex process.. It is expected that planning officers will need to work closely with the Ward Members to clarify any issues on a site and answer any questions that will arise which will both foster closer working relationships and give officers clarity as to what issues the local Ward Member has to take into consideration should negotiation be appropriate. This would help involve members throughout the process and would enable further influence during the lifetime of the application which at present is more difficult due to the static report at the end of the process. Conversely, Ward Members would need to keep abreast of the local issues and those applications that may be causing a level of disquiet as community advocates. This is usually apparent within the 28 day period and where appropriate a conditional request could be made i.e should the member be happy that the



application is approved but would like it referred to committee if it is recommended for refusal.

- 3.7 As part of the updated call in process it is proposed that a pro-forma is created to assist members as to what information is required. The pro-forma will also give the member the ability to make a conditional request as outlined above. In such an instance should the officer be minded to refuse, the expectation would be at the earliest possible stage the matter would be referred to the appropriate mechanism to determine whether it is an appropriate candidate for hearing at committee (See Section 4). This pro-forma will be designed and shared to members before the proposed implementation of the changes.
- 3.8 It is noted that there is no mention within the Scheme of Delegation of the ability to unilaterally call a planning application into planning committee. This is something which has been done for larger or contentious applications where it was felt that it was in the wider public or corporate (Council) interest for it to be heard in this manner. It is therefore for completeness considered appropriate to add such a paragraph into the Scheme. As advised by the Constitution Working Group this will include reference to “in discussion with the Chair of Planning Committee” for completeness.
- 3.9 The suggested changes of the wording of the Scheme of Delegation are dealt with at Section 5 of this report.
- 3.10 For clarification the 28 days would begin on the date that the application was made valid by the Council.
- 3.11 Implementation of the changes should they be agreed would be for any planning applications **made valid** from the 1st April 2024.

Notifications

- 3.12 Similarly, it is noted that the Scheme of Delegation requires officers dealing with “notifications” to undertake the same procedure of potential call-ins. Most notifications relate to applications for works to trees within a conservation area. Very few of these do end up at planning committee, and the Council is only able to either raise no objection or to issue a Tree Preservation Order for such matters.
- 3.13 It is proposed that a 28 day process be introduced for such applications as the Council is time limited as to how long it has to determine such applications (6 weeks).
- 3.14 Implementation of the changes should they be agreed would be for any planning applications **made valid** from the 1st April 2024.

Article 4 Directions

- 3.15 An article 4 Direction is where the Council seeks to limit or remove permitted development rights across an area of land. The current Scheme of Delegation at para 10 states that the



Senior Officer for Planning has the ability to serve and where expedient to withdraw such directions.

- 3.16** The process however for the creation of a direction is subtly different to the wording of the Scheme and this became apparent whilst creating a recent Direction. It is therefore proposed to change the wording to include the confirmation of the order, to enable the process to be completed without undue delay.

Disposal of Planning Applications

- 3.17** The Council is able under Article 40 of the General Development Procedure Order 2015 to dispose of a planning application. This is usually where an application no longer serves a purpose going forwards and the applicant has either not provided requested information or responded to communication. Disposing of a planning application effectively closes the application down without a statutory determination having been made. This avoids the penalty of missing the statutory time-periods through no fault of the authority.
- 3.18** Legally the Council is able to dispose of applications at any time following the statutory time periods of 8 and 12 weeks where an extension of time has been agreed but it would be rare for this to be done in such a quick manner.
- 3.19** Currently the scheme of delegation at para 7 requires the Senior Officer for Planning to consult with ward members prior to this being done.
- 3.20** When undertaking a review of old planning applications on the books at Cotswold it was clear that there was a number which had not had actions undertaken on them for well over 6 months (and in some cases years) and rather than determine them (which opened the door for appeals and also would have had a deleterious impact on the Councils statutory returns) it is more advantageous to use the disposal powers.
- 3.21** Due to the nature of such applications, disposing of them after an appropriate time period is low risk, and generally not contentious. It will only be done in such circumstances that an application has not been progressed within 6 months of a Council request and thus is considered to be no longer live. It is therefore proposed that the requirement to consult with Ward Members is deleted to enable the use of this power where appropriate.

4. REVIEW PANEL

- 4.1** At present members will be aware that Cotswold District Council operates a Planning Review Panel which reviews the call in requests that is received and decides whether or not the planning reasons are strong enough for the matter to be heard by the planning committee. This has the benefit that cases are given a thorough check by both elected members and professional officers before being listed at a planning committee.
- 4.2** It is therefore logical whilst we review the scheme of delegation to review how the panel fits into the new proposed way of working. At present the panel is held monthly which can result



in significant delays for those applications and applicants to know with certainty what direction their planning application is moving in, and the primary consideration for officers is to try to reduce this time, whilst giving members a process and level of control that they are comfortable with. Therefore the suggested option which the Constitution Working Group agreed was the most appropriate with respect to operating going forwards is

- To change to a bi-weekly panel (where cases exist to take to it) – This would mean that no application waits longer than 14 days from the point of call in / officer being ready to make recommendation. It would be proposed to stream-line the panel process so that full reports are not necessary (as the planning merits are not being considered) and this would mean that they could be referred at the earliest possible opportunity. The agenda and outcome of the meeting would not be changed. It is also not considered that such a change would need any adjustment to the Constitution.

4.3 It is also proposed to amend the Planning Protocol to require either the Chair or Vice Chair of the Planning Committee to be in attendance (however both will be invited as a matter of course). It is also proposed to remove the requirement for a member of Legal Services to be in attendance but to continue to invite them as a matter of course. This will ensure that the Council is always able to hold such meetings and that the vital members are bound to attend by the terms of the meeting but the other desirable attendees will still be invited.

4.4 Should an elected member no longer require a case to go to the review panel they will via the pro-forma be able to withdraw this request via email at any time.

5. SUGGESTED OUTCOMES AND CHANGES

5.1 To replace the wording (of the Scheme of Delegation) at Para 3A (iv) with *“Should a Ward Member wish to call in an application to the Planning Committee then this must be done so in writing using the agreed form within 28 days of the receipt of the planning application. Where an application does not have all the statutory consultation responses the Ward Member may (within the initial 28 day period) request in writing an extension to this period. This will then be considered by the SOP and responded to in writing. Any extension would be expected to be within either the statutory determination date or any agreed Extension of Time with the applicant.”*

5.2 To agree to the introduction of a pro-forma for making such requests and this to be delegated to the Interim Development Manager in conjunction with the Chair of Planning Committee and the Cabinet Member for Planning and Regulatory Services.

5.3 To insert into the Scheme of Delegation at 3A Vii (or for the appropriate renumbering to take place) the following *“Applications where the Senior Officer for Planning considers (for reasons of public interest, or significant planning reasons) should be referred to the planning*



committee regardless of whether a call in request has been received in conjunction with the Chair of Planning Committee”

- 5.4 To replace the wording of Para 3B (iv) with *“Should a Ward Member wish to call in an notification to the Planning Committee then this must be done so in writing within 28 days of the receipt of the notification”*
- 5.5 To delete at Para 7 the wording *“prior consultation with Ward Member(s)”*
- 5.6 To replace at Para 10 the wording of *“To Serve Article 4 Directions”* with *“To Serve and confirm Article 4 Directions”*

6. ALTERNATIVE OPTIONS

- 6.1 Members are advised to adopt the recommendations for the reasons outlined in the main body of the report.
- 6.2 Not amending the Constitution namely the Scheme of Delegation and Planning Protocol which would lead to a lost opportunity in terms of improving agile and speedy decision making, promoting transparency and ensuring robust governance arrangements.

7. FINANCIAL IMPLICATIONS

- 7.1 None specifically arising from this report.

8. LEGAL IMPLICATIONS

- 8.1 Full Council, through its responsibilities as set out in the Constitution, recognises the requirement to observe specific requirements of legislation and the general responsibilities placed on the Council by public law, but also accepting responsibility to use its legal powers to the full benefit of the citizens and communities in its area.

9. RISK ASSESSMENT

- 9.1 There is a risk of reputational damage that if the Council does not determine planning applications in-line with the Government Targets and the potential that the Council could lose its ability to determine its own application in the worst case scenario.

10. EQUALITIES IMPACT

- 10.1 The Constitution is made available to all Members and the Public via the Council’s website and has been updated in line with the Accessibility Requirements for Public Sector Bodies Regulations (2018). This means that it can be accessed by as many people as possible including those with impaired vision, motor difficulties or cognitive impairments. Where accessibility difficulties are encountered, the Council can provide a copy of the Constitution in different formats.



COTSWOLD
DISTRICT COUNCIL

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 Not applicable

12. BACKGROUND PAPERS

12.1 None.

(END)

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Part C4: Non-Executive Scheme of Officer Delegation

- 4.1 Council has delegated to committees and officers the exercise of a range of functions set out in the table below (as referred to in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended), which are not the responsibility of the Executive.
- 4.2 When exercising these delegated powers, officers should maintain a close liaison with the relevant committee chair and refer any proposed action to the relevant committee if required by the chair.
- 4.3 Officers may, in turn, authorise other officers to exercise their functions, or escalate the making of those decisions to Chief Executive or Deputy Chief Executive but must ensure that such delegations are documented and are regularly reviewed.
- 4.4 Any manager may exercise any power delegated to an officer for whom they have supervisory responsibility, except those reserved by law to others.
- 4.5 Any Non-Executive function may be exercised by the Chief Executive or the Deputy Chief Executive notwithstanding its delegation to another officer (except those reserved by law to others).
- 4.6 In the absence of the Chief Executive the Deputy Chief Executive is authorised to exercise any functions which are delegated to the Chief Executive
- 4.7 Officers (or an officer authorised by them) may act on urgent matters, which would otherwise require reference to, or consultation with Council or a committee, if there is no time for such reference or consultation to be made; relevant committee chairs should be consulted if time permits. All such decisions should be reported to the next meeting of Council or committee.
- 4.8 Certain Non-Executive decisions taken by officers must be recorded and published, in accordance with The Openness of Local Government Bodies Regulations 2014.
- 4.9 In addition to the specific powers detailed in the tables below all powers necessary and appropriate for the operational discharge of functions, whether mandatory or discretionary are deemed delegated to the Senior Officer(s) with responsibility for discharging that function, or exercising that power, without a specific resolution of Council or Cabinet, unless the legislation requires a positive resolution or a specific procedure to be adopted before the function can be undertaken. Such delegated powers are to be exercised with due professional skill and diligence relevant to the post and are subject to the limitations, if any, set by the relevant committee and budgetary resources. Further, such delegated powers will be exercised in compliance with and consistent with the policy framework adopted by Council and in accordance with law and the principles of this constitution. The Senior Officers will be able to appoint such officers as they consider necessary to assist in the discharge of the functions.

Functions relating to Governance

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1.	Proper officer Functions	Any enactment passed before or during the 1971/72 session of Parliament other than the Local Government Act 1972	Chief Executive
2.	Authentication of documents	Section 234(1) and (2) of the Local Government Act 1972	Chief Executive and Monitoring Officer
3.	Signature of summonses for Council Meetings	Schedule 12, paragraph 42(b) of the Local Government Act 1972	Chief Executive and Monitoring Officer
4.	Witness and receive declarations of acceptance of office	Section 83(1) to (4) of the Local Government Act 1972	Monitoring Officer
5.	Receive declarations of resignation of office	Section 84 of the Local Government Act 1972	Monitoring Officer
6.	Convene meetings of Council to fill a casual vacancy in the office of chair	Section 88(2) of the Local Government Act 1972	Monitoring Officer
7.	Receive notice of a casual vacancy	Section 89(1)(b) of the Local Government Act 1972	Monitoring Officer
8.	Access to agenda and connected report	Section 100B(2) of the Local Government Act 1972	Monitoring Officer
9.	Supply of papers to the press	Section 100B(7)(c) of the Local Government Act 1972	Monitoring Officer
10.	Summaries of minutes	Section 100C(2) of the Local Government Act 1972	Monitoring Officer
11.	Compilation of lists of background papers where the report has been prepared in the name of the Chief Executive or any member or any other instances exclusive of named Senior Officers (including first named in joint reports)	Section 100D(1)(a) of the Local Government Act 1972	All Senior Officers
12.	Identification of background papers where the report has been prepared in the name of the Chief Executive or any member or any other instances exclusive of named Senior Officers (including first named in joint reports)	Section 100D(5)(a) of the Local Government Act 1972	Monitoring Officer
13.	Determination of papers not open to inspection by	Section 100F(2) of the Local Government Act 1972	Chief Executive and Monitoring Officer

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	members		
14.	Deposit of documents	Section 225(1) of the Local Government Act 1972	Monitoring Officer
15.	Certification of photographic copies	Section 229(5) of the Local Government Act 1972	Monitoring Officer
16.	Authentication of document	Section 234(1)(2) of the Local Government Act 1972	Monitoring Officer
17.	Consider exempt status of information to be considered at a Council or Committee meeting in respect of which the public may be excluded	Schedule 12 of the Local Government Act 1972	Monitoring Officer/Deputy Monitoring Officer
18.	Certification of resolutions under paragraph 25 of Schedule 14	Schedule 14 of the Local Government Act 1972	Monitoring Officer
19.	Receipt of Ombudsman Reports	Section 30 of the Local Government Act 1974	Monitoring Officer
20.	Authentication of copies of minutes etc for production in Court	Section 41 of the Local Government (Miscellaneous Provisions) Act 1976	Monitoring Officer
21.	Monitoring Officer	Section 5 of the Local Government and Housing Act 1989	Monitoring Officer
22.	Calculation of Political Balance on Committees	Section 15 of the Local Government and Housing Act 1989	Monitoring Officer
23.	Receipt of written undertaking from members to observe the Authority's Code of Conduct	Section 52 of the Local Government Act 2000	Monitoring Officer
24.	Maintain and make available a register of declarations of interests under sections 30 and 31	Section 29 of the Localism Act 2011	Monitoring Officer
25.	Grant dispensations from section 31(4)	Section 33 of the Localism Act 2011	Monitoring Officer
26.	Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal).	Section 112 of the Local Government Act 1972	Council (for Chief Executive and designation of Chief Finance (S151) Officer & Monitoring Officer). Appointments Panel (for all posts below the Chief Executive) Chief Executive (for all other retained

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
			posts)
27.	Power to appoint officers for particular purposes (appointment of proper officers)	Section 270(3) of the Local Government Act 1972	Chief Executive
28.	Power to apply the common seal of the Council and sign documents	-	Chief Executive, Deputy Chief Executive, Monitoring Officer and Senior Officer Responsible for Legal Services
29.	To maintain and keep under review a central register of authorisations issued under Sections 28 and 29 of the Regulation of Investigatory Powers Act 2000	Sections 28 and 29 of the Regulation of Investigatory Powers Act 2000	Senior Officer Responsible for Counter Fraud

Functions relating to Finance

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1.	Declarations and certificates with regard to securities	Sections 146(1)(a) & (b) of the Local Government Act 1972	Chief Finance Officer
2.	Proper administration of the Council's financial affairs	Sections 151 of the Local Government Act 1972	Chief Finance Officer
3.	Receipt of a written statement or Annual report or Accounts deposited under section 137A where the Council has provided financial advice assistance to any organisation body or fund	Section 137A of the Local Government Act 1972	Chief Finance Officer
4.	Inspection of account by member of the authority	228(3) of the Local Government Act 1972	Chief Finance Officer
5.	Giving notice in the press of the amounts of Council Tax that have been set	Section 38(2) of the Local Government Finance Act 1992	Chief Finance Officer

Functions relating to Elections

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1.	Power to appoint officers to assist the electoral registration officer	Section 52(4) of the Representation of the People Act 1983	Chief Executive

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
2.	Powers in respect of holding of elections.	Section 39(4) of the Representation of the People Act 1983	Chief Executive
3.	Power to pay expenses properly incurred by electoral registration officers.	Section 54 of the Representation of the People Act 1983	Chief Executive
4.	Duty to give public notice of a casual vacancy.	Section 87 of the Local Government Act 1972	Chief Executive
5.	Duties relating to publicity.	Sections 35, 41 and 52 of the 2007 Act	Chief Executive
6.	Duties relating to notice to Electoral Commission.	Sections 36 and 42 of the 2007 Act	Chief Executive
7.	Duties when undertaking a community governance review	Section 93 to 95 of the Local Government and Public Involvement in Health Act 2007	Chief Executive
8.	Duty to publicise outcome of review	Section 96 of the Local Government and Public Involvement in Health Act 2007	Chief Executive
9.	Duty to send two copies of order to Secretary of State and Electoral Commission.	Section 98(1) of the Local Government and Public Involvement in Health Act 2007	Chief Executive
10.	Power to make agreements about incidental matters	Section 99 of the Local Government and Public Involvement in Health Act 2007	Chief Executive

Functions relating to Legal Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1.	To institute and defend in their own name all appropriate legal proceedings in any court, for and on behalf of the Council, where a decision has been made, whether under delegated authority of an officer or by the Executive, Council or committee, and which relates to a regulatory or enforcement power.	n/a	Senior Officer Responsible for Legal Services
2.	Where the Council is engaged in any litigation, to have the conduct of the matter and full authority to receive any information in connection therewith and to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	n/a	Senior Officer Responsible for Legal Services
3.	Authority to instruct private practice solicitors or junior barristers to undertake legal	n/a	Senior Officer Responsible for Legal Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	work when considered necessary or appropriate.		
4.	To prosecute any offence of obstructing staff in the course of their official duties.	n/a	Senior Officer Responsible for Legal Services
5.	Authority to obtain counsel's opinion provided that regular reports are made to Council on the costs of litigation.	n/a	Senior Officer Responsible for Legal Services
6.	In consultation with the Chief Executive to set charges for legal work rechargeable to external persons or organisations.	n/a	Senior Officer Responsible for Legal Services
7.	Recovery matters - Authority to act on the Council's behalf in respect of attendance at the Magistrates Court and the County Court on all recovery matters, including applications for a committal warrant and attendance at valuation tribunals as appropriate.	n/a	Senior Officer Responsible for Legal Services
8.	Issue notices under the provisions of the Drainage Acts	n/a	Senior Officer Responsible for Legal Services
9.	Court Attendance	Section 223 of the Local Government Act 1972	members of the Legal Services team may be authorised to prosecute or defend actions and/or cases, and to represent the Council, in any Magistrates' Court proceedings or County Court proceedings, valuation tribunals and planning inquires as appropriate, subject to the Senior Officer with responsibility for Legal Services being satisfied with their legal competence
10.	Authority to complete Planning Agreements	Section 106 of the Town and Country Planning Act 1990 and Section 38 and 278 of the Highways Act 1980	Senior Officer Responsible for Legal Services

Functions relating to Licensing
(in so far as not covered by any other part of this scheme of delegation)

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1.	Power to issue licences authorising the use of land as a caravan site (“site licences”).	Section 3(3) of the Caravan Sites and Control of Development Act 1960	Senior Officer Responsible for Operational Services
2.	Power to licence the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936	Senior Officer Responsible for Operational Services
3.	Power to licence hackney carriages and private hire vehicles.	(a) as to hackney carriages, the Town Police Clauses Act 1847, as extended by section 171 of the Public Health Act 1875, and section 15 of the Transport Act 1985; and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976; (b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Sub Committee if previous convictions or required by Policy Guidelines
4.	Power to licence drivers of hackney carriages and private hire vehicles.	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Sub Committee if previous convictions
5.	Power to licence operators of hackney carriages and hackney private hire vehicles.	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Sub Committee if required by Policy Guidelines
6.	Any function of a licensing authority (including personal licences and premises licences)	Licensing Act 2003 and any regulations or orders made under that Act	Senior Officer Responsible for Licensing and Business Support or refer to Sub Committee if representations are received
7.	To exercise power of entry	Section 179 of the Licensing Act 2003	Senior Officer Responsible for Operational Services
8.	Temporary event notice	Licensing Act 2003, Part 5 The Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005	Senior Officer Responsible for Licensing and Business Support or refer to Sub Committee if police or environmental health objection received
9.	Any functions of a licensing authority in relation to gambling	Section 163, 164 & 165 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support or refer to Planning

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
			and Licensing Committee if representations are received
10.	Temporary use notice (temporary gaming activities)	Section 215 of the Gambling Act 2005 Gambling Act 2005 (Temporary Use Notices) Regulations 2007	Senior Officer Responsible for Licensing and Business Support or refer to Planning and Licensing Committee if representations are received
11.	Any functions related to gaming permits	Sections 247, 271, 282, 283, and 289 and Schedules 10, 11, 13 and 14 of the Gambling Act 2005 Gambling Act (Club Gaming Permits) (Authorised Gaming) Regulations 2007 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Senior Officer Responsible for Licensing and Business Support
12.	Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
13.	Functions relating to Exchange of information.	Section 30 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
14.	Functions relating to occasional use notices.	Section 39 of the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
15.	Power to institute criminal proceedings	Section 346 of the Gambling Act 2005	Senior Officer with Responsibility for Legal Services
16.	Functions relating to the registration and regulation of small society lotteries.	Part 5 of Schedule 11 to the Gambling Act 2005	Senior Officer Responsible for Licensing and Business Support
17.	Power to licence persons to collect for charitable and other causes.	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939	Senior Officer Responsible for Licensing and Business Support
18.	Street collection licence	Sections 66 and 68 of the Charities Act 1992	Senior Officer Responsible for Licensing and Business Support
19.	Power to licence performances of hypnotism.	The Hypnotism Act 1952	Senior Officer Responsible for Licensing and Business Support or refer to Planning and Licensing Committee if representations are received
20.	Power to licence premises for acupuncture, tattooing, ear-piercing and electrolysis.	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982	Senior Officer Responsible for Licensing and Business Support or refer to Planning

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
			and Licensing Committee if representations are received
21.	Power to licence markets and street trading.	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982	Senior Officer Responsible for Licensing and Business Support
22.	Power to issue scrap metal dealers licences	Scrap Metal Dealers Act 2013	Senior Officer Responsible to Operational Services or refer to Cabinet of previous convictions
23.	Power to license premises for animal activities	Section I of the Breeding of Dogs Act 1973 and section I of the Breeding and Sale of Dogs (Welfare) Act 1999. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Senior Officer Responsible for Licensing and Business Support or refer to Planning and Licensing Committee if representations are received
24.	Power to licence zoos	Section I of the Zoo Licensing Act 1981	Senior Officer Responsible for Licensing and Business Support or refer to Planning and Licensing Committee if representations are received
25.	Power to licence dangerous wild animals.	Section I of the Dangerous Wild Animals Act 1976	Senior Officer Responsible for Licensing and Business Support or refer to Planning and Licensing Committee if representations are received
26.	Power to issue Pavement Licenses	Business & Planning Act 2020	Senior Officer Responsible for Licensing and Business Support or refer to Chair of Planning and Licensing Committee if representations are received

Functions relating to Housing, Public Health, Environmental Health and Health and Safety

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
I	Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974 to the extent that these functions are discharged otherwise than in the	Part I of the Health and Safety at Work etc. Act 1974.	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	authority's capacity as an employer.		
2	Inspection of premises the subject of an application for registration as keeper of a Common Lodging House	Section 283 of the Public Health Act 1936	Senior Officer Responsible for Operational Services
3	Notices to be signed on behalf of the District Council	Section 284 of the Public Health Act 1936 Section 29 of the Public Health (Control of Disease) Act 1984	Senior Officer Responsible for Operational Services
4	Disinfection or destruction of verminous article	Section 37 of the Public Health Act 1936	Senior Officer Responsible for Operational Services
5	Public Health Protection Activities	Section 129 of the Health and Social Care Act 2008	Senior Officer Responsible for Operational Services
6	Duty to enforce Chapter 1 and regulations made under it	Section 10(3) of the Health Act 2006	Senior Officer Responsible for Operational Services
7	Power to authorise officers	Section 10(5) and paragraph 1 of Schedule 2 of the Health Act 2006	Senior Officer Responsible for Operational Services
8	Functions relating to fixed penalty notices	Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006 Smoke-free (Vehicle Operators and Penalty Notices) Regulations	Senior Officer Responsible for Operational Services
9	Power to transfer enforcement functions to another enforcement agency	Smoke free (Premises and Enforcement) Regulations 2006	Senior Officer Responsible for Operational Services
10	Power to inspect premises and powers of entry	Animal Boarding Establishments Act 1963	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud
11	Power to inspect premises and powers of entry (section 10) Powers in relation to animals in distress (section 18) Power of entry (section 19)	Animal Welfare Act 2006	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud
12	Power to require name and address and to issue fixed penalty notices for graffiti and flyposting (section 43, 43B)	Anti-Social Behaviour Act 2003	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
13	Power to serve graffiti removal notices	Anti-Social Behaviour Act 2003	Senior Officer Responsible for Operational Services
14	<p>Authority to serve community protection notices and fixed penalty notices in relation to offences in breach of community protection notices (section 43,52)</p> <p>Authorisation to issue fixed penalty notices in relation to offences in breach of Public Spaces Protection Orders (section 68)</p> <p>Power for local authority representatives to enter premises to fix a copy of a closure notice (section 70)</p> <p>Power of entry and means to secure enforcement of Closure Orders (section 85)</p>	Anti-Social Behaviour Crime and Policing Act 2014	<p>Senior Officer Responsible for Operational Services</p> <p>Senior Officer Responsible for Counter Fraud</p>
15	Power to inspect and of entry to dog breeding establishment	Breeding of Dogs Act 1973	<p>Senior Officer Responsible for Operational Services</p> <p>Senior Officer Responsible for Counter Fraud</p>
16	Power to inspect non-residential premises not covered by licence under the Breeding of Dogs Act 1973.	Breeding of Dogs Act 1991	<p>Senior Officer Responsible for Operational Services</p> <p>Senior Officer Responsible for Counter Fraud</p>
17	<p>Service of notice to address unsatisfactory provision for drainage, to resolve defective drainage and to resolve drainage which is prejudicial to health or a nuisance (sections 59. 76 & 84).</p> <p>Powers of entry, inspection and for the purposes etc., specified (section 95).</p>	Building Act 1984	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
18	Powers of entry, inspection, service of notice, to carry out works, emergency action and for the purposes etc., specified in the Acts.	Caravan Sites and Control of Development Act 1960 (CSCDA '60) as amended by Caravan Sites Act 1968. Mobile Homes Act 2013.	Senior Officer Responsible for Operational Services
19	Powers of entry, inspection and for the purposes etc., specified.	Christmas Day (Trading) Act 2004	Senior Officer Responsible for Operational Services
20	Dealing with offences, rights of entry and inspection and powers to request information	Clean Air Act 1993	Senior Officer Responsible for Operational Services
21	<p>Authority to serve fixed penalty notices for nuisance parking offences, powers to require names and addresses (section 6,7)</p> <p>Power in respect of graffiti and other defacement (section 28 to 30 and 32 to 34)</p> <p>Power to require name and address for fixed penalty notice (section 76)</p> <p>Powers of entry, inspection and for the purposes etc., specified (section 77)</p> <p>Warrant to enter premises by force (section 78)</p> <p>Authority to silence alarms (section 79)</p>	Clean Neighbourhoods and Environment Act 2005	Senior Officer Responsible for Operational Services
22	<p>Authority to serve notice (section 60).</p> <p>Authority to give prior consent (section 61).</p> <p>Powers of entry, inspection and for the purposes etc., specified (sections 91 and 93).</p>	Control of Pollution Act 1974	Senior Officer Responsible for Operational Services
22	<p>Power to require production of authority to transport controlled waste (section 5)</p> <p>Seizure of vehicles or its contents (section 5A)</p> <p>Power to serve fixed penalty notices under section 5</p>	Control of Pollution (Amendment) Act 1989	<p>Senior Officer Responsible for Operational Services</p> <p>Senior Officer Responsible for Counter Fraud</p>

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	Power to seize and dispose of vehicles used for illegal waste disposal if a warrant has been issued (section 6)		
23	Power to require production of authority to transport controlled waste. Seizure of vehicles or its contents Power to serve fixed penalty notices under section 5 Power to seize and dispose of vehicles used for illegal waste disposal if a warrant has been issued.	Control of Pollution (Amendment) Act 1989	Senior Officer Responsible for Operational Services
24	Removal of unauthorised campers (sections 77 to 79)	Criminal Justice And Public Order 1994	Senior Officer Responsible for Operational Services
25	Power of complaint to court of summary jurisdiction re: dangerous dogs (section 2)	Dogs Act 1871	Senior Officer Responsible for Operational Services
26	Authority to serve fixed penalty notices for dog fouling offences (section 4)	Dog Fouling of Land Act 1996	Senior Officer Responsible for Operational Services
27	Authority to serve an FPN (£5,000) for failure of a letting agent or property manager to belong to a government approved redress scheme.	Enterprise and Regulatory Reform Act 2013	Senior Officer Responsible for Operational Services
28	Power of entry for the provision of the pollution control enactments. Requisition of information, provision of unobstructed assistance as requested and all other relevant powers of this section (section 108) Power to deal with cause of imminent danger of serious pollution (section 109)	Environment Act 1995	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud
29	Prohibition of unauthorised or harmful deposit, treatment or disposal etc. of waste. Powers to Serve Fixed Penalty Notices (section 33)	Environmental Protection Act 1990	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	<p>Duty of Care etc. as respects waste</p> <p>Powers to Serve Fixed Penalty Notices</p> <p>Powers to search and seize vehicles (section 34)</p> <p>Authority to serve FPN for offences of leaving commercial industrial or domestic waste receptacles on the Highway or road (section 46,47)</p> <p>Power to require removal of waste unlawfully deposited by owner (section 59/59ZA)</p> <p>Power to serve notice to require information (section 71(2))</p> <p>Authority to serve fixed penalty notices for littering (section 88)</p>		
30	<p>Powers of entry to deal with statutory nuisances (schedule 3 para 2)</p> <p>Power to take action to abate nuisances (sections 79-81)</p> <p>Authority to issue litter abatement notices, litter clearing notices, litter control notices and serve fixed penalty notices for contraventions (sections 92(1),92(A),93,94A(2))</p>	Environmental Protection Act 1990	Senior Officer Responsible for Operational Services
31	<p>Power to serve a notice to prevent environmental damage and for the purposes specified (sections 13,15,18, 23, 27)</p> <p>Power to serve a notice to prevent further environmental damage (section 14)</p>	Environmental Damage Regulations 2009	Senior Officer Responsible for Operational Services
32	<p>Authority to serve fixed penalty notices (section 9(1))</p> <p>Authority to carry out enforcement action and</p>	Health Act 2006	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	<p>instigate legal proceedings for offences (Schedule 2)</p> <p>Power of entry and inspection for the purposes specified</p>		
33	<p>Relating to the service of improvement notices and follow up action (sections 11,12,14,16,17,18)</p> <p>Relating to the service of prohibition orders and follow up action (sections 20,21,23,25 26,27)</p> <p>Relating to the service of Hazard Awareness Notices (section 28,29)</p> <p>Relating to the enforcement of improvement notices (section 30,31)</p> <p>Relating to the enforcement of prohibition orders (section 32)</p> <p>Relating to emergency remedial action (sections 40, 41, 42, 43)</p> <p>Relating to the powers to charge for enforcement action and recovery of charges (section 49,50)</p> <p>Relating to temporary exemption from licensing (section 62)</p> <p>Relating to the granting and refusal of HMO licences and the revocation and variation of licences (sections 64,69,70)</p> <p>Relating to management orders; powers of entry to carry out works in default (section 131 para 3(4) schedule 3 para 25, schedule 7)</p>	Housing Act 2004	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	<p>Relating to overcrowding notices in certain houses in multiple occupation not required to be licensed (section 139,144)</p> <p>Relating to enforcement of management regulations (section 234)</p> <p>Requiring production of documents (section 235)</p> <p>Relating to survey and examination (section 239)</p> <p>Relating to warrant to authorise entry (section 240)</p> <p>Relating to proceedings for obstruction (section 241)</p> <p>Relating to HMO declarations and revocations of HMO declarations (sections 255,256)</p> <p>Power to take action without agreement (Schedule 3 para 3(1) and para 3(4))</p>		
34	<p>Survey and examination (sections 260,319,340,600)</p> <p>Survey or valuation (sections 260,319)</p> <p>Measuring of rooms (section 337)</p>	Housing Act 1985	Senior Officer Responsible for Operational Services
35	Survey and examination and to exercise the powers in section 336 of the Housing Act 1985. (section 97)	Local Government and Housing Act 1989	Senior Officer Responsible for Operational Services
36	<p>Authority to requisition information (section 16)</p> <p>Relating to the service of notices for the removal of obstruction from blocked sewers. Timescale: within 48 hours or longer (section 35(1))</p>	Local Government (Miscellaneous Provisions) Act 1976	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	Relating to the service of notices for the recovery of costs (section 35(3))		
37	Powers of entry, inspection and for the purposes etc., specified (section 29).	Local Government (Miscellaneous Provisions) Act 1982	Senior Officer Responsible for Operational Services
38	Power to serve a Notice to require the keeper of a dog to have it microchipped	Microchipping of Dogs (England) Regulations 2014	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud
39	Authority to serve notices, carry out works, recover costs (sections 4 to 6) Powers of entry, inspection and for the purposes etc., specified (section 22)	Prevention of Damage By Pests Act 1949 (PDPA 1949)	Senior Officer Responsible for Operational Services
40	Authority to serve notice (Regulation 18)	Private Water Supply Regulations 2009	Senior Officer Responsible for Operational Services
41	Relating to unlawful eviction and harassment	Protection from Eviction Act 1977	Senior Officer Responsible for Operational Services
42	Powers of entry, inspection and for the purposes etc., specified (sections 48,83,84,85, 140,287) Relating to the service of notices requiring works to resolve overflowing and leaking cesspools (section 50(1)) Relating to the service of notices to resolve defective sanitary conveniences (section 45(1)) Relating to the service of notices for the cleansing for the cleansing of filthy or verminous premises (section 83(1)) Relating to the service of notices to notify the owner and occupier of verminous premises that gas is to be used	Public Health Act 1936	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
	<p>in the treatment (section 83(3))</p> <p>Relating to the cleansing or destruction of filthy or verminous articles and the cleansing of verminous persons and their clothing (sections 84,85)</p> <p>Powers to deal with pond, pools, ditches etc. and to require repair and cleansing of culverts (sections 260,264)</p> <p>Relating to making an order to recover costs for works in default to cleanse a filthy or verminous premises (sections 291,293)</p>		
43	<p>Relating to the service of notices for the repair of drains, private sewers, etc. Timescale: minimum 7days (section 17(1))</p> <p>Relating to the service of notice to remedy blocked drains, private sewers, etc. Timescale; within 48 hours (section 17(3))</p> <p>Relating to the powers to remove accumulations for rubbish (section 22)</p> <p>Relating to the service of notices on occupiers of verminous premises requiring vacation (section 36(1))</p> <p>Power to deal with accumulations of rubbish (section 34)</p>	The Public Health Act 1961	Senior Officer Responsible for Operational Services
44	<p>Authority to exercise powers contained within the Act, as amended and associated regulations. Powers of entry, inspection and for the purposes etc., specified (sections 48,61,62)</p>	Public Health (Control of Diseases) Act 1984 as amended by the Health and Social Care Act 2008	Senior Officer Responsible for Operational Services

No.	Function	Provision of Act or Statutory Instrument (where applicable)	Responsibility/ Decision Maker
45	Powers to deal with the control of dumping, abandoned vehicles recovery of expenses etc (sections 1 to 6) Authorisation to serve Fixed Penalty Notices (section 2A)	Refuse Disposal Amenity Act 1978 (as amended) by sections 10 to 14 of the Clean Neighbourhoods and Environment Act 2005.	Senior Officer Responsible for Operational Services
46	Powers of entry, inspection and for the purposes etc., specified (section 16)	Scrap Metal Dealers Act 2013	Senior Officer Responsible for Operational Services
47	Authority to serve Remedial Notices (Part 3 Regulation 5) Authority to arrange for the remedial action to be undertaken and to appoint an 'authorised person' to carry out any necessary remedial action (Part 3 Regulation 7) Authority to serve a Penalty Charge Notice for a landlord's breach of the duty under Regulation 6(1).	The Smoke and Carbon Monoxide (England) Regulations 2015	Senior Officer Responsible for Operational Services
48	Powers to require furnishing of waste transfer documents within 7 days (Regulation 35)	Waste (England and Wales) Regulations 2011	Senior Officer Responsible for Operational Services Senior Officer Responsible for Counter Fraud
49	Powers of entry, inspection and for the purposes etc., specified (section 84)	Water Industry Act 1991	Senior Officer Responsible for Operational Services

Functions relating to Planning

In this section of the scheme of delegation the following abbreviations have been applied:

PCttee means the Planning and Licensing Committee

CM means the Cabinet Member for Planning

HLS means the Senior Officer Responsible for Legal Services

SOP means the Senior Officer Responsible for Planning

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
Unless specified otherwise, titles in the third column indicate full delegation to the named officer			
1	General		
	<p>To respond on behalf of the Council to consultations from Government, Government agencies, the Local Government Association, other local authorities (except <i>with respect to</i> planning applications and similar consultations - see below), professional bodies and all other similar organisations, relevant to the work of the Committee and so long as:</p> <p>(i) it is not possible to assess and present the matter to the Committee within the prescribed time for response; or,</p> <p>(ii) the matter is considered to be of a relatively minor or straightforward nature not requiring prior debate by the Committee.</p>	SOP	
	<p>The scope of delegation may be amended by a majority of the Members present at a meeting of the Planning and Licensing Committee to which a report is submitted and there will be no requirement to comply with the procedure for amending the constitution. Changes to officer titles, onward delegations and minor drafting changes can be made without referral back to the Committee.</p>	SOP	
2	Right of Entry onto Land		
	<p>To exercise the Council's powers with respect to rights of entry onto land and into buildings under the relevant planning, historic building conservation, environmental and Local Government (Miscellaneous Provisions) legislation.</p>		
3	Dealing with Planning and other related Applications and Notifications		
A	<p><i>To determine all applications for planning permission or consents (with or without planning conditions or obligations), all Planning Applications for planning permission or consents, including Listed Building Consent, TPO applications, Permissions in Principle, Technical Details Consent.</i></p> <p><i>The following provisos apply:</i></p> <p>(i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation (including Regulations), Government guidance and circulars (including the NPPF), and all other relevant material considerations.</p>	SOP	<p><i>Types of applications NOT to be determined under delegated powers</i></p> <p>(a) Applications submitted by or on behalf of the Council, for development on Council-owned land.</p> <p>(Any application required in connection with flood prevention/alleviation</p>

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	<p>(ii) The relevant Ward Member(s) and Town / Parish Council / Parish Meeting must be notified either through the electronic planning alert system.</p> <p>(iii) Any Member(s) can request that an application be referred to the PCttee for determination and must provide Planning reasons for the referral.</p> <p>(iv) If an application is proposed for refusal, or if any written objection to an application is received but it is proposed to permit the application, the Ward Member(s) must be notified by the Case Officer and given seven calendar days within which they may require that the application be referred to the PCttee for determination. If no response is received within the seven day period, the delegated decision can be made as notified to the Ward Member(s).</p> <p>(v) For applications submitted by or on behalf of an employee of the Council (or their partner, close relative or their partner's close relative) in which they have a beneficial interest (i.e. they own the land or are a prospective purchaser), then the Officer/consultant shall declare their interest and shall have no involvement in the processing of the application/consent. The application must be the subject of consultation with the Ward Member(s) with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for Householder development.</p> <p>(vi) If a Permission in Principle application or Technical Details Consent cannot be brought to PCttee due to time constraints, the application/Consent should be the subject of consultation with the Ward Member(s). The final decision lies with the Senior Officer responsible for Planning.</p>		<p>schemes is exempt from the requirement to be presented to the PCttee).</p> <p>(b) Applications submitted by or on behalf of a Member of the Council or by a close relative or partner of a Member, or which relates to land which is owned by a Member (or they have a beneficial interest in), which must be drawn to the attention of the Senior Officer responsible for Planning.</p> <p>(c) Applications where the intended decision would be a significant departure from the provisions of the approved or draft development plan or other approved or adopted Council Planning policies or Supplementary Planning Guidance.</p>
B	<p><i>Notifications</i></p> <p><i>The following provisos apply:</i></p> <p>(i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation (including Regulations), Government guidance and circulars</p>	SOP	<p><i>Types of notifications NOT to be determined under delegated powers</i></p> <p>(a) Notifications submitted by or on behalf of the Council,</p>

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	<p>(including the NPPF), and all other relevant material considerations.</p> <p>(ii) The relevant Ward Member(s) and Town / Parish Council / Parish Meeting must be notified through the electronic planning alert system, with the exception of tree works notifications, which are subject to consultation with the Ward Member(s) in any case where the officer intends serving a TPO or an objection has been received.</p> <p>(iii) Any Member(s) can request that a notification be referred to the PCttee for determination and must provide Planning reasons for the referral.</p> <p>(iv) If it is proposed to raise objections to (or to refuse) a notification, or if any written objection to a notification is received but it is proposed to permit (or raise no objections to) the notification, the Ward Member(s) must be notified by the Case Officer and given seven calendar days within which they may require that the notification be referred to the PCttee for determination. If no response is received within the seven day period, then the delegated decision can be made as notified to the Ward Member(s).</p> <p>(v) All notifications submitted by or on behalf of an employee of the Council (or their partner, close relative or their partner's close relative) must be the subject of consultation with the Ward Member(s).</p> <p>(vi) If a notification cannot be brought to PCttee due to time constraints, the notification should be the subject of consultation with the Ward Member(s). The Senior Officer responsible for Planning will have discretion to determine proposals where objections are received relating to submissions that have strict, statutory time limits for making decisions or taking action</p>		<p>for development on Council- owned land.</p> <p>(Any notification required in connection with flood prevention/alleviation schemes is exempt from the requirement to be presented to the PCttee).</p> <p>(b) Notifications submitted by or on behalf of a Member of the Council or by a close relative or partner of a Member, or which relates to land which is owned by a Member (or they have a beneficial interest in), which must be drawn to the attention of the Senior Officer responsible for Planning.</p>
C	<p><i>Requests for Prior Approval</i></p> <p><i>The following provisos apply:</i></p> <p>(i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation (including Regulations), Government guidance and circulars (including the NPPF), and all other relevant material considerations.</p>	SOP	<p><i>Types of requests for Prior Approval NOT to be determined under delegated powers</i></p> <p>(a) Requests for Prior Approval submitted by or on behalf of the Council,</p>

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	<p>(ii) The relevant Ward Member(s) and Town / Parish Council / Parish Meeting must be notified through the electronic planning alert system.</p> <p>(iii) Any Member(s) can require that a request for Prior Approval be referred to the PCttee for determination and must provide Planning reasons for the referral.</p> <p>(iv) If a request for Prior Approval is proposed for refusal, or if any written objection is received but it is proposed to permit, the Ward Member(s) must be notified by the Case Officer and given three calendar days within which they may require that the request for Prior Approval be referred to the PCttee for determination. If no response is received within the three day period, then the delegated decision can be made as notified to the Ward Member(s).</p> <p>(v) All requests for Prior Approval submitted by or on behalf of an employee of the Council (or their partner, close relative or their partner's close relative) must be the subject of consultation with the Ward Member(s).</p> <p>(vi) If the request for Prior Approval cannot be brought to PCttee due to time constraints, the request should be the subject of consultation with the Ward Member(s). The Senior Officer responsible for Planning will have discretion to determine proposals where objections are received relating to submissions that have strict, statutory time limits for making decisions or taking action.</p>		<p>for development on Council- owned land.</p> <p>(Any request for Prior Approval required in connection with flood prevention/alleviation schemes is exempt from the requirement to be presented to the PCttee).</p> <p>(b) Requests for Prior Approval submitted by or on behalf of a Member of the Council or by a close relative or partner of a Member, or which relates to land which is owned by a Member (or they have a beneficial interest in), which must be drawn to the attention of the Senior Officer responsible for Planning.</p>
D	<p><i>Other Types of Application, Notification and Consultations</i></p> <p><i>This includes</i></p> <ul style="list-style-type: none"> • <i>Non-material Amendments</i> • <i>Compliance with conditions (Technical Details Consent)</i> • <i>Certificate of Lawfulness of Proposed Use or Development</i> <p>The following provisos apply:</p> <p>(i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation (including</p>	SOP	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	<p>Regulations), Government guidance and circulars (including the NPPF), and all other relevant material considerations.</p> <p>(ii) Consultation with the relevant Ward Members and Town / Parish Councils / Parish Meetings is discretionary.</p> <p>(iii) In respect of this category (D), condition compliance applications (Technical Details Consent) will be processed in accordance with the guidance outlined in section 3.1 (iv). However, time constraints may not be sufficient to allow referral to Committee and therefore, in cases when the Ward Member(s) do not agree with the Officer recommendation, then the Senior Officer responsible for Planning will make the final decision.</p>		
E	<p><i>Applications for Certificates of Lawful Use or Established Development (Section 191)</i></p> <p><i>The following provisos apply:</i></p> <p>(i) The Ward Member(s) and Town / Parish Council / Meeting, must be notified of all Section 191 applications.</p> <p>(ii) Representations will be considered; however, there is no provision to allow this application type to be referred to PCttee for determination.</p>	SOP	Subject to prior consultation with HLS
	<p><u>Note:</u> If the delegated decision was contrary to the views of a Town / Parish Council / Meeting, a copy of the notification sent by the Case Officer to the Ward Member(s) will be sent to the Town / Parish Council / Meeting, following determination.</p>		
4.	Power to Decline to determine Application for Planning Permissions	SOP	
5.	Environmental Impact Assessments		
	Power to carry out all publicity and other actions related to the relevant Environmental Impact Assessment (EIA) legislative framework. (Section 3.4 provides details on the delegated powers relating to EIA screening and scoping opinions.)	SOP	
	Authority to require an Environmental Statement under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and to offer screening and scoping opinions	SOP	
6	(Section 106) Planning Agreements/Obligations		
	To negotiate and finalise the Heads of Terms of Section 106 agreements, (agreements regulating development or use of land), Deeds of Variation	SOP	Subject to prior consultation with HLS

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	and other planning agreements, including the details thereof.		
	To determine applications for the modification or discharge of planning obligations.	SOP	(a) Applications which involve the proposed variation or discharge of a section 106 deed that materially differs from the Council's standard models or departs from the reasons for the original imposition of the obligation. (b) Prior consultation with: HLS. (c) Subject to the same consultation and other requirements as planning applications
7	Disposal of Applications		
	To finally dispose of applications for planning permission, in accordance with the relevant planning legislation.	SOP	Prior consultation with Ward Member(s)
8	Planning Appeals		
	To consider information, including amended plans, submitted by appellants and vary the Council's case accordingly.	SOP	If circumstances dictate, and following reasonable endeavours to consult, in consultation with the HLS, the Chair (Vice-Chair) and Ward Member(s).
9	Enforcement of Planning Control		
	To exercise the Council's enforcement powers, including the serving of notices, under the relevant planning, listed building, control of advertisement and tree legislation, including decisions to take no remedial action when unauthorised work has been undertaken but no application is forthcoming (within a timeframe deemed appropriate by officers determined by the circumstances of the case including the Council's Enforcement Policy).	SOP	Prior consultation with: HLS when required

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	<p>When appropriate, those undertaking development/works will also be advised that a formal response can be obtained through the submission of an application under section 191 or 192 of the Town and Country Planning Act 1990, as amended.</p> <p>A. All assessments as to whether it is expedient to take remedial action in relation to a breach of control will take into account the Council's Enforcement Plan and the following provisos:</p> <p>i. All decisions must pay due regard to any relevant provisions of the Development Plan, where applicable, and to legislation (including Regulations), Government guidance and circulars (including the NPPF), and all other relevant material considerations.</p> <p>ii. When necessary, consultation will be undertaken to establish whether harm has resulted and if there are expediency reasons for taking action.</p> <p>iii. All cases involving an employee of the Council (or their partner, close relative or their partner's close relative), must be the subject of consultation with the Ward Member(s) and Chair/Vice-Chair of PCttee.</p>		
	<p>To exercise the Council's enforcement powers to prosecute or serve an official caution under the relevant planning, listed building, control of advertisement and tree legislation and pursue proceedings in the civil courts where appropriate.</p> <p>Where prosecution or the serving of an official caution is undertaken, or civil proceedings are pursued, such matters should be reported to the Planning and Licensing Committee.</p>	HLS	
	<p>The withdrawal of Enforcement Notices (including Stop Notices and Breach of Condition Notices) which have served their purpose or which are no longer relevant or necessary.</p>	SOP	Prior consultation with HLS
	<p>To sign duly authorised Enforcement Notices, Listed Building Enforcement Notices, Planning Contravention Notices, Stop Notices, Section 215 Notices and Breach of Condition Notices.</p>	SOP	Requisition Notice within statutory period and Non-compliance with Breach of Condition Notices in

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
			consultation with HLS.
10	Article 4 Directions		
	To serve Article 4 Directions.	SOP	
	Power to withdraw Article 4 Directions where it is no longer expedient to remove PD rights	SOP	
11	Rights of Way and Highways		
	To deal with consultations from Gloucestershire County Council on Definitive Map Orders, Public Path Orders and reviews of Roads used as Public Paths – there is no requirement for Officers to undertake consultation as, if necessary, this will be done by Officers of the County Council.	SOP	
12	Trees and Forestry		
	To exercise the Council's powers relating to the serving, revoking, varying and confirming of Tree Preservation Orders (TPOs) under the relevant legislation.	SOP	
	To serve Tree Replacement Notices	SOP	
	To respond to consultations from the Forestry Authority on grant applications and Tree Felling Licences (subject to there being no objections).	SOP	
	Authority to determine: any application to carry out work to a tree(s) subject to a Tree Preservation Order (subject to consultation with the Ward Member(s) in any case where the officer is recommending refusal or where objections have been received) any notification to carry out work to a tree within a Conservation Area (subject to consultation with the Ward Member(s) in any case where the officer intends serving a TPO or an objection has been received)	SOP	
	To exercise the Council's powers under Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 in relation to dangerous trees, including rights of entry onto land and into buildings	SOP	
	To determine Hedgerow Removal Notices and ancillary matters	SOP	
	Authority to deal with complaints about High Hedges under Part 8 of the Anti-Social Behaviour Act 2003	SOP	
13	Listed Buildings at Risk		

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	Where urgent action is necessary, to exercise the Council's powers under the following Sections of the Planning (Listed Buildings and Conservation Areas) Act 1990 (PLBCA Act). <ul style="list-style-type: none"> • Sections 3 and 4 (PLBCA Act) (Building Preservation Notices) • Section 54 (PLBCA Act) (urgent works for the preservation of an unoccupied listed building); • Section 55 (PLBCA Act) (recovery of costs for works carried out under Section 54). 	SOP	Prior consultation with HLS
	Powers to serve a Repairs Notice and to acquire a listed building in need of repair under Sections 47 and 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990.	SOP	Prior consultation with HLS
14	Amendments to the Statutory List of Buildings of Special Architectural or Historic Interest		
	To respond to consultations from the relevant organisations or Government departments on potential amendments to the Statutory List of Buildings of Special Architectural or Historic Interest.	SOP	
	To propose amendments to the Statutory List of Buildings of Special Architectural or Historic Interest to the relevant organisations or Government departments.	SOP	

Revised Guidance for Councillors and Officers

1. Purpose of this Protocol

This protocol sets out guidance for both officers and councillors when determining Planning applications, specifically those which come before the Planning and Licensing Committee for determination.

This should be read in conjunction with:

Part C of the Council's Constitution - "Responsibility for Functions", which sets out the role of the Planning and Licensing Committee, and the "Non-Executive Scheme of Officer Delegation".

This Protocol how the Committee will operate and when and how it takes decisions.

2. The Planning and Licensing Committee

2.1 The Development Management role of the Planning and Licensing Committee

As a quasi-judicial Committee, members of the Committee are required to be non-partisan and to represent the entire district. The practice of political whipping has no place in the decisions of the Planning and Licensing Committee, because decisions must be made on material Planning considerations.

2.2 Statutory functions of the Committee

The Committee is responsible for those functions allocated to the Council under the statutory provisions (to include statutory instruments, government circulars and planning policy statements and guidance) for control over development as defined in section 55(1) of the Town and Country Planning Act 1990 or any replacement legislation within the administrative district or that will have an impact on the district, save those matters delegated to officers and included in the Scheme of Delegation.

Members involved in the Planning process shall at all times comply with the requirements of this protocol, which are in addition to the Code of Conduct for members.

2.3. Referring an application to Committee

Members are expected to engage with Planning officers to resolve issues at every stage and may query interpretations of policy, and request extra detail.

Elected members have 28 days from the date of validation of the planning application to make representations should they consider the application should be heard at the Planning & Licensing Committee. Should a member require further time and the Statutory Consultee responses have not been received or publicised then the member may make a request to the case officer via email for an extension of time to make their request to call in.

Should no request be made inline with the timescales outlined above the application will be able to be determined by delegated authority inline with the Scheme of Delegation.

Where a Member believes, for reasons related to material Planning considerations, an application should be referred to the Planning and Licensing Committee, they can request the application be referred to the Committee by emailing the case officer using the pro-forma. The form must clearly detail the Planning reasons why the matter should be referred to the Committee. When making referrals, Members are reminded that they are expected to attend the Committee meeting to present their reasons for referral.

Any Member can refer any application within the district to the Committee. However, where a Member seeks to refer an application for a site located outside of their own ward, they should notify the relevant Ward Member(s) of their request, and will be required to present their case at Committee.

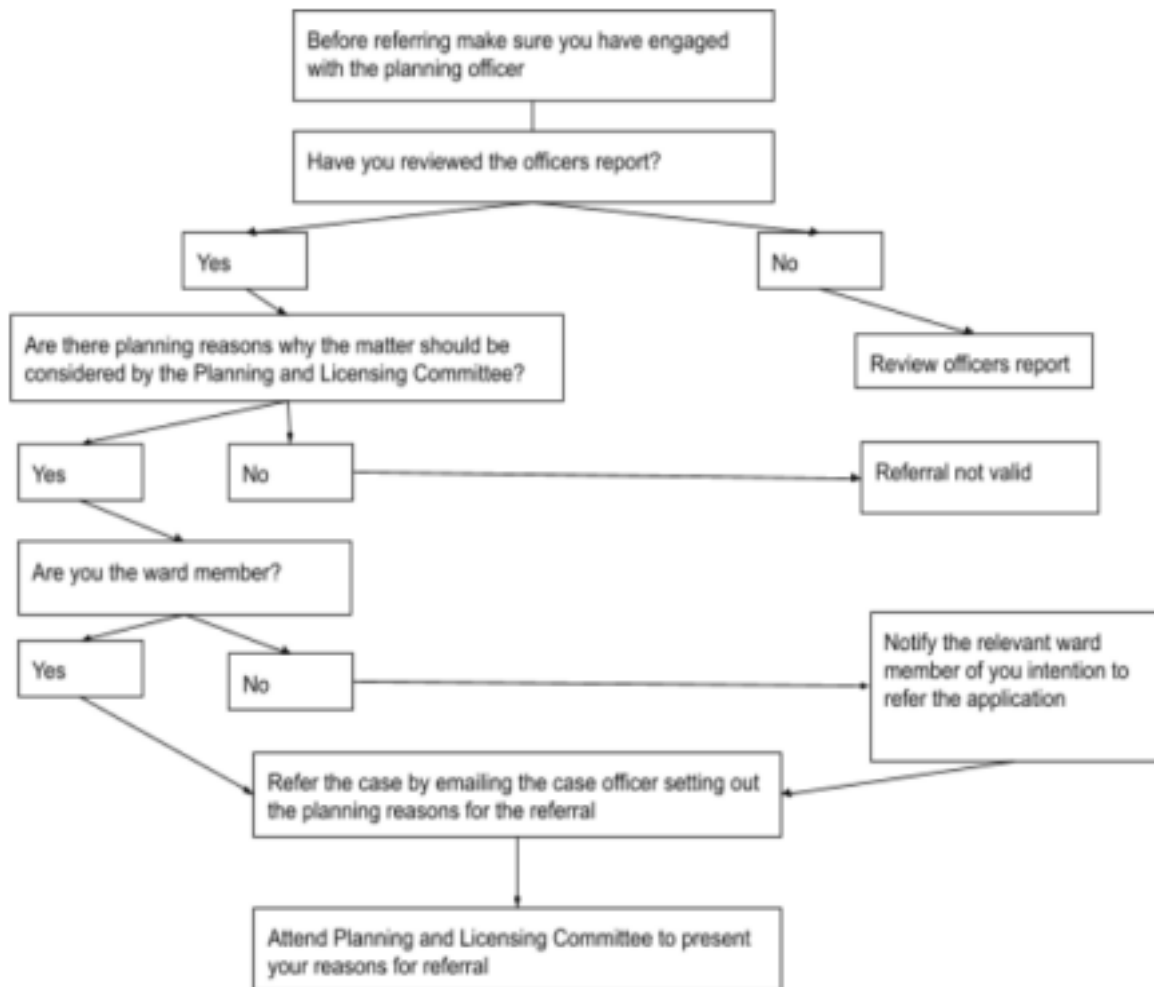
Applications being considered for referral to the Planning and Licensing Committee will be collated for a meeting before each forthcoming Committee meeting (known as the Review Panel). The review Panels will be held on a bi-weekly basis and the application should it be considered to go to the Committee will go to the next available date.

At this Panel, the Chair, Vice-Chair and Lead Officer will review the referrals and will consider which applications should proceed to Committee. Referrals which do not contain valid Planning reasons will not be passed to Committee. The final responsibility for the decision will lie with the Senior Officer responsible for Planning.

The Panel should comprise of the Lead Officer, Chair or Vice Chair (ideally both) and where appropriate a member of legal services will attend.

Following this meeting, the minutes of the Review Panel will be circulated to all Members and the Committee agenda will be created for distribution and all relevant parties will be notified.

Referral process flowchart:



2.4. Officers Report

All applications to go to the Planning & Licencing Committee will be presented in the form of an Officer report which will deal with all relevant documents in connection with an application. Any additional information received after the preparation of that report up to 12.00 hrs on the day before the Committee meeting will also be brought to the attention of the Committee if it raises new and relevant material planning matters. This is referred to as late material. Papers received after that time, at the discretion of the Chair, will normally be discounted since time will not be available to check their accuracy or to give consideration to their implications.

If any Member receives material from or on behalf of an applicant or third party in connection with an application before a Committee, they should establish from the Planning Officers whether the material has been received by them. If it has not, they should make it available as soon as possible to the Planning Department.

2.5. Public Speaking at Planning and Licensing Committee

The purpose of permitting public speaking is to enable those affected by proposed developments to inform the Committee of their viewpoint and to contribute to an open, fair and transparent debate on applications in which they have an interest. All public speaking will be carried out in accordance with any guidance issued by the Council.

Guidance will be provided for Members of the public who wish to speak at planning meetings and practical assistance will be provided for persons undertaking public speaking by Council officers at the meeting. All public speakers should provide a written copy of their speech to Democratic Services ahead of the meeting.

Public speaking is limited to three minutes per speaker. For each application the applicant/agent and one supporter will be permitted to speak together with one objector and one representative of the town/parish council. Public speaking will take place in the following order:

- Town/Parish Council;
- Objector;
- Supporter;
- Agent/Applicant.

Upon the conclusion of public speaking, the Ward Member will be invited to speak for up to five minutes

The Member that referred an application to Committee will be expected to attend and will be invited to speak after the conclusion of the debate on the application they brought.

Ward Members who serve on a Town or Parish Council will not present the Town or Parish Council's comments during Public Speaking. If there is no representative available to attend a written submission, of up to 450 words, can be provided and will be read out by the Democratic Services officer.

2.6. Questions and Proposals

Planning debates have two phases - Questions and Proposals. This is required as often expert opinions need to be queried or technical details clarified.

During the Questions section, Committee Members will have the opportunity to ask questions of officers and attending consultees.

The Chair will decide when the Questions section for an application ends.

During the Proposals phase, Committee Members will have an opportunity to make their points known to the Committee.

Any amendments, alternative Proposals or conditions will be made during this phase, following the usual rules of debate.

2.7. Site Inspection Briefings (SIBs)

Site inspections are usually called for by the Case Officer for a large development and held prior to the application coming before the Committee. However, in certain circumstances the Committee

can vote on a proposal made by a Committee Member for an SIB. Members need to be aware that this would delay decision-making for another month and such a proposal should not be made lightly.

All site visits must be justified on Planning grounds and the strict criteria for holding site inspections are as follows:

- the character or appearance of the development itself is a fundamental planning consideration;
- a judgement is required on visual impact; or
- the setting and surroundings are fundamental to the determination or to the conditions being considered.

They should not be held when inspection of the site is irrelevant to the material conditions.

SIBs should be used with discretion, must be properly justified and have a significant expected benefit, particularly in light of the cost of SIBs and the increasing availability of visual technology.

SIBs may be either Full Committee, or Panel, with membership of the Panel set on a rota basis. Ward Members will also be invited to attend.

If access to private land is necessary for a site visit, officers will secure the prior agreement of the landowner, explaining that an SIB is a private meeting of the Council, and that third parties must not be present at the Briefing.

The purpose of the site visit is fact finding. Officers have a duty to point out all relevant features of the site and surroundings. The attending officer will describe the proposal and draw attention to relevant features. The officer will not discuss the merits or otherwise of the application ahead of formal publication of the report regarding the application. Members will be able to see the physical features of the site and ask questions, through the Chair, of the officers to seek clarification.

The visiting party will stay together as a group.

Conduct of Visits

- Visits will be conducted in a formal manner.
- Chair or Vice-Chair will open the meeting, and advise Members of purpose and conduct.
- Officers will highlight issues relevant to site inspection. If issues are raised which necessitate consultation with the applicant or his agent, this should be raised after the close of the meeting and the outcome reported to the subsequent Committee.
- Chair or Vice-Chair to close meeting.

General Matters

- There will be NO debate about the merits of the application and no decision will be made.

- No formal notes will be made; an officer will orally update the Committee on any new findings or further developments when it next meets to consider the application, although a record of attendance will be maintained.
- No hospitality will be accepted.

Members who have a disclosable pecuniary interest in an application are precluded from attending any site visit on that matter. In addition, if an interest becomes apparent during a site visit, the Member should immediately declare it to the Chair and withdraw from the site. Members with another interest in an application subject to a site visit must declare the interest but may continue to attend the site.

2.8. Voting at Committee

It is permissible to vote on an application only if you have been present for the whole of the presentation of, and discussion on, the application.

Note: In the event that there is a lawful requirement for the meeting is being held remotely, the usual rules in relation to quorum will continue to operate. If there is a drop out of connectivity the Chair will pause proceedings until Members are reconnected. Prior to the vote, Democratic Services will check that Members have heard all of the debate.

2.9. Decisions Contrary to Officer Recommendations or to Development Plan Policies

Should the Planning Committee propose to vote against an Officer Recommendation, it will be for the Members to clearly set out their reasons for doing so and these should be clearly specified in the resolution of the Committee and recorded in the Minutes.

2.10 Action on Decisions Taken Contrary to Professional Advice

In cases where an Officer Recommendation for approval has been voted against by Committee and an appeal is lodged:

- officers shall give full support to external witnesses in preparing evidence for any public inquiry, short of giving evidence themselves;
- officers will give evidence themselves only in exceptional circumstances, where their Code of Professional Conduct is not breached (for clarity, not in the case of a Public Inquiry);
- where an Informal Hearing is to be held, with no cross-examination, officers may give evidence themselves where the Code of Professional Conduct is not breached, but this will normally be only if the officer concerned has not been involved in formulating the original recommendation;
- officers must give full support to Member decisions which are appealed using the Written Representations procedures.

2.11. Committee unable to determine

In any case where the Committee have voted both for and against an application, and both votes have been lost, the Committee will be considered as in 'deadlock' and the application will be referred to Full Council for determination.

2.12. Non Members of Committee Attending Meetings

Councillors may attend meetings of the Council's Planning and Licensing Committee even if they are not a Member unless they have a Disclosable Pecuniary Interest. They may speak on applications in their ward in their capacity as the Ward Member before and/or after the debate, but they cannot vote. When they attend any Planning and Licensing Committee, they should not sit in the public gallery, but in the place reserved in the Council Chamber for Members of the Council who are not Members of the Committee.

3. Advice and Guidance for Members

3.1. Training

As a Member of a Planning and Licensing Committee, they must undertake introductory and planning procedures training before they can serve on the Committee.

Committee Members will also undertake supplementary training on at least an annual basis.

3.2. The Role of Members

In making decisions on planning applications, Members will:

- act fairly and openly
- approach each application with an open mind
- carefully weigh up all the material planning considerations
- avoid inappropriate contact with interested parties
- ensure that valid reasons for decisions are clearly stated.

Members will be free to vote on Planning applications as they consider appropriate (i.e. without an explicit or implicit Party 'whip'), deciding them in the light of all the relevant information, evidence and arguments. In accordance with the requirements of the Town and Country Planning Act, they will base their decisions on the provisions of the Development Plan (and all material planning considerations).

They may not give instructions to Officers nor may they place pressure on Officers in order to secure a particular recommendation on an application. They may request extra information about an application from the case officer to help them in their deliberations.

They will not use their position improperly to confer or secure for themselves, or for any other person, an advantage or disadvantage.

3.3 Predetermination and Predisposition

Members must consider each application on its merits and must not do anything which may preclude them from taking part in the determination process. They must only make their decision after reading the report, hearing the Officer's presentation and any points of clarification and all the arguments on both sides.

It is acceptable to have a legitimate predisposition in relation to an application. A Member who has expressed a preference for a particular outcome, will not be taken to have a closed mind when making their decision, provided that a fair-minded observer would think that they were open to changing their mind in the light of different or additional information, advice or evidence presented.

A Member may however be considered as predetermining an application if they have acted as an advocate for the application, including being significantly involved in the preparation or submission of the application or an active supporter or objector of the application.

In any circumstance where a Member is unclear they should consult the Monitoring Officer.

3.4. Discussions with Applicants

Local authorities are encouraged to enter into pre-application discussions with potential applicants. In addition, negotiations and discussions are likely to be ongoing after an application has been submitted. Such discussions can often be interpreted by the public and especially objectors, as prejudicing the Planning decision making process. In order to allay such perceptions, application discussions should take place within the clear guidelines given below.

Pre-application meetings with prospective applicants are encouraged, but, to avoid misunderstandings, they require a degree of formality. They will normally only involve Officers. Members should not involve themselves in such meetings unless an appropriate Senior Officer is present. It will be made clear at pre-application meetings that:

- Officers' initial views and advice are given on a without prejudice basis which will be consistent with the provisions of the current Development Plan and other adopted Council policy (unless there are clear material considerations that would justify consideration of a development contrary to policy;)
- no decisions may be made or advice given which would bind or otherwise compromise the Planning and Licensing Committee of the Council (or the Senior Officer responsible for Planning if delegated to make the decision); and
- for all pre-application meetings, a note of the discussion (not a formal advice note) will be taken by the Planning Officer, including details of those present, and will be made available for public inspection, subject to the usual rules about access to information. At least one appropriate Planning Officer will be present at all such meetings.

Members may, following discussion with the appropriate Planning Officer, take part in organised post-submission meetings with applicants or other parties. A note of any discussions will be taken and will be made available for public inspection, subject to the usual rules about access to information. At least one Planning Officer will be present at all such meetings, unless the meeting is a formal meeting of a Town or Parish Council (including its Planning Committee).

If Members do engage in pre-application discussions with developers, observe the rules on lobbying and observe the do's and don'ts contained in *Positive Engagement – A Guide for Planning Councillors (2008)*

3.5. Lobbying

Lobbying or seeking to influence a decision is a normal and perfectly proper part of the political process. However, it can lead to impartiality being called into question and the need to declare publicly that an approach of this nature has taken place. Problems could arise if Members indicate or give the impression of support or opposition to a development proposal or particular planning application, or declare their voting intention to anyone, before a decision is to be taken. To do so without all of the relevant information (including the officer report) and views to hand would be unfair and would prejudice the impartiality of the decision-making process, although the Localism Act does allow a Member to express a particular predisposed position.

Lobbying can take place by way of an approach to you, by telephone, or on a chance meeting, or by way of a request to see all or some of the Members of the Planning and Licensing Committee. It is an essential part of the democratic process that Members of the public should be able to make their views known to them. However, to avoid compromising their position before they have received all the relevant information, evidence and arguments, they will:

- avoid discussing with an applicant or any other person their thoughts about the merits and flaws of a planning application or proposed development;
- pass any written material provided to them to the case officer dealing with the application for inclusion and evaluation in their report;
- not make it known in advance of the consideration of the application by Committee whether they support or oppose a proposal unless they accept that this will mean that they may not take part in the decision;
- restrict their response to giving procedural advice, and make it clear that that is all they are prepared and allowed to do;
- direct lobbyists or objectors to the case officer and advise that their views should be expressed in writing, and
- advise the Senior Officer responsible for Planning as soon as possible of the existence of any substantial lobbying activity.

Members should avoid signing any Petition on a matter likely to be determined by the Planning and Licensing Committee.

If a Member expresses publicly a final view on an application prior to the meeting at which a decision is to be taken, they will be required to withdraw from the meeting whilst the application is

discussed and determined. Public expression of a view would include, for example, making a statement to the press of their firm attitude to an application, or in any document to be made publicly available, at a meeting of the Council or a Town or Parish Council (or one of their Committees), or in any situation where the view expressed might reasonably be expected to gain wider circulation.

3.6 Planning and Licensing Committee Members who serve on Parish and Town, or County Councils

Some Councillors will be Members of Parish or Town Councils, or of Gloucestershire County Council (collectively 'Other Council'), as well as Cotswold District Council Councillors. This situation can also present problems where the Other Council is consulted on Planning applications. It is quite conceivable that a Councillor in this position could finally vote in a different way when all the relevant information is made available in the Officer's report.

In order to avoid any potential conflict, it would be preferable for Councillors not to contribute to Other Councils' considerations of Development Management matters. Members who do serve on Other Councils may find it helpful to make the following statement to clarify their position when regarding Development Management matters:

While I will consider this matter as a Member of this Council, I am also on the Planning and Licensing Committee of Cotswold District Council and may be called upon to vote on any application that this council responds to. In the light of additional information received, I may not vote at the District Council's Planning and Licensing Committee as I will in this meeting.

See Section 2.5 above for further advice for Members who wish to speak on an application, who are also a Member of an Other Council.

3.7 Hospitality

As a Member of the Council, they are discouraged from receiving hospitality generally, but are expressly prohibited from receiving any gifts or hospitality from people with an interest in a Planning proposal.

4. Rules around certain types of application

4.1 Planning Applications from a Member or their relatives

All applications which are submitted by or on behalf of a Member of the Council in their private capacity or by a close relative or their partner (as defined in the Code of Conduct for Members) or which relate to land which they own and/or have a beneficial interest in, must be drawn to the attention of the Senior Officer responsible for Planning, and will be reported to the Planning and Licensing Committee for a decision, in accordance with the Scheme of Delegation to Officers.

They must not speak in support of, or take part in the determination of, an application as described above. They must declare an Interest and leave the meeting and not seek to influence any decision

made. They may, however, appoint an agent who can speak, subject to the rules of Public Speaking at Meetings of the Planning and Licensing Committee.

If an application is submitted by a close relative or partner (as defined in the Code of Conduct for Members) of a Member of the District Council, the Member should not speak in support of, or take part in the determination of, the application. The applicant may speak at Committee meetings subject to the rules of Public Speaking at Meetings of Planning and Licensing Committee or appoint an agent to speak on their behalf.

4.2 Planning Applications submitted by the Council itself

All applications which are submitted by the Council itself must be reported to the Planning and Licensing Committee for a decision, in accordance with the Scheme of Delegation to officers. However, once the principle of development has been established, subsequent applications to discharge conditions or for minor variations may be determined in accordance with the Scheme of Delegation.

4.3 Applications submitted by Officers

An application submitted by or on behalf of an employee of the Council or Publica, will be reported for determination by the Committee. Exceptions may be made for non-planning staff (excluding those in politically restricted posts) in accordance with the Scheme of Delegation.

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Agenda Item 10



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 24 JANUARY 2024
Subject	APPROVAL OF THE CORPORATE PLAN 2024 - 2028
Wards affected	All
Accountable member	Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, Chief Executive Email: robert.weaver@cotswold.gov.uk
Report author	Joseph Walker, Community Partnerships Officer Email: joseph.walker@cotswold.gov.uk
Summary/Purpose	To present the Council’s Corporate Plan 2024-2028, for adoption by Full Council.
Annexes	Annex A – ‘Our Cotswolds, Our Plan’ Annex B – ‘Our Cotswolds, Our Plan: Action Plan’
Recommendation(s)	That Council resolves to: <ul style="list-style-type: none"> 1. Review the appended ‘Our Cotswolds Our Plan’ and agree any modifications. 2. Subject to modifications, agree to adopt the plan. 3. Delegate authority to the Chief Executive in consultation with the Leader of the Council to make agreed modifications and consequential amendments to the text and layout.
Corporate priorities	The Corporate Plan is the key document by which the Council’s aims and priorities are set out for a four-year period. The 2024 – 2028 Corporate Plan presents variations to the currently agreed Corporate Priorities, reflecting the ambitions of the Administration in their second term.
Key Decision	YES
Exempt	NO



COTSWOLD
DISTRICT COUNCIL

Consultees/ Consultation	Chief Executive Officer, Deputy Chief Executive Officer, Director of Governance, Cabinet Members via Away Days held 22 June and 26 October 2023, Overview and Scrutiny, 8 January 2024.



1. EXECUTIVE SUMMARY

- 1.1 The Council's current Corporate Plan runs until May 2024, so work on refreshing this document commenced earlier this year, after the District Council elections in May 2023. The new Corporate Plan, which will be titled '*Our Cotswolds, Our Plan*' is attached at Annex A. The Plan sets out the Council's Aim, and key priorities, and sets out the key measures of success. The specific objectives associated with each priority, are set out in an associated Action Plan, attached at Annex B to this report.

2. BACKGROUND

- 2.1 The Council adopted its current Corporate Plan in September 2020, and adopted a mid-term update in May 2022, running until May 2024.
- 2.2 The purpose of the Plan is to set out the Council's Aim and Priorities. Care has been taken to set this out in accessible terms, to provide a clear and common-sense explanation of the Council's ambitions. The priorities are then detailed within an annexed Action Plan, explaining how they will be delivered, timescales and lead Members and officers involved in the implementation and oversight.
- 2.3 The new Corporate Plan, attached at Annex A, builds on the aspirations and achievements of the extant Plan.

3. MAIN POINTS

- 3.1 The Corporate Plan is a key part of the Council's governance, setting out the Council's Aim and Priorities, and providing the architecture against which to report of the Council's performance.
- 3.2 The 2024- 2028 Corporate Plan has been designed to be a simpler, and more accessible. The Aim and priorities have been refreshed and have been simplified to provide a 'plain English' message for residents, and to reflect the ever-more challenging financial climate in which the Council operates. The ambitions are set out below:

Delivering Good Services
Responding to the Climate Emergency
Delivering Housing
Supporting Communities
Supporting the Economy

- 3.3 The importance of these objectives is explained in the text, expanded upon with the introduction of priorities for the 2024 – 2028 period. These priorities are expanded into an action plan, attached at Annex B, which details the actions necessary to deliver them, and key dates for delivery or review. This action plan will be a 'live' document, which will be

subjected to periodic review to ensure it remains an appropriate tool to deliver the ambitions of the plan. Accordingly, most target dates are within the next 18 months.

- 3.4 Good progress has been made against actions identified in the extant Corporate Plan, providing a solid baseline of current activity. A Cabinet workshop and subsequent away day was held in June 2023. This provided an opportunity for Cabinet Members to reflect on their electoral mandate, their priorities and performance against extant Plan.
- 3.5 An earlier iteration of the Plan and Action Plan was subject to pre-scrutiny via the Overview and Scrutiny Committee, at their meeting on 8 January. Their feedback, including commentary on measuring success, and reflections on the meaning of affordable housing, informed the Plan attached at Annex A.

4. ALTERNATIVE OPTIONS

- 4.1 Ensuring there is an up-to-date Corporate Plan is key to good governance and helps to ensure appropriate political oversight of the Council's direction of travel. It also provides officers, businesses and residents with an opportunity to understand what the Council intends to deliver over the next four years, hence providing a means of holding to account.

5. CONCLUSIONS

- 5.1 The attached, 'Our Cotswolds, Our Plan' Corporate Plan reflects the evolution of the Council's ambitions, and the circumstances in which the Council operates. Adoption by the Council will ensure the Plan guides the Council's operations for the period 2024-2028.

6. FINANCIAL IMPLICATIONS

- 6.1 None resulting immediately from this report.

7. LEGAL IMPLICATIONS

- 7.1 None resulting immediately from this report.

8. RISK ASSESSMENT

- 8.1 This Plan identifies the Council's priorities for the coming period, up until 2028. Not replacing the current strategy would leave the Council without an up-to-date Plan and thus without a clear framework to guide Council decision-making.

9. EQUALITIES IMPACT

- 9.1 None arising directly from this report. The Corporate Plan sets the strategic framework for the Council's actions. The decisions on these actions will review equalities impact in full detail.



COTSWOLD
DISTRICT COUNCIL

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

10.1 The Council's declaration of a Climate Change Emergency and an Ecological Emergency are at the heart of the Corporate Plan.

11. BACKGROUND PAPERS

11.1 None

(END)

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Our Cotswolds Our Plan 2024-2028



COTSWOLD
DISTRICT COUNCIL

Message from Councillor Joe Harris, Leader of the Council

Welcome to Our Plan which sets out the priorities for Cotswold District Council over the next four years.

People travel from across the world to visit the Cotswolds owing to our beautiful natural landscape and our picturesque towns and villages. While this is an important part of our identity which we want to protect and enhance we can't preserve our area in aspic.

Our residents are our most important asset and coupled with our resilient local economy the Cotswolds is also a vibrant area with lots going on!

Our Plan outlines what we will do to provide more genuinely affordable housing, facilitate the creation of high-quality jobs and better support our communities. If we can make progress on these three areas, then the health and wellbeing of our residents will improve.

Our commitment to tackling the climate and biodiversity emergency will underpin all of our work.

This will mean higher quality housing which is better for the environment and will save residents money on their heating bills in future, the enhancement of the Cotswolds Natural Landscape and a big opportunity for the creation of sustainable jobs in the Cotswolds.

We will progress these priorities while delivering a good standard of service on the council's day to day functions such as waste collection and planning.

We believe that Our Plan will help make these ambitions a reality, whilst recognising that we will need to remain flexible and responsive if we are to continually adapt to an ever changing social, economic and environmental landscape.



A handwritten signature in black ink, appearing to read 'Joe Harris', written in a cursive style.



Our Ambition

To tackle some of the big challenges faced by our residents while providing a good level of key services

Delivering Good Services



Why is this important?

As a council, we exist to provide vital services to our residents, businesses and visitors. We will deliver our services both effectively and efficiently, ensuring they are designed to reflect our commitment to climate change, and value for local taxpayers.

What will we achieve?

Our services will provide value for money and high standards. We will work with our contractors and partners, such as town and parish councils, to sustain valuable services, and help maintain the Cotswolds environment we are all proud of.

How will we do this?

- Ensure our workforce can deliver for the council and our community
- Ensure effective oversight of our services, to ensure value for money and good standards
- Enhance our financial resilience and make best use of our assets
- Deliver the Publica Review to return the majority of services to the Council

What will success look like?

- A more sustainable workforce, with greater flexibility around recruitment, focused on the needs of the residents and Businesses of Cotswold District Council
- Robust council finances, to support key services and the Council's priorities
- General public satisfaction with service delivery

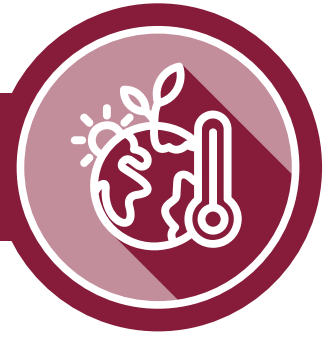
“The Council is in a relatively sound financial position currently due to decisions in the last few years to raise charges and make services more efficient.”



Priorities for 2024

- Deliver a programme to bring Council services back in-house, maximising responsiveness and democratic accountability
- Review the waste service, and undertake an options appraisal
- Enhance our financial resilience and make best use of our assets

Responding to the Climate Emergency



Why is this important?

Minimising and adapting to the effects of climate change is a priority for everyone. Achieving the necessary reduction in greenhouse gas emissions and delivering nature recovery will not only impact all of us, it will require every single thing we do to change – from transport and energy generation to food production and the way we use energy in our homes and workplaces.

What will we achieve?

We need to play our part in tackling climate change. In the short term, there will be an enhanced environment for residents and businesses, and subsequent cost savings for residents and businesses, as well as employment and investment benefits. Our commitment to Electric Car Charging Points and renewable energy installations will ensure we don't get left behind as this infrastructure becomes an everyday necessity for residents, businesses and visitors.

How will we do this?

- Reduce CO2 from Transport: We will actively encourage and support the transition to EVs and increased use of public and sustainable transport such as cycling and walking
- Reduce CO2 from Buildings: Foster community-led climate action, supporting residents and businesses adopting renewable heating and improving energy efficiency
- Champion initiatives to address the ecological emergency and nature recovery, focusing on reducing CO2 and conserving and enhancing the district's biodiversity and natural beauty
- Cut Council Carbon Footprint, implementing sustainable practices in all council operations, emphasising energy efficiency and renewable energy adoption, across our buildings, fleet and suppliers
- Ensure our planning policies are green to the core and promote both carbon neutral development and infrastructure

What will success look like?

- A comprehensive network of Electric Vehicle Charging Points, supporting increasing uptake of electric vehicles, by residents, businesses and visitors and greater use of public and sustainable transport
- Increased adoption of renewable energy generation and heating across homes and businesses
- A net gain in biodiversity, an increase in regenerative agriculture and reduced CO2 footprint from land and farms
- A measurable reduction in the Council's Carbon footprint and a clear plan for our operations to reach NetZero by 2030
- Adoption of an updated local plan with the revised policies and publishing of interim planning guidelines based on the new planned policies

“Our commitment to Electric Car Charging Points and renewable energy installations will ensure we don't get left behind.”

Priorities for 2024

- Develop and deliver an Electric Vehicle Charge Point Strategy
- Continue to promote and deliver Cotswold Home Solar, in partnership with MakeMyHouseGreen
- Explore the business cases for the installation of solar panels on more Council owned assets

Delivering Housing



Why is this important?

Housing is key to the things we love about living in the Cotswolds – resilient, supportive communities, local jobs and retained spend, health and wellbeing, and a safe place to live and thrive. Without a home, none of these can flourish, and so it is vital we tackle the housing emergency and strive to provide a home for everyone.

What will we achieve?

We will deliver good quality housing that is genuinely affordable, to enable local people on low incomes to stay local. We will ensure that suitable, good quality accommodation is provided for homeless people, and will help them to move into more settled accommodation in the long-term. We will maximise the opportunities presented by our own assets as well as explore innovative routes to progress affordable housing developments within the district.

How will we do this?

- Working with our partners to explore innovative routes to deliver more affordable homes
- Understanding everyone's housing needs
- Adopting and implementing our new housing strategy

What will success look like?

- Increased number of genuinely affordable homes
- Continued success in preventing homelessness and rough sleeping
- Delivery of Cotswold's first low carbon, social rented homes

“It's vital we tackle the housing emergency and strive to provide a home for everyone.”



Priorities for 2024

- Deliver an exemplar zero carbon affordable housing development in Down Ampney
- Consult on and adopt the Council's new Housing Strategy
- Explore innovative approaches to housing delivery

Supporting Communities



Why is this important?

The health and wellbeing of our residents is good but we face some challenges – not least travel and public transport, as well as loneliness and isolation, due to the rural nature of our location. We're committed to working with community, voluntary and public sector partners to tackle these challenges and improve our residents' health and wellbeing for good.

What will we achieve?

We want our district to be the best in the UK for health and wellbeing. Our communities are safe and enjoyable places to live, but we want to make them even better, with improved access to leisure opportunities and a vibrant cultural scene to enrich our lives.

How will we do this?

- Strengthen our links with town and parish councils
- Address the challenges of flooding and water quality
- Enhance connectivity, and biodiversity in the Cotswold Water park, in line with the agreed partnership strategy
- Healthy place making
- Develop and deliver a district cultural strategy
- Encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing goals
- Promote healthy lifestyles, fun and self-care for all ages
- Work with partners to ensure vital services cover the district, and offer support to our residents if crises hit
- Keep residents safe, through awareness raising around domestic abuse and fraud

What will success look like?

- A genuine partnership with towns, parish councils and key stakeholders to help our communities stay safe and healthy
- A leisure contract offering value for money to the Council and to residents
- An effective partnership response to the cost of living and other wellbeing challenges

“We will host a sewage summit, reporting back to Council in May 2024.”

Priorities for 2024

- Identify opportunities to influence policy and host a sewage summit with the outcome being reported to the Council in May.
- Commence development of the cultural strategy.
- Celebrate success - promote the work being done by partners across the district to inspire communities.
- Monitor and review delivery of the district leisure contract with Freedom Leisure.
- Deliver Rural Domestic Abuse Champions programme in partnership with other rural Gloucestershire districts and Gloucestershire Domestic Abuse Support Services.

Supporting the Economy



Why is this important?

The Cotswold economy is home to businesses of all sizes and across all sectors forming the cornerstone of our local economy. Our economic growth strategy will enhance the diversity and strength of our economy, putting the impact on the environment at the heart of future growth.

What will we achieve?

We will enhance our dynamic, vibrant and balanced economy, and grow high value, highly skilled, low environmental impact businesses. Cotswold is home to some highly creative and innovative businesses across a range of sectors, promising to provide great opportunities for local people and businesses. As a business-friendly council, we won't just communicate regularly with our local business community – we will work with them and our partners to grow the district's economy.

How will we do this?

- Work with partners to develop the skills of our residents
- Attract and manage investment to boost the local economy
- Support local businesses, to enhance the vibrancy of our towns and villages, and to manage the opportunity and impact of the visitor economy
- Work with local and county partners to grow a strong and sustainable economy

What will success look like?

- An attractive location for green businesses to locate and grow
- A visitor offer that enhances and sustains our villages and towns
- Attractive career options, particularly for our young people

“We will enhance our dynamic, vibrant and balanced economy, and grow high value, highly skilled, low environmental impact businesses in the Cotswolds.”



Priorities for 2024

- Continue to work with The Growth Hub to support existing businesses and encourage the growth of start-ups, with a focus on the outreach provision supported by the Shared Prosperity Fund
- Undertake a refresh of the Green Economic Strategy



Each of our Cabinet Members has identified two priority areas to progress in 2024

Councillor Joe Harris (Leader)

Priorities

- Deliver a programme to bring Council services back in-house, maximising responsiveness and democratic accountability
- Explore innovative approaches to housing delivery



Councillor Mike Evemy (Deputy Leader, Finance)

Priorities

- Review the waste service, and undertake an options appraisal
- Enhance our financial resilience and make best use of our assets



Councillor Tony Dale (Economy and Council Transformation)

Priorities

- Continue to work with The Growth Hub to support existing businesses and encourage the growth of start-ups, with a focus on the outreach provision supported by the Shared Prosperity Fund
- Undertake a refresh of the Green Economic Strategy



Councillor Claire Bloomer (Cost of Living and Inclusion)

Priorities

- Continue to be a proactive member of the Cotswold Food Network Steering Group and support initiatives under the network's umbrella
- Maintain a multi-service response to the cost of living crisis, and other challenges to community wellbeing



Councillor Paul Hodgkinson (Health, Leisure and Culture)

Priorities

- Commence development of the cultural strategy
- Monitor and review delivery of the District leisure contract with Freedom Leisure



Councillor Juliet Layton (Planning and Regulatory Services)

Priorities

- Enhance connectivity, and biodiversity in the Cotswold Waterpark
- Complete the update of the Local Plan



Councillor Mike McKeown (Climate Change and Sustainability)

Priorities

- Develop and deliver an EVCP Strategy
- Deliver Cotswold Home Solar, in partnership with MakeMyHouseGreen



Councillor Lisa Spivey (Communities and Public Safety)

Priorities

- Identify opportunities to influence policy and host a sewage summit with the outcome being reported to the Council in May
- Deliver Rural Domestic Abuse Champions programme in partnership with other rural Gloucestershire districts and Gloucestershire Domestic Abuse Support Services



This Plan provides a clear overview of the Council's priorities. Please see the 'Our Cotswolds, Our Plan' Action Plan for further detail on actions and performance monitoring.



COTSWOLD
DISTRICT COUNCIL

Cotswold District Council
Trinity Road, Cirencester, Gloucestershire, GL7 1PX

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COTSWOLD
DISTRICT COUNCIL

Our Cotswolds, Our Plan: Action Plan 2024



Delivering Good Services



Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Ensure our workforce can deliver for the council and our community	Deliver a programme to bring Council services back in-house, maximising responsiveness and democratic accountability	November 2023	Projected timeframe of two years, until 2025	CLlr Joe Harris Robert Weaver
	Lease spare office space at Trinity Road	December 2023	March 2024	CLlr Mike Evely Claire Locke Suzanne Barton
Ensure effective oversight of our services, to ensure value for money and good standards	Review the waste service, and undertake an options appraisal	December 2023	June 2024	CLlr Mike Evely David Stanley
Enhance our financial resilience and make best use of our assets	Continue to ensure that the Council's MTFS five year strategy reflects economic conditions and the government's funding settlement	February 2024	Reviewed annually	CLlr Mike Evely David Stanley
	Implement the Council's new asset management strategy and asset plans	April 2024	Review April 2025	CLlr Mike Evely David Stanley
Play our part in maintaining and enhancing the public realm across the district	Instigate second phase of activity to replace worn and damaged street nameplates	February 2024	February 2025	CLlr Joe Harris Claire Locke



Responding to the Climate Emergency

Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Reduce CO2 from Transport: We will actively encourage and support the transition to EVs and increased use of public and sustainable transport such as cycling and walking.	Develop and deliver an Electric Vehicle Charge Point Strategy	January 2024	July 2024	Cllr Mike McKeown Claire Locke
	Work with partners to implement the Sustainable Transport Strategy	Adoption as part of the Local Plan - projected June 2025	April 2028	Cllr Juliet Layton Charlie Jackson James Brain
	Taxi Transition - explore the opportunity for the creation of an EV Taxi policy	April 2024	June 2024	Cllr Mike McKeown Jon Dearing Mandy Fathers
Cut Council Carbon Footprint, implementing sustainable practices in all council operations, emphasising energy efficiency and renewable energy adoption, across our buildings, fleet and suppliers.	Create a Climate Board, agree governance arrangements and key outcomes.	January 2024	Review January 2025	Cllr Mike McKeown Claire Locke
Increase renewable energy generation within the district, ensuring local benefit	Support and promote community owned renewables initiatives	December 2023	Review June 2024	Cllr Mike McKeown Claire Locke
	Explore the business cases for the installation of solar panels on Council owned assets.	January 2024	July 2024	Cllr Mike McKeown Claire Locke





Responding to the Climate Emergency

Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Champion initiatives to address the ecological emergency and nature recovery, focusing on reducing CO2 and conserving and enhancing the district's biodiversity and natural beauty.	Implement the new requirements around Biodiversity Net Gain	January 2024	Review July 2024	CLlr Juliet Layton Charlie Jackson
Reduce CO2 from Buildings: Foster community-led climate action, supporting residents and businesses adopting renewable heating and improving energy efficiency.	Continue to promote and deliver Cotswold Home Solar, in partnership with MakeMyHouseGreen	January 2023	Review July 2024	CLlr Mike McKeown Charlie Jackson
	Consider the business case on optimising the delivery of high quality retrofit advice and support	July 2024	July 2025	CLlr Mike McKeown, CLlr Juliet Layton Charlie Jackson
Ensure our planning policies deliver our corporate priorities and promotes both carbon neutral development and infrastructure	Subject to proposed legislative changes, complete full review of the Local Plan	January 2024	June 2025	CLlr Juliet Layton Charlie Jackson James Brain
	Develop a new Cotswold Design Guide – building for the future in the Cotswolds	September 2023	September 2024	CLlr Juliet Layton Charlie Jackson James Brain
	Work with Cirencester Town Council on the coordination of the Cirencester Town Centre Masterplan and the Cirencester Neighbourhood Plan policies	January 2024	Review February 2024	CLlr Juliet Layton Charlie Jackson James Brain



Delivering Housing



Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Working with our partners to explore innovative routes to deliver more affordable homes	Explore innovative approaches to housing delivery	February 2024	August 2025	Cllr Joe Harris Robert Weaver Charlie Jackson
	Deliver an exemplar zero carbon affordable housing development in Down Ampney	December 2023	April 2028	Cllr Joe Harris Robert Weaver Claire Locke
Understanding everyone's housing needs	Support refugees to retain adequate housing	July 2023	Review March 2024	Cllr Joe Harris Jon Dearing Caroline Clissold
	Continue to monitor housing needs, using Homeseeker Plus, to inform housing strategy and implementation	January 2024	July 2024	Cllr Joe Harris Jon Dearing Caroline Clissold
	Continue to build on the success of the Housing First Project with a new county wide approach	January 2024	July 2024	Cllr Joe Harris Jon Dearing Caroline Clissold
Adopting and implementing our new housing strategy	Consult and adopt the Council's new Housing strategy	December 2023	June 2024	Cllr Joe Harris Charlie Jackson James Brain



Supporting Communities



Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Strengthen our links with town and parish councils and key stakeholders	Continue the annual programme of Town and Parish Council Forum engagement events	January 2024	January 2025	Cllr Joe Harris Angela Claridge
Address the challenges of flooding and water quality and sewerage discharges	Identify opportunities to influence policy and host a sewage summit with the outcome being reported to the Council in May.	January 2024	May 2024	Cllr Lisa Spivey Phil Martin James Brain
	Identify gaps and bolster the Cotswold Flood wardens programme	January 2024	June 2024	Cllr Lisa Spivey Phil Martin Rob Weaver
Enhance connectivity, and biodiversity in the Cotswold Water park	Continue to work with Gloucestershire County Council on the creation of a safe crossing of the Spine Road	January 2024	Review in January 2025	Cllr Juliet Layton Andy Barge Philippa Lowe
	Install cycle racks, in consultation with the local community	January 2024	March 2025	Cllr Juliet Layton Andy Barge Philippa Lowe
	Work with partners to embed the Nature Recovery Plan for the Waterpark	January 2024	Review every six months	Cllr Juliet Layton Charlie Jackson Sophia Price
Healthy place making through the Local Plan	Embed Healthy Homes Act into the Cotswold Design Code	June 2025	June 2025	Cllr Juliet Layton Charlie Jackson
	Introduce a requirement for Community Access Defibrillators in new developments	June 2025	June 2025	Cllr Juliet Layton Charlie Jackson
	Focus on green infrastructure, to enhance biodiversity and community wellbeing	June 2025	June 2025	Cllr Juliet Layton Charlie Jackson



Supporting Communities



Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Develop and deliver a District Council cultural strategy	Commence development of the cultural strategy	February 2024	September 2024	Cllr Paul Hodgkinson Andy Barge Jacqueline Wright
Encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing	Continue to deliver an asset based community development approach	January 2024	April 2028	Cllr Lisa Spivey Andy Barge Jacqueline Wright
	Celebrate success - promote the work being done by partners across the district to inspire communities	February 2024	Review August 2024	Cllr Claire Bloomer Andy Barge Jacqueline Wright
	Continue to promote community activity through Crowdfund Cotswold	February 2024	Review August 2024	Cllr Lisa Spivey Andy Barge Joseph Walker
Promote healthy lifestyles, fun and self-care for all ages	Monitor and review delivery of the District leisure contract with Freedom Leisure	August 2023	August 2025	Cllr Paul Hodgkinson David Stanley Andy Barge Jacqueline Wright
	Continue to deliver the Healthier District and Connected Communities objectives and priorities set out in the Active Cotswolds Action Plan, and implement the Playing Pitch Strategy's action plan.	January 2024	Review January 2025	Cllr Paul Hodgkinson Angela Claridge Andy Barge Jacqueline Wright
	Work with partners to develop a consistent, countywide approach to identify opportunities to support to care leavers	June 2024	Review December 2024	Cllr Paul Hodgkinson David Stanley Andy Barge Jacqueline Wright

Supporting Communities



Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Work with partners to ensure vital services cover the district, and offer support to our residents if crises hit	Continue to be a proactive member of the Cotswold Food Network Steering Group and support initiatives under the network's umbrella	January 2024	Review January 2025	Cllr Claire Bloomer Andy Barge Jacqueline Wright
	Continue to work with the NHS Integrated Locality Partnership to support youth mental health	January 2024	Review January 2025	Cllr Claire Bloomer Andy Barge Jacqueline Wright
	Maintain a multi-service response to the cost of living crisis, and other challenges to community wellbeing	January 2023	Review January 2025	Cllr Claire Bloomer Claire Locke Jacqueline Wright
Keep residents safe, through awareness raising around domestic abuse and fraud	Continue to raise the profile of the Community Safety Partnership to reduce the fear of crime and ensure residents know how, and where, to get support	February 2024	Review February 2025	Cllr Lisa Spivey Andy Barge Jacqueline Wright
	Deliver Rural Domestic Abuse Champions programme in partnership with other rural Gloucestershire districts and Gloucestershire Domestic Abuse Support Services	February 2024	March 2025	Cllr Lisa Spivey/ Cllr Claire Bloomer Andy Barge Jacqueline Wright
	Train frontline staff to identify Domestic Abuse and review internal processes to recognise and support victims of abuse	February 2024	July 2024	Cllr Lisa Spivey/ Cllr Claire Bloomer Andy Barge Jacqueline Wright
	Coordinate activity under Home Office's safer Streets Fund to tackle Anti-Social Behaviour and violence against women and girls	February 2024	Review February 2025	Cllr Lisa Spivey Andy Barge Jacqueline Wright





Supporting the Economy

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Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)
Work with partners to develop the skills of our residents	Work with key sectors to create new highly skilled jobs, through promotion of apprenticeship opportunities	February 2024	April 2028	Cllr Tony Dale Andy Barge Paul James
	Deliver a programme of activities in year 3 of the Shared Prosperity Fund to help those furthest from the employment market	April 2024	March 2025	Cllr Tony Dale Andy Barge Paul James
Attract and manage investment to boost the local economy	Consider the results of the digital and green survey of community buildings, and enable improvements through Rural England Prosperity Fund	April 2024	March 2025	Cllr Tony Dale Andy Barge Paul James
Support local businesses, to enhance the vibrancy of our towns and villages, and to manage the opportunity and impact of the visitor economy	Continue to deliver against the six priorities set out in the Cotswold Tourism destination management plan	January 2024	March 2025	Cllr Tony Dale Andy Barge Chris Jackson
	Continue to support the Local Visitor Economy Partnership, to ensure better coordination of tourism activity and delivery against national growth targets	January 2024	Review January 2025	Cllr Tony Dale Andy Barge Chris Jackson
Work with local and county partners to grow a strong and sustainable economy	Undertake a refresh of the Green Economic Strategy	February 2024	April 2024	Cllr Tony Dale Andy Barge Paul James
	Continue to support the development of the Royal Agricultural University's Innovation Village	January 2024	January 2025	Cllr Tony Dale Andy Barge Paul James
	Continue to work with The Growth Hub to support existing businesses and encourage the growth of start-ups, with a focus on the outreach provision supported by the Shared Prosperity Fund	January 2024	March 2025	Cllr Tony Dale Andy Barge Paul James





COTSWOLD
DISTRICT COUNCIL

Picture credits:

Cover image: Darren Clarke - Sheep grazing at the Coneygree in front of the East

Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX
www.cotswold.gov.uk



Agenda Item 11



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	FULL COUNCIL - 24 JANUARY 2024
Subject	COTSWOLD DISTRICT LOCAL PLAN UPDATE
Wards affected	ALL
Accountable member	Councillor Juliet Layton, Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Charlie Jackson, Assistant Director for Planning and Sustainability Email: charlie.jackson@cotswold.gov.uk
Report author	James Brain, Forward Planning Manager Email: james.brain@cotswold.gov.uk
Summary/Purpose	To consider the recommendation to start preparing a new local plan for the period 2026 to 2041 and to consult on a first stage document that includes development strategy options for distributing future growth in the district. To consider the formation of a new cross party working group that will examine strategic growth in Moreton-in-Marsh.
Annexes	Annex A: Cotswold District Local Plan (2026-2041): Vision, Objectives and Development Strategy consultation document. Annex B: Updating the Adopted Local Plan – the scenarios. Annex C: Moreton-in-Marsh Working Group: Terms of Reference. Annex D: Local Development Scheme
Recommendation/s	That Council resolves to: 1. Begin the preparation of a new Local Plan that would extend the plan period from 31 March 2031 to 31 March 2041 and approves the consultation document, as presented at Annex A, to be published for a six week public consultation; 2. Delegate authority to the Forward Planning Manager, in consultation with the Cabinet Member for Planning and Regulatory Services, to agree questionnaires and make minor and typographical corrections to the consultation documents prior to being published for public engagement. 3. Note upcoming national policy changes and the impact this may have on the preparation of the Local Plan at Annex B; 4. Approve the formation of a Moreton-in-Marsh Working Group and approves the Terms of Reference at Annex C; and 5. Approve the Local Development Scheme as presented at Annex D.



Corporate priorities	To update the adopted Cotswold District Local Plan to make it green to the core.
Key Decision	YES
Exempt	NO
Consultees/ Consultation	<p>The following Publica / council teams have been consulted: Development Management, Economic Development; Heritage, Design and Ecology; Strategic Housing; Housing; Parking; Climate Action; Estates; and Senior Management.</p> <p>The following external organisations and groups have been consulted on aspects of the consultation documents: Gloucestershire County Council, neighbouring local planning authorities, landowners and agents.</p>



1. EXECUTIVE SUMMARY

- 1.1. The substantive purpose of this report is to recommend that the council continues to update its adopted Local Plan while, simultaneously, beginning preparation of a new Local Plan (2026 – 2041) to replace the existing one (2011 – 2031). Against a complicated and uncertain legislative background officers consider that developing these two pieces of core work coterminously with a view to the likelihood of merging them at a later date is the wisest course for the council to follow in ensuring that it maintains a robust Local Plan and a healthy five-year housing supply.
- 1.2. Planning reforms: The Levelling Up and Regeneration Act (2023) (the Act) sets a framework for the government to reform to the English planning system, including the way local authorities prepare local plans. These upcoming changes are significant and create uncertainty and added risks. This makes it difficult to navigate the plan-making process and alight on the most prudent course of action. This report and its recommendations allows the council to ‘hedge its bets’.
- 1.3. Terminology: This report refers to several types of plan-making terms, so the following definitions provide a useful reference:
- **Adopted Cotswold District Local Plan 2011-2031 (the adopted Local Plan):** the extant plan used to determine planning applications.
 - **Partial update of the Cotswold District Local Plan 2011-2031 (Partial Update Plan):** The plan the council has been preparing to date. It updates parts of the adopted Local Plan, mostly the development management policies, and it does not extend the plan period or alter the development strategy.
 - **Development strategy:** This is a core component a local plan. It specifies the quantum and location of development to meet identified needs. For example, the extant Local Plan’s development strategy is defined by policies DSI to DS4 and the ‘S’ settlement policies.
 - **Development Strategy and Site Allocations Plan (2026-2041):** Specifies the quantum and location of development in Cotswold District during the period 2026 to 2041.
 - **Replacement Plan:** It combines the Partial Update Plan and the Development Strategy and Site Allocations Plan (2026-2041) into a single and comprehensive full local plan that meets development needs from 2026 to 2041. To achieve this the Replacement Plan would need to be submitted by 30 June 2025.
 - **New Style Plan:** The government is changing how future local plans are made. From 1 July 2025 authorities that haven’t already submitted their draft local plan for independent examination in public will need to prepare and submit their local plan using new plan-making regulations. The new regulations are expected in late 2024. A New Style Plan would include a new/updated development strategy and a few development management policies of local importance that are not covered by the new National Development Management Policies (a new sister document to the National Planning Policy Framework, which the government proposes to introduce).



- 1.4. Diagram I shows how these terms interact with one another. Annex B provides a detailed explanation of the plan-making scenarios and the complexities of navigating the government's plan-making reforms.

Development Strategy and Site Allocations Plan (2026-2041)

- 1.5. The adopted Local Plan development strategy remains sound for the time being, although there are currently just over seven years remaining until the end of the plan period in 2031. It is recommended that the Council takes proactive action now by starting the preparation of a new local plan. This will enable a smooth transition to a new local plan. It will also help to ensure that a five year housing land supply can be maintained in the years to come and that plan-led development, which has the benefit of community participation, continues.
- 1.6. There are two recommended ways that the new local plan could be delivered. Members do not have to decide which way is best now and can keep their options open for the time being. The decision on the chosen approach can be made further down the line and will largely depend on progress before the June 2025 deadline for submitting local plans set by the Act.
- 1.7. The Development Strategy and Site Allocations Plan (2026-2041) would identify land to meet additional development requirements arising up to 2041. Indicatively, the council will need to allocate land to deliver up to 3,300 additional dwellings by 2041. This is the principal mechanism for increasing the supply of affordable housing, a core ambition of the council. Additional evidence would determine the housing and other development requirements.
- 1.8. The consultation document is based on an initial assessment that considers various high level development strategy options and proposes a preferred development strategy based on the current available evidence. This would deliver additional required development across several settlements, including strategic scale growth at Moreton-in-Marsh. Additional evidence and community consultation is needed to test and develop this initial work.

Local Plan consultation: February – March 2024

- 1.9. The Local Plan consultation invites local communities to help shape the new development strategy and the draft Local Plan policies. Diagram 2 in chapter 4 provides a useful pictorial summary of the different components. This is a Regulation 18 consultation¹. The consultation would run from 1 February 2024 until 17 March 2024.
- 1.10. Included within the consultation is a set of draft local plan policies (recently approved for consultation by Cabinet), a 'call for sites' and an Integrated Impact Assessment (IIA). The former invites landowners to make land available for consideration to help meet future needs. The council will assess these sites in its Strategic Housing and Economic Land Availability Assessment (SHELAA) in 2024. This will provide a shortlist of potential development sites for allocation in the new Local Plan. The IIA is an early stage environmental assessment that has helped to shape the local plan consultation. It helpfully includes a points of the compass assessment of development options in the district's larger settlements.

¹ Local Plan Regulations: <https://www.legislation.gov.uk/uksi/2012/767/contents>



Local Development Scheme

The council's Local Development Scheme has been updated. This is a regulatory document that formalises the preparation of local plan and supplementary planning documents.

2. BACKGROUND

English Planning Reforms

2.1. The Levelling Up and Regeneration Act (2023) (the Act) sets a framework for the government to reform to the English planning system, including the way local authorities prepare local plans. In early autumn 2023 the government consulted on its plans to implement parts of the Act which relate to local plans. The stated intentions of these reforms are to make plans simpler, faster to prepare and more accessible. The Royal Town Planning Institute² and Shropshire Council³ have prepared useful summaries of the proposed changes. Key information to note is:

- Plan-makers have until 30 June 2025 to submit plans under the existing legal framework and; Plan-makers have until 31 December 2026 for their plans to be adopted, with all independent examinations also having been completed by this point.
- The new system is likely to go live in late 2024 and authorities that do not meet the 30 June 2025 submission deadline for old style plans will need to prepare plans under the new system.

2.2. The council currently has 18 months to submit its local plan (partial or replacement) under the extant regulations.

The adopted Local Plan - Reviews

2.3. The adopted Local Plan was adopted in 2018. A 'review' of the adopted Local Plan was undertaken in 2020. This concluded that a partial update was appropriate, which commenced in 2021. This included preparing a framework masterplan for Cirencester Town Centre.

2.4. In September 2023, the council approved a further 'review' of the adopted Local Plan housing requirement. This concluded that the local housing need of the district had not changed significantly and that the minimum housing requirement provided by the adopted Local Plan did not require updating. Proactively updating the development strategy now does not alter the conclusions of that review.

Navigating the complexities of the current and emerging plan-making system

² NPPF: Transitional arrangements for plan-making (Royal Town Planning Institute, Feb 2023)

<https://www.rtpi.org.uk/blog/2023/february/nppf-transitional-arrangements-for-plan-making/#:~:text=On%20plan%20making%20under%20the,been%20completed%20by%20this%20point.>

³ Summary of the Levelling-up and Regeneration Bill: Consultation on implementation of plan-making reforms

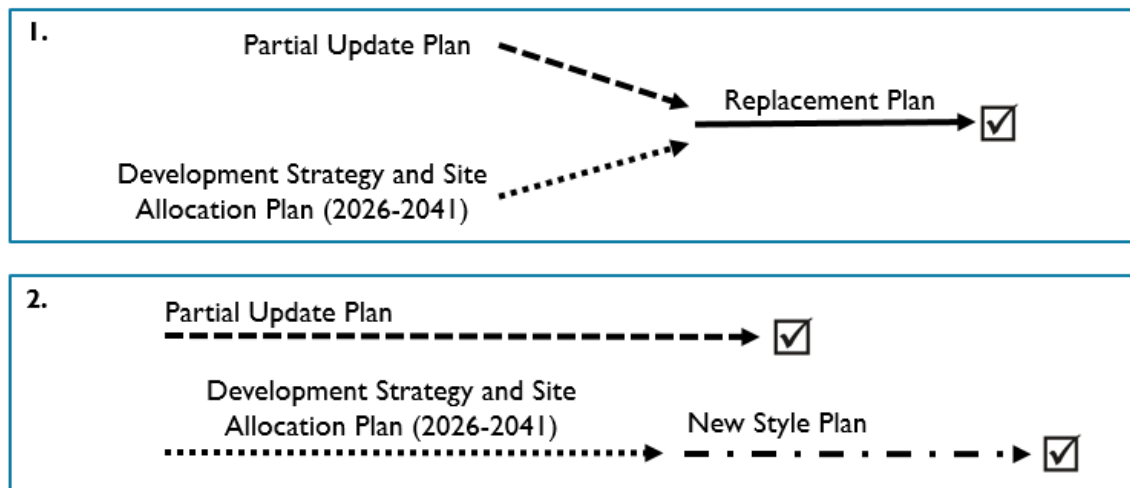
(Shropshire Council, Sept 2023) <https://www.shropshire.gov.uk/committee-services/documents/s35850/Appendix%201%20-%20Summary%20of%20Governments%20Consultation%20on%20Implementing%20Plan-Making%20Reforms.pdf>

<https://www.shropshire.gov.uk/committee-services/documents/s35850/Appendix%201%20-%20Summary%20of%20Governments%20Consultation%20on%20Implementing%20Plan-Making%20Reforms.pdf>



- 2.5. This information is to note only. It helps to explain why councillors are being asked to consider consulting the public on a Partial Update Plan (2011-2031) and a Development Strategy and Site Allocations Plan (2026-2041) independently of one and other.
- 2.6. Annex B provides a detailed explanation of the plan-making scenarios and the complexities of navigating the government’s plan-making reforms, although a summary is offered below.
- 2.7. Diagram 1 shows how the council can progress updating the adopted Local Plan without coming unstuck by the emerging planning reforms. Both scenarios start off the same – i.e. the council continues with the ongoing Partial Update Plan and commences a new Development Strategy and Site Allocations Plan (2026-2041)⁴.

Diagram 1: Plan-making scenarios



- 2.8. Scenario 1. A Replacement Plan: would combine the Partial Update Plan and the Development Strategy and Site Allocations Plan (2026-2041) before the combined Replacement Plan is submitted for a single independent examination in public. This would largely depend on whether the Development Strategy and Site Allocations Plan (2026-2041) is sufficiently advanced to be submitted before the Act’s June 2025 deadline but it would also depend on the detail of upcoming changes to the regulations. This route is preferred as it would be more cost effective than Scenario 2 and the Replacement Plan would be adopted sooner than the equivalent in Scenario 2. It would also secure the policies of the Partial Update Plan up to 2041 instead of 2031. However, owing largely to the uncertainty surrounding the planning reforms and the consequent transitional arrangements, this paper does not offer a recommendation to combine the Partial Update Plan (the policies) and the Development Strategy and Site Allocations Plan (2026-2041) now. A review of this position should occur no later than December 2024, by which time planning reforms and local evidence gathering should provide a clearer steer.
- 2.9. Scenario 2. A Partial Update Plan and transition the Development Strategy and Site Allocations Plan (2026-2041) into a New Style Plan: Scenario 2 would submit the Partial Update Plan for independent examination in public before the Act’s June 2025 deadline. However, the Development Strategy and Site Allocations Plan (2026-2041) would become

⁴ Note that local planning authorities can produce two development plan documents at the same time.



a 'New Style Plan' and would be examined separately after June 2025. This would be the council's fall-back position if conditions outlined in Annex B are not met. This option is more costly (e.g. there would be two examinations in public). It would also take longer to adopt the Development Strategy and Site Allocations Plan (2026-2041) than Scenario 1. The Partial Update Plan policies would also be extant up to 2031 instead of 2041.

- 2.10. To reiterate, no decision needs to be taken now on which route to choose. The key decision now on this matter is whether or not to start preparing a Development Strategy and Site Allocations Plan (2026-2041).

3. DEVELOPMENT STRATEGY AND SITE ALLOCATIONS PLAN (2026-2041)

- 3.1. You may ask why the council should go to the trouble of updating its Local Plan vision, objectives and development strategy now, especially given it has a five year housing land supply and over seven years until the end of the adopted Local Plan period.
- 3.2. If long standing councillors cast their minds to the old Local Plan, which expired in 2011, it took seven years to update and was formerly replaced in 2018. There are various mitigating reasons why it took so long but the impact was hard felt across the district with it suffering several years of not being able to demonstrate a five year housing land supply and communities having to accept off plan development without their participation. It put the council and communities on the back foot for several years and resulted in at least 27 planning appeals and two Judicial Reviews where the lack of a housing land supply or an up to date housing requirement was a significant material consideration.
- 3.3. From April 2026 (just over two years' time) there will be less than five years remaining of the Local Plan period. Not having an adopted Local Plan housing requirement for the full five year period from April 2026 adds uncertainty to the way the five year housing land supply will be measured. For example, the council may become increasingly dependent on the government's 'standard method for calculating the housing needs' and its annual fluctuations as a basis for calculating the five year housing land supply. This would give the council less control of delivering its housing target. Furthermore, as the council approaches the end of the plan period - 31 March 2031 - it will naturally have less housing supply to meet its housing target. Together, this will increase the risk of the council being unable to demonstrate a five year supply of housing, which would engage the government's presumption in favour of sustainable development in areas outside of the Cotswolds National Landscape, formerly known as the Cotswolds Area of Outstanding Natural Beauty.
- 3.4. The reason for updating the development strategy now is to ensure the council has long term control of its housing supply. Importantly, it also provides local communities with the opportunity to shape future growth and infrastructure in and around their neighbourhoods, rather than having to react to speculative development. Put simply, the council is advised to make hay whilst the sun shines.

How many additional houses are required to meet identified needs to 2041?

- 3.5. It is estimated that the council would need to allocate land for either around 2,100 or 3,300 additional dwellings. You may wonder why two figures? This is because of government



proposals to update the National Planning Policy Framework (NPPF), which may or may not confirm that past over-delivery of housing from the previous Local Plan can be factored into the number to be planned for in the new Local Plan. The government has indicated that it will update the NPPF this autumn and the Housing Minister, Michael Gove, indicated in a speech to MPs that the NPPF update could be published as soon as week commencing 11 December. The council will (hopefully) not have to wait long for the government to confirm the position. Furthermore, the government is due to publish updated housing need figures in March 2024 so again the council will need to consider any further resulting changes. During 2024 officers will be updating various needs assessments to finalise housing and economic requirements / targets.

What are the development strategy options?

- 3.6. A topic paper (Annex A) identifies eight options.
1. Additional non-strategic site allocations
 2. Main service centre focus
 3. Dispersed growth
 4. Village clusters
 5. New settlement(s)
 6. New strategic site(s)
 7. Focus growth around transport nodes
 8. Request neighbouring authority to deliver some of the housing need.

What is the proposed/emerging development strategy?

- 3.7. A combination of options 1, 2, 6 and 7 is proposed to accommodate the bulk of additional development needs up to 2041. The current development strategy of identifying 'Principal Settlements' would continue where the principle of development is supported. However, the strategy would have a greater focus on reducing carbon emissions and focussing growth at locations with good transport connectivity and access to services, facilities and employment. Accordingly, some settlements may become a Principal Settlement and other settlements may have their Principal Settlement status rescinded.
- 3.8. Additional non-strategic site allocations would be made at the Principal Settlements whilst ensuring that the scale and extent of development within the Cotswolds National Landscape remains limited and that development is directed away from areas at higher risk of flooding. In addition, given that Moreton-in-Marsh is a transport hub, which has a railway station; good provision of services, facilities and employment; and has various sites outside the Cotswold National Landscape, the town would become a focus for strategic-scale growth of at least 1,500 additional dwellings up to 2041.
- 3.9. The adopted development strategy of enabling small-scale residential development in Non-Principal Settlements (Policy DS3) would also continue, although it would have an increased emphasis on settlements that have better access to services, facilities and employment. Consideration may be given to whether some sites could be allocated in Village Clusters (Scenario 4). Together, development in Non-Principal Settlements, Village Clusters and



windfall sites would provide additional flexibility within the housing land supply should any site allocations not come forward as planned.

- 3.10. Open market housing would continue to be prohibited outside Principal and Non-Principal Settlements (i.e. in open countryside) unless it is in accordance with other policies that expressly deal with residential development in such locations.
- 3.11. It is important to note that this an early stage regulation 18 consultation. The council is not being asked to commit to agree / approve the draft proposed strategy; this happens at the regulation 19 stage. However, the draft development strategy does provide councillors, public, key stakeholders, businesses, visitors, developers and landowners with an indication of where evidence and options are beginning to alight.

Broad areas for growth

- 3.12. The Integrated Impact Assessment provides an objective assessment of the development strategy options. It also provides a 'points of the compass' assessment of the district's key settlements, identifying key constraints such as the Cotswolds National Landscape, flood zones and other areas or assets that national policy considers to be of particular importance⁵.

When will we see which sites will be allocated for development?

- 3.13. This will occur at the next stage in the plan-making process. At this stage the council will be inviting landowners to make their land available for development through a process called a 'call for sites'. The council will use this information to update its Strategic Housing and Economic Land Availability Assessment (SHELAA), which will provide a high level assessment of their suitability. Suitable candidates will be considered in combination with other evidence through the site allocation process.

How will the council ensure the views of Moreton's residents and businesses are being listened to?

- 3.14. Alongside the traditional engagement that the council carries out as part of the plan making process (see the Statement of Community Involvement document – available via the council's website), this paper contains a recommendation to create a new working group. Terms of reference are provided at Annex C. Membership will consist of the Cabinet Member for Planning, local ward councillors and representatives from Moreton-in-Marsh. The working group is a reference forum that will have oversight of strategic growth in Moreton-in-Marsh. The group would not have executive powers but it is able to make recommendations to Cabinet/Council and importantly it will play a vital role in helping to shape future growth in the town.

4. LOCAL PLAN CONSULTATION: 1 FEBRUARY TO 17 MARCH 2024

- 4.1. The Local Plan consultation invites local communities and interested parties to help shape the new development strategy and the draft Local Plan policies. This is a Regulation 18

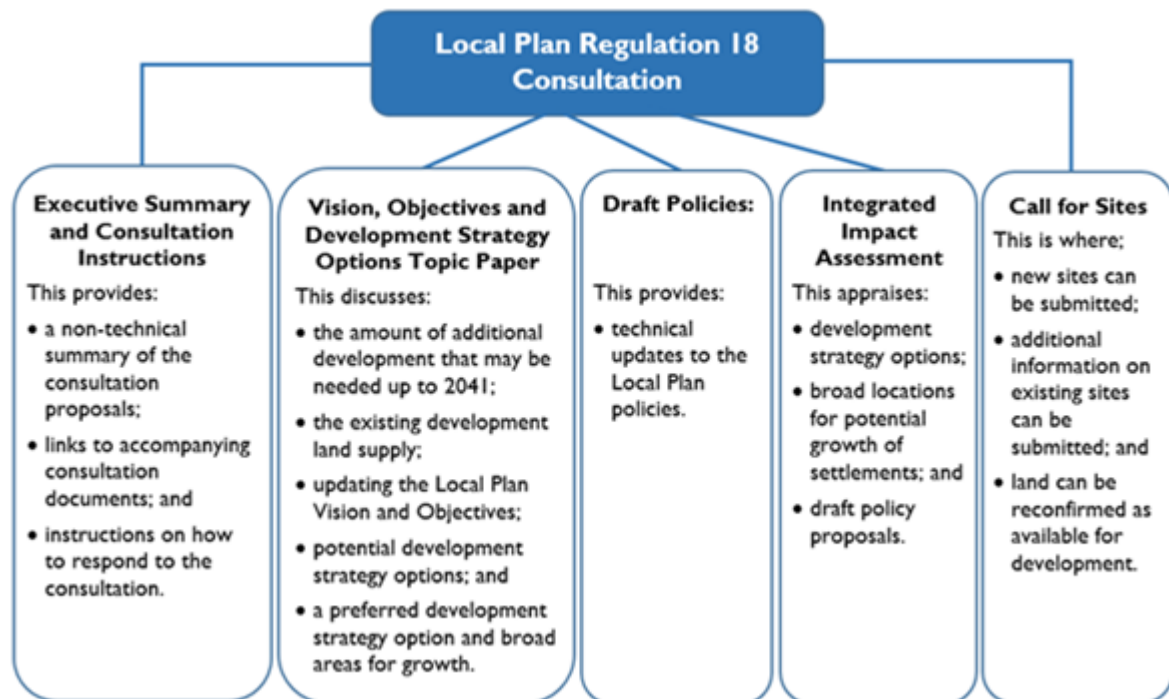
⁵ NPPF (2023) paragraph 11 and Footnote 7



consultation, which builds upon the 'Issues and Options' consultation that was undertaken in 2022. The consultation would run from 1 February 2024 until 17 March 2024.

- 4.2. The consultation will comprise four distinct elements and an executive summary paper. Members of the public and other stakeholders are free to engage with all four elements or matters that only interest them (see diagram 2).

Diagram 2: Components that make up the Local Plan Update consultation.



5. FINANCIAL IMPLICATIONS

- 5.1. There are financial implications associated with preparing and updating a local plan. The costs can be considered in several discrete parts:

- **Updating the evidence base** – includes costs associated with consultants and the commissioning of studies.
- **Policy writing** – includes legal and specialist expertise / input to help shape the emerging plan and review all supporting documents.
- **Undertaking the Regulation 18 and 19 formal consultations** – includes costs associated with managing the council's Local Plan consultation database and interactive consultation system, procuring consultants (where required) to help run the consultation and other activities such as venue hire, printing of materials, etc.
- **Preparation of the publication/submission plan** – includes specialist expertise / input to ensure that the development strategy remains sound, having considered the comments received. If it is robust, then there would be costs associated with making any final amendments to the plan and associated documents, and printing of all



documents for submission to the Secretary of State. If it is not sound, then a further targeted Regulation 19 consultation would be required.

- **Examination, adoption and legal challenge** – includes costs associated with hiring an independent Planning Inspector and a Programme Officer to support them. There would also be costs associated with having specialist consultants (where appropriate) to represent the council, including a specialist barrister(s). Members of the public are free to legally challenge the adoption of a Local Plan within a set timeframe. Should the Local Plan be legally challenged this is likely to incur additional costs.

- 5.2. At 1 April 2023, the opening balance on the Local Plan reserve was £677,000.
- 5.3. It is estimated that an additional £550,000 will be required to prepare the Development Strategy and Site Allocations Plan (2026-2041). This would include commissioning additional evidence to test and justify new site allocations and aid the delivery of four supplementary planning documents (SPDs) listed at paragraph 7.6.
- 5.4. Additional funding will be required should the council need to use the fall back approach, shown in Diagram 1 (scenario 2). This may require up to an additional £500,000, although it is difficult to quantify at this stage as it requires far greater clarity on the new plan-making system. The new system is being advertised as being quicker and more efficient but this remains to be seen in the absence of secondary legislation. Furthermore, the planning system will continue to operate within a legal framework, where planning judgements need to be justified / evidenced. This is often where the costs and resources sit.
- 5.5. There will be a cost to the council if it chooses not to update or delay the preparation of the Development Strategy and Site Allocations Plan (2026-2041). History offers a useful reminder. Between 2011 and the adoption of the Local Plan in 2018, the council received 27 planning appeals where the housing land supply was challenged, 17 of which found the lack of a five year housing land supply to be a significant material consideration. Tewkesbury Borough Council provides a useful indication of cost. It recently lost three appeals, where the five year housing land supply was contested, at an estimated cost of £500,000.

Project Management

- 5.6. The council's Local Development Scheme has been updated – see Annex D. This document sets out the key plan-making milestones and dates. The timetable is subject to periodic review. Milestones may change if, for example, significant additional issues are identified through the consultation process and/or the review of the council's evidence base. This will be kept under review by the Local Plan Programme Board. The following table summarises the key milestones contained within the Local Development Scheme for the replacement plan.

DATE	STAGE
February 2024	Local Plan preparation (Regulation 18)
January 2025	Local Plan publication consultation (Regulation 19)



DATE	STAGE
June 2025 to August 2026	Submission and Examination in Public
August 2026	Inspector's Report
September 2026	Adoption

5.7. The Local Development Scheme also contains information on other additional plan-making projects, specifically supplementary planning documents (SPD). As the name suggests, these documents supplement local plans and guide the application of local plan policies. The Local Development Scheme identifies four SPDs that will be delivered alongside the replacement plan.

- Cirencester Town Centre Framework Masterplan SPD;
- Cotswold Design Code SPD;
- Affordable Housing SPD; and
- Developer Contributions SPD.

It is worth bearing in mind that adopting the eventual Cirencester Town Centre Framework Masterplan commits the council to additional long term costs. The council owns several regeneration sites in the town centre (typically car parks) and therefore it commits the council to act as lead and/or partner developer. During 2024 and as the masterplan begins to crystallise the council will undertake a market appraisal that will examine the gross development value of the masterplan proposals. This will support a wider review of the council's Asset Management Strategy that is currently underway.

5.8. The Forward Planning team would provide administration and officer resources to facilitate the Moreton-in-Marsh Working Group.

6. HUMAN RESOURCE IMPLICATIONS

6.1. The Forward Planning team is central to the delivery of several corporate projects and there is an expectation that these will be delivered in a timely and cost efficient manner.

6.2. The plan-making process employs a project management approach that actively monitors the time, cost and quality. This helps to anticipate risks and costs early in the process and aids transparency. It also helps to ensure an appropriate level of resource to keep the council's local plan up-to-date.

6.3. The council has recently announced that the Forward Planning function is one of many services returning to the council from Publica. Restructuring is likely add some disruption to day to day services during 2024/25. However, it is not expected to fundamentally affect the delivery of projects listed in the Local Development Scheme. This will be kept under review.



- 6.4. Councillors may be interested to note the ‘State of the [Planning] Profession’ report published by the Royal Town Planning Institute in November 2023⁶, which offers some useful insights and trends on the planning profession.

7. LEGAL IMPLICATIONS

The Local Plan and extant plan-making process

- 7.1. Local planning authorities must review local plans at least once every five years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community⁷. The council’s Local Plan reviews discharge this duty.
- 7.2. Commencing the preparation of the Development Strategy and Site Allocations Plan (2026-2041) does not alter the conclusions of the recent review of the adopted Local Plan housing requirement. The adopted Local Plan policies continue to carry full weight with measuring the housing land supply. Rather, the decision to prepare a replacement plan is confirmation of the council’s commitment to take proactive action to plan for needs arising in the 2030s.

Local Development Scheme

- 7.3. By keeping the Local Development Scheme up-to-date the council ensures compliance with The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). This is an important consideration in the independent examination of the updated Local Plan.

8. RISK ASSESSMENT

- 8.1. The Local Development Scheme (Annex D) and Annex B outlines the risks of navigating the plan-making process.
- 8.2. Planning reforms are complicating the plan-making process and are requiring convoluted approaches to ensure progress can be made without placing the council at risk of losing hundreds of thousands of pounds of investment and years of work. Although not advocated, it is completely understandable why some councils have paused their plan-making activities until the new system beds in.
- 8.3. The advocated approach is to continue with the Partial Update Plan and to begin a new plan with a plan period of 2026 to 2041 that focusses on updating the council’s the development strategy and allocating sites to meet development requirements up to 2041.
- 8.4. By December 2024, the council will need to make a judgement call based on whether sufficient work has been made on the Development Strategy and Site Allocations Plan (2026-2041) to merge it with Partial Update Plan to create a single Replacement Plan that can be submitted ahead of the 30 June 2025 deadline.

⁶ <https://www.rtpi.org.uk/stateoftheprofession23>

⁷ Planning and Compulsory Purchase Act 2004 www.legislation.gov.uk/ukpga/2004/5/contents and The Town and Country Planning (Local Planning) (England) Regulations 2012 <http://www.legislation.gov.uk/uksi/2012/767/contents/made>



- 8.5. It is worth noting that there will be lots of councils wanting to submit their local plans by June 2025. This could create a bottle neck in the system and may affect the council's ability to adopt its Local Plan by December 2026, after which point time would be up and the Local Plan would need to switch to a New Style Plan. Officers are keeping the Planning Inspectorate informed of the council's plan-making timetable.
- 8.6. Even if all goes to plan and the combined Replacement Plan is submitted by June 2025, there is still a risk that the council will not have this plan adopted by April 2026 (i.e. the point when there will be less than five years remaining of the adopted Local Plan period). This has implications on the way the five year housing land supply is measured and the council may still need to take proactive measures to address this. However, waiting for a New Style Plan increases this risk and the potential length of time when there may be ambiguity in the way the five year housing land supply is measured.
- 8.7. Project management risks and the mitigation taken are also detailed in the Local Development Scheme.

9. EQUALITIES IMPACT

- 9.1. The emerging Local Plan is supported by an Integrated Impact Assessment that considers these legal duties and requirements. An updated Integrated Impact Assessment will be available to review and comment on during the public consultation.

10. CLIMATE CHANGE IMPLICATIONS

- 10.1. The council has declared a climate emergency which commits it to preparing an action plan to show how it will support the district to become carbon neutral. The council has also committed to make the Local Plan green to its core. An update to the Local Plan will directly support local communities and businesses to mitigate and adapt to climate change.

11. ALTERNATIVE OPTIONS

- 11.1. Recommendations (a) and (b): Council could decide not to begin the process of preparing a new plan to 2041 and continue with the Partial Update Plan (i.e. the draft policies – see Diagram 2) only. Another option would be to pause work on the Partial Update Plan until when the New Style Plan goes live. This option is not advised as it is contingent on various external factors that are not in place yet and are not in the council's control. For example, a general election in the next 12 months could result in new political party taking power who may have a different take on how the plan-making process should operate. This would also not provide enough time to adopt a Replacement Plan, thereby securing the council's housing land supply, before there is less than five years remaining of the adopted Local Plan period.
- 11.2. Recommendation (c): there is no reasonable alternative.
- 11.3. Recommendation (d): Granting delegated authority to make minor changes to the consultation plan and agree the questionnaire will aid the timely publication of the



consultation material in the New Year. Cabinet could decide not to grant authority to the Forward Planning Manager or grant authority to a more senior council officer.

- 11.4. Recommendation (e): The Local Development Scheme is a regulatory requirement and it has to be kept up to date. Therefore, there is no reasonable alternative. However, like recommendation (a) the Council could decide not to begin the process of preparing a new plan to 2041 and continue with the Partial Update Plan (i.e. the draft policies – see Diagram 2) only. If it chose this option then the Local Development Scheme would need to be updated to reflect this.

12. BACKGROUND PAPERS

- 12.1. None

ENDS

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YOUR
COTSWOLD
YOUR **PLAN**

CREATING A FUTURE
THAT IS GREEN TO THE CORE



ANNEX A

Cotswold District Local Plan Update Consultation

Vision, Objectives and Development Strategy Options Topic Paper

Town and Country Planning (Local Planning)
Regulations 2012

Regulation 18 consultation/participation

1 February 2024 to 17 March 2024

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I. Executive summary

I.1 This report considers the amount of additional development that may be needed if the Local Plan period was extended to 2041, enabling the Local Plan to look ahead over a 15 year period from the base date of 1 April 2026. It discusses updating the Vision and Objectives of the adopted Local Plan to reflect this, as well as to make the Local Plan green to the core. Finally, the report considers potential development strategy options up to 2041 and proposes a preferred development strategy option.

I.2 Based on current estimations, the following provides a useful indication of the amount of additional development that may be needed:

- The housing need calculated by the Government's 'standard methodology' for the extended plan period is currently around 7,400 dwellings (although there may still be an exceptional circumstance to use an alternative housing need methodology). This would reduce to around 6,330 dwellings if past over-delivery is deducted from the number that needs to be planned for (note, despite recent changes to national planning policies, clarity from the government is still awaited on how this issue should be dealt with).
- The local housing need is the starting point for determining the housing requirement. The housing requirement may be higher or lower than the local housing need. For example, more homes may be required to increase affordable housing delivery or fewer homes may be required to protect assets or areas of particular importance (e.g. the Cotswolds National Landscape). The requirement would be determined further down the line and the local housing need is used as the basis of this analysis for indicative purposes.
- Around 5,150 dwellings' worth of housing land supply for the extended plan period has already been identified.
- Additional housing land supply would be needed for around 2,250 further dwellings to fully deliver the local housing need or around 1,180 dwellings if past over-delivery is deducted from the number to be planned for.
- The adopted Local Plan includes 14% more housing land supply than the housing requirement to provide flexibility in case any sites were not delivered as expected. If the same flexibility is provided on the local housing need for the Local Plan period up to 2041, around 3,290 additional dwellings would be needed or 2,070 additional dwellings if past over-delivery is deducted.
- The number of homes that would need to be planned for may increase or decrease before the Local Plan Update is submitted for independent examination in public. However, these figures provide a reliable and useful indicator of the scale of development that would be need if the plan period was extended to 2041.
- The needs / requirements and land supply for other types of development would be further assessed and these would be included within the updated development strategy.

I.3 Updates to the Local Plan Vision and Objectives are suggested. In summary, the adopted Vision has been updated to also include:

- Responding to the climate crisis;
- Providing more socially rented homes;
- Making the Local Plan Green to the Core;

- Supporting health and well-being; and
 - Enabling a vibrant economy.
- 1.4 The adopted Objectives have been updated to also include:
- Zero carbon developments;
 - Transitioning to a low carbon economy whilst maintaining a vibrant economy;
 - Providing more opportunities to access affordable housing, particularly social rented housing;
 - Delivering Biodiversity Net Gain;
 - Ensuring that development supports positive health outcomes; and
 - Reducing transport carbon emissions.
- 1.5 Eight potential development strategy options have been identified to accommodate the additional growth:
- Scenario 1: Additional non-strategic site allocations
 - Scenario 2: Main service centre focus
 - Scenario 3: Dispersed growth
 - Scenario 4: Village clusters
 - Scenario 5: New settlement(s)
 - Scenario 6: New strategic site(s)
 - Scenario 7: Focus growth around transport nodes
 - Scenario 8: Request neighbouring authority to deliver some of the housing need
- 1.6 A blend of Scenarios 1, 2, 6 and 7 are believed to be the most appropriate way to accommodate the bulk of additional development needs up to 2041.
- 1.7 This would entail the continuation of the adopted development strategy of identifying Principal Settlements as locations where the principle of development would be supported. However, the updated development strategy would have a greater focus on reducing carbon emissions and focussing growth in locations with good transport connectivity and access to services, facilities and employment. Accordingly, having been reviewed as part of this process, some Non-Principal Settlements may become a Principal Settlement and some Principal Settlements may have their Principal Settlement rescinded.
- 1.8 Additional non-strategic site allocations for different types of development would be made at the Principal Settlements whilst ensuring that the scale and extent of development within the Cotswolds National Landscape (formerly the Cotswolds Area of Outstanding Natural Beauty) remains limited and that development is directed away from areas with higher flood risk. In addition, given that Moreton-in-Marsh is a transport hub, which has a railway station; good provision of services, facilities and employment; and has various sites outside the Cotswold National Landscape, the town would become a focus for strategic-scale growth of over 1,500 additional dwellings and additional land for employment development. A longer-term vision, including additional development, may be required to deliver some infrastructure items such as a secondary school.

- 1.9 The adopted development strategy of enabling small-scale residential development in Non-Principal Settlements (Policy DS3) would continue, although it would also have an increased emphasis on settlements that have better access to services, facilities and employment. Consideration may be given to whether some development should be focussed within Village Clusters, which could potentially involve some additional land being allocated for development (Scenario 4). Together, development in Non-Principal Settlements, Village Clusters and windfall sites⁽¹⁾ would provide additional flexibility within the housing land supply should any other allocated land not come forward for development as planned.
- 1.10 Open market housing would continue to be prohibited outside Principal and Non-Principal Settlements (i.e. in open countryside) unless it is in accordance with other policies that expressly deal with development in such locations.

2. Summary of adopted Cotswold District Local Plan (2011-2031)

- 2.1 Before discussing the development strategy for the extended plan period, a high level summary is provided of the adopted Local Plan development strategy. The adopted strategy has successfully delivered the identified development needs and requirements for the Local Plan period so far.

Development strategy

- 2.2 The adopted Local Plan period is from 1 April 2011 to 31 March 2023.
- 2.3 The adopted Local Plan development strategy identifies 17 Principal Settlements, which are the focus of strategic housing growth. These are:
- Cirencester
 - Andoversford
 - Blockley
 - Bourton-on-the-Water
 - Chipping Campden
 - Down Ampney
 - Fairford
 - Kemble
 - Lechlade
 - Mickleton
 - Moreton-in-Marsh
 - Northleach
 - South Cerney
 - Stow-on-the-Wold
 - Tetbury
 - Upper Rissington
 - Willersey
- 2.4 The principle of development is supported inside the development boundary of the Principal Settlements (Policy DS2). Small-scale residential development is also supported in Non-Principal Settlements, which are not specifically identified in the Local Plan (Policy DS3). Open market housing is prohibited outside Principal and Non-Principal Settlements (i.e. in open countryside) unless it is in accordance with other policies that expressly deal with residential development in such locations.
- 2.5 The plan also provides for different types of housing needs, including a suitable mix of housing (Policy H1); Affordable Housing (Policies H2-H4); housing for older people (Policy H4); and Gypsy and Traveller sites (Policy H7).

¹ Windfall sites are sites not specifically identified in the development plan. The windfall allowance for the new Local Plan period is based on the assumption that the current windfall allowance of 138 dwellings per annum will be rolled forward.

- 2.6 The Plan also has an economic development strategy, which amongst other things includes: safeguarding established employment sites (Policy EC2); supporting three Special Policy Areas (Policy EC4); enabling diversification of businesses in sustainable rural locations (Policy EC5); and protecting town centres and the delivery of new main town centre uses (Policies S3 and EC7-9).

Development requirements

- 2.7 Policy DS1 of the adopted Local Plan ⁽²⁾ identifies a minimum housing requirement of 8,400 dwellings (Use Class C3) for the period 1 April 2011 to 31 March 2031 (the current Local Plan period). There is a separate requirement of 580 nursing and residential care bedspaces (Use Class C2) over the 14-year period 2017-2031. Based on the Housing Delivery Test equivalence calculation ⁽³⁾, this represents an additional, but separate, requirement of 322 further dwellings. The combined requirement is 8,722 dwellings for the plan period.
- 2.8 The Local Plan policies discussed in the previous section included need figures for different types of housing, which are delivered as part of the total housing requirement. For example, there is a need for an average of 157 dwellings of Affordable Housing a year between 2015 and 2031, as well as 665 sheltered and extracare housing units between 2017 and 2031.
- 2.9 Policy DS1 also includes a requirement for 24ha of Use Class B employment land over the Plan period. The requirement takes consideration of a forecast 16.6ha increase of Use Class B1 (now Use Class E(g)) land (including 64,626sqm of office floorspace), a 2.1ha reduction of Use Class B2 land, and a 9.9ha increase of Use Class B8 land.

Land supply

- 2.10 When the Local Plan was examined, its housing land supply comprised dwellings completed since the beginning of the plan period; sites with extant planning permission; one strategic site allocation (part of which was expected to be completed after 2031); various non-strategic site allocations within or adjacent to the development boundaries of the Principal Settlements; and a windfall allowance.
- 2.11 At the point of adoption, the Local Plan was expected to deliver 9,614 dwellings (Use Class C3) over the plan period. This provided a 14% degree of flexibility over and above the 8,400 dwelling (Use Class C3) minimum requirement, which was needed in case any sites were not delivered as expected.
- 2.12 The Local Plan did not allocate sites to deliver its nursing and residential care accommodation requirement (Use Class C2). Policy H4 instead provided a supportive mechanism to enable this type of housing to be granted planning permission in suitable locations in order to deliver the requirement.
- 2.13 The housing land supply was expected to deliver an average of 100 dwellings of Affordable Housing a year, which was below the need of 157 Affordable Homes a year. Two locations were identified for accommodating Gypsy and Traveller needs and a permissive policy was provided to accommodate any further Gypsy and Traveller pitch needs.

² [Cotswold District Local Plan 2011-2031 \(adopted 3 August 2023\)](#)

³ Para. 11 of the [Housing Delivery Test Measurement Rule Book](#) (MHCLG, July 2018) explains, “*The ratio applied to other communal accommodation will be based on the national average number of adults in all households, with a ratio of 1.8*”. Therefore, 580 bedspaces / 1.8 = 322 dwellings

- 2.14 The Local Plan included several employment allocations and planning permissions to deliver the requirement. Cirencester was the only location where main town centre use allocations were made.

3. Implications of extending the Local Plan period to 2041

- 3.1 Consideration is now given to the implications of extending the Local Plan period to 31 March 2041, enabling the Local Plan to look ahead over a 15 year period from the base date of 1 April 2026.
- 3.2 It is important to note that consideration of this matter does not affect the outcome of the Review of the Cotswold District Local Plan 2011-2031 Housing Requirement ⁽⁴⁾, which the Council undertook in August 2023. In particular, consideration of extending the plan period is a proactive measure at a time when the Council's adopted Local Plan policies remain up-to-date and sound. The adopted Local Plan policies continue to be the starting point for determining planning applications and that the District continues to demonstrate a 5 year housing land supply.

Extended Local Plan Period

- 3.3 The extended plan period would align the Cotswold District Local Plan with the plan periods of other Gloucestershire Local Planning Authorities (with the exception of Stroud District Council who are planning up to 2040). This has strategic planning benefits, such as the joint commissioning of evidence studies.

Vision and Objectives

- 3.4 The updated Local Plan development strategy would need to reflect the updated Vision and Objectives of the Local Plan. The specific changes to the Vision and Objectives are provided as part of the Local Plan consultation. A summary is provided below.
- 3.5 The adopted Vision has been updated to also include:
- Responding to the climate crisis;
 - Providing more socially rented homes;
 - Making the Local Plan Green to the Core;
 - Supporting health and well-being; and
 - Enabling a vibrant economy.
- 3.6 The adopted Objectives have been updated to also include:
- Zero carbon developments;
 - Transitioning to a low carbon economy whilst maintaining a vibrant economy;
 - Providing more opportunities to access affordable housing, particularly social rented housing;
 - Delivering Biodiversity Net Gain;
 - Ensuring that development supports positive health outcomes; and

⁴ [Review of the Cotswold District Local Plan 2011- 2031 Housing Requirement \(CDC, August 2023\)](#)

- Reducing transport carbon emissions.

Development needs

- 3.7 As of October 2023, the standard methodology ⁽⁵⁾ calculates the housing need of Cotswold District to be 4,930 dwellings over the next 10-year period (an average of 493 homes a year). Applying the standard methodology housing need over the 15 period from April 2026 ⁽⁶⁾ identifies a total need of 7,396 dwellings ⁽⁷⁾.
- 3.8 This figure may change ahead of the Local Plan being submitted for independent examination in public. For example, the housing need is partly based on housing affordability data, which is updated annually. The standard methodology is also expected to be updated following an update to the National Planning Policy Framework (NPPF) and wider planning reforms resulting from the Levelling Up and Regeneration Act. There may be a change in government with potential further updates to national policy. There may also be an exceptional circumstance(s) for using an alternative methodology to calculate the housing need, which would be determined later. All these factors may increase or decrease the housing need.
- 3.9 This analysis is also based on the local housing need alone (i.e. an unconstrained assessment of the number of homes needed in an area). It does not take consideration of the various other factors, which must be assessed to provide a housing requirement (explained further in the next section). This may result in a housing requirement that is higher or lower than the housing need.
- 3.10 The Government has also indicated in a recent consultation ⁽⁸⁾ that it intends to confirm that past over-delivery of housing from the previous Local Plan can be deducted from what needs to be provided in the new plan. This is a particular issue in Cotswold District.
- 3.11 In the first 15 years of the adopted Local Plan period between 1 April 2011 and 31 March 2026, there was a requirement for 6,507 dwellings. This is based on:
- A requirement for 6,300 (Use Class C3) dwellings (i.e. 420 dwellings x 15 years); and
 - A requirement for 207 further dwellings resulting from the adopted communal accommodation (Use Class C2) requirement between 2017 and 2026 ⁽⁹⁾.
- 3.12 In the first 15 years of the adopted Local Plan period between 1 April 2011 and 31 March 2026, it is estimated that 7,573 dwellings will have been delivered / released to the market. This is based on:
- 7,340 (Use Class C3) dwellings being delivered ⁽¹⁰⁾; and
 - 233 dwellings released to the market resulting from the net increase in bedrooms from completed communal accommodation developments (Use Class C2).

⁵ [PPG: Housing and economic needs assessment \(last updated 16 December 2020\)](#)

⁶ [PPG: Housing and economic needs assessment \(last updated 16 December 2020\)](#) Para: 012 Ref. ID: 2a-012-20190220

⁷ Calculated using non-rounded figures

⁸ [Levelling-up and Regeneration Bill: reforms to national planning policy \(DLUHC, updated 21 September 2023\)](#) – Chapter 4, paragraph 9

⁹ Based on the annualised adopted C2 requirement between 2017 and 2026 (i.e. 23 dwellings x 9 years)

Policy H4 requires 580 nursing and residential bed spaces between 2017 and 2031. This is an annualised requirement for 41.4 bedspaces or 373 bed spaces for the 9 year period between 2017 and 2026. This equates to 207 dwellings, based on the Housing Delivery Test equivalence calculation of 1.8 dwellings per bedspace.

¹⁰ Based on [Appendix 1](#) of the [Housing Land Supply Report \(CDC, August 2023\)](#)

- 3.13 This provides a figure of 1,066 dwellings of over-delivery on the housing requirement(s) at 1 April 2026.
- 3.14 Based on the current standard methodology housing need calculation, the extended Local Plan period would have an identified need of around 7,400 dwellings between from 1 April 2026 and 31 March 2031. If past over-delivery is deducted, this figure would reduce to around 6,330 dwellings.
- 3.15 The need for additional employment, retail and other types of development would be determined and incorporated into the updated development strategy up to 2041. It is anticipated the need / requirement for other types of development will align with housing growth.

Development requirements

- 3.16 Local Planning Authorities must use their local housing need as the starting point for determining development requirements. The determination of requirement is based on an assessment of various relevant planning matters. For example, whether more development should be provided to deliver additional affordable housing, an economic growth strategy, strategic infrastructure improvements or so that an authority can take on unmet need from a neighbouring authority. Such circumstances could necessitate a requirement that is higher than the need. The converse also applies. For example, protected areas or assets of particular importance may provide a strong reason for restricting the overall scale, type or distribution of development in the plan area. There may also be insufficient deliverable / developable land to meet the identified need of the plan area, in which case the authority would, if possible, seek to deliver the unmet development need in a neighbouring authority. In simple terms, the development requirement(s) is the minimum target that the district is required to deliver over a period of time.
- 3.17 This analysis does not attempt to predict what the updated development requirement(s) will be. It instead uses the identified need figure(s), where available, as a reliable and useful indicator of the amount of development that may be required if the Local Plan period were to extended to 2041.

Land supply

- 3.18 The Council's latest housing trajectory update ⁽¹¹⁾ sets out the housing land supply that has already been identified for the period 1 April 2026 to 31 March 2041 (as of 1 April 2023). This comprises:
- 2,217 dwellings from the Chesterton strategic site in Cirencester ⁽¹²⁾;
 - 528 dwellings on other sites that already have planning permission;
 - 203 dwellings are expected on adopted non-strategic site allocations; and
 - 2,070 dwellings are expected as windfalls ⁽¹³⁾.

¹¹ Provided at [Appendix 1](#) of the [Housing Land Supply Report \(CDC, August 2023\)](#).

¹² Based on data supplied by Bathurst Development Limited in April 2023, contained at [Appendix 3](#) of the [Housing Land Supply Report \(CDC, August 2023\)](#).

¹³ This figure is calculated by rolling forward the annual windfall allowance of 138 dwellings per annum over the 15 year period, as calculated by the [Housing Land Supply Report \(CDC, August 2023\)](#).

- 3.19 Since 1 April 2023, two further sites have been added to the housing land supply, which would likely provide 130 additional dwellings after 2026 ⁽¹⁴⁾.
- 3.20 In total, around 5,150 dwellings' worth of housing land supply has already been identified for the extended Local Plan period. This leaves a gap of around 2,250 further dwellings to meet the housing need for the plan period, or around 1,180 dwellings if past over-delivery is deducted from the number needed to be planned for.
- 3.21 As with the adopted Local Plan housing land supply, it would be necessary to identify additional homes to provide flexibility within the housing land supply to accommodate fluctuations in the wider economic and housing market over the plan period. If 14% flexibility was again provided, the housing land supply would need to be around 8,440 dwellings or 7,220 dwellings if past over-delivery is deducted.
- 3.22 This would increase the number of additional homes that would need to be identified for the extended plan period to around 3,290 dwellings or 2,070 dwellings if past over-delivery is deducted.
- 3.23 These figures are intended to provide an indication of the potential number of additional homes that may need to be identified in the Local Plan up to 2041. As previously discussed, the housing need may change, there may be an exceptional circumstance for using an alternative housing need calculation or the housing requirement may be higher or lower than the housing need. However, the above information provides useful context of the scale of the housing land supply that may need to be identified for the purpose of considering strategic housing options.
- 3.24 Annual monitoring of planning permissions is being undertaken for other types of development to establish the current development land supply for employment and retail uses.

4. Vision and Objectives

- 4.1 This section shows our proposed updates to the adopted Local Plan Vision and Objectives, which we would welcome your views on.
- 4.2 Having a Vision and a clear set of Objectives is helpful for a number of reasons:
- They help to guide the overall content of the Local Plan, providing context for emerging policies and proposals;
 - They form part of the Local Plan itself and therefore have an influence on how development proposals are put together and assessed; and
 - They allow us to measure progress once the plan is adopted, helping us understand if the plan is delivering as expected.
- 4.3 We have tried to make it clear for you to see where we propose deleting existing parts of the Vision or Objectives and adding new parts in. To achieve this, we have used the following formatting:
- Proposed deletions from the adopted Local Plan are shown in ~~red, strikethrough font~~ with a yellow background.

¹⁴ The [Fairford Neighbourhood Development Plan](#) made a site allocation in June 2023, which gained planning permission for 87 dwellings in October 2023 (ref: 22/03770/OUT). The access issue of the 43 dwelling site allocation in Tetbury (ref: T31B) has been resolved, enabling this site to also be included in the housing land supply. (

- Proposed additions to the Local Plan are shown in red, underlined font with a yellow background.

Proposed updates to the adopted Local Plan Vision

The Local Plan's Vision supports the following priorities, which are set out in the District Council's Corporate Strategy:

- Deliver the highest standards of service
- Respond to the Climate Crisis
- Provide Socially Rented Homes
- Make our Local Plan Green to the Core
- Support Health and Well-being
- Enable a vibrant Economy
- ~~Provide high quality services at the lowest possible cost to Council Taxpayers~~
- ~~Protect and enhance the local environment whilst supporting economic growth~~
- ~~Champion issues which are important to local people~~

Vision

By delivering clear objectives, by 2031-2041, the Local Plan will have:

- contributed to responding to the Climate Crisis;
 - contributed to enabling a strong, competitive and innovative local economy;
 - supported the delivery of a range of housing that helps to meet the requirements of all sections of the community;
 - further capitalised on the District's key strengths, notably its high quality historic and natural environment; and
 - helped to create more healthy, sustainable, mixed communities.

Cirencester and will continue to be the main focus for additional housing and employment growth, while its function as the dominant business location, service and cultural centre for much of the District will have been enhanced.

Beyond Cirencester, much of the planned, positive change will have occurred in the most sustainable towns and larger villages so that the provision of the majority of services and facilities is met from within those settlements, serving the surrounding rural areas.

The development needs of communities, businesses, and visitors will have been enabled taking particular account of:

- climate change, nature recovery and flood risk;
- the area's internationally recognised natural, built and historic environment; and
- the provision of adequate supporting infrastructure.

Proposed updates to the adopted Local Plan Objectives

The following Strategic Objectives will help to deliver the Vision and guide development throughout the District over the period to **2031 2041**.

I. Natural, **Built and Historic Environment**

Through the use of appropriate planning policies in the development management process:

- a. Conserve and enhance the high quality, local distinctiveness and diversity of the natural and historic environment.
- b. Deliver environmental and biodiversity net gain.**
- c. Ensure that new development is of high quality and sustainable design, which reflects local character and distinctiveness, is appropriately sited, and provides attractive and inclusive environments.
- d. Protect the open countryside against sporadic development, while also avoiding coalescence of settlements, particularly around Cirencester.
- e. Support the creation of new green infrastructure to enhance environmental quality and provide health benefits.

2. Population, **and Housing **and** Health**

Through establishing the District's OAN for the Plan period and allocation of land:

- a. Provide an adequate supply of quality housing, of appropriate types and tenures **(particularly social rented housing)**, to at least meet objectively assessed needs.
- b. Identify suitable land in appropriate locations to provide sufficient pitches for gypsy and traveller accommodation, to meet the needs established through the Gypsy & Traveller Accommodation Assessment.
- c. Ensure that development supports positive health outcomes and the delivery of local health and wellbeing strategies that seek to improve health, social and cultural wellbeing and address inequalities.**

3. Local Economy

Through implementation of the OAN, Economic Strategy and allocation of land:

- a. Supporting the local economy **to transition to a low carbon future** and enabling the creation of more high quality jobs in the District, which meet local employment needs.
- b. Enabling our residents to work more locally.**
- c. Encouraging the vitality and viability of town and village centres as places that support a diversity of activities and uses that includes:**
 - **for** shopping, leisure, cultural and community activities;
 - **opportunities to access affordable homes;**
 - **opportunities to attain rewarding careers; and**
 - **becoming active transport hubs to aid health outcomes and reduce emissions and pollution.**
- d. , including m** Maintaining Cirencester's key employment and service role.

- e. Support sustainable tourism in ways that enable the District to act as a tourist destination which attracts higher numbers of longer-stay visitors.

4. Infrastructure and Service Provision

Through implementation of the IDP, maximise the quality of life by maintaining and supporting the delivery of infrastructure, services and facilities needed to support local communities and businesses.

5. Sustainable Travel

Through the implementation of the Local Transport Plan, Gloucestershire Transport Decarbonisation Plan and Cotswold Transport Decarbonisation Strategy:

- a. Reducing transport carbon emissions.
- b. Reducing car use by promoting a hierarchy of users.
- c. Locating most developments in sustainable locations where there is better access to jobs, services and facilities and public transport.
- d. Supporting improvements in public transport and walking / cycling networks.

Reduce car use by:

- a. Locating most developments in sustainable locations where there is better access to jobs, services and facilities and public transport.
- b. Supporting improvements in public transport and walking/ cycling networks.

6. Climate Adaptation and Mitigation Change and Flood Risk

Reduce the environmental impact of development and vulnerability to the impacts of climate change by:

- a. Requiring new development to be zero carbon and supporting the sympathetic retrofit of historic buildings.
- b. Making the best use of land by maximising the use of previously-developed land.
- c. Supporting the provision of renewable energy schemes.
- d. Maximising water and energy efficiency, promoting the use of renewable energy sources and sustainable construction methods, and reducing pollution and waste.
- e. Supporting the principle of waste minimisation and encouraging the reuse of buildings to avoid unnecessary demolition.
- f. Locating development away from areas identified as being at high risk from any form of flooding or from areas where development would increase flood risk to other.

5. Development Strategy Options

- 5.1 This section considers different development strategy options that may be able to accommodate the additional needs / requirements for different types of development, which we would also welcome your views on.

Scenario 1: Additional non-strategic site allocations

- 5.2 Scenario 1 would roll forward the adopted Local Plan development strategy of focussing the majority of additional growth at Principal Settlements, including allocating some sites outside existing development boundaries. The supporting evidence for identifying Principal Settlements would be updated. This may result in some settlements no longer being a Principal Settlement and / or other settlements becoming a Principal Settlement.
- 5.3 Many of our other larger settlements offer a good range of services and employment opportunities. However, the ability of smaller settlements to absorb additional growth in a sustainable manner is more limited because people tend to need their cars more to access services and employment opportunities and other travel options are typically less available.
- 5.4 Some broad commentary on this potential approach is provided below (please note: this is not intended to be exhaustive).
- Well supported through consultation when the last Local Plan was prepared;
 - Accepted as a 'sound' approach by the previous Planning Inspector and the Government;
 - Likely to encourage less car use and thus reduce transport related carbon emissions by offering more alternatives (public transport, walking and cycling) and good access to services and facilities;
 - Allows for a proportion of future growth to take place in smaller settlements thus helping support their vitality and viability and enabling development sites to be locally identified (e.g. through Neighbourhood Plans), although getting the threshold right for an appropriate amount of development in each case is important;
 - Would help to provide a balanced mix of sites and opportunities;
 - Would continue to ensure the scale and extent of development within the Cotswolds National Landscape remains limited; and
 - Many larger settlements (e.g. Cirencester, Tetbury and Moreton-in-Marsh) have already absorbed a large amount of growth in recent years and/or have future growth already committed.
- 5.5 It is currently uncertain whether this option can deliver the indicative target number of additional homes.

Scenario 2: Main Service Centre focus

- 5.6 Scenario 2 would involve focusing the vast majority of future development (beyond existing commitments) more specifically at the main service centres. These have not yet been determined.
- 5.7 The main services centres offer a broad range of services and facilities, good public transport accessibility and provide a mix of job opportunities. Some of the main services centres lie outside the Cotswolds National Landscape where the scale and extent of development is expected to be limited.
- 5.8 Under this scenario, proportionately less development (beyond existing commitments) would then take place in Principal Settlements that are not the Main Service Centres. The Principal Settlements that are not the Main Service Centres would retain a development boundary,

inside which the principle of development would continue to be supported. However, they would not receive any allocations for additional housing growth.

- 5.9 Development elsewhere would continue to be restricted to the extent it currently is in the adopted Local Plan.
- 5.10 Some broad commentary on this potential approach is provided below.
- The Main Service Centres offer the broadest range of services and facilities in the District and are thus potentially well-placed to accommodate further growth;
 - Several Main Service Centres have land available outside the Cotswold National Landscape;
 - Allows for a comprehensive strategy in some settlements (e.g. a new Transport Strategy for Moreton-in-Marsh);
 - Several Main Service Centres have already absorbed a significant amount of growth in recent years; and
 - Proportionately less development taking place in the smaller settlements would limit the opportunity to provide new homes in those locations, including affordable housing.

Scenario 3: Dispersed growth

- 5.11 Scenario 3 would involve a more ‘dispersed’ approach to the future pattern of development so that instead of growth being steered mainly towards the District’s Principal Settlements or Main Service Centres, it would be more evenly distributed across the District.
- 5.12 Thus, whilst some additional growth would still take place in the Principal Settlements, there would be a much stronger emphasis on small to medium-scale development taking place in villages across the District.
- 5.13 Under this scenario, we would anticipate that the more restrictive approach that currently applies to very small villages, hamlets and the open countryside would continue to apply.
- 5.14 Adopting a more ‘dispersed’ approach to growth such as this would mean that more small and medium-size sites would need to be identified either through the Local Plan or through Neighbourhood Plans.
- 5.15 National policy emphasises the contribution that such small and medium sites can make to meeting overall housing requirements.
- 5.16 Some broad commentary on this potential approach is provided below.
- Small and medium-size sites are generally able to deliver new homes more swiftly than larger strategic sites;
 - Could offer a greater degree of local influence and control (e.g. new sites brought forward through Neighbourhood Plans);
 - A large number of the settlements fall within the Cotswolds National Landscape where the scale and extent of development is expected to be limited;

- A significant number of the villages are relatively poorly served by public transport, services, facilities and employment opportunities, leading to potentially higher car use and carbon emissions; and
- Such an approach could ‘cumulatively’ place strain on local infrastructure capacity.

Scenario 4: Village clusters

- 5.17 Like Scenario 3, Scenario 4 is based on a dispersed approach to the future pattern of growth but, instead of villages being treated separately, they would be considered collectively in small groups or ‘clusters’ based on the services, facilities, employment provision and transport accessibility they are able to cumulatively offer. Each village ‘cluster’ would then be the focus for an appropriate and proportionate amount of growth, potentially with site allocations made in the Local Plan.
- 5.18 The logic of this approach is rooted in the NPPF, which emphasises that planning policies should identify opportunities for villages to grow and thrive, especially where this will support local services and that where there are groups of smaller settlements, development in one village may support services in a village nearby.
- 5.19 This could apply to clusters of existing larger villages but it could also potentially apply to some smaller villages where the current Local Plan adopts a more restrictive approach to growth, particularly where these are close to other larger villages that offer a broader range of services and facilities.
- 5.20 To be clear, this does not mean identifying land between villages for development. It is about identifying land within or adjacent to existing settlements that form part of a village cluster.
- 5.21 Some broad commentary on this potential approach is provided below.
- It would consider the ‘collective’ opportunities and advantages presented by settlements rather than treating each in isolation;
 - Likely to bring forward some development opportunities in locations where historically this has not been possible, thus potentially helping them to thrive;
 - Potential to increase community cohesion and inclusivity;
 - However, could potentially lead to a perception of loss of identity between different settlements; and
 - Smaller settlements can be poorly served by public transport with limited opportunities for walking and cycling, albeit development may offer an opportunity for improvements.

Scenario 5: New settlement(s)

- 5.22 This option would initiate the development of one or more new settlements in the District. The new settlement(s) would grow to include all the services, facilities, employment provision and accessibility standards found within a Main Service Centre. The size criteria of the new settlement and the potential location are yet to be determined.
- 5.23 Delivering a new settlement has a long lead in time from conception of the idea to the first spade being put in the ground. A new settlement would therefore also be expected to deliver housing towards the mid to end of the new Local Plan period and would also likely continue

delivering into the next Local Plan period. A new settlement may therefore form only part of the housing land supply solution.

- 5.24 At this point we are seeking general ‘in principle’ views on such an approach rather than identifying any potential locations. However, because there is a presumption against major development taking place within the Cotswolds National Landscape other than in exceptional circumstances, the likelihood is that any such new settlement would need to be located outside of this area.
- 5.25 National policy recognises that the supply of large numbers of new homes can often be best achieved through planning for larger scale development such as new settlements or significant extensions to existing villages and towns, provided they are well located and designed, and supported by the necessary infrastructure and facilities (including a genuine choice of transport modes).
- 5.26 National policy also makes it clear that any such approach should include careful consideration of a number of factors including infrastructure opportunities (existing or planned) size and location (ability to be self-supporting) the quality of places (e.g. garden city principles) and likely rates of delivery given the lead-in times for large scale sites.
- 5.27 Some broad commentary on this potential approach is provided below.
- The principle of establishing a new settlement is supported by national policy;
 - Provides the opportunity to create a well-designed, ‘green to the core’, sustainable and self-sustaining location for new homes, jobs and supporting services and facilities;
 - Provides the opportunity to create significant new infrastructure investment including education, public transport and green space;
 - In acting as a focus for growth under the new Local Plan, it could reduce development ‘pressures’ on other locations within the District;
 - Development of this scale would have a significant lead-in time to delivery so other sites are likely to be needed to meet shorter-term requirements (e.g. 5 year housing land supply);
 - Larger sites are generally more complex to assemble and deliver;
 - May deliver housing after 2041, so provides longer-term housing land supply; and
 - Development of this scale would likely have a significant environmental, social and economic impact, irrespective of location.

Scenario 6: New strategic site(s)

- 5.28 This option would deliver one or more new strategic sites at a Principal Settlement(s) at a level that meets Main Service Centre expectations. As with a new settlement, strategic sites have a long lead in time from conception of the idea to the first spade being put in the ground. A new strategic site would therefore be expected to deliver housing towards the mid to end of the new Local Plan period and, similar to the Chesterton strategic site, would likely continue delivering into the following Local Plan period. This may therefore form only part of the housing land supply solution.
- 5.29 At this point we are seeking general ‘in principle’ views on such an approach rather than identifying any potential locations. However, because there is a presumption against major

development taking place within the Cotswolds National Landscape other than in exceptional circumstances, the likelihood is that any such new settlement would need to be located outside of this area.

- 5.30 National policy recognises that the supply of large numbers of new homes can often be best achieved through planning for larger scale development such as new settlements or significant extensions to existing villages and towns, provided they are well located and designed, and supported by the necessary infrastructure and facilities (including a genuine choice of transport modes).
- 5.31 National policy also makes it clear that any such approach should include careful consideration of a number of factors including infrastructure opportunities (existing or planned) size and location (ability to be self-supporting) the quality of places (e.g. garden city principles) and likely rates of delivery given the lead-in times for large scale sites.
- 5.32 Some broad commentary on this potential approach is provided below.
- The principle of delivering strategic scale sites is supported by national policy;
 - Provides the opportunity to create a well-designed, ‘green to the core’, sustainable and self-sustaining location for new homes, jobs and supporting services and facilities;
 - Able to make use of and improve existing services, facilities, employment opportunities and transport connectivity within a Principal Settlement or Main Service Centre;
 - Provides the opportunity to create significant new infrastructure investment including education, public transport and green space;
 - In acting as a focus for growth in the new Local Plan, it could reduce development ‘pressures’ on other locations within the District;
 - Development of this scale would have a significant lead-in time to delivery so other sites are likely to be needed to meet shorter-term requirements (e.g. 5 year housing land supply);
 - Larger sites are generally more complex to assemble and deliver;
 - May deliver housing after 2041, so provides longer-term housing land supply; and
 - Development of this scale would likely have a significant environmental, social and economic impact, irrespective of location.

Scenario 7: Focus growth around transport nodes

- 5.33 Under this scenario, we would look to focus future growth (beyond existing commitments) along key public transport corridors and around public transport hubs (e.g. rail stations).
- 5.34 In focusing development where the availability of public transport is good, people will be less likely to use their car, helping to reduce congestion and carbon emissions, particularly with increased electrification of our public transport services.
- 5.35 Public transport options in Cotswold District are, however, variable in terms of coverage and frequency.
- 5.36 In terms of bus services, some parts of the have a reasonably good level of service (e.g. the A429 Fosse Way corridor). However, coverage across much of the rest of the District, in

particular more rural areas, is sporadic or even non-existent in some locations, particularly off-peak.

- 5.37 In terms of rail services, Cotswold District has two railway stations. Kemble railway station serve the Golden Valley Line (London - Swindon - Cheltenham). Moreton-in-Marsh railway station serves the North Cotswold Line (London - Oxford - Worcester).
- 5.38 Moreton-in-Marsh has various potential development opportunities located outside the Cotswolds National Landscape. Kemble is also located outside the Cotswolds National Landscape and has land available, although development opportunities are more constrained by the sensitive landscape that surrounds the village.
- 5.39 Kingham railway station is located in West Oxfordshire District but serves the east of Cotswold District. This area is located inside the Cotswolds National Landscape and will unlikely be suitable for strategic scale growth.
- 5.40 Taking account of the above, a public transport-focused scenario would see future additional growth focused in locations where there are good current and potential future opportunities to use public transport such as the A429 corridor and Moreton-in-Marsh in particular where there is also a railway station.
- 5.41 Some broad commentary on this potential approach is provided below.
- Would help to encourage ‘modal shift’ away from the use of the private car and towards increased use of public transport;
 - Potentially reduces carbon emissions – particularly with the electrification of bus services;
 - Development along transport corridors would increase public transport use and would make services more viable;
 - Allows for a comprehensive strategy in some settlements (e.g. a new Transport Strategy for Moreton-in-Marsh);
 - Coverage of public transport across the District is variable, unpredictable and outside of the Council’s control; and
 - This approach would mean further growth to some settlements, which may have already absorbed a significant amount of development in recent years.

Scenario 8: Request neighbouring authority to deliver some of the housing need

- 5.42 If it is not possible to deliver the full local housing need within the District, it would be necessary to enquire with neighbouring Local Planning Authorities whether they could accommodate some of the District’s need. It has not yet been determined whether this option is necessary.

6. Preferred Development Strategy and Broad Locations for Growth

- 6.1 A hybrid of several of the development strategy scenarios is proposed.
- 6.2 The preferred development strategy would continue the adopted strategy of identifying Principal Settlements and allocating land for different types of development in these locations (Local Plan Policy DSI and Scenario I of this report). This strategy has successfully delivered

the development needs of the adopted Local Plan period. The adopted Local Plan established that the Principal Settlements are generally the most sustainable locations for development with the best services, facilities, employment opportunities and transport connectivity. This development strategy was tested at an independent examination in public and was found to be sound.

- 6.3 It is proposed that a review of the supporting evidence that underpins the Principal Settlements would be undertaken, particularly considering the updated Objectives and Vision. This would include a greater emphasis on responding to the climate crisis, transitioning to a low carbon economy and reducing transport carbon emissions. This may result in some settlements no longer being a Principal Settlement and / or other settlements becoming a Principal Settlement. The preferred development strategy would also focus more development at settlements that function as Main Service Centres (Scenario 2).
- 6.4 The preferred development strategy would have a greater focus on additional growth (beyond existing commitments) along key public transport corridors and around public transport hubs (Scenario 7). In so doing, the scale and extent of additional development within the Cotswolds National Landscape would remain limited and development would be directed away from areas with higher flood risk.
- 6.5 Where possible, the adopted development strategy sought to balance growth of settlements proportionately, albeit the Cotswolds National Landscape was a considerable constraint to achieving this. The aim was to grow each Principal Settlement by around the same percentage increase relative to the original size of the settlement in 2011. The same broad aim would be applied to distributing additional development in the updated development strategy.
- 6.6 Cirencester is already in the process of delivering a strategic site, which is expected to be completed around 2038. The town may receive further growth up to 2041.
- 6.7 Moreton-in-Marsh is a transport hub, which includes a railway station. There are various sites located to the south, east and north of the town that are available for development and that are located outside the Cotswolds National Landscape and areas at higher risk of flooding. These sites would likely have access to the level of services, facilities and employment opportunities of a Main Service Centre. It is estimated that a combination of these development plots could deliver over 1,500 additional homes by 2041. Moreton-in-Marsh would therefore be identified as a broad location for strategic scale growth (Scenario 6). This approach would enable further development in the town to be planned comprehensively (e.g. transport, water / wastewater, education, etc.). In addition, unlike single large strategic sites of 500+ dwellings¹⁵, which typically have long development lead-in times, the combination of the smaller development parcels on offer would enable shorter lead-in times. A longer-term vision, including additional development, may be required to deliver some infrastructure items such as a secondary school.
- 6.8 It is anticipated that the remaining need for additional development up to 2041 (beyond existing commitments and windfalls) could be delivered by additional non-strategic site allocations in accordance with Scenarios 1, 2, 6 and 7.
- 6.9 Unlike the adopted development strategy, consideration may also be given to Village Clusters (Scenario 4) and potentially allocating some sites within or adjacent to settlements that form part of a village cluster. Additionally, the adopted strategy of enabling small-scale residential development in Non-Principal Settlements would continue (Local Plan Policy DS3), albeit with

¹⁵ As assessed in "[Start to Finish: What factors affect the build-out rates of large scale housing sites?](#)" (Lichfields, Second Edition, February 2020)

a greater emphasis on settlements with better access to services, facilities and employment. Unlike the adopted strategy, the Non-Principal Settlements may be identified in the Local Plan. Development within the Village Clusters and Non-Principal Settlements, together with additional windfalls, would provide additional flexibility within the housing land supply.

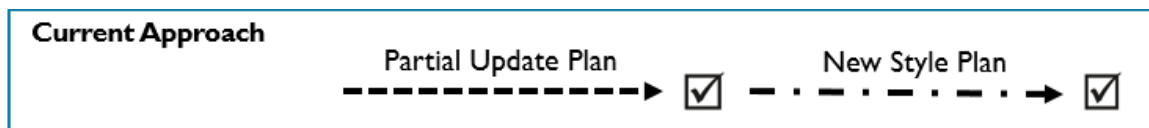
- 6.10 Open market housing would continue to be prohibited outside Principal and Non-Principal Settlements (i.e. in open countryside) unless it is in accordance with other policies that expressly deal with residential development in such locations.
- 6.11 Neighbouring authorities accommodating some unmet housing need of the District requires further assessment (Scenario 8). However, this option, as well as other options, would remain open if required.
- 6.12 Further details of broad locations for growth are provided in the accompanying document titled, 'Cotswold District Local Plan Update: Preferred Options Consultation Integrated Impact Assessment'.

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ANNEX B: UPDATING THE ADOPTED LOCAL PLAN – THE SCENARIOS

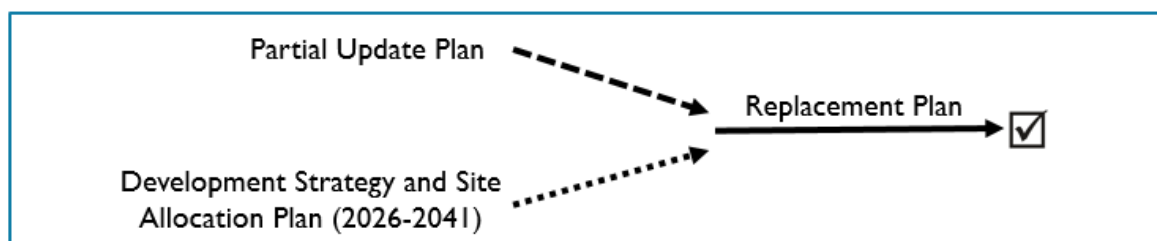
- 1.1. This is to note only. It provides the rationale for preparing two local plans concurrently. It describes and explains the current complexities of navigating the government’s planning reforms and its impact on the council’s plan-making programme of work.
- 1.2. The current programme of work is to update partially the adopted Local Plan and then to carry out a full update in a ‘New Style Plan’.

The Current Scenario.



- 1.3. The government’s planning reforms have advanced in recent months with the Royal Assent of the Levelling Up and Regeneration Act (the Act). This prompts a need to reflect on the plan-making process and the scale of the update to the adopted Local Plan.
- 1.4. Chiefly, there are two main drivers influencing a change to the local plan-making approach.
- i. Opportunity to reduce future spend; and
 - ii. Ensuring the council maintains a five year housing land supply from 2026.
- 1.5. Initial consideration of the available options focussed on continuing with the programmed ‘Partial Update Plan’ followed by a ‘New Style Plan’ (Current Scenario) or to transition to a full ‘Replacement Plan’ now (Scenario 1).

Scenario 1 - Replacement Plan approach.



- 1.6. An assessment of these two options is provided at paragraph 1.19. This explains there are two different rationales at play. If the focus is on the delivery of corporate objectives as soon as possible - to make the plan green to the core - then the bias is towards the Partial Update Plan (current approach). If a long term position is taken on costs and addressing future strategic planning needs then the bias is towards transitioning to a Replacement Plan (Scenario 1).
- 1.7. However, the government has set a deadline for councils to transition to the new plan-making system. Councils have until the 30 June 2025 to submit their emerging plans using extant national planning policies, guidance and regulations.
- 1.8. The risks of failing to meet this hard deadline are potentially severe to the council. If the council fully committed to a Replacement Plan (Scenario 1) but found it was then unable to meet the 30 June 2025 deadline because, for example, progress on the new development strategy and site allocations had not progressed sufficiently far enough, then it would lose its ability to alter development management policies which are central to delivering the council’s ambition to make the adopted Local Plan green to the core. In effect, it risks significant abortive work spent over the last two years on updating local plan policies. This

is because the council would be required to prepare a New Style Plan which restricts a council's ability to prepare local development management policies. Work on the development strategy and site allocations would be largely unaffected owing to the nature of the New Style Plan.

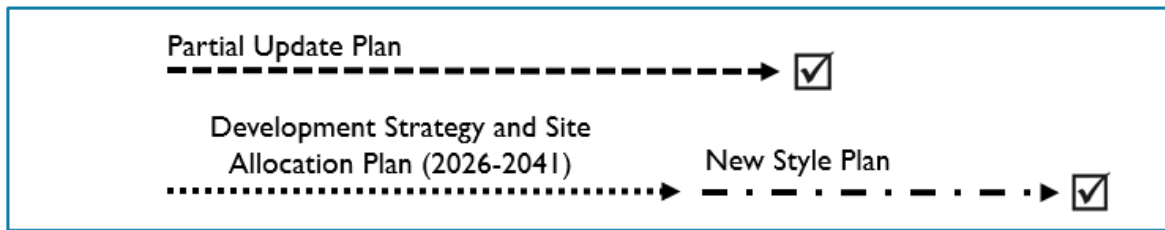
- 1.9. Government reforms are rarely smooth or delivered on time, so it is not difficult to envisage some slippage and changes nearer to that deadline. The recent experience of the new biodiversity net gain policy is a good example. There will also be a General Election that will occur no later than late January 2025, which may affect timetables and the wider planning reforms. Be that as it may, the council has to take the government at its word and assume the deadline is immutable. Therefore, the council needs to find an approach that allows it to progress plan-making but in a way that doesn't invite unnecessary risk.

The advocated approach

- 1.10. Officers recommend pursuing a Replacement Plan approach (i.e. draft policies, a development strategy and new site allocations up to 2041), advocated in Scenario 1. However, the council does not need to formally join the two components of the Replacement Plan together now.
- 1.11. In technical terms, the recommendation requires the council to commit to preparing a Development Strategy and Site Allocations Plan (2026-2041) alongside the Partial Update Plan (2011-2031). This is because a new development strategy cannot form part of Partial Update Plan, as it would cease being a Partial Update Plan.
- 1.12. If the subsequent conditions are met the 2026-2041 plan would be combined with the Partial Update Plan become the *Replacement Plan*. If the conditions are not met the 2026-2041 plan would become a *New Style Plan*. The recently approved Local Development Scheme provides further technical details.
- 1.13. The decision to transition to a Replacement Plan would be contingent on the following conditions:
- Sufficient progress has been made on the Development Strategy and Site Allocations Plan (2026-2041) to meet the 30 June 2025 deadline. E.g. traffic modelling, the cost of new infrastructure and other evidence and engagement indicates that the strategy is "aspirational but deliverable"; and
 - Clarity on the planning reforms, including the awaited update to the National Planning Policy Framework, proposed new National Development Management Policies and new secondary planning legislation / regulations to add the detail missing from the Act.
- 1.14. If these conditions are not satisfied by December 2024 then the course of action would be to submit the Partial Update Plan for independent examination in public by June 2025. The Development Strategy and Site Allocations Plan (2026-2041) would be transitioned to a New Style Plan and submitted for independent examination in public after June 2025. This is illustrated in Scenario 2.

Scenario 2 - Partial Update Plan and New Style Plan.

¹ As required by NPPF (September 2023) paragraph 16



- I.15. By continuing with the ongoing Partial Update Plan and commencing a Development Strategy and Site Allocations Plan (2026-2041), but not formally joining the two together now, the council can keep its options open and ‘hedge its bets’.
- I.16. This hybrid approach – aiming to achieve Scenario 1 but with a fall back option of Scenario 2 – may deliver future cost savings. Fundamentally, however, it ensures the council’s green to the core ambitions can be submitted for independent examination in public by the government’s 30 June 2025 deadline.
- I.17. In summary, planning reforms are complicating plan-making and they require convoluted approaches to ensure progress can be made without placing the council at risk abortive work costing hundreds of thousands of pounds of investment and which took years to prepare. Although not advocated, it is completely understandable why some councils have paused their plan-making activities until the new system beds in.
- I.18. The advocated approach is to continue with the Partial Update Plan and to begin a new plan with a plan period of 2026 to 2041 that focusses on updating the council’s the development strategy and allocating sites to meet development requirements up to 2041. By December 2024, the council will need to make a judgement call based on whether sufficient work has been made on the Development Strategy and Site Allocations Plan to merge it with Partial Update Plan to create a Replacement Plan that can be submitted ahead of the 30 June 2025 deadline.

A comparison of current approach vs replacement plan approach

- I.19. A comparison has been made of the current linear approach verses combining the Partial Update Plan with a New Development Strategy and Site Allocations Plan (Scenario 1) to form a Replacement Plan. Scenario 2 would be a fall-back option to the Replacement Plan approach (Scenario 1) and it is not considered in the table. This is because the benefits and costs would largely mirror the Partial Update then New Style Plan (the current approach).

Table I: Comparison of current approach vs Scenario 1

Considerations	Current Approach: Partial Update then New Style Plan	Scenario 1: Replacement Plan
Timescales – The route to adoption of a new Replacement Plan	The Partial Update Plan would be submitted in early 2025 with adoption in 2025/6. A New Style Plan would then be prepared using the new plan-making regulations and adoption is estimated to be 2028.	The Partial Update Plan and the Development Strategy and Site Allocations Plan would be combined within a single Replacement Plan, which would be submitted no later than 30 June 2025. Adoption is estimated to be in 2026.

Considerations	Current Approach: Partial Update then New Style Plan	Scenario I: Replacement Plan
Policies updated	The Partial Update Plan has so updated approx. 65 policies. Policies would cover the period to 2031.	To transition to a replacement plan would require approx. 25 additional policies to be updated (a total of 90 policies). Chiefly, development strategy policies and site allocations. Partial Update Plan and Development Strategy and Site Allocations Policies would cover the period to 2041.
Evidence gathered (approx.)	Approx. 35 studies are required to support the justification of updated policies in the Partial Update Plan. Typically evidence has a shelf life of approx. five years, although this can range depending on the topic. Therefore supporting evidence would need to be updated again.	Approx. 45 studies are required to support the justification of updated policies and a new development strategy (including new site allocations).
Costs (approx.)	£1.52M – Costs assume: four formal consultations, two examinations in public, additional evidence to justify the new development strategy and refreshing out-of-date evidence.	£1.1M – Costs assume: two formal consultations, one examination in public, and additional evidence to justify the new development strategy.
Housing Supply	A Partial Update Plan would further secure the council's five year housing land supply in the short term but it would become increasingly less certain from 2026. This option does not allocate land to meet needs arising in the 2030s, which may increase the risk of planning by appeal the nearer to the end of plan period gets before the council updates its plan fully.	This option allocates land to meet needs arising in the 2030s. This would better secure the council's five year housing land supply and would therefore better mitigate speculative applications.

1.20. There are two different rationales at play. If the focus is on the delivery of corporate objectives as soon as possible, i.e. to make the plan green to the core, then the bias is towards the Partial Update Plan. However, if a long term position is taken on costs and

addressing future strategic planning needs then the bias is towards transitioning to a replacement plan.

- I.21. With respect to the Council's five year housing supply and under a partial update approach, the Council may become increasingly reliant on the government's housing need figures as the basis for measuring its five year housing land supply rather than using its locally derived housing requirement that takes consideration of the constraints and opportunities within the district; and therefore reducing the council's sovereignty.
- I.22. Whilst a partial update plan can be achieved sooner than a replacement plan – approximately nine months sooner – in practice it is part of a longer-term programme of work. This is because the council will be required to fully update its local plan well before the end of the plan period in 2031. It is also likely that the government will be 'incentivising' authorities to prepare a New Style Plan following the adoption of the Partial Update Plan. Transitioning to a Replacement Plan now would deliver a new 15 year plan approximately two years earlier than current arrangements (i.e. a Partial Update Plan followed by a New Style Plan). It is expected that the transition would be more cost effective in the long-term. Although both options require additional investment.

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ANNEX C

Moreton-in-Marsh Working Group: Terms of Reference

1. AIMS AND OBJECTIVES

To provide a Member reference forum to have oversight of strategic growth in Moreton-in-Marsh, which may form part of the new Local Plan (2026 – 2041).

2. MEMBERSHIP

1. The Panel shall comprise:

- a) Leader of the Council and/or Cabinet Member for Planning (Chairperson);
- b) Ward Member for Moreton East – Cllr Angus Jenkinson;
- c) Ward Member for Moreton West – Cllr Daryl Corps;
- d) Ward Member for Blockley – Cllr Clare Turner;
- e) Ward Member for Fosseridge – Cllr David Cunningham;
- f) Moreton-in-Marsh Town Council representative;
- g) Moreton-in-Marsh Neighbourhood Planning Group representative;
- h) Resident representative – resident of Moreton-in-Marsh;
- i) Business representative – business owner operating in Moreton-in-Marsh; and
- j) Community representative – a person who has strong links with charities, third sector and/or community groups within Moreton-in-Marsh.

2. At the first meeting the Panel shall consist of elected members of the District Council only. Its first task will be to identify panel members listed (f) to (j) in clause 2.1. These panel members will be invited to the second and future meetings in accordance with the terms of reference.

3. The quorum of the Panel shall be four Panel Members.

4. Substitution arrangements will not apply.

5. The following neighbouring authority Ward Members are invited to aid the understanding and consideration of cross boundary matters. They will act as observers and are not panel members. There is no requirement for the observers to attend meetings.

- **Stratford-on-Avon:** Brailes & Compton
- **West Oxfordshire:** Kingham, Rollright and Enstone

3. TERMS OF REFERENCE

1. To guide and enable the work of strategic growth at Moreton-in-Marsh and to act as a sounding board for any issues emerging from the work.

2. To ensure that the needs and aspirations of Moreton-in-Marsh and neighbouring communities are adequately considered in the work to develop the wider area.
3. To involve and communicate with the wider elected membership of the Council and neighbouring authorities that are close to the Moreton-in-Marsh.
4. Elected members of the Group (i.e. CDC and CTC councillors) will review resident, business and community representatives' membership annually.

4. DELEGATED POWERS

1. This group has no executive powers. All issues that require a committee decision will be reported to the Cabinet and/or Council.

Cotswold District Council

Local Development Scheme (LDS)

2024 to 2027

Annex D

January 2024

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1. Introduction

1.1 This is the Cotswold District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period December 2023 – November 2026.

2. Cotswold District Local Plan (2011 to 2031) – Partial Update

3.1 The extant Cotswold District Local Plan 2011 to 2031 was formally adopted on 3 August 2018. The plan carries full weight in the determination of planning applications, providing an overall framework for growth in the period up to 2031. National policy requires local plans to be kept up to date and a review of the Local Plan has to be carried out within 5 years of adoption.

3.2 Cotswold District Council carried out a review of the local plan in 2020 and it concluded that partial update is required to take account of new corporate objectives and other material considerations such as the National Planning Policy Framework. Key dates are provided in Annex I.

3. Cotswold District Local Plan (2026 - 2041) – New Local Plan

3.3 The context that applies to the Partial Update also applies to this plan.

3.4 In addition to the Partial Update the Council has decided to begin a full update of adopted Local Plan. This is in response to emerging national reforms to the plan-making process but to also being the process of identifying land to meet needs arising in the 2030s in advance of the close of the extant plan period in 2031. This work will help to ensure the council maintains an enduring five year housing land supply in the 2020s and 2030s.

3.5 The focus of work in 2024 will be to consult on and prepare evidence to aid the drafting of a new vision, objectives, and development strategy and site allocations for the new 2026-2041 plan period. Key dates are provided in Annex I.

3.6 A review of the Local Development Scheme will be required before the end of 2024 to establish if the Partial Update and New Plan can be joined to form a single plan update. This is contingent on sufficient progress being made on justifying a new development strategy and site allocations ahead of the Levelling Up and Regeneration Act 2023 local plan submission deadline of 30 June 2025.

3.7 If insufficient progress has been made the council will submit the Partial Update for independent examination. The New Plan will begin the transformation to a New Style Plan as proposed by the Levelling Up and Regeneration Act 2023. In either scenario the Local Development Scheme will need to be updated to make clear the council's position.

3.8 The Local Development Scheme also demonstrates the council's commitment and investment to update its plan in a period of significant planning reforms. Further commentary and explanation can be found in the January 2024 Cabinet Meeting paper.

4. Community Infrastructure Levy (CIL)

4.1 The community infrastructure levy (CIL) is a charge that can be applied to new developments in order to help pay for supporting infrastructure. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.

4.2 The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.

4.3 The Council adopted its CIL charging schedule in June 2019.

4.4 The effect of the Council's new local plan will require the council to update its existing CIL charging schedule as a result of new and or updated policies and viability evidence. A supplementary update will be added to the Local Development Scheme by the end of 2024.

4.5 The government's national planning practice policy guidance sets out how a charging schedule should be prepared. It explains a charging schedule is prepared and adopted as follows:

- a) the charging authority prepares its evidence base in order to prepare its draft levy rates, and collaborates with neighbouring/overlapping authorities (and other stakeholders);
- b) the charging authority prepares and publishes a draft charging schedule for consultation;
- c) representations are sought on the published draft;
- d) the charging authority must take into account any representations made to it before submitting a draft charging schedule for examination;
- e) an independent person (the "examiner") examines the charging schedule in public;

- f) the examiner's recommendations are published
- g) the charging authority has regard to the examiner's recommendations and reasons for them;
- h) the charging authority approves the charging schedule.

4.6 The 2019 Regulations removed the requirement to consult on a preliminary draft charging schedule. However, charging authorities can consult more than once where they consider it to be appropriate.

5. Supplementary Planning Documents

5.1 Supplementary Planning Documents do not form part of the statutory development plan but are important material considerations in the determination of planning applications. Their main purpose is to elaborate on specific Local Plan policies and explain in more detail how those policies will operate.

5.2 Over the next three years the following Supplementary Planning Document will be prepared.

- Cirencester Town Centre Framework Masterplan;
- Developer Contributions;
- Design Code; and
- Affordable Housing.

5.3 A requirement to deliver a Cirencester Town Centre Masterplan Supplementary Planning Document is set out in the adopted Local Plan 2041. The purpose of the proposed document will be to provide detail to the Cirencester town centre strategy contained within the Local Plan (which itself will be updated through the partial update of the Local Plan) to assist landowners and developers to bring sites forward in a comprehensive and coordinated manner.

5.5 The Developer Contributions SPD is intended to provide additional clarity on the use of Section 106 and CIL. The project will also need to align with the proposed Gloucestershire Local Developer Guide, which is expected to be a joint project with all Gloucestershire local planning authorities.

5.6 Further information on the anticipated purpose, scope and timing of these documents is set out at Appendix I.

6. Neighbourhood Planning

6.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

6.2 There are currently eight adopted (made) Neighbourhood Plans in Cotswold District:

- Fairford (adopted May 2023)
- Kemble and Ewen (adopted May 2021)
- Lechlade on Thames (adopted October 2016)
- Northleach with Eastington (adopted March 2016)
- Preston (adopted May 2021)
- Somerford Keynes and Shorncote (May 2021)
- South Cerney (adopted December 2021)
- Tetbury and Tetbury Upton (adopted December 2017)

6.3 There are 12 other Neighbourhood Plans currently in progress~:

- Ampney Crucis
- Andoversford
- Blockley
- Chedworth
- Chipping Campden
- Cirencester
- Down Ampney

- Ebrington
- Moreton-in-Marsh
- Siddington
- Stow-on-the-Wold and Swells
- Upper Rissington

6.4 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's website¹.

7. Statement of Community Involvement (SCI)

7.1 A Statement of Community Involvement (SCI) explains how local communities and other stakeholders will be engaged in the preparation of the Local Plan and other related documents. It also provides information about how local communities and other stakeholders will be engaged in relation to the determination of planning applications.

7.2 Local planning authorities are required to review their Statements of Community Involvement every five years. The Council's current SCI was adopted in November 2020² and will therefore need to be refreshed no later than October 2025 or sooner if required. An addendum was made to the SCI in December 2023.

8. Local Plan Monitoring Reports

8.1 In accordance with national planning regulations the Council is required to produce a monitoring report addressing various matters including plan progress and implementation, neighbourhood planning, CIL (where applicable) and the duty to co-operate.

8.2 The Council prepares various monitoring reports, these include:

- Authority Monitoring Report;
- Housing Land Supply Report (this calculates the Council's 5 year land supply);
- Residential Land Monitoring Statistics;
- Economic Land Monitoring Statistics;
- Brownfield Land Register;
- Infrastructure Funding Statement.

8.3 Where possible, the Council updates and publishes the above reports on an annual basis. All documents are saved on the Council's Local Plan evidence webpage³ apart from the Infrastructure Funding Statement which can be found on the Council's CIL webpage⁴.

9. Risk Assessment

9.1 There are a number of risks that could affect the timetable set out in the LDS. These are indicated in the table below, along with contingencies where possible.

Potential Risk	Impact / Contingency
Staff Resources	<p>It is envisaged that the staffing requirements for the preparation of the Local Plan will be met primarily from the Forward Planning Team with input, as required, from other teams within the Council. Subject to availability, Development Management staff and the Climate Action Manager will be required to assist with updating specific policies in the extant Local Plan.</p> <p>Short term contracts will be considered where appropriate, together with secondments with neighbouring authorities. Every effort will be made to rationalise workloads wherever possible and to make use of staff in other sections where their skills are appropriate to the task, notably development control, housing strategy and sustainable communities. Specific studies will be undertaken by external specialist consultants where necessary.</p>

¹ <https://www.cotswold.gov.uk/planning-and-building/planning-policy/neighbourhood-planning/>

² <https://www.cotswold.gov.uk/media/8d88d41e4a43c5c/9101-statement-of-community-involvement.pdf>

³ <https://www.cotswold.gov.uk/media/bztce2k3/cotswold-district-annual-monitoring-report-may-2020.pdf>

⁴ <https://www.cotswold.gov.uk/planning-and-building/community-infrastructure-levy/infrastructure-spending-and-funding/>

Potential Risk	Impact / Contingency
Availability of PINS for Examination	The timetable for the preparation and adoption of Local Plans depends on the capacity of the Planning Inspectorate to undertake Examinations at the appropriate time. Every effort will be made to seek early confirmation that the proposed timings are acceptable.
Changing national policy, guidance and evidence	Changes to national planning policy and guidance and updated evidence can generate new issues or produce additional, unforeseen requirements and these could potentially impact on deadlines or even affect the premise of the entire project. The Council will keep abreast of latest national guidance and best practice; revise the Local Plan timetable if necessary; and ensure adequate budgetary provision for consultancy support if required.
Failure of the Local Plan to meet tests of soundness and legal compliance	Officers will attend relevant training or seminars on best practice, as well as maintaining a dialogue with the Planning Inspectorate and neighbouring authorities. Consultants appointed to undertake specific studies will be required to ensure their work meets the tests of soundness. All evidence will be robust and officers will make use of the soundness and legal self-assessment toolkit. The Local Plan process will follow the regulations and outlined procedures.
Funding for evidence	Inadequate funding to support evidence gathering could significantly delay the delivery of the Local Plan update. The risk has been mitigated by the establishment of the Programme Board and reporting structures to ensure requirements are identified early and worked into the budget plan.
Cooperation of other external bodies	The new planning system involves complex arrangements for cooperation, consultation, engagement and evidence gathering. Failure on the part of the other bodies to respond in time or to provide adequate responses which require subsequent clarification could cause significant delay to work programmes. Officers will maintain an ongoing dialogue with partners to ensure the duty to cooperate is met. Any particular delays will be reviewed in the timetable. For joint working on evidence, clear working arrangements with other bodies will be required with strong programme management.
New data becoming available	Evidence will need to be as up to date as reasonably as possible. This could impact progress if the timing of data is delayed. Evidence will need to be amended accordingly, taking a proportionate approach. Only major shifts in official government projections should justify changes to the strategy, though some tweaks to policy direction may be necessary.
Large numbers of representations received	Representations that are not submitted through the online system (e.g. by email or letter) have to be manually entered, which is a time consuming task. It may be necessary to bring in other staff, or temporary assistance. This will require sufficient workstations with internet access to facilitate the exercise. The Council has sought to mitigate this risk by investing in a new digital engagement platform, which incorporates artificial intelligence auto summarisation technology.
Neighbourhood Plans and other corporate projects	The Council has a legal duty to support the delivery of Neighbourhood Plans and this will continue to have an impact on resourcing. Early and continued engagement with Town and Parish Council's will be vital especially in terms of establishing anticipated project timetables. The Council is also preparing a guide to make clearer the level of support Town and Parish Council's can expect from the Council. It may be necessary to bring in other staff, or temporary assistance, at certain times. A good example would be securing support to deliver a Habitats Appropriate Assessment.

Appendix I – Document Profiles

Cotswold District Local Plan 2011 – 2031 (Partial Update)	
Status	Development Plan Document (DPD)
Overview	The Local Plan sets out the overall framework for future development growth in Cotswold District to 2031. A partial update will update components of the adopted local plan to take account of the Council's corporate plan, emergency declarations and other material considerations (for example the National Planning Policy Framework).
Geographical coverage	District-wide
Timetable	<p>Informal engagement (Regulation 18) – Q1 2024</p> <p>Publication of pre-submission draft Local Plan (Reg 19) – Q1 2025</p> <p>Submission of pre-submission draft Local Plan (Reg 22) – Q2 2025</p> <p>Examination – Q2 2025 to Q2 2026</p> <p>Adoption – Q3 2026</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Cotswold District Local Plan 2026 - 2041	
Status	Development Plan Document (DPD)
Overview	The Local Plan sets out the overall framework for future development growth in Cotswold District to 2041. The plan takes account of the Council's corporate plan, emergency declarations and other material considerations (for example the National Planning Policy Framework).
Geographical coverage	District-wide
Timetable	<p>Informal engagement (Regulation 18) – Q1 2024</p> <p>Publication of pre-submission draft Local Plan (Reg 19) – Q1 2025</p> <p>Submission of pre-submission draft Local Plan (Reg 22) – Q2 2025</p> <p>Examination – Q2 2025 to Q2 2026</p> <p>Adoption – Q3 2026</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.

Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Cirencester Town Centre Framework Masterplan	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2041 providing additional detail on the Cirencester Town and Cirencester Central Area policies. It will seek to develop Cirencester Town Centre in a holistic manner, balancing the need to manage traffic and improve the appearance of the public realm with other competing, environmental, social and economic objectives.
Geographical coverage	Cirencester Central Area (town centre area)
Timetable	Feasibility Assessments – 2023 Informal consultation – Q1 2024 Further consultation – Q1 2025 Adoption – Q2 2025
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF), National Planning Practice Guidance (NPPG), the Cotswold District Local Plan (2011 to 2031) and the emerging Cotswold District Local Plan 2026 - 2041.
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Developer Contributions	
Status	Supplementary Planning Document (SPD)
Overview	Intended to provide further guidance on the Council's approach towards the use of and inter-relationship between planning obligations, planning conditions and the Community Infrastructure Levy (CIL). A trigger for this project will be the completion of review of the Council's Charging Levy, emerging Cotswold District Local Plan 2026 - 2041 and/or a countywide Developer Contributions Guidance Document.
Geographical coverage	District-Wide
Timetable	Informal consultation – Q4 2025 Further consultation – Q2 2026 Adoption – Q4 2026

Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG), the Cotswold District Local Plan (2011 to 2031) and the emerging Cotswold District Local Plan 2026 - 2041.
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Cotswold Design Code	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2041. The SPD will set out clear principles and standards for how development should be designed in the district, focusing on the priority aspects of design. As a code, it will also signpost users to other sources of regulation, guidance, assessment tools, and best practice.
Geographical coverage	District-Wide
Timetable	Informal consultation – Q2 2024 Draft Design Code consultation – Q1 2025 Adoption – Q2 2025
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG), the Cotswold District Local Plan (2011 to 2031) and the emerging Cotswold District Local Plan 2026 - 2041.
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) and the Heritage and Design teams under the direction of the Forward Planning Manager and the Heritage and Design Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team and the Heritage and Design Team and others services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Affordable Housing	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2041. The SPD will assist the Council in meeting its objective of delivering affordable housing to meet the identified housing needs. The SPD is designed to provide supplementary guidance on the Local Plan's affordable housing policies.
Geographical coverage	District-Wide

Timetable	<p>Informal consultation – Q4 2024</p> <p>Draft affordable housing consultation – Q2 2025</p> <p>Adoption – Q4 2025</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG), the Cotswold District Local Plan (2011 to 2031) and the emerging Cotswold District Local Plan 2026 - 2041.
Management arrangements	Document production to be led by the Council's Strategic Housing team under the direction of the Strategic Housing Lead, in consultation with the Forward Planning Manager and The Development Management manager.
Resource requirements	Internal resources comprise the Housing Team and others services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).