



Tuesday, 15 September 2026

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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, 23 September 2026 at 6.00 pm.**

Jane Portman
Chief Executive

To: Members of the Council

(Councillors Mark Harris, Ray Brassington, Gina Blomefield, Claire Bloomer, Naomi Bloomer, Nick Bridges, Patrick Coleman, Daryl Corps, David Cunningham, Tony Dale, Paul Evans, Mike Every, David Fowles, Laura Hall-Wilson, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Julia Judd, Juliet Layton, Helene Mansilla, Mike McKeown, Dilys Neill, Andrea Pellegram, Tony Slater, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Michael Vann, Jon Wareing, Ian Watson, Len Wilkins and Tristan Wilkinson)

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.

AGENDA

1. **Apologies**

To receive any apologies for absence. The quorum for Council is 9 members.

2. **Declarations of Interest**

To receive any declarations of interest from Members relating to items to be considered at the meeting.

3. **Minutes** (Pages 9 - 36)

To confirm the minutes of the meeting of Council held on 15 July 2026 and Extraordinary Council held on 12 August 2026.

4. **Announcements from the Chair, Leader or Chief Executive**

To receive any announcements from the Chair of the Council, the Leader of the Council and 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**

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 Member questions have been submitted for response:

Question from Cllr Julia Judd to Cllr Andrea Pellegram Cabinet Member for Environment and Regulatory Services

Gloucestershire County Council has approved a policy to introduce charges for excess DIY waste brought by residents to Household Recycling Centres, including rubble, soil, fixtures, fittings and building waste.

While I recognise that the policy is intended to contribute to the County Council's financial savings, there is a clear concern that charging residents for disposing of legitimate DIY waste could create an unintended increase in fly-tipping. This is particularly concerning in rural areas of the Cotswolds, where illegal dumping can have a significant impact on our countryside, roadsides and National Landscape. The County Council's own report acknowledges the potential risk of increased fly-tipping, but states that there is no statistical evidence demonstrating a sustained increase as a result of charging for DIY waste. It also states that an Ecological Impact Assessment has not been undertaken.

Can the Leader confirm whether Cotswold District Council was formally consulted by Gloucestershire County Council before this policy was approved and, if so, what concerns or representations did CDC make?

Furthermore, given that CDC may ultimately face additional costs and pressure if fly-tipping increases as a consequence of the policy, what assessment has CDC made of the potential financial and environmental impact on the District, and what discussions has it had with GCC about monitoring fly-tipping and ensuring that any additional costs arising from the policy do not simply fall on Cotswold residents through CDC?

Question from Cllr David Cunningham to Cllr Patrick Coleman, Cabinet Member for Finance

With the LGR process now officially paused by central government, can the

Cabinet Member for Finance confirm the precise amount of council funding spent on this program so far? Will he provide a detailed breakdown of that amount, including officer time, resources and outside consultants. Additionally, what portion of the work completed to date is now worthless, and what are the financial implications for the £2 million previously ring fenced in reserves for the LGR transition?

Question from Cllr Tom Stowe to Cllr Mike Evemy, Leader of the Council

When was the content of the recent issue of Cotswold's Together magazine finalised and sent to print?

Question from Cllr Len Wilkins to Cllr Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning

From 31st October "minor" residential developments (defined as under 10 properties or up to nine homes on sites under 0.5 hectares) cannot be called in for consideration by Planning Committee. This removes the local knowledge of District Councillors which can be invaluable to a planning officer. Can we amend our planning portal so that the comments of the ward Councillor can be added and differentiated to the comments of others?

Question from Cllr Laura Hall-Wilson to Cllr Mike Evemy, Leader of the Council

The Government has also made clear that its Full Dispersal policy is intended to achieve a fairer and more equitable geographical distribution of asylum accommodation, with the Home Office actively seeking additional accommodation in local authority areas where there is capacity.

The Prime Minister and Home Secretary have said this is about ensuring that wealthier and more affluent communities "play their part" in accommodating asylum seekers and achieving a fairer spread of asylum accommodation across the country.

Could the Leader therefore confirm whether Cotswold District Council has been contacted by the Home Office, or by any Home Office accommodation provider, regarding the provision or procurement of asylum accommodation within the Cotswold District, particularly following the identification of Cotswold as a local authority currently accommodating no supported asylum seekers?

Question from Cllr Daryl Corps to Cllr Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning

The local plan update proposes over 4000 new homes for the North Cotswold's including over 2000 for Moreton in Marsh, but no new employment land allocations, please can you set out where, potentially 10000 plus new residents, are expected to work, and how they will realistically get there given limited public transport?

Question from Cllr Gina Blomefield to Cllr Mike Every, Leader of the Council

Many of the warning and directional signs on roads across the Cotswold District are in a poor state whether they have panels missing; are partly illegible or obscured by foliage; their support poles completely collapsed or are even facing the wrong way due to being bashed by large vehicles. I have taken photographs of some of them and if I compiled a comprehensive collection across the District they would fill a substantial album.

Whilst I appreciate that many people now rely on satnav to direct them to their destinations this is not always the case for tourists and other non-locals who value signposts to find their way or get reassurance, they are on the right route.

Many of the warning signs such as STOP, Give Way, severe bend, children or elderly people crossing and so on are in a woeful state and these are essential for the safety of all drivers.

These poor signs detract from the attractiveness of the Cotswold's as a special landscape.

In the same way that CDC encourages pothole repairs, are you also pushing GCC to maintain and keep their Cotswold road signage in good shape for the safety of all road users across the District?

Question from Cllr Daryl Corps to Cllr Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning

On the new local plan map for Moreton-in-Marsh, land is highlighted which the council says has been put forward by landowners for development. However, local residents are questioning whether this is accurate, with concerns that some of the land shown has not actually been put forward by the landowners at all. Can the administration confirm that every site shown as having been put forward by a landowner has, in fact, been put forward by that landowner? And they are not just a wish list!

7. **Constitution Working Group Recommendations- National Scheme of Delegation (Discharge of Local Planning Authority Functions Regulations 2026)** (Pages 37 - 130)

Purpose

To present recommendations from the Constitution Working Group in relation to the changes required to the Council Constitution to implement the new National Scheme of Delegation for planning functions in England, introduced through the Planning and Infrastructure Act 2025 and implemented by regulations coming into force on 31 October 2026.

Recommendation

That Council resolves to adopt :

1. The revised Planning Protocol in Part 5E of the Council Constitution shown at Annex A1.
2. The revised non-executive scheme of officer delegation relating to Planning in Part C4 of the Council Constitution shown at Annex B1.

8. **Polling Station Review** (Pages 131 - 152)

Purpose

To ask Council to approve consultation on suggested changes to polling stations. These changes have been proposed by the Electoral Matters Working Group following consultation with Ward members in areas affected.

With Council's approval the next step would be to ask parish and town councils, county councillors and other stakeholders for their views on the proposed changes.

Recommendations

That Full Council resolves to :

1. Approve consultation on the proposed changes to polling stations as set out in Annex B;
2. Authorise the Electoral Services Manager, in consultation with the Electoral Matters Working Group, to undertake consultation with parish and town councils, county councillors, Members of Parliament and other stakeholders; and
3. Note that the outcome of the consultation will be reported back to Council for consideration and decision.

9. **Establishing a Joint Voluntary Committee - Local Government Reorganisation**

This item has being withdrawn from the agenda in light of the government's announcements on Monday 7 September 2026 pausing the implementation of Local Government Reorganisation in Gloucestershire.

10. **Treasury Outturn report 2025-26** (Pages 153 - 172)

Purpose

To receive and discuss details of the Council's Treasury management performance for the period 01 April to 31 March 2026.

Recommendations

That Council resolves to:

1. Note the Council's Treasury Management performance for the period 1 April 2025 to 31 March 2026.
2. Approve the Treasury Management Outturn Report 2025/26

11. **Notice of Motions**

No motions on notice have been received for consideration at this meeting in accordance with Council Procedure Rule 12.1.

12. **Next meeting**

The next meeting of Council will be held on 25 November 2026.

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COTSWOLD
District Council

Minutes of a meeting of Council held on Wednesday, 15 July 2026

Members present:

Mark Harris (Chair)	Ray Brassington (Vice-Chair)	
Gina Blomefield	Laura Hall-Wilson	Tom Stowe
Claire Bloomer	Paul Hodgkinson	Jeremy Theyer
Naomi Bloomer	Nikki Ind	Craig Thurling
Nick Bridges	Angus Jenkinson	Clare Turner
Patrick Coleman	Julia Judd	Michael Vann
Daryl Corps	Helene Mansilla	Jon Wareing
Tony Dale	Mike McKeown	Ian Watson
Paul Evans	Dilys Neill	Len Wilkins
Mike Evemy	Andrea Pellegram	Tristan Wilkinson
David Fowles	Lisa Spivey	

Officers present:

Angela Claridge, Director of Governance and Development (Monitoring Officer)	Jane Portman, Chief Executive Officer
Julia Gibson, Democratic Services Officer	Kirsty Winters, Communications Officer
Simon Harper, Head of Democratic and Electoral Services	Joseph Walker, Head of Economic Development and Communities
Nickie Mackenzie-Daste, Senior Democratic Services Officer	

109 Apologies

Apologies were received from Councillor Tony Slater, Councillor David Cunningham and Councillor Juliet Layton.

110 Declarations of Interest

The Chair invited Members to declare any interests in items on the agenda. There were no declarations of interest made by Members.

111 Minutes

Council considered the minutes of the Council meeting held on 18 March 2026. Councillor Julia Judd requested that the Leader's response letter to a public question regarding the impact of changes to the State Pension on pensioners be circulated to all Members. The Leader confirmed that the request would be followed up.

Councillor Mike Every proposed the approval of the minutes. The proposal was seconded by Councillor Tom Stowe, put to the vote and agreed by Council. RESOLVED that the minutes of Full Council 18 March 2026 were approved as a true and accurate record.

Voting record:

26 For, 0 Against, 5 Abstentions.

To APPROVE the minutes 18 March 2026 (Resolution)		
Council RESOLVED that the minutes of Full Council 18 March 2026 be approved as a true and accurate record.		
For	Gina Blomefield, Claire Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Tony Dale, Paul Evans, Mike Every, David Fowles, Laura Hall-Wilson, Mark Harris, Paul Hodgkinson, Angus Jenkinson, Julia Judd, Helene Mansilla, Mike McKeown, Dilys Neill, Andrea Pellegram, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Ian Watson, Tristan Wilkinson and Len Wilkins	26
Against	None	0
Conflict Of Interests	None	0
Abstain	Naomi Bloomer, Daryl Corps, Nikki Ind, Michael Vann and Jon Wareing	5
Carried		

Council then considered the minutes of the Annual Council meeting held on 20 May 2026.

Councillor Mike Every proposed the approval of the minutes. The proposal was seconded by Councillor Tom Stowe, put to the vote and agreed by Council. RESOLVED that the minutes of 20 May 2026 were approved as a true and accurate record.

Voting record:

22 For, 0 Against, 4 Abstentions.

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Did not vote: Councillor Laura Hall-Wilson, Councillor Julia Judd, Councillor Lisa Spivey, Councillor Michael Vann and Councillor Len Wilkins.

To APPROVE the minutes 20 May 2026 (Resolution)

Council RESOLVED that the minutes of Annual Council held on 20 May 2026 be approved as a true and accurate record.

For	Gina Blomefield, Claire Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Tony Dale, Paul Evans, Mike Every, David Fowles, Mark Harris, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Mike McKeown, Dilys Neill, Andrea Pellegram, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Ian Watson and Tristan Wilkinson	22
Against	None	0
Conflict Of Interests	None	0
Abstain	Naomi Bloomer, Daryl Corps, Helene Mansilla and Jon Wareing	4
Carried		

112 Announcements from the Chair, Leader or Chief Executive

The Chair welcomed Councillor Naomi Bloomer, newly elected as Member for St Michael's Ward following the by-election on 2 July, and Flavia, who was undertaking work experience with Democratic Services.

The Chair noted the passing of Christopher Robert Hallpike, who was remembered with gratitude for his dedicated service to Shipton Moyne Parish Council and the wider community. He would be greatly missed, and sincere condolences were extended to his family and friends.

The passing of former Councillor Sue Herdman was also noted. Councillor Herdman had served as Chair of the Council from 1995 to 1998 and as District Councillor for Churn Valley for 24 years, during which time she had also served on the Planning Committee. Councillors Evans, Harris, Fowles and Coleman paid tribute to her dedicated service, generosity and longstanding commitment to the Council and the local community.

A minute's silence was observed in memory of the former Councillors.

The Chair also reported attending a recent Friends of the Royal Agricultural University event and noted the positive developments taking place at the University.

The Chair invited the Leader to address the Council.

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The Leader, Councillor Mike Every, welcomed Councillor Naomi Bloomer to the Council and congratulated Councillor Andrea Pellegram on her election as Gloucestershire County Councillor for Cirencester Park Division.

The Leader advised that a Government announcement regarding the future of local government in Gloucestershire was expected. Members were informed that briefings for staff and Members would be held following the announcement and that further communications would be issued in due course. He emphasised that no immediate changes would result from the announcement and acknowledged that the uncertainty might be causing concern among staff.

The Leader referred to the recent death of Ann Widdecombe and emphasised the importance of the safety and security of those holding public office. Members were reminded of the support available through Gloucestershire Constabulary's Op. Ford and encouraged to familiarise themselves with the guidance provided should they have concerns regarding their personal safety or security.

There were no announcements from the Chief Executive Officer.

113 Unsung Heroes Awards

The Chair presented the Council's Unsung Heroes Awards for July 2026, recognising individuals and organisations for their outstanding voluntary service and contribution to their communities.

Awards were presented to:

- Rhys Stevens, in recognition of his fundraising efforts in support of Parkinson's UK.
- Keyna Doran and Vanessa Rigg, for their work through the Campden Edge Youth Arts Charity supporting young people.
- Marie Liptrot, for her longstanding contribution to Blockley Sports and Social Club and the local community.
- Margaret Wright, for her leadership of the River Coln Guardians and her contribution to environmental stewardship and community engagement.

The Chair congratulated all recipients on their achievements and thanked them for their dedication to their communities.

At the conclusion of the item, the Chair invited those recipients in attendance to come forward to receive their certificates and lapel badges.

114 Public Questions

No public questions were submitted.

115 Member Questions

Councillors' written questions, written responses, supplementary questions and supplementary responses can be found in Annex A attached.

116 Committee membership change

Council considered a proposal from the Liberal Democrat Group to appoint Councillor Naomi Bloomer to the Overview and Scrutiny Committee with immediate effect, replacing Councillor Ian Watson.

There were no questions for clarity, and no debate on the matter.

The Chair then moved to the vote on the resolution which was proposed by Councillor Mike Evey and seconded by Councillor Dilys Neill.

Voting record:

30 For, 0 Against, 0 Abstentions.

Did not vote: Councillor Len Wilkins.

Committee membership change - APPROVE (Resolution)		
Council resolved to APPROVE the appointment of Councillor Naomi Bloomer to the Overview and Scrutiny Committee with immediate effect.		
For	Gina Blomefield, Claire Bloomer, Naomi Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Daryl Corps, Tony Dale, Paul Evans, Mike Evey, David Fowles, Laura Hall-Wilson, Mark Harris, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Julia Judd, Helene Mansilla, Mike McKeown, Dilys Neill, Andrea Pellegram, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Michael Vann, Jon Wareing, Ian Watson and Tristan Wilkinson	30
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

117 Making the Cotswold District Dementia Friendly

The Chair invited Councillor Paul Evans, Cabinet Member for Health and Communities to introduce the report and reminded Council of its previous commitment to make Cotswold District a dementia-friendly district.

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Councillor Evans highlighted the growing number of residents living with dementia and acknowledged the significant impact the condition had on individuals, their families and friends. The valuable work already undertaken by community organisations, volunteers, health partners and town and parish councils in supporting people living with dementia was recognised. Councillor Evans explained that the proposed programme sought to build on these existing strengths through partnership working, increased awareness and training, improved signposting to support, and ensuring that Council services became more dementia-friendly.

It was noted that engagement with town and parish councils had demonstrated strong support for the Council's ambition while identifying opportunities to improve confidence in directing residents to appropriate sources of support. The proposed programme focused on training, awareness, engagement, service mapping and improvement, alongside funding and facilitation, with the aim of building resilient communities and delivering practical improvements for residents living with dementia and those who cared for them.

The Chair invited questions for clarification.

Councillor David Fowles welcomed the report and expressed his support for the Council's dementia-friendly ambition. He highlighted the importance of raising awareness nationally and asked what engagement was planned with Members of Parliament to promote greater recognition and support for people living with dementia, drawing comparisons with the progress achieved through disability legislation.

Councillor Paul Evans confirmed that the Council's work to become a dementia-friendly authority would complement its wider commitments to supporting people with disabilities. He advised that engagement would take place with local Members of Parliament, Gloucestershire County Council and town and parish councils to promote and support the Council's dementia-friendly approach.

Councillor Dilys Neill welcomed the report and highlighted the importance of engaging with specialist dementia services, including the Dementia Care Team at Gloucestershire Hospitals NHS Foundation Trust. She referred to the value of supporting people with dementia throughout their care journey and emphasised the importance of advance care planning, ensuring that key information about an individual's needs and preferences accompanied them if they were admitted to hospital.

The proposal was seconded by Paul Hodgkinson who commented that there remained a lack of understanding about the interventions and support available to people living with dementia and their carers. He emphasised the importance of ensuring that appropriate advice and assistance were readily accessible. He acknowledged the

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valuable work of the Council's Wellbeing Team in delivering community initiatives that helped to reduce isolation and encouraged people to remain active and engaged.

There was no further debate on the matter.

The proposer, Councillor Paul Evans, was invited to sum up, but considered the matter had been adequately covered.

The Chair then moved to the vote on the resolution which was proposed by Councillor Paul Evans and seconded by Councillor Paul Hodgkinson.

Voting record:

31 For, 0 Against, 0 Abstentions.

Making the District Dementia Friendly - APPROVE (Resolution)		
Council resolved to:		
1. NOTE the progress made since the Council motion in January 2026 and the evidence gathered through engagement with town and parish councils and officers. 2. APPROVE the proposed programme of dementia-friendly work-streams set out in the report. 3. ENDORSE continued partnership working with town and parish councils, health partners, the voluntary and community sector, and local dementia support organisations to take this work forward. 4. REQUEST that a further update be brought back to Council in approximately 12 months setting out progress, emerging opportunities and any resource implications requiring future decisions.		
For	Gina Blomefield, Claire Bloomer, Naomi Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Daryl Corps, Tony Dale, Paul Evans, Mike Every, David Fowles, Laura Hall-Wilson, Mark Harris, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Julia Judd, Helene Mansilla, Mike McKeown, Dilys Neill, Andrea Pellegram, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Michael Vann, Jon Wareing, Ian Watson, Tristan Wilkinson and Len Wilkins	31
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

118 Motion report - Food and Farming

The Chair advised that consideration of the report would be deferred until the September meeting and invited the Leader, Councillor Mike Every, to explain the reasons for the deferral.

Councillor Every advised that he was withdrawing the report in light of the forthcoming Government decision regarding the future of local government in Gloucestershire. He explained that deferring consideration until September would enable a more comprehensive report to be presented, taking into account the outcome of the Government's decision and its implications for the Council's work on food and farming.

The report was therefore withdrawn and would be brought back to the September 2026 meeting of Full Council.

119 Overview and Scrutiny Committee Annual Report 2025/26

The Chair invited Councillor Gina Blomefield, Chair Overview and Scrutiny Committee to present the report.

Councillor Gina Blomefield, Chair of the Overview and Scrutiny Committee, introduced the item and thanked Members of the Committee, the Vice-Chair and Democratic Services for their contribution and support during the year. The Committee's role in providing scrutiny and oversight of the Cabinet as a critical friend was highlighted and it was further noted that its work had been undertaken on a non-political basis.

Councillor Blomefield advised that the Committee had had a busy year, requiring additional meetings to accommodate the volume of matters requiring scrutiny. The Committee's examination of the Local Plan, its review of the health of the retail and hospitality sectors in town centres, and its scrutiny of planning enforcement services, were highlighted. Scrutiny had resulted in a number of recommendations to Cabinet, most of which had been accepted or partially accepted. The Committee's engagement with Freedom Leisure, Ubico and Bromford Housing, were also referred to. The increasing participation of members of the public in Overview and Scrutiny meetings was welcomed.

Looking ahead, Councillor Blomefield advised that the Committee would focus on scrutinising the new Local Plan throughout its preparation, local government reorganisation and the Council's wider policies and priorities, including the budget and Council Plan. The role of the Committee in overseeing key partner organisations was noted as was the participation of the Chair and Vice-Chair in the county-wide Joint Scrutiny Panel for local government reorganisation.

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The Chair asked if there were any questions for clarity.

Members expressed their wholehearted support for the work of the Overview and Scrutiny Committee.

The Chair sought a seconder for the proposal.

Councillor Angus Jenkinson seconded the proposal and spoke in support of the recommendations.

Members of the Committee, officers and Cabinet Members were thanked for their engagement and contribution to the scrutiny process. The increasing effectiveness of the Committee and the value of its role as a critical friend were also highlighted, and it was noted that its work had influenced scrutiny activity at county level and would continue to contribute to the work of the Local Government Reorganisation and Economic Scrutiny Committees.

The Chair moved to the debate.

The following views were expressed during the debate:

- Members paid tribute to the Chair, Vice-Chair and Members of the Overview and Scrutiny Committee for their commitment and contribution to the Council's democratic process.
- The value of pre-scrutiny was recognised, particularly the opportunity for Cabinet Members and senior officers to engage directly with the Committee and respond to questions before decisions were taken.
- Members noted that the Committee had become increasingly effective and that its approach provided a positive model for scrutiny, with the potential to inform arrangements for any future unitary authority or authorities.
- The importance of ensuring that all Members, including backbench Members, had meaningful opportunities to contribute to decision-making and policy development was emphasised.
- The value of recommendations arising from scrutiny was recognised, with Members noting that such recommendations could identify issues and opportunities that might otherwise not have been considered.
- The Committee's role in providing independent, constructive challenge and ensuring that decisions and policies were fit for purpose was welcomed.
- The importance of Members preparing thoroughly and engaging constructively with the scrutiny process was emphasised.
- The Committee's engagement with local government reorganisation and its contribution to wider county-level scrutiny activity were also welcomed.

The proposer, Councillor Gina Blomefield, was invited to sum up. Members, officers and Cabinet Members were thanked for their contributions and the importance of Overview and Scrutiny as an integral part of the Council's governance arrangements was

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reiterated. She welcomed the collaborative approach taken by the Committee and expressed support for the report.

The Chair then moved to the vote on the resolution, which was proposed by Councillor Gina Blomefield and seconded by Councillor Angus Jenkinson.

Voting record:

31 For, 0 Against, 0 Abstentions.

Overview & Scrutiny Report - APPROVE (Resolution)		
Council resolved to:		
1. APPROVE the Overview and Scrutiny Committee Annual Report 2025/26.		
For	Gina Blomefield, Claire Bloomer, Naomi Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Daryl Corps, Tony Dale, Paul Evans, Mike Evemy, David Fowles, Laura Hall-Wilson, Mark Harris, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Julia Judd, Helene Mansilla, Mike McKeown, Dilys Neill, Andrea Pellegram, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Michael Vann, Jon Wareing, Ian Watson, Tristan Wilkinson and Len Wilkins	31
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

120 Notice of Motion

The Chair invited Councillor Laura Hall-Wilson to speak as the proposer of the motion.

Councillor Laura Hall-Wilson introduced the motion and paid tribute to women, babies and families who had experienced trauma, loss or unsafe care during childbirth.

Councillor Hall-Wilson explained that the motion had been prompted by the publication of the Ockenden Maternity Review and the Baroness Amos National Maternity and Neonatal Investigation, including findings relating to Gloucestershire Hospitals NHS Foundation Trust.

Drawing on her own experiences of maternity services and discussions with local mothers and advocacy groups, she highlighted concerns regarding the need for improved triage, greater attention to women's concerns and better communication throughout pregnancy and childbirth.

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Councillor Hall-Wilson acknowledged the dedication of maternity staff but emphasised the need for urgent action to address longstanding issues within maternity services. She referred to the importance of reinstating home births, reopening the Aveta birthing unit in Cheltenham, maintaining 24-hour maternity services at Stroud and restoring postnatal beds. She recognised that the Council was not responsible for the provision of maternity services but stated that it had an important role in representing the views of residents and urging NHS leaders to implement the recommendations of the relevant reviews.

The Chair asked if there were any questions for clarity. No questions were raised.

The Chair sought a seconder for the motion. Councillor Dilys Neill seconded the motion and spoke in support of the recommendations. Drawing on her experience as a paediatrician, former GP and member of the Health Overview and Scrutiny Committee, she highlighted the importance of safe and compassionate maternity care and the need for women to feel listened to and supported throughout pregnancy and childbirth. She referred to the pressures facing maternity services, including workforce shortages and reduced provision outside Gloucester Royal Hospital, and emphasised the importance of effective communication between community and hospital services. She welcomed the actions arising from the Ockenden and Amos reports, including improved workforce planning, accountability, safe triage and addressing inequalities and discrimination, and particularly highlighted the need to listen to women and ensure access to second opinions where concerns remained.

The Chair moved to the debate.

The following views were expressed during the debate:

- Members expressed strong support for the motion and highlighted the importance of learning from previous failings and ensuring that improvements to maternity services were delivered. The importance of maintaining local maternity provision, including services at Stroud and Cheltenham, and providing choice in relation to place of birth was emphasised, particularly given the rural nature of the District and the distances some residents may need to travel to access services.
- Members welcomed the work already being undertaken by NHS organisations and Gloucestershire County Council's Health Overview and Scrutiny Committee but emphasised the need for continued scrutiny and accountability. The pressures facing maternity staff, including workforce shortages and excessive workloads, were acknowledged, alongside the need to ensure that staff were adequately supported.
- The importance of listening to women and ensuring that their concerns were taken seriously was repeatedly emphasised. Members also highlighted the need for maternity services to be inclusive and accessible to all those using them and

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for appropriate and inclusive language to be used when discussing maternity care.

- Members also noted the wider importance of addressing inequalities in healthcare and ensuring that residents in rural areas had equitable access to safe and high-quality maternity services. The contribution of NHS staff and the dedication and professionalism of maternity teams were recognised.

Councillor Mike Evemy, Leader of the Council, thanked Councillors Hall-Wilson and Neill for bringing forward the motion and welcomed the clear actions it proposed. He confirmed his support for the motion and advised that, if approved, he would meet with his counterpart at Gloucestershire County Council to discuss how the two councils could work together to support improvements to maternity services. He also confirmed that he would meet with the proposer and seconder in advance of those discussions to ensure their views informed the meeting.

The Chair then moved to the vote on the resolution, which was proposed by Councillor Laura Hall-Wilson and seconded by Councillor Dilys Neill. The motion was carried unanimously.

Voting record:

30 For, 0 Against, 0 Abstentions.

Did not vote: Councillor Andrea Pellegram .

Motion - To improve maternity services across Gloucestershire (Resolution)

Full Council resolved to:

1. **AGREE** that every family should have access to safe, high-quality maternity care and genuine choice over where and how they give birth to improve outcomes for mothers and babies both during labour and postpartum. Restoring confidence in maternity services requires strong partnership working between local government, the NHS and other stakeholders therefore Cotswold District Council should use its influence to ensure that the concerns of residents are clearly communicated to those responsible for planning and delivering maternity services.
2. **REQUEST** that the Leader meet with the Cabinet Member who leads on Health at Gloucestershire County Council at the earliest opportunity to discuss the current challenges facing maternity services across Gloucestershire and to seek agreement on how both councils can work together to advocate for improvements to maternity provision, including:
 - a. the restoration and development of services at Stroud Maternity Unit;
 - b. action to address workforce shortages, particularly the recruitment and retention of midwives needed to provide safe and reliable home birth services; and
 - c. implementation of the recommendations relevant to Gloucestershire arising from the recent report led by Baroness Amos.

3. WRITE JOINTLY, where appropriate, to NHS Gloucestershire, Gloucestershire Hospitals NHS Foundation Trust, the Integrated Care Board and the Secretary of State for Health and Social Care, setting out the concerns of local authorities and seeking clear plans and timescales for improving maternity services. 4. REPORT BACK to Full Council on the outcome of these discussions and any actions agreed to support improvements in maternity services for the residents of Gloucestershire.		
For	Gina Blomefield, Claire Bloomer, Naomi Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Daryl Corps, Tony Dale, Paul Evans, Mike Evemy, David Fowles, Laura Hall-Wilson, Mark Harris, Paul Hodgkinson, Nikki Ind, Angus Jenkinson, Julia Judd, Helene Mansilla, Mike McKeown, Dilys Neill, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling, Clare Turner, Michael Vann, Jon Wareing, Ian Watson, Tristan Wilkinson and Len Wilkins	30
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

121 Next meeting

The Chair confirmed that the next two meetings of Full Council would be:

1. Extraordinary Council 12 August 2026 starting at 6.00 pm
2. Full Council 23 September 2026 starting at 6.00 pm

The Meeting commenced at 6.00 pm and closed at 7.41 pm

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Minutes of a meeting of Council held on Wednesday, 12 August 2026

Members present:

Mark Harris	Ray Brassington	
Gina Blomefield	David Fowles	Tom Stowe
Claire Bloomer	Laura Hall-Wilson	Jeremy Theyer
Naomi Bloomer	Paul Hodgkinson	Craig Thurling
Nick Bridges	Nikki Ind	Michael Vann
Patrick Coleman	Angus Jenkinson	Jon Wareing
Daryl Corps	Juliet Layton	Ian Watson
David Cunningham	Mike McKeown	Len Wilkins
Tony Dale	Andrea Pellegram	Tristan Wilkinson
Paul Evans	Tony Slater	
Mike Evemy	Lisa Spivey	

Officers present:

Angela Claridge, Director of Governance and Development (Monitoring Officer)	David Stanley, Deputy Chief Executive and Chief Finance Officer
Julia Gibson, Democratic Services Officer	Matt Abbott, Head of Communications
Simon Harper, Head of Democratic and Electoral Services	Marie Barnes, Lawyer
Nickie Mackenzie-Daste, Senior Democratic Services Officer	Geraldine LeCointe, Assistant Director - Planning Services
Helen Martin, Director of Communities and Place	Andrew Maxted, Interim Head of Planning Policy and Infrastructure
Jane Portman, Chief Executive Officer	

122 Apologies

Apologies for absence were received from Councillor Dilys Neill, Councillor Helene Mansilla, and Councillor Julia Judd. Councillor Naomi Bloomer had advised that she might arrive late.

123 Declarations of Interest

The Chair invited Members to declare any interests in matters on the agenda.

Councillor Andrea Pellegram stood and declared that she was a retired professional planner and director of Andrea Pellegram Limited, a planning consultancy. She advised that this interest was recorded in her Register of Interests and that the company provided planning services to a range of clients, including town and parish councils.

Councillor Pellegram acknowledged that there could be a perception of overlap between her professional role and her responsibilities as a Councillor. She confirmed that she maintained a clear separation between those roles, did not use her position as a councillor to promote the interests of her company or its clients, and did not use or disclose confidential Council information for business purposes.

She informed the Council that, in relation to the draft Local Plan, her company had provided planning support to Honeybourne Parish Council during the Regulation 18 consultation. Honeybourne Parish Council, whilst outside the Cotswold District, was a statutory consultee. She advised that the work had been undertaken by another consultant within the company and that she had had no involvement in preparing or submitting the representations or in seeking to influence their consideration by the Council.

Councillor Pellegram further confirmed that neither she nor her company held any land interest affected by the draft Local Plan or any financial interest dependent upon its outcome. Having considered the matter carefully and taken advice from the Monitoring Officer, she advised that she had also agreed with her business partner that her company would not accept any commission from within Cotswold District to prepare representations on the draft Local Plan.

Councillor Pellegram confirmed that she had spoken with the Monitoring Officer and was satisfied she did not have a Disclosable Pecuniary Interest or any other interest requiring her to withdraw from the meeting and therefore remained in the meeting, participated in the discussion and voted on the item.

The Leader of the Council invited any further declarations of interest. No further declarations were made.

124 Announcements from the Chair, Leader or Chief Executive

The Chair made the following announcements:

Members were asked to be disciplined in their contributions, avoid repetition and keep their remarks succinct, to maximise the use of the available time. It was noted that the

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meeting was capped at four hours and that, after three hours, a vote would be taken on whether to continue for the final hour. Every effort would be made to complete the business at the meeting; however, any outstanding business would be adjourned and the meeting reconvened at 6.00 pm on Thursday, 13 August 2020.

The Chair welcomed Mimi Johnson, a GCSE student from Deer Park School who was assisting Democratic Services and attending the meeting to observe the democratic process.

The Chair reported that Councillor Laura Hall-Wilson had advised that her resident, Tom McEwen, was representing Great Britain at the FEI World Eventing Championship in Aachen. The Council's best wishes were conveyed to him.

In advance of the Local Plan debate, the Chair acknowledged the frustration felt by Members and the public regarding the Government's housing requirements, which had significantly increased the Council's previous target. The Chair noted that the Council had formally challenged the decision on three occasions and that local MPs had made representations on the matter, but the increased targets remained.

The Chair emphasised that, while the Local Plan presented difficult choices, adopting a plan would enable the Council to retain greater control over development, including design, infrastructure, green spaces, net zero requirements and affordability. Rejecting the Plan would create a planning vacuum and reduce the Council's ability to influence development. Members were therefore asked to consider the long-term implications of the Plan, which would run to 2043, and to focus on managing growth and providing homes for future generations.

The Chair acknowledged the extensive work undertaken by officers across multiple disciplines, in consultation with other agencies and communities and supported by substantial evidence. Members were reminded that the debate should remain respectful and that personal attacks on officers or Members would not be permitted.

The Chair announced that a 30-minute adjournment would be taken between 7.00 pm and 7.30 pm to allow Members and attendees to observe the partial solar eclipse. Members of the public were asked not to engage with Councillors or officers regarding the Local Plan during the adjournment, in order to maintain the integrity of the decision-making process and avoid any perception of undue influence or prejudice. Any comments or representations on the Local Plan were to be made through the appropriate consultation process and in accordance with the meeting procedures. For health and safety purposes, attendees were reminded that the eclipse should only be viewed using safe, certified solar eclipse glasses or other appropriate solar viewing equipment. Those without suitable equipment were advised not to look directly at the sun. Members who did not wish to observe the eclipse were invited to use the group rooms during the adjournment.

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The Chair then invited the Leader to make any announcements.

The Leader noted that Councillor Claire Turner had resigned from the Council on Monday 10 August 2026 and he publicly thanked her for her three years of service to the Council and the residents of Blockley Ward. Particular recognition was given to her contribution to the Overview and Scrutiny Committee, where her insightful and focused questions had made a valuable contribution to the committee's work.

The Leader formally appointed Councillor Tristan Wilkinson as the Council's Armed Forces Champion. Members were asked to direct any Armed Forces-related matters to Councillor Wilkinson.

The Chair then invited the Chief Executive Officer to make any announcements.

There were no announcements from the CEO.

125 Public Questions

The Chair then moved to public questions.

1. Councillor David Eglise - Down Ampney Parish Council

Councillor David Eglise, Chair of Down Ampney Parish Council, asked how the proposed allocation of 1,658 homes to Down Ampney, a historic rural village of approximately 231 dwellings, could be reconciled with the Council's commitment to protecting the Cotswolds landscape, heritage and community character. He also asked whether the Council would publish the evidence relating to flood risk, drainage and sewage capacity, aircraft implications and transport. He stated that residents were concerned about the scale of development and its potential impact on infrastructure, flooding, heritage, landscape and village identity, and sought assurance that the allocation would be based on robust evidence, transparent assessment and meaningful community engagement.

Councillor Mike Evemy responded that the Government had required the Council to plan for 1,000 homes per year, compared with the fewer than 500 currently planned. As land had been put forward by landowners in Down Ampney, officers had been required to consider it seriously and had produced evidence to support the allocation. He stated that the Regulation 19 consultation would provide an opportunity for the community to challenge the evidence and that any deficiencies identified would be considered by the Inspector. He emphasised that decisions had to be based on evidence and that the Plan would need to be found sound through the examination process.

2. Councillor Chris Cottam - Mickleton Parish Council

Councillor Chris Cottam, Chair of Mickleton Parish Council, asked how the proposed phasing of development would operate in practice, given existing infrastructure pressures and three live applications to the west of the village totalling approximately 350 homes. In particular, he asked whether the proposed new primary school would be prioritised alongside the initial developments, or whether development would be

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delayed until appropriate infrastructure was in place, and what would happen to the existing primary school.

He also asked how local people would have control over the use of developer contributions and Community Infrastructure Levy (CIL) funds to ensure that spending reflected local priorities. He expressed concern that, without appropriate infrastructure and services, Mickleton could become a dormitory settlement requiring residents to travel for healthcare, secondary education, employment and other services.

Councillor Juliet Layton responded that infrastructure would need to be considered alongside future development and that planning could not allow infrastructure conditions to worsen. She acknowledged the difficulties caused by speculative development and stated that these issues should be raised through the Regulation 19 consultation for consideration by the Inspector.

Councillor Layton also noted that the Neighbourhood Development Plan was recognised in the Local Plan and that Section 106 contributions would support infrastructure. She stated that communities could receive more CIL funding where a Neighbourhood Development Plan was in place and would have an opportunity to work with the Council on local infrastructure priorities.

3. Henry Kilworth - Driffield Resident

Henry Kilworth, a resident of Driffield, referred to amendments made by the Cabinet to the Plan and asked whether the Council would apply the approach used at Kempsford to the Driffield allocation, locating housing on plot R644 and recreational green space on plot R657.

Councillor Mike Every responded that this would be considered as part of any future master planning for the Driffield site. He explained that indicative master plans could be amended and that representations could be made on them. He considered that the potential for locating more open space closer to the village and housing further away from the existing village could therefore be examined.

Mr Kilworth then asked whether, given the proposed development of currently undeveloped greenfield sites and the creation of a new settlement at Driffield, it would be more responsible to reject the Plan and allow the successor authority to prepare a Plan following full and meaningful consultation.

Councillor Every responded that the area was already open to development because the Council had lost its five-year housing land supply. He stated that the issue was therefore whether development would be planned or unplanned. He supported planned development through the Local Plan. He explained that the successor unitary authority would be required to prepare a new local plan for the whole of Gloucestershire by 2033, whereas the current Plan could potentially be examined in the

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following year and adopted before the District Council ceased to exist. He stated that adopting the Plan would provide greater control over development and that waiting for the successor authority could result in a further five years of speculative development without the infrastructure required by communities.

4. Stephen Andrews - Kempsford

Stephen Andrews asked whether the Council had requested the Ministry of Defence's Defence Infrastructure Organisation Safeguarding Department to undertake a full JSP418 environmental protection assessment based on B-1B operations from RAF Fairford, including an aviation noise contour assessment, so that the suitability and viability of proposed development sites in the vicinity of RAF Fairford could be assessed.

Councillor Juliet Layton confirmed that the Council had been in communication with RAF Fairford and that discussions were ongoing. Given the specific and technical nature of the question, she requested that Mr Andrews provide a copy of the written question to Democratic Services so that a written response could be provided.

5. Councillor Richard Harrison - Fairford Town Council

Councillor Richard Harrison asked whether the proposed development constituted sustainable development and whether the Cabinet could allow additional time for issues identified in the draft Plan and supporting documents to be considered before the consultation commenced. He raised concerns regarding highway capacity through Fairford, assumptions concerning modal shift and aircraft noise, noting that site assessments and development frameworks did not refer to aircraft noise. He described the impact of B-1B aircraft noise in Fairford and surrounding villages and asked whether the viability of the proposed Down Ampney allocation had been assessed having regard to aircraft noise.

Councillor Mike Evemy responded that, if the Council agreed to proceed to Regulation 19 consultation, Fairford, Down Ampney and other communities would have an opportunity to raise these issues through the consultation. He acknowledged the aircraft noise issue and stated that officers had begun discussions with the Ministry of Defence regarding sites that could potentially be affected by RAF Fairford. He added that the evidence supporting the Plan would be tested through the Regulation 19 process and the subsequent examination in public.

6. Councillor Eileen Viviani - Moreton-in-Marsh

Eileen Viviani asked how the proposed allocation of 2,217 new homes in Moreton-in-Marsh could be supported by sustainable economic growth when the five hectares of employment land previously identified had been removed as a drafting error. She referred to the requirements of the National Planning Policy Framework concerning the provision of sufficient employment land and infrastructure and asked whether the Plan provided for a sustainable future for Moreton-in-Marsh.

Councillor Juliet Layton confirmed that the employment land allocation had appeared in the Regulation 18 Plan in error and had subsequently been removed. She acknowledged the difficulty of securing employment uses in some areas but noted changes in working patterns since the COVID-19 pandemic, including increased home working and reduced office and manufacturing requirements. She stated that manufacturing businesses wishing to locate in Moreton-in-Marsh could be accommodated through the planning application process. She encouraged the submission of these concerns through the Regulation 19 consultation for consideration by the Inspector.

7. Neil Roberts - Driffield Resident

Neil Roberts asked whether the Council would undertake the modelling of ordinary watercourses identified as necessary in the Strategic Flood Risk Assessment before the Plan was submitted in December, rather than leaving this to the planning application stage.

He also asked how the Driffield allocation could comply with Core Policy 64 where the Water Cycle Study indicated that development at Ampney St Peter could cause a deterioration in water quality and that further improvement at the relevant works was not theoretically available, and what mitigation the Council considered available.

Given the technical nature of the questions, Andrew Maxted, Interim Head of Planning Policy and Infrastructure, proposed that a written response be provided.

8. Councillor Adam Crawford - Down Ampney Parish Council

Councillor Adam Crawford asked what specific noise mitigation measures the Council considered capable of protecting future residents of the proposed 1,658-home Down Ampney development from military aircraft noise associated with RAF Fairford. He referred to reported daytime and night-time take-off noise levels and the limitations of standard acoustic glazing and asked how the Council justified residential development of this scale in the location given the potential impact of aircraft noise.

Councillor Juliet Layton stated that, given the level of detail in the question, a written response would be provided. She acknowledged the significant noise generated by military aircraft and expressed sympathy with communities affected by it. She explained that land put forward for development had to be assessed by the Council for its suitability and viability but noted that the Council had not yet received the full detail requested from Fairford USAF. The Chair confirmed that a written response would be provided and again encouraged the submission of the detailed concerns through the Regulation 19 consultation.

9. Charlie Tuck-Hastings - Driffield

Mr Tuck-Hastings referred to the Chair's earlier statement that the Plan was supported by substantial evidence and stated that approximately 20 questions submitted two weeks previously remained unanswered, despite having been referenced to specific parts of the Plan and supporting documents. The speaker questioned whether the Plan could be considered sufficiently researched and asked whether Councillors could support its progression to Regulation 19.

Councillor Mike Every acknowledged that a large number of questions had been raised by parish councils and members of the public and stated that Members had also been seeking information from officers to inform their decision. He said that he could not comment on the specific unanswered questions without knowing their detail, but that officers had been doing their best to respond to the volume of enquiries.

Councillor Every explained that, if the Council agreed to proceed to Regulation 19 consultation, there would be further opportunities for questions and public meetings for communities affected by strategic sites. He stated that the Plan contained a substantial body of evidence and that he considered it to be capable of being found sound. He emphasised the importance of ensuring that development was supported by appropriate infrastructure including schools and roads.

126 Member Questions

The Chair invited questions from members. There were no member questions.

127 Local Plan

The purpose of the report was to seek approval for the publication of the Cotswold Local Plan 2026–2043 Regulation 19 document for a six-week consultation, its subsequent submission to the Government for independent examination, and delegated authority for minor corrections and preparation of any required modification schedule. The Plan, once adopted, would replace the existing 2018 Local Plan and provide the policy framework for planning decisions in the District.

Councillor Mike Every, Leader of the Council, introduced the item and proposed the recommendations. He explained that the Government's changes to the method for calculating housing need had more than doubled the District's annual requirement, resulting in a requirement for nearly 18,000 homes between 2026 and 2043. He stated that the Council had challenged the requirement but that the Government had maintained its position. The loss of the Council's five-year housing land supply had increased the risk of speculative development and reduced the Council's ability to defend refusals at appeal.

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Councillor Every stated that the Plan would provide greater local control over growth, infrastructure, affordable housing, design, landscape and environmental standards than would be possible through unplanned development. He acknowledged that the Plan was not perfect but considered it preferable to allowing development to proceed on a speculative and uncoordinated basis.

At 7.05 pm the meeting was stopped to give those present the chance to see the eclipse.

Councillor Naomi Bloomer arrived at 7:08 pm

The meeting reconvened at 7:25 pm

The Chair asked whether there were any questions for clarity.

Questions sought clarification on the Council's engagement with the Ministry of Defence regarding aircraft noise affecting proposed development at Down Ampney, Driffild and Fairford, and on how representations made by residents and parish and town councils during the meeting would be considered as part of the Regulation 19 process.

Councillor Every advised that officers had been in discussion with the Ministry of Defence and that those discussions would continue. He noted the increased significance of aircraft noise in recent months and confirmed that the Member of Parliament for South Cotswolds had also sought a noise map. He explained that, if the Plan proceeded to Regulation 19 consultation, residents and communities would have the opportunity to submit their concerns formally and those representations would be available to the Inspector as part of the examination.

The Chair sought a seconder for the proposal.

Councillor Juliet Layton seconded the proposal and chose to speak in support of the recommendations.

Councillor Layton explained that the Plan had been developed over several years and informed by three major consultations, which had generated more than 14,000 comments. She stated that feedback had informed policies relating to infrastructure, affordable and smaller homes, landscape and heritage protection, flooding, wastewater, active travel, public transport and design.

She highlighted the Plan's proposed provision of affordable housing, including a 40% requirement on developments of 10 or more homes, and its requirements for energy efficiency, renewable energy, green infrastructure and net zero carbon homes in operation. She also highlighted the infrastructure proposed across the strategic sites, including new and expanded schools, community hubs, transport improvements, recreation space and utility upgrades. She considered the proposed delivery trajectory

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to be realistic and emphasised that the Plan sought to create sustainable communities rather than isolated housing estates.

The Chair then moved to the debate and invited Members to speak.

Councillor Tom Stowe expressed strong opposition to the Plan. He considered that the Government-imposed housing requirement was excessive and that the Plan would place unsustainable pressure on communities. He raised particular concerns about the scale of development proposed at Mickleton, including the impact on infrastructure, employment and the road network, and considered that the Plan should be revisited.

Councillor Paul Hodgkinson thanked officers for their work but remained concerned about the scale of the housing requirement and its suitability for a district with significant landscape constraints. He supported the principle of infrastructure-led development and raised concerns about roads, healthcare, schools, public transport, water and sewage infrastructure, particularly in Moreton-in-Marsh and Mickleton. He stated that he would continue to raise these matters during consultation.

Councillor Craig Thurling stated that he was not opposed to development or to having a Local Plan, but was concerned that development was being proposed before there was certainty that the necessary infrastructure and services would be delivered. He raised particular concerns about Moreton-in-Marsh, including education, traffic, flooding, transport, healthcare and facilities for older residents, and concluded that he could not support the Plan in its current form.

Councillor Tristan Wilkinson acknowledged that the decision was difficult but considered that the Council had to choose between proceeding with the Plan or facing further unplanned development. He referred to previous development in Fairford and Lechlade and the difficulties caused by the lack of an up-to-date Plan. He supported proceeding to consultation, while highlighting concerns about the cumulative impact of development along the A417 and the impact of aircraft noise around Fairford.

Councillor Mike McKeown stated that the housing requirement was too high and inappropriate for the District, but considered that the immediate issue was whether the Council should manage that growth through a Plan or without one. He supported proceeding to Regulation 19 and emphasised the importance of the Plan's climate and environmental standards.

Councillor Daryl Corps thanked officers for their work but opposed the Plan because of the scale of development proposed at Moreton-in-Marsh. He considered that the proposed infrastructure, including the proposed spine road, would not adequately address existing traffic problems and expressed concern about the lack of employment land. He also questioned the process by which housing allocations could be removed from the Plan.

Councillor Laura Hall-Wilson expressed concerns about the overall impact of the housing requirement on the District and considered that development should be considered across the District rather than on an individual ward basis. She questioned whether sufficient infrastructure could be provided and raised concerns about roads, schools, healthcare, drainage, water services and the deliverability of the Plan. She also considered that the forthcoming local government reorganisation provided an opportunity to consider housing numbers across a wider area. She did not support the Plan.

Councillor David Fowles expressed strong concerns about the existing pressures on infrastructure in Moreton-in-Marsh, Fairford, Cirencester, Down Ampney and Driffield. He considered that the proposed infrastructure was not realistically deliverable and stated that he would vote against the Plan. He also emphasised that opposition to the Government's housing requirement had previously been a collective position among Members.

Councillor Lisa Spivey acknowledged the importance of having an up-to-date Local Plan and the risks associated with speculative development, but considered that this did not mean the Council should support a Plan which she believed was inappropriate for the District. She raised concerns about the proposed allocations at Down Ampney and Driffield and the impact on Fairford, Moreton-in-Marsh and Mickleton. She also expressed concerns about infrastructure delivery, sewage capacity and the potential loss or reduction of affordable housing through viability assessments. She concluded that she could not support the Plan.

Councillor Nikki Ind expressed discomfort with the housing requirement and the constraints imposed by the Cotswolds National Landscape. She supported the principle of infrastructure-first development and referred to previous experience in Tetbury where infrastructure had not kept pace with housing. She considered that the Regulation 19 consultation would provide an important opportunity for residents to make their views known and stated that, although the Plan was unpalatable, having a robust Local Plan could provide greater control over development and help secure affordable housing and infrastructure.

Councillor Patrick Coleman supported proceeding with the Plan. He referred to previous periods when the Council had not had an up-to-date Plan and considered that the resulting unplanned development in Tetbury, Fairford and Moreton-in-Marsh had demonstrated the risks of having no Plan. He considered that the Council should learn from that experience and support an up-to-date Plan despite the high housing requirement.

Councillor Gina Blomefield thanked officers and Members for their work but expressed strong concerns about the Government's housing requirement and the impact on

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communities, particularly Mickleton. She questioned whether the infrastructure identified in the Plan would be delivered and raised concerns about funding, Section 106 commitments, affordable housing and employment opportunities. She concluded that she could not support the Plan as it stood.

Councillor David Cunningham stated that his opposition was not primarily to the number or location of homes, but to the lack of confidence that the proposed infrastructure would be delivered. He expressed concern that viability assessments could result in infrastructure commitments being reduced and considered that the Plan did not provide sufficient guarantees for the creation of sustainable communities. He favoured waiting and allowing the future unitary authority to take a more holistic approach.

Councillor Angus Jenkinson acknowledged that the housing requirement was much greater than Members would have wished but focused on the need to ensure that future development was properly managed. He referred to previous failures to secure infrastructure and compliance with planning obligations and asked the Leader and Cabinet to bring forward a motion to address these issues systematically, with appropriate resources and systems.

Councillor Andrea Pellegram acknowledged that nobody wanted development on the scale required but considered that rejecting the Plan would not prevent the housing from being built and could result in poorer outcomes for communities. Drawing on her professional planning experience, she referred to the previous development at the St Peter's Road/Cirencester area as an example where substantial infrastructure had been delivered alongside development. She supported the Plan and considered that the examination process would allow the evidence and sustainability of individual sites to be properly tested.

Councillor Len Wilkins expressed doubts about whether refusing the Plan would produce a better outcome. He considered that proceeding would still allow Members and residents to challenge development and influence its outcome, whereas approval of the Plan could give developers greater certainty. He remained concerned about the effect on residents and was not persuaded that supporting the Plan was the right course.

The debate reflected a shared concern about the scale of the Government-imposed housing requirement and the ability of existing communities and infrastructure to accommodate the proposed growth. Members differed, however, on whether those concerns were best addressed by proceeding with the Plan and using the consultation and examination processes to seek improvements, or by delaying or rejecting the Plan.

The Chair invited the proposer, Councillor Mike Every, to sum up.

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Councillor Every acknowledged that the decision had been difficult and that Members would have preferred a lower housing requirement. He reiterated that the Government had maintained the requirement despite the Council's representations and stated that a Plan with fewer homes would not be found sound by an Inspector.

He emphasised that the decision was whether to proceed to Regulation 19 consultation rather than whether to approve the construction of the proposed homes. He stated that proceeding would give residents and communities a formal opportunity to comment and provide evidence, which would then be considered by the Inspector. He considered that abandoning the Plan would leave the District exposed to speculative development while awaiting the new unitary authority and would result in less control over development and infrastructure.

Councillor Every concluded that, although the Plan was not perfect, it provided a better basis for managing development than having no up-to-date Plan.

The Chair then moved to the vote on the recommendations proposed by Councillor Mike Every and seconded by Councillor Juliet Layton.

Voting record

17 For, 11 Against, 2 Abstentions.

To APPROVE the recommendations of the Local Plan report (Resolution)

RESOLVED that Council:

1. Agree that the Cotswold Local Plan 2026 – 2043 (Regulation 19) Document, including the material changes as agreed at Cabinet ([Supplement B](#)) and other changes ([Supplement C](#)) be published for six weeks consultation from 24 August 2026 to 5 October 2026.
2. Agree that thereafter, the Cotswold Local Plan 2026 – 2043 (Regulation 19) document be submitted to government for independent examination.
3. Provide delegated authority for the Director of Communities and Place in consultation with the Portfolio Holder for Housing and Planning, to make any minor corrections prior to consultation, including for typographical and formatting purposes AND following the Regulation 19 consultation to prepare an 'Additional Modifications' Schedule for submission if required.
4. Note the technical supporting evidence in preparation for publication alongside the Cotswold Local Plan 2026 – 2043 for consultation.

For	Claire Bloomer, Naomi Bloomer, Ray Brassington, Nick Bridges, Patrick Coleman, Tony Dale, Paul Evans, Mike Every, Mark Harris, Nikki Ind, Angus Jenkinson, Juliet Layton, Mike McKeown, Andrea Pellegram, Michael Vann, Ian Watson and Tristan Wilkinson	17
Against	Gina Blomefield, Daryl Corps, David Cunningham, David Fowles,	11

	Laura Hall-Wilson, Tony Slater, Lisa Spivey, Tom Stowe, Jeremy Theyer, Craig Thurling and Len Wilkins	
Conflict Of Interests	None	0
Abstain	Paul Hodgkinson and Jon Wareing	2
Carried		

128 Next meeting

The next meeting was confirmed as being on 23 September 2026 at 6:00 pm.

The Meeting commenced at 6.00 pm and closed at 8.25 pm.



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 23 SEPTEMBER 2026
Subject	RECOMMENDATIONS FROM THE CONSTITUTION WORKING GROUP – NATIONAL SCHEME OF DELEGATION FOR PLANNING FUNCTIONS
Wards affected	All
Accountable member	Councillor Mike Every, Chair of the Constitution Working Group Email: Mike.Every@Cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance and Development Email: Democratic@Cotswold.gov.uk
Report author	Simon Harper, Head of Democratic and Electoral Services Email: Democratic@Cotswold.gov.uk
Summary/purpose	To present recommendations from the Constitution Working Group in relation to the changes required to the Council Constitution to implement the National Scheme of Delegation for Planning Functions.
Annexes	Annex A1 – Revised Part 5E: Planning Protocol (clean copy) Annex A2 – Revised Part 5E: Planning Protocol (with tracked changes) Annex B1 – Revised Part C4 non-executive scheme of officer delegation relating to Planning (clean copy) Annex B1 – Revised Part C4 non-executive scheme of officer delegation relating to Planning (with tracked changes)
Recommendation	That Council resolves to adopt: 1. The revised Planning Protocol in Part 5E of the Council Constitution shown at Annex A1. 2. The revised non-executive scheme of officer delegation relating to Planning in Part C4 of the Council Constitution shown at Annex B1.



Corporate priorities	• Delivering Good Services • Supporting Communities
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Constitution Working Group Planning and Licensing Committee Head of Planning Services Lead Lawyer - Planning



1. EXECUTIVE SUMMARY

- 1.1** Council is recommended by the Constitution Working Group to consider amendments to the Planning Protocol in Part 5E and non-executive scheme of officer delegation relating to Planning in Part C4 of the Council Constitution.

2. BACKGROUND

- 2.1** Through the Planning and Infrastructure Act 2025 and the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026, the Government is introducing measures regarding the role of planning committees.
- 2.2** The new scheme is known as the 'National Scheme of Delegation' and requires councils to have regard to the regulations in the operation of its planning committee.
- 2.3** The Constitution Working Group met on 30 July 2026 and 19 August 2026 to consider the changes required to the Council Constitution to implement the National Scheme of Delegation from 31 October 2026.

3. NATIONAL SCHEME OF DELEGATION FOR PLANNING FUNCTIONS

- 3.1** The National Scheme of Delegation limits planning committees to major or strategic applications with other applications delegated to officers. Applications will be categorised into two types: Schedule 1 and Schedule 2.
- 3.2** Schedule 1: officer delegations will be mandatory for householder extensions and residential schemes up to nine homes (including discharge of conditions for those applications). Local political call-in or objection number triggers will no longer apply.
- 3.3** Schedule 2: officer delegation is presumed for larger or sensitive developments including major projects and listed building consents. Applications can only be considered by the planning committee if a nominated committee member and nominated planning officer mutually agree that it has local significance or raises a major planning issue (commonly referred to as the 'gateway test'). In the event of disagreement, the view of the nominated planning officer takes precedence.
- 3.4** Applications from members and officers, referred to as own-interest applications, will be subject to the 'gateway test'.



- 3.5** Planning committees will have a maximum size of 13 members and there will be mandatory training requirements.

4. PLANNING PROTOCOL

- 4.1** The Planning Protocol at Part 5E of the Council Constitution has been amended to reflect the requirements of the National Scheme of Delegation for Planning Functions. The changes are highlighted in Annex A2 with a clean copy at Annex A1.
- 4.2** Planning functions must be determined by officers unless the statutory process allows referral to committee. An eligible Schedule 2 application may be referred only where the nominated member and nominated officer agree that the gateway test is satisfied. The time limit for submitting a gateway request is 28 calendar days from notification that the application is valid, although a member may request an extension to the case officer.
- 4.3** The nominated member will be the Chair of the Planning and Licensing Committee, or in their absence, the Vice-chair of the Planning and Licensing Committee. The nominated officer will be the Head of Planning Services, or in their absence, the Assistant Director – Planning. Where no nominated substitute is available or able to act, consideration will be deferred until an alternative member or officer, as appropriate, has been appointed.
- 4.4** For the gateway test to be satisfied, the nominated member and nominated officer must agree that the application is an eligible Schedule 2 application and that it raises:
- a) one or more issues of economic, social or environmental significance to the local area; or
 - b) one or more significant planning matters, having regard to the development plan and any other material considerations.
- 4.5** Applications for listed building consent, or to vary or discharge conditions attached to listed building consent, will be considered under Schedule 2.
- 4.6** Applications by members and officers, referred to as own-interest applications, will automatically be referred to a gateway review meeting.
- 4.7** At the gateway review meeting, the nominated member and nominated officer will review the referral requests and will consider which applications should be referred



to committee. If they do not agree regarding the referral, the application will be determined under officer delegated authority.

- 4.8** The outcome of the gateway meeting will be recorded against the planning application. All referrals and outcomes of gateway review meetings will be reported to the Planning and Licensing Committee on at least a quarterly basis.
- 4.9** As part of the call-in process, a member could indicate whether they wish for an application to be subject to a Sites' Inspection Briefing.
- 4.10** The call-in process will in future simply require members to send an email to CDC.PlanningReviewPanel@cotswold.gov.uk. It will no longer be necessary to make a request through the portal.
- 4.11** Members are encouraged to engage with Planning Officers at an early stage if they have any queries regarding an application including policy interpretation.
- 4.12** Members of the Constitution Working Group propose that the Chair of the Planning and Licensing Committee should have the casting, or second vote, in the event of a tied vote on an application being considered by the committee. This is in line with the procedure rules in Part D1 16.2 Part D5 1.1 of the Council Constitution. At present, the application is referred to Council for determination but this is no longer possible.
- 4.13** It was noted that, in practice, a tied vote was very rare at the Planning and Licensing Committee.

5. NON-EXECUTIVE OFFICER SCHEME OF DELEGATION

- 5.1** The non-executive officer scheme of delegation relating to Planning in Part C4 of the Council Constitution has been amended to reflect the National Scheme of Delegation for Planning Functions.
- 5.2** The changes are highlighted at Annex B1 with a clean copy at Annex B2. These include definition of applications under Schedule 1 and Schedule 2 which replace previous legislative provisions around Planning decision-making.
- 5.3** The non-executive officer scheme of delegation covers rights of way and highways at 11 and trees and forestry including tree preservation and tree replacement orders at 12.



- 5.4** The Planning enforcement powers have been brought together at 9 A, B, C, D, E and F under Enforcement of Planning Control.

6. PLANNING AND LICENSING COMMITTEE – 9 September 2026

- 6.1** As the National Scheme of Delegation will have a significant impact on the future operation of the Planning and Licensing Committee, the views of members were sought at the most recent meeting of the committee.
- 6.2** Members recognised that the Council had no choice but to implement the new scheme. They were unanimous in expressing disappointment at the changes as they failed to recognise the important role of members in planning decision-making. It was clear that the Government believed that local authority planning committees were holding up new development applications and steps needed to be taken to speed up the decision-making process. Members did not believe this was true, and examples were given where the very opposite was true.
- 6.3** The professional role of planning officers in providing technical advice on planning applications was acknowledged but they believed that members provided a local insight and gave democratic legitimacy to the decision-making process. The current process provided reassurance to members of the public, and they could see that all the pros and cons of an application had been considered even if the outcome was not necessarily the one they wanted.

7. COMMUNICATIONS

- 7.1** A member briefing on the changes to how planning applications will be considered by the Council will be provided ahead of their introduction on 31 October 2026.
- 7.2** Information on the changes will be provided at upcoming parish and town council forum events.

8. ALTERNATIVE OPTIONS

- 8.1** The Council has no choice but to implement the provisions of the National Scheme of Delegation for Planning Functions.



9. FINANCIAL IMPLICATIONS

- 9.1** There are no direct financial implications arising from this proposal. The implementation of the National Scheme of Delegation for Planning Functions is likely to result in fewer planning applications being considered by the Planning and Licensing Committee. This may mean that monthly meetings are no longer required resulting in less officer time in facilitating and supporting meetings.

10. LEGAL IMPLICATIONS

- 10.1** 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.
- 10.2** Section 9P Local Government Act 2000 requires the Council to keep its Constitution up to date.

11. RISK ASSESSMENT

- 11.1** The recommendations are intended to reduce risks to the Council, specifically in relation to regulatory decision making.

12. EQUALITIES IMPACT

- 12.1** There are no differential impacts on groups with protected characteristics.

13. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 13.1** No climate and ecological emergencies implications have been identified.

14. BACKGROUND PAPERS

- 14.1** Ministry of Housing, Communities and Local Government – Planning Committees and the National Scheme of Delegation: draft guidance for local authorities.

(ENDS)

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Annex A1

E5 - Planning Protocol

1 Purpose of this Protocol

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

This Protocol should be read in conjunction with:

(a) Part C of the Council's Constitution – "Responsibility for Functions", which sets out the functions and responsibilities of the Planning and Licensing Committee;

(b) the Council's Planning Scheme of Delegation, including the National Scheme of Delegation of Planning Functions and the arrangements for the exercise of delegated planning functions; and

(c) the Council's Members' Code of Conduct and any other relevant constitutional provisions.

This Protocol sets out how the Planning and Licensing Committee will operate, including the circumstances in which planning applications may be referred to the Committee for determination and the procedures to be followed when the Committee takes decisions. In this Protocol, reference to planning functions includes all planning and related functions unless otherwise specified. Definitions used in this protocol have the same meaning as defined in the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

The provisions of this Protocol shall be interpreted and applied consistently with the National Scheme of Delegation of Planning Functions and the regulations and statutory guidance applicable to the determination of planning function

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 (hereafter, the 'Committee'), because decisions must be made on material Planning considerations.

2.2 Statutory functions of the Committee

The Planning and Licensing Committee shall exercise the planning and related functions assigned to it by Part C of the Constitution and the Planning Scheme of Delegation, subject to any statutory requirements. Planning and related applications shall be determined in accordance with the National Scheme of Delegation of Planning Functions and the Council's approved arrangements for delegated decision-making.

Schedule 1 applications and functions shall be determined by officers, except where the regulations require or permit a different process, including for Own-Interest Applications. Schedule 2 applications shall normally be determined by officers and may be referred to Committee only where the applicable statutory provisions are met. Planning functions outside Schedules 1 and 2 shall be allocated in accordance with Part C of the Constitution and the Planning 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

Under the National Scheme of Delegation, there is no general Member "call-in" right. Planning functions must be determined by officers unless the statutory process allows referral to Committee. An eligible Schedule 2 application may be referred only where the Nominated Officer and Nominated Member agree that the Gateway Test is satisfied. The Nominated Officer is the Head of Planning Services and the Nominated Member is the Chair of the Planning Committee.

A Member may request that an eligible Schedule 2 application be considered for referral to Committee. The request does not itself refer the application to Committee; that decision rests with the Nominated Officer and Nominated Member.

Members are encouraged to engage with Planning officers at an early stage to clarify issues, query policy interpretation or seek further information. This engagement should be used to resolve matters where possible, but it does not replace the statutory referral process.

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

A Member wishing an eligible Schedule 2 application to be considered under the statutory Gateway process must submit a written Gateway Request within 28 calendar days of being notified that the application is valid. If more time is needed, the Member may request an extension by email to the case officer before the 28-day period expires.

Should no representations or request for an extension of time be made in line with the timescales outlined above, the application will be determined under delegated authority in line with the Scheme of Delegation.

Where a Member believes, for reasons related to material Planning considerations, that an eligible application should be referred to the Committee, they must submit a Gateway request. As a minimum, the request should include:

- the application reference and site address, so that eligibility under Schedule 2 can be confirmed;
- the material planning considerations relied upon, including why those matters may justify Committee determination under the Gateway Test. Any request should identify the relevant issue of economic, social or environmental significance, or the significant planning matter relied upon, and explain why it may justify determination by the Planning Committee; and
- any relevant local impacts or representations that the Member considers should be weighed in the planning balance when applying the Gateway Test.

All requests must be sent to CDC.PlanningReviewPanel@cotswold.gov.uk and should be copied to the relevant case officer. When received, requests will be published to the planning file.

Any Member can make a request to refer any eligible application 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 at the time of making it.

2.4 The Gateway Review meeting

The Gateway Review Meeting comprises of the Nominated Officer and Nominated Member. The Meeting will generally be held fortnightly, and will consider all Schedule 2 requests and whether the Gateway Test has been satisfied in order for an application to be referred to Committee.

In the event the Nominated Officer and/or the Nominated Member is unavailable, has a conflict of interest, or is otherwise unable to act, the Assistant Director for Planning Services shall substitute for the Nominated Officer and the Vice-Chair of the Planning Committee shall substitute for the Nominated Member. Where no nominated substitute is available or able to act, consideration shall be deferred until the Council has nominated an alternative.

For the Gateway Test to be satisfied, the Nominated Officer and Nominated Member must agree that the application is an eligible Schedule 2 application and that it raises:

- (a) one or more issues of economic, social or environmental significance to the local area; or
- (b) one or more significant planning matters, having regard to the development plan and any other material considerations.

Committee referral requests will be triaged by the case officer and Senior Officer for Planning before being collated for a meeting . Administrative triage will confirm whether the application falls within Schedule 2, summarise the application, the material planning considerations identified in the request and any relevant consultation responses, and provide that information to the Nominated Member and Nominated Officer. Triage will not determine whether the statutory Gateway Test is satisfied or whether the application should be referred to Committee.

At this Gateway Review Meeting, the Nominated Officer and Nominated Member will review the referral requests and will consider which applications should be referred to Committee. Requests which do not meet the Gateway Test will not be passed to Committee. A Schedule 2 application will only be referred to Committee where the Nominated Officer and Nominated Member agree that the Gateway Test is satisfied; where they do not agree, the application will remain for determination under delegated authority.

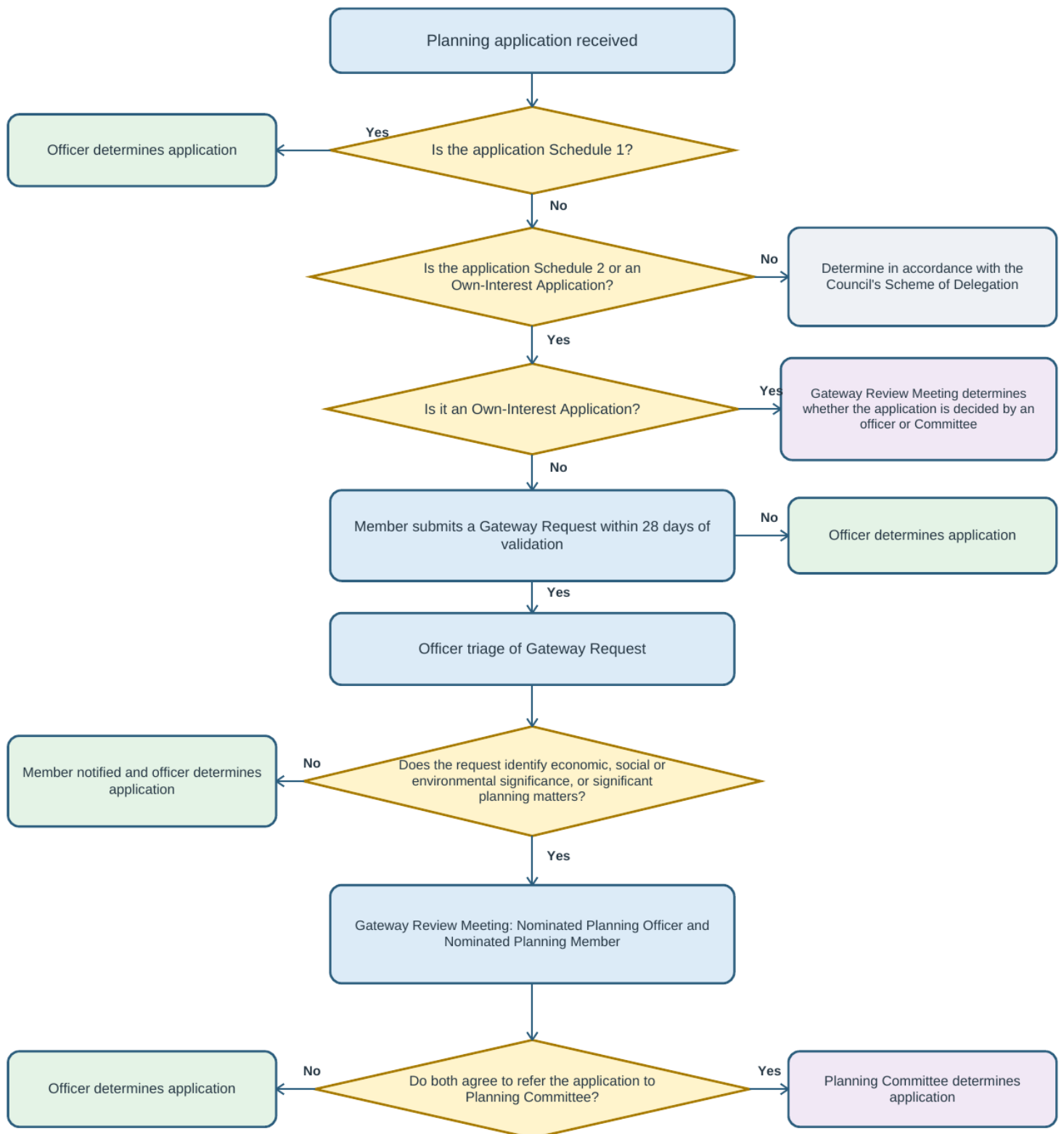
In considering whether an application should be referred, the Nominated Member and Nominated Officer must have regard to the statutory guidance issued under section 319ZZE(4) of the Town and Country Planning Act 1990 relating to Planning Committees and the National Scheme of Delegation of Planning Functions.

Following each Gateway Review Meeting, minutes will be circulated to all Members and the Gateway Decision will be published to the planning record. A summary of all Gateway Review Meeting outcomes will also be reported to the Planning and Licensing Committee on a quarterly basis or the next scheduled meeting thereafter.

Where material amendments are received after an application has been considered at a Gateway Review Meeting but before determination, the Senior Officer Responsible for Planning shall determine whether Members should be re-notified and whether a further Gateway Request period and Review Meeting should be permitted.

Members must not seek to influence the Nominated Member or Nominated Officer to refer, or not refer, an application to the Committee other than by providing relevant information through the Council's approved process. Members must not seek to direct or pressure officers exercising delegated planning functions to determine an application in a particular way.

Referral process flowchart:



2.5 Committee Protocol

All applications to go to Committee will be presented in the form of an Officer report which will deal with all relevant documents in connection with an application. Where the application has been referred to Committee following consideration under the National Scheme of Delegation, the report shall state, in appropriate terms, the basis on which the application has been referred.

Any additional information received after the preparation of that report up to 2.00pm two working days before the day of 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. Material received after that time, including on the day of Committee, will be brought to Members' attention where it raises relevant material planning considerations. Where late material raises significant new matters which cannot reasonably be assessed, checked or responded to before the item is considered, Members may need to consider whether the application should be deferred to allow proper consideration of those matters.

Prior to hearing any reports, Members will be asked if they have any interests to declare in relation to any of the agenda items or applications that are to be presented during the meeting. Councillors should have read the reports beforehand and, as far as possible, should have discussed any possible disclosable interest with either the Monitoring Officer, Democratic Services or the legal adviser attending the committee, in the days preceding the committee.

In the event that they become aware of a relevant interest during the meeting, they should raise it there and then and the legal adviser to the committee will be able to confirm whether they will need to leave the room during the debates and votes.

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 Case Officer 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.

2.6 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 process in relation to 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 Committee 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(s) and, where appropriate (at the Chair's discretion), Members representing neighbouring wards directly affected by the proposed development will be invited to speak for up to five minutes each.

Where a Member for a site located outside of their own or a neighbouring ward referred that application to Committee, they will be invited to speak after public speaking and Ward Member speaking has occurred.

Where a Ward Member, or a (non-ward) Member who referred the application to Committee, is unable to attend that Committee, they may provide a written submission of up to 450 words to - and which will be read out by the Democratic Services officer.

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

Questions and Debate

Planning debates have two phases - Questions and Debate. 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 clarity relating to an application of officers and attending consultees.

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

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

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

2.7 Site Inspection Briefings (SIBs)

Site Inspection Briefings (SIBs) may be arranged where a site inspection is considered necessary to assist the Committee in understanding material planning considerations relevant to the determination of an application.

SIBs should be used only where they are justified on planning grounds and where inspection of the site is likely to provide a significant benefit to the Committee's understanding of the application.

Site inspections can be called for by the Case Officer in advance of a Committee meeting and in certain circumstances the Committee can vote on a proposal made by a Committee Member for an item to be deferred for an SIB. Members may also request advanced SIB's through the Gateway Request, which will be considered at the Gateway Review Meeting. Members need to be aware that this would delay decision-making and such a proposal should not be made lightly.

All SIB requests must be justified on Planning grounds and the strict criteria for holding them are as follows:

- **Understanding the proposal itself:** Where the scale, character, appearance, layout or physical form of the development is central to the planning judgement and cannot be adequately understood from the report, plans, photographs or visualisations.
- **Understanding the site's context and impacts:** Where a site visit would materially assist Members in assessing matters such as visual impact, landscape/townscape impact, heritage setting, residential amenity, access, levels, boundaries or the relationship with neighbouring land uses.

- **Understanding whether conditions or mitigation would work in practice:**
Where the site inspection would help Members understand whether proposed conditions, mitigation, access arrangements, landscaping, screening or other controls are necessary, reasonable and capable of addressing the relevant planning issues.

SIBs should not be requested where inspection of the site would not materially assist Members' understanding of the relevant planning issues, or where the matter can be adequately assessed from the report, plans, photographs, visualisations or other published material.

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 will usually be Full Committee, however, a Panel can be used in certain circumstances, 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 SIB, officers will secure the prior agreement of the landowner, explaining that an SIB is a private meeting of the Committee, and that third parties must not be present at the Briefing.

The purpose of the SIB is fact finding. Officers will inform Members of 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 Site Inspection Briefings

- SIB's are formal meetings and will be conducted in a formal manner.
- No hospitality will be accepted.
- Members and officers attending an SIB are expected to arrive on time, remain with the visiting group, and dress appropriately for the site conditions, including suitable footwear.
- Attendance should be limited to Members and officers participating in the SIB,

and Members should not bring other persons or animals unless this has been agreed in advance for accessibility or other exceptional reasons.

- The Chair or Vice-Chair will open the SIB, and advise Members of purpose and conduct.
- A record of attendance and the fact and date of the SIB shall be maintained. Apologies should be provided in advance from any Member or officer unable to attend.
- There will be NO debate about the merits of the application and no decisions will be made.
- The Chair or Vice-Chair will close the meeting.

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

In the event that there is a lawful requirement for the meeting to be held remotely, the usual rules in relation to quorum will continue to operate. If there is a loss of connectivity, the Chair will pause proceedings where necessary until Members are reconnected. Prior to the vote, Democratic Services will confirm, so far as practicable, that Members entitled to vote have heard the relevant presentation and debate. Decisions Contrary to Officer Recommendations or to Development Plan Policies

Should the 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. Where the Committee resolves to determine an application contrary to the officer recommendation, officers shall, in consultation with the Chair and, where appropriate, the relevant legal officer, finalise the wording of any reasons for refusal, conditions, informatives or other consequential matters necessary to give effect to the Committee's resolution. This shall not alter the substance of the Committee's decision.

Where a decision departs from an adopted Development Plan policy, the Committee must clearly identify the material planning considerations relied upon and explain why those considerations justify the departure.

2.9 Action on Decisions Taken Contrary to Professional Advice

In cases where an appeal is lodged against a decision of the Committee:

- 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);
- officers must give full support to Member decisions which are appealed using the Written Representations procedures.

Nothing in this section shall require an officer to provide evidence or professional opinion which would breach their statutory or professional obligations.

Appeal decisions relating to applications determined by the Committee will be reported back to the Planning and Licensing Committee in an appropriate form to support Member learning, consistency of decision-making and review of any relevant procedural or policy issues.

2.10 Committee unable to determine

Where there is an equality of votes on a motion, the Chair shall exercise their casting vote in accordance with the Council's Constitution so that the Committee reaches a decision.

2.11 Non Members of Planning & Licensing Committee Attending Meetings

Councillors may attend Committee meetings even if they are not a Member of that Committee unless they have a Disclosable Pecuniary Interest in regard to the application being determined. They may speak on applications in their ward in their capacity as the Ward Member before the questions and proposals stage, but they cannot vote. When they attend 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 refresher training on at least an annual basis.

3.2 The Role of Members

In making decisions on 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 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) and upon any other related relevant considerations in regard to decisions on matters other than planning applications that are before them.

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:

- expressed an intention to vote in a particular way before a meeting, or
- acted as an advocate for the application, including being significantly involved in the preparation or submission of the application, or
- acted as an active supporter or objector of the application.
- in any circumstances where a Member is unclear they should consult the Council's legal advisor or Democratic Services.

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 such 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 Committee 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 Committee 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 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, Committee Members 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, or where appropriate, the Monitoring Officer, as soon as possible of the existence of any substantial lobbying activity.

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

If a Committee 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.

In exercising the functions of the Gateway Review Meeting, the Nominated Member and Nominated Officer must exercise their functions independently and

must not be subject to inappropriate lobbying or pressure. No Member or officer of the Council, shall lobby or otherwise seek to pressure the Nominated Member or Nominated Officer for the purpose of persuading them to exercise those statutory functions in a particular way.

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

For the purposes of the National Scheme of Delegation, an Own-Interest Application shall have the meaning given in the applicable regulations and shall include an application made, whether or not jointly with any other person, by the Council or by a Member or officer of the Council, or an application in which the Council or any of

its Members or officers has an interest of the type specified in the regulations.

Own-Interest Applications shall be dealt with in accordance with the regulations, the Council's Planning Scheme of Delegation and this Protocol.

4.1 Own Interest Applications Applications

All Own Interest Applications must be drawn to the attention of the Senior Officer responsible for Planning at the earliest opportunity. The application shall be referred to Gateway Review Meeting and where the Nominated Officer and Nominated Member may agree to refer an Own-Interest Application to the Planning Committee, having regard to the relevant statutory guidance and the nature and extent of the Council's, Member's or officer's interest in the application.

Where the application is not referred to Committee, it shall be determined by an officer in accordance with the statutory and constitutional arrangements.

Where an own-interest application constitutes an application submitted by or on behalf of a Member of the Council in their private capacity, that Member must not speak in support of, or take part in the determination of, an application as described above. A Member with an interest in an application must not participate in, attend or seek to influence the Own-Interest Referral Decision. Where that Member is the Nominated Member, the designated substitute shall act.

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 or appoint an agent to speak on their behalf. An application made by a close relative or partner of a Member or officer is not automatically an Own-Interest Application under Regulation 6. It shall be drawn to the attention of the Nominated Member and Nominated Officer so that they may determine whether the Council, Member or officer otherwise has an interest within the meaning of Regulation 6.

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Annex A2

E5 - Planning Protocol

1. Purpose of this Protocol

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

This [Protocol](#) should be read in conjunction with:

[\(a\) Part C of the Council's Constitution – "Responsibility for Functions", which sets out the functions and responsibilities of the Planning and Licensing Committee;](#)

[\(b\) the Council's Planning Scheme of Delegation, including the National Scheme of Delegation of Planning Functions and the arrangements for the exercise of delegated planning functions; and](#)

[\(c\) the Council's Members' Code of Conduct and any other relevant constitutional provisions.](#)

~~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 sets out how the Committee will operate and when and how it takes decisions.~~

[This Protocol sets out how the Planning and Licensing Committee will operate, including the circumstances in which planning applications may be referred to the Committee for determination and the procedures to be followed when the Committee takes decisions. In this Protocol, reference to planning functions includes all planning and related functions unless otherwise specified. Definitions used in this protocol have the same meaning as defined in the Town and Country Planning \(Discharge of Local Planning Authority Functions\) \(England\) Regulations 2026](#)

[The provisions of this Protocol shall be interpreted and applied consistently with the National Scheme of Delegation of Planning Functions and the regulations and statutory guidance applicable to the determination of planning function](#)

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 (hereafter, the 'Committee'), because decisions must be made on material Planning considerations.

2.2 Statutory functions of the Committee

The Planning and Licensing Committee shall exercise the planning and related functions assigned to it by Part C of the Constitution and the Planning Scheme of Delegation, subject to any statutory requirements. Planning and related applications shall be determined in accordance with the National Scheme of Delegation of Planning Functions and the Council's approved arrangements for delegated decision-making.

Schedule 1 applications and functions shall be determined by officers, except where the regulations require or permit a different process, including for Own-Interest Applications. Schedule 2 applications shall normally be determined by officers and may be referred to Committee only where the applicable statutory provisions are met. Planning functions outside Schedules 1 and 2 shall be allocated in accordance with Part C of the Constitution and the Planning Scheme of Delegation.

~~The Committee is responsible for those functions allocated to the Council under the statutory provisions (to include statutory instruments, government policy and guidance) for control over development as defined in section 55(1) of the Town and Country Planning Act 1990 or any associated, updated or 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

Under the National Scheme of Delegation, there is no general Member "call-in" right. Planning functions must be determined by officers unless the statutory process allows referral to Committee. An eligible Schedule 2 application may be referred only where the Nominated Officer and Nominated Member agree that the Gateway Test is satisfied. The Nominated Officer is the Head of Planning Services and the Nominated Member is the Chair of the Planning Committee.

A Member may request that an eligible Schedule 2 application be considered for referral to Committee. The request does not itself refer the application to Committee; that decision rests with the Nominated Officer and Nominated Member.

Members are encouraged to engage with Planning officers at an early stage to clarify

issues, query policy interpretation or seek further information. This engagement should be used to resolve matters where possible, but it does not replace the statutory referral process.

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

A Member wishing an eligible Schedule 2 application to be considered under the statutory Gateway process must submit a written Gateway Request within 28 calendar days of being notified that the application is valid. If more time is needed, the Member may request an extension by email to the case officer before the 28-day period expires.

~~Members have 28 days from the date of validation of the application to make representations should they consider the application should be heard at Committee (where the scheme of delegation permits such an application to be able to be requested to be determined by the Committee). Should a Member require further time and the Statutory Consultee responses have not been received or published, 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 representations or request for an extension of time be made in line with the timescales outlined above, the application will ~~be able to~~ be determined under delegated authority in line with the Scheme of Delegation.

Where a Member believes, for reasons related to material Planning considerations, that an eligible application should be referred to the Committee, they must submit ~~a~~ Gateway request. ~~As a minimum, by completing the requestReview Panel pro-forma (available here: <https://forms.office.com/e/DxK0GSYP00>). The form must clearly detail the Planning reasons why the Member believes the matter should include: 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.~~

- the application reference and site address, so that eligibility under Schedule 2 can be confirmed;
- the material planning considerations relied upon, including why those matters may justify Committee determination under the Gateway Test. Any request should identify the relevant issue of economic, social or environmental significance, or the significant planning matter relied upon, and explain why it may justify determination by the Planning Committee; and
- any relevant local impacts or representations that the Member considers should be weighed in the planning balance when applying the Gateway Test.

All requests must be sent to CDC.PlanningReviewPanel@cotswold.gov.uk and should be copied to the relevant case officer. When received, requests will be published to the planning file.

Any Member can make a request to refer any eligible application 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 at the time of making it.

2.4 The Gateway Review meeting

The Gateway Review Meeting comprises of the Nominated Officer and Nominated Member. The Meeting will generally be held fortnightly, and will consider all Schedule 2 requests and whether the Gateway Test has been satisfied in order for an application to be referred to C€ommittee.

~~The Gateway Review Meeting shall comprise the Nominated Officer and the Nominated Member. Where either~~ In the event the Nominated Officer and/or the Nominated Member is unavailable, has a conflict of interest, or is otherwise unable to act, the Assistant Director for Planning Services shall substitute for the Nominated Officer and the Vice-Chair of the Planning Committee shall substitute for the Nominated Member. Where no nominated substitute is available or able to act, consideration shall be deferred until the Council has lawfully nominated an alternative.

For the Gateway Test to be satisfied, the Nominated Officer and Nominated Member must agree that the application is an eligible Schedule 2 application and that it raises:

- (a) one or more issues of economic, social or environmental significance to the local area; or
- (b) one or more significant planning matters, having regard to the development plan and any other material considerations.

~~Any Member can make a request to refer any eligible application 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 at the time of making it,~~

Applications being considered for referral to Committee referral requests will be triaged by the case officer and Senior Officer for Planning before being collated for a meeting before each forthcoming Committee meeting (known as the Review Panel. }Administrative triage will confirm whether the application falls within Schedule 2, summarise the application, the material planning considerations identified in the request and any relevant consultation responses, and provide that information to the Nominated Member and Nominated Officer. Triage will not determine whether the statutory Gateway Test is satisfied or whether the application should be referred to Committee.

~~The Review Panels will be generally 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 Gateway Review Meeting~~Panel~~, the Nominated Officer and Nominated Member ~~Chair, Vice-Chair and Lead Officer~~ will review the referral requests and will consider which applications should ~~proceed~~ be referred to Committee. Referrals Requests which do not ~~contain valid Planning reasons~~ meet the Gateway Test will not be passed to Committee. A Schedule 2 application~~The final responsibility for the decision~~ will only be referred to Committee where the Nominated Officer and Nominated Member agree that~~lie with~~ the Gateway Test is satisfied; where they do not agree, the application will remain for determination under delegated ~~authority~~Senior Officer responsible for Planning.

In considering whether an application should be referred, the Nominated Member and Nominated Officer must have regard to the statutory guidance issued under section 319ZZE(4) of the Town and Country Planning Act 1990 relating to Planning Committees and the National Scheme of Delegation of Planning Functions.

~~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 each Gateway Review meeting~~ Meeting, the minutes of the Review Panel will be circulated to all Members and the Gateway Decision will be published to the planning record. A summary of all Gateway Review Meeting outcomes will also be reported to the Planning and Licensing Committee on a quarterly basis or the next scheduled meeting thereafter. ~~and the relevant subsequent Committee agenda will be distributed to all relevant parties will at the appropriate time.~~

Where material amendments are received after an application has been considered at a Gateway Review Meeting but before determination, the Senior Officer Responsible for Planning shall determine whether Members should be re-notified and whether a further Gateway Request period and Review Meeting should be permitted.

Members must not seek to influence the Nominated Member or Nominated Officer to refer, or not refer, an application to the Committee other than by providing relevant information through the Council's approved process. Members must not seek to direct or pressure officers exercising delegated planning functions to determine an application in a particular way.

~~Prior to hearing any reports, councillors will be asked if they have any interests to declare in relation to any of the applications that are to be presented during the meeting. Councillors should have read the reports beforehand and, as far as possible, should have discussed any possible disclosable interest with either the Monitoring Officer, Democratic Services or the lawyer attending the committee, in private, in the days preceding the committee.~~

~~In the event that they become aware of a relevant interest during the meeting, they should raise it there and then and the legal adviser to the committee will be able to confirm whether they will need to leave the room during the debates and votes.~~

Referral process flowchart:



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~~2.4.~~ ~~2.4.2.5~~ Committee Protocol Officers Report

All applications to go to Committee will be presented in the form of an Officer report which will deal with all relevant documents in connection with an application. Where the application has been referred to Committee following consideration under the National Scheme of Delegation, the report shall state, in appropriate terms, the basis on which the application has been referred.

Any additional information received after the preparation of that report up to 2.00pm two working days before the day of 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. Material received after that time, including on the day of Committee, will be brought to Members' attention where it raises relevant material planning considerations. Where late material raises significant new matters which cannot reasonably be assessed, checked or responded to before the item is considered, Members may need to consider whether the application should be deferred to allow proper consideration of those matters. ~~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 proper consideration to their implications.~~

Prior to hearing any reports, ~~councillors~~Members will be asked if they have any interests to declare in relation to any of the ~~agenda items~~ or applications that are to be presented during the meeting. Councillors should have read the reports beforehand and, as far as possible, should have discussed any possible disclosable interest with either the Monitoring Officer, Democratic Services or the legal adviser attending the committee, in the days preceding the committee.

In the event that they become aware of a relevant interest during the meeting, they should raise it there and then and the legal adviser to the committee will be able to confirm whether they will need to leave the room during the debates and votes.

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 Case~~ 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.

~~2.5.2.6~~ 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 process in relation to 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 Committee 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(s) and, where appropriate

(at the Chair's discretion), Members representing neighbouring wards directly affected by the proposed development will be invited to speak for up to five minutes each.

Where a Member for a site located outside of their own or a neighbouring ward referred that application to Committee, they will be invited to speak after public speaking and Ward Member speaking has occurred.

Where a Ward Member, or a (non-ward) Member who referred the application to Committee, is unable to attend that Committee, they may provide a written submission of up to 450 words to - and which will be read out by ~~the~~ Democratic Services officer.

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

Questions and ~~Proposals~~ Debate

Planning debates have two phases - Questions and ~~Proposals~~ Debate. 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 clarity relating to an application of officers and attending consultees.

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

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

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

2.6.2.4. Site Inspection Briefings (SIBs)

Site Inspection Briefings (SIBs) may be arranged where a site inspection is considered necessary to assist the Committee in understanding material planning considerations relevant to the determination of an application.

SIBs should be used only where they are justified on planning grounds and where inspection of the site is likely to provide a significant benefit to the Committee's understanding of the application.

Site inspections ~~are usually~~can be called for by the Case Officer ~~for large developments in advance of a Committee meeting and held prior to the application coming before the Committee. However, and~~ in certain circumstances the Committee can vote on a proposal made by a Committee Member for an item to be deferred~~deferred~~ for an SIB. Members may also request advanced SIB's through the Gateway Request, which will be considered at the Gateway Review Meeting. Members need to be aware that this would delay decision-making ~~for another month~~ and such a proposal should not be made lightly.

All SIB requests must be justified on Planning grounds and the strict criteria for holding them are as follows:

- **Understanding the proposal itself:** Where the scale, character, appearance, layout or physical form of the development is central to the planning judgement and cannot be adequately understood from the report, plans, photographs or visualisations.
- **Understanding the site's context and impacts:** Where a site visit would materially assist Members in assessing matters such as visual impact, landscape/townscape impact, heritage setting, residential amenity, access, levels, boundaries or the relationship with neighbouring land uses.
- **Understanding whether conditions or mitigation would work in practice:** Where the site inspection would help Members understand whether proposed conditions, mitigation, access arrangements, landscaping, screening or other controls are necessary, reasonable and capable of addressing the relevant planning issues.
- ~~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.~~

~~SIBs should not be requested where inspection of the site would not materially assist Members' understanding of the relevant planning issues, or where the matter can be adequately assessed from the report, plans, photographs, visualisations or other published material. They should not be requested 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~~ will usually be Full Committee, ~~or however, a Panel can be used in certain circumstances~~, 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 SIB, officers will secure the prior agreement of the landowner, explaining that an SIB is a private meeting of the ~~Council~~ Committee, and that third parties must not be present at the Briefing.

The purpose of the SIB is fact finding. Officers ~~have a duty to~~ will point out ~~inform Members of~~ 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 Site Inspection Briefings (SIBs)

- SIB's -are formal meetings and Ww will be conducted in a formal manner.
- No hospitality will be accepted.
- Members and officers attending an SIB are expected to arrive on time, remain with the visiting group, and dress appropriately for the site conditions, including suitable footwear.
- Attendance should be limited to Members and officers participating in the SIB, and Members should not bring other persons or animals unless this has been agreed in advance for accessibility or other exceptional reasons.
- The Chair or Vice-Chair will open the SIB, and advise Members of purpose and conduct.
- A record of attendance and the fact and date of the SIB shall be maintained. Apologies should be provided in advance from any Member or officer unable to attend.
- There will be NO debate about the merits of the application and no decisions will be made.
- ~~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.~~
- The Chair or Vice-Chair ~~to~~ will close the meeting.

SIB. 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 SIB on that matter. In addition, if an interest becomes apparent during a SIB, the Member should immediately declare it to the Chair and withdraw from the site. Members with another interest in an application subject to a SIB must declare the interest but may continue to attend the site.

2.7 Voting at Committee

2.7.

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.

In the event that there is a lawful requirement for the meeting to be held remotely, the usual rules in relation to quorum will continue to operate. If there is a loss of connectivity, the Chair will pause proceedings where necessary until Members are reconnected. Prior to the vote, Democratic Services will confirm, so far as practicable, that Members entitled to vote have heard the relevant presentation and debate. Note: In the event that there is a lawful requirement for the meeting to be 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.

———Decisions Contrary to Officer Recommendations or to Development Plan Policies

2.8.

Should the 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.

Where the Committee resolves to determine an application contrary to the officer recommendation, officers shall, in consultation with the Chair and, where appropriate, the relevant legal officer, finalise the wording of any reasons for refusal, conditions, informatives or other consequential matters necessary to give effect to the Committee's resolution. This shall not alter the substance of the Committee's decision.

Where a decision departs from an adopted Development Plan policy, the Committee must clearly identify the material planning considerations relied upon and explain why those considerations justify the departure.

2.9.2.8 **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 against a decision of the Committee:

- 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.

Nothing in this section shall require an officer to provide evidence or professional opinion which would breach their statutory or professional obligations.

Appeal decisions relating to applications determined by the Committee will be reported back to the Planning and Licensing Committee in an appropriate form to support Member learning, consistency of decision-making and review of any relevant procedural or policy issues.

2.10.2.8 **Committee unable to determine**

Where there is an equality of votes on a motion, the Chair shall exercise their casting vote in accordance with the Council's Constitution so that the Committee

reaches a decision.

~~In any case where the Committee have voted both for and against a motion, both votes have been lost, and either no vote for deferral is made, or such a vote has also been lost, the Committee will be considered to be in 'deadlock' and the application will be referred to Full Council for determination.~~

2.11.2.9 Non Members of Planning & Licensing Committee Attending Meetings

Councillors may attend Committee meetings even if they are not a Member of that Committee unless they have a Disclosable Pecuniary Interest in regard to the application being determined. They may speak on applications in their ward in their capacity as the Ward Member before the questions and proposals stage, but they cannot vote. When they attend 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 refresher training on at least an annual basis.

3.2. The Role of Members

In making decisions on 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 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) and upon any other related relevant considerations in regard to decisions on matters other than planning applications that are before them.

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:

- expressed an intention to vote in a particular way before a meeting, or
- acted as an advocate for the application, including being significantly involved in the preparation or submission of the application, or

- acted as an active supporter or objector of the application.
- in any circumstances where a Member is unclear they should consult the Council's legal advisor or Democratic Services.

3.4

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 such 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)*

3.5.3.5 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 Committee 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 Committee 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 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, Committee Members 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, [or where appropriate, the Monitoring Officer](#), as soon as possible of the existence of any substantial lobbying activity.

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

If a Committee 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.

[In exercising the functions of the Gateway Review Meeting, the Nominated Member and Nominated Officer must exercise their functions independently and must not be subject to inappropriate lobbying or pressure. No Member or officer of the Council, shall lobby or otherwise seek to pressure the Nominated Member or Nominated Officer for the purpose of persuading them to exercise those statutory functions in a particular way.](#)

3.6.3.6 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.

3.7.3.7 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

For the purposes of the National Scheme of Delegation, an Own-Interest Application shall have the meaning given in the applicable regulations and shall include an application made, whether or not jointly with any other person, by the Council or by a Member or officer of the Council, or an application in which the Council or any of its Members or officers has an interest of the type specified in the regulations.

Own-Interest Applications shall be dealt with in accordance with the regulations, the Council's Planning Scheme of Delegation and this Protocol.

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4.1 Own Interest Applications ~~Applications from a Member or their relatives~~

All Own Interest aApplications ~~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 at the earliest opportunity. ~~The application~~

shall be referred to Gateway Review Meeting and where the Nominated Officer and Nominated Member may agree to refer an Own-Interest Application to the Planning Committee, having regard to the relevant statutory guidance and the nature and extent of the Council's, Member's or officer's interest in the application.

~~and will be reported to the Planning and Licensing Committee for a decision, in accordance with the Scheme of Delegation to Officers. Where the application is not referred to Committee, it shall be determined by an officer in accordance with the statutory and constitutional arrangements.~~

Where an own-interest application constitutes an application submitted by or on behalf of a Member of the Council in their private capacity, that Member~~They~~ must not speak in support of, or take part in the determination of, an application as described above. A Member with an interest in an application must not participate in, attend or seek to influence the Own-Interest Referral Decision. Where that Member is the Nominated Member, the designated substitute shall act.

~~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 on their behalf.~~

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~~ or appoint an agent to speak on their behalf. An application made by a close relative or partner of a Member or officer is not automatically an Own-Interest Application under Regulation 6. It shall be drawn to the attention of the Nominated Member and Nominated Officer so that they may determine whether the Council, Member or officer otherwise has an interest within the meaning of Regulation 6.

~~4.2—Applications submitted by the Council itself~~

~~All applications which are submitted by or on behalf of the Council on Council owned land itself must be reported to the 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~~

~~A planning or related application, notification or request for prior approval (as set out within parts 3.A, B & C of the Scheme of Delegation) submitted by or on behalf of an employee (directly or indirectly) of the Council or Publica (or their partner, close relative or their partner's close relative), will be reported for determination to the Committee. Exceptions will apply for non-planning staff (except those in politically restricted posts) in certain circumstances, as set out within the Scheme of Delegation.~~

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Annex B1

The Council adopts the statutory scheme of delegation established by the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (the "Planning Delegation Regulations" or the "PD Regulations").

Applications shall be determined in accordance with PD Regulations 4, 5 and 6 and shall be determined by an officer of the authority unless referred to the Planning Committee in accordance with PD Regulation 5 or PD Regulation 6 or by any other statutory requirement.

Schedule 1 applications and Schedule 2 applications not referred to the Planning Committee shall be determined by the Senior Officer Responsible for Planning or an officer authorised by them.

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

SOP	Senior Officer Responsible for Planning
Authorised Officer	means an officer authorised under Part C4 to exercise planning powers.
Development Plan	has the meaning given by planning legislation.
Gateway Request	means a written request submitted by a Member in accordance with the Planning Protocol.
HLS	Head of Legal Services
Nominated Member	means the Member nominated by the Council under Regulation 3 of the PD Regulations.
Nominated Officer	means the officer nominated by the Council under Regulation 3 of the PD Regulations.
Own Interest Application	has the meaning given within the PD Regulations.
PCttee	means the Planning and Licensing Committee.
Schedule 1 Application	means an application identified as Schedule 1 within the PD Regulations.
Schedule 2 Application	means an application identified as Schedule 2 within the PD Regulations.

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		
A	To respond on behalf of the Council to consultations from Government, Government agencies, the Local Government Association, other local authorities (except with respect to planning applications and similar consultations - see below), professional bodies and all other similar organisations, relevant to the work of the PCttee and so long as: (i) it is not possible to assess and present the matter to the PCttee within the prescribed time for response; or, (ii) the matter is considered to be of a relatively minor or straightforward nature not requiring prior debate by the Planning Committee.	SOP and any authorised officer	
B	To provide verbal and written pre-application advice.	SOP and any authorised officer	
C	The scope of delegation may be amended by a majority of the Members present at a meeting of the PCttee 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 PCttee.	SOP	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
2	Right of Entry onto Land		
	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.	SOP and any authorised officer	Such powers shall be exercised only in accordance with the relevant statutory requirements.

3	Dealing with Planning and other related Applications and Notifications		
	Function	Responsibility	Decision Maker, Exceptions and Conditions
A	Schedule 1	To determine applications of a type specified in Schedule 1 to the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 ("the Regulations"), including: i. An application under section 17(1) of the Land Compensation Act 1961 for a certificate of appropriate alternative development. ii. An application under section 26H(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 for a certificate of lawfulness of proposed works. iii. A householder application. iv. A minor commercial application. v. A minor residential application.	SOP and any authorised officer Except where: (a) the application is an own-interest application and the nominated member and nominated officer agree that it should be referred to PCttee in accordance with regulation 6. "Own-interest application" has the meaning given by regulation 6 of the Regulations and includes an application made by or on behalf of the Council, a member or an officer, or an application in which the nominated member and nominated officer consider that the Council, a member or an officer otherwise has an interest.

		vi. An application for permission in principle. vii. A section 73 application to develop land without complying with conditions, where the original planning permission was a Schedule 1 planning permission. viii. An application under section 96A for a non-material change to a planning permission or permission in principle. ix. A request or application to modify or discharge a planning obligation connected with a Schedule 1 approval. x. An application under section 191 for a certificate of lawfulness of an existing use or development. xi. An application under section 192 for a certificate of lawfulness of a proposed use or development. xii. The submission of a Biodiversity Gain Plan. xiii. A reserved matters application relating to an outline planning permission other than a "large outline permission". xiv. An application made under a planning condition, including the discharge or approval	
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		of details required by a condition. xv. An application under the General Permitted Development Order for prior approval or a determination as to whether prior approval is required Subject to regulation 6 of the PD Regulations concerning own-interest applications, every Schedule 1 application must be determined by an authorised officer. The application descriptions above are provided for ease of reference. The classification of an application shall be determined in accordance with the PD Regulations, which shall prevail in the event of any inconsistency.	
B	Schedule 2	To determine applications of a type specified in Schedule 2 to the PD Regulations, including: i. Applications for listed building consent. ii. Applications to vary or discharge conditions attached to listed building consent. iii. Planning applications that the authority considers connected with an application for listed building consent or the variation or	SOP and any authorised officer Except where: (a) the nominated member and nominated officer agree, in accordance with regulation 5 of the Regulations, that the application should be referred to PCttee because it raises: (i) one or more issues of economic, social or environmental significance to the local area; or (ii) one or more significant planning matters, having regard to the development plan and any other material considerations; or (b) the application is an own-

		discharge of listed building conditions. iv. Applications for planning permission that are not: • householder applications; • minor commercial applications; or • minor residential applications. • Section 73 applications where the original permission was a Schedule 2 planning permission. v. Retrospective planning applications under section 73A. vi. Requests or applications to modify or discharge a planning obligation connected with a Schedule 2 approval. vii. Reserved matters applications relating to a "large outline permission". viii. Applications for advertisement consent. ix. Applications for consent to carry out works to trees protected by a Tree Preservation Order. The application descriptions above are provided for ease of reference. The classification of an application shall be determined in accordance with the PD Regulations, which shall prevail in the event of any	interest application and the nominated member and nominated officer agree that it should be referred to PCttee in accordance with regulation 6 of the Regulations. A Ward Member may request consideration of a Schedule 2 application within 28 days of notification. The request must identify the material planning matter and explain why it meets the Gateway Test. Submission of a request shall not of itself require referral of the application to PCttee.
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		inconsistency.	
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No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
4.	Power to Decline to determine Application		
	To exercise the Council's statutory powers to decline to determine an application for planning permission, permission in principle or listed building consent, including repeat, overlapping or retrospective applications, under sections 70A, 70B and 70C of the Town and Country Planning Act 1990 and sections 81A and 81B of the Planning (Listed Buildings and Conservation Areas) Act 1990, and under any legislation amending, replacing or re-enacting those provisions.	SOP and any authorised officer	Prior consultation with HLS where the application raises a novel or significant legal issue. The decision to decline to determine an application must be made only where the applicable statutory requirements are satisfied and reasons must be recorded.
5.	Environmental Impact Assessments		
A	Power to carry out all publicity and other actions related to the relevant Environmental Impact Assessment (EIA) legislative framework.	SOP and any authorised officer	
B	Authority to require an Environmental Statement under the Environmental Impact Assessment) Regulations (or any other legislation amending or revoking and replacing that legislation) and to offer screening and scoping opinions	SOP and any authorised officer	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
6	(Section 106) Planning Agreements/Obligations		
A	To negotiate and finalise the Heads of Terms of Section 106 agreements, (agreements regulating development or use of land), Deeds of Variation and other planning agreements, including the details thereof.	SOP	Subject to prior consultation with HLS
7	Disposal of Applications		
	To finally dispose of applications for planning permission, in accordance with article 40(13) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 , and under any legislation amending, replacing or re-enacting those provisions.	SOP	
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		
A	To consider requests for an Article 4 direction, assess whether a direction is justified, and undertake all associated consultation, publicity, notification and administrative requirements.	SOP and any authorised officer	
B	To determine whether a breach of planning control or other contravention has occurred and	SOP and any authorised officer	

	whether it is expedient to take enforcement action, including decisions to take no further action, seek voluntary resolution, invite or require the submission of an application, or continue monitoring the matter.		
C	Where enforcement action has been determined to be expedient, to authorise, issue and serve any notice or take any other formal enforcement action available under relevant planning, listed building, advertisement and tree legislation.	SOP and any authorised officer, in consultation with HLS	Where enforcement action is proposed in respect of a Councillor, Council employee, or relative of a Councillor, the Head of Legal Services and Local Ward Member must be consulted before delegated authority is exercised. Where the Local Ward Member is directly affected, the Cabinet Member for Planning must be consulted instead.
D	To vary, waive or extend periods for compliance with an enforcement notice or other formal requirement, where legislation permits and where this would not materially prejudice the Council's enforcement objectives.	SOP and any authorised officer	
E	To withdraw, vary or cancel an	SOP and any	

	enforcement notice or other formal notice where it has served its purpose, is no longer necessary or appropriate, contains a defect, or its withdrawal, variation or cancellation is otherwise considered expedient.	authorised officer, in consultation with HLS	
F	To institute or authorise a prosecution, administer an official caution, seek an injunction or pursue civil or criminal proceedings under relevant planning, listed building, advertisement and tree legislation.	HLS, in consultation with SOP	Where enforcement action is proposed in respect of a Councillor, Council employee, or relative of a Councillor, the Head of Legal Services and Local Ward Member must be consulted before delegated authority is exercised. Where the Local Ward Member is directly affected, the Cabinet Member for Planning must be consulted instead.

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
10	Article 4 Directions		
A	To consider requests for an Article 4 direction, assess whether a direction is justified, and undertake all associated consultation, publicity, notification and administrative requirements.	SOP and any authorised officer	
B	To make and bring into effect an immediate Article 4 direction where urgent action is necessary, and to make any minor or non-substantive amendment which does not materially alter the geographical extent of a direction or the permitted development rights affected.	SOP	Prior consultation with HLS and, where reasonably practicable, the Chair of PCttee and relevant Ward Member or Members
C	To confirm, modify, cancel or withdraw an immediate Article 4 direction, and to make, confirm, modify, cancel or withdraw a non-immediate Article 4 direction.	SOP	Prior consultation with HLS and, where reasonably practicable, the Chair of PCttee and relevant Ward Member or Members
11	Rights of Way and Highways		
A	To receive and determine applications and requests relating to the creation, stopping up or diversion of public rights of way, and to exercise the Council's functions in relation to the making, confirmation, variation, abandonment and bringing into operation of Public Path Orders under the Town and Country Planning Act 1990 and the Highways Act 1980, including all associated consultation, notification and procedural requirements.	SOP, in consultation with HLS	Any Public Path Order subject to an objection which is not withdrawn shall be submitted to the Secretary of State for determination where required by the relevant legislation.

B	To deal with consultations from Gloucestershire County Council on	SOP	
No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
C	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.		
12	Trees and Forestry		
A	To exercise the Council's powers relating to the serving, revoking, varying and confirming of Tree Preservation Orders (TPOs) under the relevant legislation.	SOP and any authorised officer	Prior consultation with HLS where required.
B	To serve Tree Replacement Notices	SOP and any authorised officer	
C	To respond to consultations from the Forestry Authority on grant applications and Tree Felling Licences (subject to there being no objections).	SOP and any authorised officer	
D	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 and any authorised officer	Where the notice is submitted by or on behalf of the Council, a member or an officer, or otherwise gives rise to an actual or apparent conflict of interest, refer to the Gateway Review Meeting for agreement as to whether the decision raises significant material considered that warrant referral to Planning Committee.

E	To exercise the Council's powers under Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 in	SOP	
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No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	relation to dangerous trees, including rights of entry onto land and into buildings		
F	To determine Hedgerow Removal Notices and ancillary matters	SOP	
G	Authority to deal with complaints about High Hedges under Part 8 of the Anti-Social Behaviour Act 2003	SOP	
13	Listed Buildings at Risk		
A	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). • 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
B	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		
A	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	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
B	To propose amendments to the Statutory List of Buildings of Special Architectural or Historic Interest to the relevant organisations or Government departments.	SOP	

Annex B2

~~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~~

~~The Council adopts the statutory scheme of delegation established by the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (the "Planning Delegation Regulations" or the "PD Regulations").~~

~~Applications shall be determined in accordance with PD Regulations 4, 5 and 6 and shall be determined by an officer of the authority unless referred to the Planning Committee in accordance with PD Regulation 5 or PD Regulation 6 or by any other statutory requirement.~~

~~Schedule 1 applications and Schedule 2 applications not referred to the Planning Committee shall be determined by the Senior Officer Responsible for Planning or an officer authorised by them.~~

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

<u>SOP</u>	<u>Senior Officer Responsible for Planning</u>
<u>Authorised Officer</u>	<u>means an officer authorised under Part C4 to exercise planning powers.</u>
<u>Development Plan</u>	<u>has the meaning given by planning legislation.</u>
<u>Gateway Request</u>	<u>means a written request submitted by a Member in accordance with the Planning Protocol.</u>
<u>HLS</u>	<u>Head of Legal Services</u>
<u>Nominated Member</u>	<u>means the Member nominated by the Council under Regulation 3 of the PD Regulations.</u>
<u>Nominated Officer</u>	<u>means the officer nominated by the Council under Regulation 3 of the PD Regulations.</u>
<u>Own Interest Application</u>	<u>has the meaning given within the PD Regulations.</u>
<u>PCttee</u>	<u>means the Planning and Licensing Committee.</u>
<u>Schedule 1 Application</u>	<u>means an application identified as Schedule 1 within the PD Regulations.</u>
<u>Schedule 2 Application</u>	<u>means an application identified as Schedule 2 within the PD Regulations.</u>

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		
A	To respond on behalf of the Council to consultations from Government, Government agencies, the Local Government Association, other local authorities (except with respect to planning applications and similar consultations - see below), professional bodies and all other similar organisations, relevant to the work of the PCttee and so long as: (i) it is not possible to assess and present the matter to the PCttee within the prescribed time for response; or, (ii) the matter is considered to be of a relatively minor or straightforward nature not requiring prior debate by the PCttee.	SOP <u>and any authorised officer</u>	
B	To provide verbal and written pre-application advice.	SOP <u>and any authorised officer</u>	

C	The scope of delegation may be amended by a majority of the Members present at a meeting of the Planning and Licensing Committee <u>PCttee</u> 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 <u>PCttee</u> .	SOP	
2	Right of Entry onto Land		

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
<u>2</u>	<u>Right of Entry onto Land</u>		
	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.	<u>SOP and any authorised officer</u>	<u>Such powers shall be exercised only in accordance with the relevant statutory requirements.</u>
<u>3</u>	<u>Dealing with Planning and other related Applications and Notifications</u>		

A	To determine all applications for planning permission or related consents (with or without planning conditions or obligations), comprising Listed Building Consent, Tree Preservation Order (TPO) applications, Permissions in Principle, Technical Details Consent. The following provisos apply: (i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation, Government planning policy, guidance and circulars, and all other relevant material considerations. (i) The relevant Ward Member(s) and Town / Parish Council / Parish Meeting must be notified through the electronic planning alert system. (ii) Any Member(s) can request that an application or related consent be referred to the PCttee for determination and must provide Planning reasons for the referral. (iii) Should a Member wish to call in an application to the PCttee then this	SOP	Types of applications NOT to be determined under delegated powers (a)—— Applications submitted by or on behalf of the Council, for development on Council-owned land. (Any application required in connection with flood prevention/alleviation schemes is exempt from the requirement to be presented to the PCttee). (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
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3	Dealing with Planning and other related Applications and Notifications		
	Function	Responsibility	Decision Maker, Exceptions and Conditions
A	Schedule 1	To determine applications of a type specified in Schedule 1 to the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 ("the Regulations"), including:	SOP and any authorised officer Except where: (a) the application is an own-interest application and the nominated member and nominated officer agree that it should be referred to PCttee in accordance with regulation 6.

		i. <u>An application under section 17(1) of the Land Compensation Act 1961 for a certificate of appropriate alternative development.</u> ii. <u>An application under section 26H(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 for a certificate of lawfulness of proposed works.</u> iii. <u>A householder application.</u> iv. <u>A minor commercial application.</u> v. <u>A minor residential application.</u> vi. <u>An application for permission in principle.</u> vii. <u>A section 73 application to develop land without complying with conditions, where the original planning permission was a Schedule 1 planning permission.</u> viii. <u>An application under section 96A for a non-material change to a planning permission or permission in principle.</u> ix. <u>A request or application to modify or discharge a planning obligation connected with a Schedule 1 approval.</u> x. <u>An application under section 191 for a certificate of lawfulness of an existing use or development.</u>	<u>"Own-interest application" has the meaning given by regulation 6 of the Regulations and includes an application made by or on behalf of the Council, a member or an officer, or an application in which the nominated member and nominated officer consider that the Council, a member or an officer otherwise has an interest.</u>
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		<u>xi. An application under section 192 for a certificate of lawfulness of a proposed use or development.</u> <u>xii. The submission of a Biodiversity Gain Plan.</u> <u>xiii. A reserved matters application relating to an outline planning permission other than a "large outline permission".</u> <u>xiv. An application made under a planning condition, including the discharge or approval of details required by a condition.</u> <u>xv. An application under the General Permitted Development Order for prior approval or a determination as to whether prior approval is required</u> <u>Subject to regulation 6 of the PD Regulations concerning own-interest applications, every Schedule 1 application must be determined by an authorised officer.</u> <u>The application descriptions above are provided for ease of reference. The classification of an application shall be determined in accordance with the PD Regulations, which shall prevail in the event of any inconsistency.</u>	
<u>B</u>	<u>Schedule 2</u>	<u>To determine applications of a type specified in Schedule 2 to the PD Regulations, including:</u> <u>i. Applications for listed building consent.</u>	<u>SOP and any authorised officer</u> <u>Except where:</u> <u>(a) the nominated member and nominated officer agree, in accordance with regulation 5 of the Regulations, that the application should be referred</u>

		ii. <u>Applications to vary or discharge conditions attached to listed building consent.</u> iii. <u>Planning applications that the authority considers connected with an application for listed building consent or the variation or discharge of listed building conditions.</u> iv. <u>Applications for planning permission that are not:</u> • <u>householder applications;</u> • <u>minor commercial applications; or</u> • <u>minor residential applications.</u> • <u>Section 73 applications where the original permission was a Schedule 2 planning permission.</u> v. <u>Retrospective planning applications under section 73A.</u> vi. <u>Requests or applications to modify or discharge a planning obligation connected with a Schedule 2 approval.</u> vii. <u>Reserved matters applications relating to a "large outline permission".</u> viii. <u>Applications for advertisement consent.</u> ix. <u>Applications for consent to carry out works to trees protected by a Tree Preservation Order.</u> <u>The application descriptions above are provided for ease of reference. The classification of an application shall be determined in accordance with the PD</u>	<u>to PCttee because it raises:</u> <u>(i) one or more issues of economic, social or environmental significance to the local area; or</u> <u>(ii) one or more significant planning matters, having regard to the development plan and any other material considerations; or</u> <u>(b) the application is an own-interest application and the nominated member and nominated officer agree that it should be referred to PCttee in accordance with regulation 6 of the Regulations.</u> <u>A Ward Member may request consideration of a Schedule 2 application within 28 days of notification. The request must identify the material planning matter and explain why it meets the Gateway Test. Submission of a request shall not of itself require referral of the application to PCttee.</u>
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		<u>Regulations, which shall prevail in the event of any inconsistency.</u>	
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No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
	must be done so in writing within 28 days of the validation date of the application. (v) For applications submitted by or on behalf of an employee (directly or indirectly) 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 employee shall declare their interest and shall have no involvement in the processing of the application/consent. The application will be reported for determination to the PCttee, with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for Householder development and alterations to dwellings. (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.		have a beneficial interest in), which must be drawn to the attention of the Senior Officer responsible for Planning. (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 Documents (d) Where made valid after 25/09/2024: Planning applications, Permission in Principle and Technical Details Consent applications involving either (i) the provision of 10 or more dwellinghouses, (ii) where the number of new dwellinghouses is unknown, the residential development is proposed to land

No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
	(vii) Applications where the Senior Officer for Planning considers (for reasons of public interest, or significant planning reasons) should be referred to the PCttee regardless of whether a call in request has been received in conjunction with the Chair of PCttee		comprising 0.5 hectares or greater area, (iii) 1,000m² non-residential building floorspace or (iv) the development of 1 hectare or more land (excluding any such applications where amendments of, or variations to, existing permissions are sought, as defined by Sections 73A and 73B of the Town & Country Planning Act 1990)
B	<i>Notifications</i> <i>The following provisos apply:</i> (i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation, Government policy, guidance and circulars, and all other relevant material considerations. (i) — 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. (ii) — Any Member(s) can request that a notification application be referred to the PCttee for	SOP	Types of notifications NOT to be determined under delegated powers (a) Notifications submitted by or on behalf of the Council, for development on Council-owned land. (Any notification required in connection with flood prevention/alleviation schemes is exempt from the requirement

No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
	determination and must provide Planning reasons for the referral. (iv) — Should a Member wish to call in an notification application to the PCttee then this must be done so in writing using the agreed form within 28 days of the validation of the application. Where an application does not have all the statutory consultation responses the 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. (v) All notifications submitted by or on behalf of an employee (directly or indirectly) of the Council (or their partner, close relative or their partner's close relative) will be reported for determination to the PCttee, with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for Householder development and alterations to dwellings. (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		to be presented to the PCttee). (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.

No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
	discretion to determine proposals where objections are received relating to submissions that have strict, statutory time limits for making decisions or taking action		
€	Requests for Prior Approval The following provisos apply: (i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation, Government policy, guidance and circulars, and all other relevant material considerations. (ii) The relevant Ward Member(s) and Town / Parish Council / Parish Meeting must be notified through the electronic planning alert system. (iii) Any Member(s) can request that a Request for Prior Approval be referred to the PCttee for determination and must provide Planning reasons for the referral. (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	SOP	Types of requests for Prior Approval NOT to be determined under delegated powers (a) — Requests for Prior Approval submitted by or on behalf of the Council, for development on Council-owned land. (Any request for Prior Approval required in connection with flood prevention/alleviation schemes is exempt from the requirement to be presented to the PCttee). (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

No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
	decision can be made as notified to the Ward Member(s). (v) All Requests for Prior Approval submitted by or on behalf of an employee (directly or indirectly) of the Council (or their partner, close relative or their partner's close relative) will be reported for determination to the PCttee, with the exception of applications made by non-Planning staff (excluding those in politically restricted posts) for development within the curtilage of a dwellinghouse. (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.		have a beneficial interest in), which must be drawn to the attention of the Senior Officer responsible for Planning.
D	Other Types of Application, Notification and Consultations This includes • Non-material Amendments • Compliance with conditions • Certificate of Lawfulness of Proposed Use or Development (Section 192) The following provisos apply:	SOP	Subject to prior consultation with HLS where considered appropriate by the Case Officer, in regards to Certificates of Lawfulness.

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	(i) All planning decisions must pay due regard to the provisions of the Development Plan, where applicable, and to legislation, Government policy, guidance and circulars, and all other relevant material considerations. (i) Consultation with the relevant Ward Members and Town / Parish Councils / Parish Meetings is discretionary.		
E	<i>Applications for Certificates of Lawful Use or Existing Use or Development (Section 191)</i> <i>The following provisos apply:</i> (i) The Ward Member(s) and Town / Parish Council / Meeting, must be notified of all Section 191 applications. (ii) Representations will be considered; however, there is no provision to allow this application type to be referred to PCttee for determination.	SOP	Subject to prior consultation with HLS where considered appropriate by the Case Officer.
4.	Power to Decline to determine Application for Planning Permission, Permission in Principle or Listed Building Consent	SOP	
	<u>To exercise the Council's statutory powers to decline to determine an application for planning permission, permission in principle or listed building consent, including repeat, overlapping or retrospective applications, under sections 70A, 70B and 70C of the Town and Country Planning Act 1990 and sections 81A and 81B of the Planning (Listed</u>	<u>SOP and any authorised officer</u>	<u>Prior consultation with HLS where the application raises a novel or significant legal issue.</u> <u>The decision to decline to determine an application must be made only where</u>

	<u>Buildings and Conservation Areas) Act 1990, and under any legislation amending, replacing or re-enacting those provisions.</u>		<u>the applicable statutory requirements are satisfied and reasons must be recorded.</u>
5.	Environmental Impact Assessments		
A	Power to carry out all publicity and other actions related to the relevant Environmental Impact Assessment (EIA) legislative framework.	SOP <u>and any authorised officer</u>	
B	Authority to require an Environmental Statement under the Environmental Impact Assessment) Regulations (or any other legislation amending or <u>revoking and replacing that legislation</u>) and to offer screening <u>and scoping opinions</u>	SOP <u>and any authorised officer</u>	

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No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	revoking and replacing that legislation) and to offer screening and scoping opinions		
6	(Section 106) Planning Agreements/Obligations		
A	To negotiate and finalise the Heads of Terms of Section 106 agreements, (agreements regulating development or use of land), Deeds of Variation and other planning agreements, including the details thereof.	SOP	Subject to prior consultation with HLS
B	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 (3.A, above)
7	Disposal of Applications		
	To finally dispose of applications for planning permission, in accordance with <u>article 40(13) of the Town and Country Planning (Development Management Procedure) (England)the relevant planning legislation: Order</u>	SOP	

	<u>2015 , and under any legislation amending, replacing or re-enacting those provisions.</u>		
8	Planning Appeals		

No.	Function	Responsibility/ Decision-Maker	Exceptions and Conditions
8	<u>Planning Appeals</u>		
	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	<u>Enforcement of Planning Control</u>		
<u>A</u>	<u>To consider requests for an Article 4 direction, assess whether a direction is justified, and undertake all associated consultation, publicity, notification and administrative requirements.</u>	<u>SOP and any authorised officer</u>	
<u>B</u>	<u>To determine whether a breach of planning control or other contravention has occurred and whether it is expedient to take enforcement action, including decisions to take no further action, seek voluntary resolution, invite or require the submission of an application, or continue monitoring the matter.</u>	<u>SOP and any authorised officer</u>	
<u>C</u>	<u>Where enforcement action has been determined to be expedient, to authorise, issue and serve any notice or take any other formal enforcement action available under relevant planning, listed building, advertisement and tree legislation.</u>	<u>SOP and any authorised officer, in consultation with HLS</u>	<u>Where enforcement action is proposed in respect of a Councillor, Council employee, or relative of a Councillor, the Head of Legal Services and</u>

			<u>Local Ward Member must be consulted before delegated authority is exercised. Where the Local Ward Member is directly affected, the Cabinet Member for Planning must be consulted instead.</u>
<u>D</u>	<u>To vary, waive or extend periods for compliance with an enforcement notice or other formal requirement, where legislation permits and where this would not materially prejudice the Council's enforcement objectives.</u>	<u>SOP and any authorised officer</u>	
<u>E</u>	<u>To withdraw, vary or cancel an enforcement notice or other formal notice where it has served its purpose, is no longer necessary or appropriate, contains a defect, or its withdrawal, variation or cancellation is otherwise considered expedient.</u>	<u>SOP and any authorised officer, in consultation with HLS</u>	
<u>F</u>	<u>To institute or authorise a prosecution, administer an official caution, seek an injunction or pursue civil or criminal proceedings under relevant planning, listed building, advertisement and tree legislation.</u>	<u>HLS, in consultation with SOP</u>	<u>Where enforcement action is proposed in respect of a Councillor, Council employee, or relative of a Councillor, the Head of Legal Services and Local Ward Member must be</u>

			<u>consulted before delegated authority is exercised. Where the Local Ward Member is directly affected, the Cabinet Member for Planning must be consulted instead.</u>
A	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). 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: i. All decisions must pay due regard to any relevant provisions of the Development Plan, where applicable, and to legislation, Government policy, guidance and circulars, and all other relevant material considerations.	SOP	Prior consultation with: HLS when required

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	ii. When necessary, consultation will be undertaken to establish whether harm has resulted and if there are expediency reasons for taking action. 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.		
B	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 courts where appropriate. Where prosecution or the serving of an official caution is undertaken, or civil or criminal court proceedings are pursued, such matters should be reported to the PCttee.	HLS	
C	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.	SOP	Prior consultation with HLS
10	Article 4 Directions		
A	To serve and confirm Article 4 Directions.	SOP	
B	Power to withdraw Article 4 Directions where it is no longer expedient to remove PD rights	SOP	
A	<u>To consider requests for an Article 4 direction, assess whether a direction is justified, and undertake all</u>	<u>SOP and any authorised officer</u>	

	<u>associated consultation, publicity, notification and administrative requirements.</u>		
<u>B</u>	<u>To make and bring into effect an immediate Article 4 direction where urgent action is necessary, and to make any minor or non-substantive amendment which does not materially alter the geographical extent of a direction or the permitted development rights affected.</u>	<u>SOP</u>	<u>Prior consultation with HLS and, where reasonably practicable, the Chair of PCtee and relevant Ward Member or Members</u>
<u>C</u>	<u>To confirm, modify, cancel or withdraw an immediate Article 4 direction, and to make, confirm, modify, cancel or withdraw a non-immediate Article 4 direction.</u>	<u>SOP</u>	<u>Prior consultation with HLS and, where reasonably practicable, the Chair of PCtee and relevant Ward Member or Members</u>
11	Rights of Way and Highways		
<u>A</u>	<u>To receive and determine applications and requests relating to the creation, stopping up or diversion of public rights of way, and to exercise the Council's functions in relation to the making, confirmation, variation, abandonment and bringing into operation of Public Path Orders under the Town and Country Planning Act 1990 and the Highways Act 1980, including all associated consultation, notification and procedural requirements.</u>	<u>SOP, in consultation with HLS</u>	<u>Any Public Path Order subject to an objection which is not withdrawn shall be submitted to the Secretary of State for determination where required by the relevant legislation.</u>
<u>B</u>	To deal with consultations from Gloucestershire County Council on	SOP	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
<u>C</u>	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.		
12	Trees and Forestry		
A	To exercise the Council's powers relating to the serving, revoking, varying and confirming of Tree Preservation Orders (TPOs) under the relevant legislation.	SOP <u>and any authorised officer</u>	<u>Prior consultation with HLS where required.</u>
B	To serve Tree Replacement Notices	SOP <u>and any authorised officer</u>	
C	To respond to consultations from the Forestry Authority on grant applications and Tree Felling Licences (subject to there being no objections).	SOP <u>and any authorised officer</u>	
D	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 <u>and any authorised officer</u>	<u>Where the notice is submitted by or on behalf of the Council, a member or an officer, or otherwise gives rise to an actual or apparent conflict of interest, refer to the Gateway Review Meeting for agreement as to whether the decision raises significant material considered that warrant referral to PCtee.</u>
E	To exercise the Council's powers under Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 in	SOP	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
	relation to dangerous trees, including rights of entry onto land and into buildings		
F	To determine Hedgerow Removal Notices and ancillary matters	SOP	
G	Authority to deal with complaints about High Hedges under Part 8 of the Anti-Social Behaviour Act 2003	SOP	
13	Listed Buildings at Risk		
A	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). • 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
B	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		
A	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	

No.	Function	Responsibility/ Decision Maker	Exceptions and Conditions
B	To propose amendments to the Statutory List of Buildings of Special Architectural or Historic Interest to the relevant organisations or Government departments.	SOP	



COTSWOLD
District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 23 SEPTEMBER 2026
Subject	POLLING STATION REVIEW
Wards affected	All
Accountable member	Mike Every, Leader of Council Email: mike.every@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance Email: angela.claridge@cotswold.gov.uk
Report author	Sarah Dalby, Electoral Services Manager Email: sarah.dalby@cotswold.gov.uk
Summary/Purpose	The purpose of the report is to ask Council to approve consultation on suggested changes to polling stations. These changes have been proposed by the Electoral Matters Working Group following consultation with Ward members in areas affected. With Council's approval the next step would be to ask parish and town councils, county councillors and other stakeholders for their views on the proposed changes.
Annexes	Annex A – current polling stations by polling district Annex B – proposed changes for consultation
Recommendation(s)	That Full Council resolves to: 1. Approve consultation on the proposed changes to polling stations as set out in Annex B; 2. Authorise the Electoral Services Manager, in consultation with the Electoral Matters Working Group, to undertake consultation with parish and town councils, county councillors, Members of Parliament and other stakeholders; and 3. Note that the outcome of the consultation will be reported back to Council for consideration and decision



Corporate priorities	• Supporting Communities
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Following the Electoral Matters Working Group discussion on the proposals, details have been provided to Ward members for consideration. The report is to request approval to consult with parish and town councils, county councillors and other stakeholders on the proposed changes.



1. EXECUTIVE SUMMARY

- 1.1.** Council is required to undertake a polling district review every five years which considers polling districts and places. Council may agree changes to polling stations outside of this statutory review.
- 1.2.** This review has been discussed with the Electoral Matters Working Group and its recommendation is to consider changing some polling stations to reduce the number of stations with low electorate and/or high costs per elector.
- 1.3.** The document at annex A sets out the current polling stations by district ward with the cost per elector alongside. It also shows where stations have either a low number of electors allocated or where the cost is above average. This is the starting point for the review.
- 1.4.** This report is requesting approval to consult with local stakeholders on the proposed changes given in annex B. In addition to this consultation, officers will make visits to the stations to evaluate their suitability should there be an increase in the number of electors allocated to them.

2. BACKGROUND

- 2.1.** The cost of elections has increased significantly over the past few years due to several factors, including increases in polling station hire charges, postage and printing costs. The last district and parish elections cost in the region of £250k.
- 2.2.** Officers were asked to consider ways to reduce these costs and one option is to reduce the number of polling stations within the area.
- 2.3.** However, any polling place/station review needs to consider the requirements of Section 18 of Representation of the People Act. This sets out considerations to be taken into account when identifying polling places and stations.
- 2.4.** These considerations include accessibility, convenience for electors and that stations have reasonable facilities for electors.
- 2.5.** Annex A sets out the current list of polling stations with number of electors and costs. This was used as a starting point for discussion in the Working Group.



- 2.6. The Working Group has considered a number of options for changing polling stations based on the cost per elector and convenience. Ward members were consulted and their responses considered.
- 2.7. The Group agreed that polling stations with fewer than 150 electors should be reviewed.
- 2.8. Annex B sets out the stations which are to be included in the consultation with suggestions for alternative arrangements.

3. PROPOSED CHANGES

- 3.1. At the last full county council election in May 2025, there were 110 polling stations in the Cotswold district area, serving the 8 county divisions.
- 3.2. A number of stations had fewer than 150 electors allocated to them. With the number of postal voters increasing, in some cases, the number of electors eligible to vote at the station reduced to below 100.
- 3.3. Costs for some of these stations is high, and although officers have sought reductions, the costs do remain significant.
- 3.4. In addition to hire charges, staff costs have also increased. A scale of fees for election staff which has been adopted by all councils in the county includes a requirement to pay at least the minimum living wage (currently £13.45 per hour).
- 3.5. To ensure a differentiation between poll clerk and presiding officer pay, an increase has been implemented. This change plus training, mileage, expenses and holiday pay means that the cost of two people for the day is around £650.
- 3.6. In addition to rent and staff costs, ballot papers, other printing and equipment is needed for each station and this can be up to £150.
- 3.7. In total the average cost of a polling station is in the region of £880. It is with this in mind that the proposals have been put forward.

4. ASSUMPTIONS

- 4.1. On the spreadsheet at annex A, electorate figures and costs for the 2023 District Council, 2024 Parliamentary and 2025 County Council elections have been averaged.
- 4.2. Stations with fewer than 150 electors allocated to them have been highlighted and these are the ones being included in the review.



- 4.3.** The electorate figures do not take the number of postal voters into account as this can change at each election, although it is usually around 15 - 20% of the electorate.
- 4.4.** Staff costs are based on the current 2026 agreed scale of fees and printing costs are based on the current county electoral print contract prices.

5. CONSULTATION

- 5.1.** Discussions on the proposals have taken place with the Electoral Matters Working Group.
- 5.2.** In wards where there are proposed changes, ward members have been asked for initial feedback, and this has informed the final proposal.
- 5.3.** If approved, consultation with the parish and town councils, Members of Parliament, County Councillors and other stakeholders will take place.
- 5.4.** Details of comments received will be provided to the Electoral Matters Working Group for consideration before a final proposal is made to Council in December for consideration and decision.

6. CONCLUSIONS

- 6.1.** The report seeks approval to undertake consultation on the proposed changes to polling stations.
- 6.2.** If approval is given, a consultation will take place and a final report made to Council in December.
- 6.3.** Any changes approved by Council will be implemented at the May 2027 elections.

7. FINANCIAL IMPLICATIONS

- 7.1.** The consultation will incur additional postage costs and require staff time; however, it is expected that these can be accommodated within existing resources and will not result in any meaningful financial impact.

8. LEGAL IMPLICATIONS

- 8.1.** Section 18C of the Representation of the People Act 1983 requires the Council to review of its polling stations during specific compulsory periods of five years (the last one beginning in October 2023) and provides for sporadic reviews when required.



- 8.2.** The Electoral Commission has updated its guidance on the process to carry out any review and criteria for the selection of polling stations, both of which should be followed to avoid any court challenges.

9. RISK ASSESSMENT

- 9.1** The principal risks associated with the proposed changes relate to accessibility, voter participation, public perception and the ability of alternative polling stations to accommodate additional electors.
- 9.2** These risks will be mitigated through a comprehensive consultation exercise, completion of an Equality Impact Assessment, site visits to affected polling stations, legal oversight of the review process and detailed evaluation of feedback received from stakeholders before any final recommendations are submitted to Council.

10. EQUALITIES IMPACT

- 10.1** The proposed changes could, in some instances mean that electors have to travel further to their allocated polling station. Council need to balance elector convenience and accessibility with the overall cost of elections and the need to seek value for money.
- 10.2** As part of the consultation process, stakeholders will be asked for their views on the impact of the proposed changes on the potential number of electors attending the polling station.
- 10.3** An equalities impact assessment will be undertaken as part of the final recommendations to Council and accompany the final decision.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 11.1.** The proposals will reduce the number of polling stations in the district and this will, by definition reduce the amount of equipment and stationery used along with a reduction in the number of staff.
- 11.2.** A reduction in staffing will reduce the overall travel impact on the election.



11.3. However, there is likely to be an increase in the number of journeys made by electors to the polling stations. This may result in an overall increase in the number of journeys on election day. This is difficult to quantify as people may choose to combine their journey to the polling station with other journeys.

11.4. As part of the consultation process, stakeholders will be able to give feedback on the journeys required to attend a particular station.

12. BACKGROUND PAPERS

12.1. none

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District ward	Areas currently at polling station	Polling stations	Total cost	Average electorate (incl PVs)	Cost per elector
Electorate given is the average of electorate at 2023 District election, 2024 Parliamentary election and 2025 County election					
Stations with fewer than 150 electors are highlighted in grey					
Abbey	Abbey 1	Cirencester Rugby Club, Whiteway,	904.21	879	1.03
Abbey	Abbey 2	Cirencester Rugby Club, Whiteway	911.21	946	0.96
Blockley	Ebrington	Ebrington Village Hall, GL55 6NA	735.21	524	1.40
Blockley	Blockley, Blockley ward	Jubilee Hall, Park Road, Blockley, GL56 9BY	1011.54	964	1.05
Blockley	Blockley, Aston Magna	Mission Hall, Draycott, GL56 9LF	681.54	398	1.71
Blockley	Blockley, Paxford	Paxford Village Hall, GL55 6XG	810.87	258	3.14
Bourton Vale	Cold Aston	Cold Aston Village Hall, GL54 3BN	694.21	203	3.41
Bourton Vale	Bourton South East, Clapton	George Moore Community Centre	752.21	894	0.84
Bourton Vale	Guiting Power	Guiting Power Village Hall, GL54 5TX	664.54	246	2.70
Bourton Vale	Naunton	Naunton Village Hall, Naunton, GL54 3AA	777.54	350	2.22
Bourotn Vale	Cutsdean, Temple Guiting	Temple Guiting Village Hall, GL54 5TX	951.21	232	4.11
Bourton Vale	Lower Slaughter, Upper Slaughter	Upper Slaughter Village Hall, GL54 2JG	606.21	287	2.12
Bourton Village	Bourton Village	George Moore Community Centre	932.54	1042	0.89
Bourton Village	Bourton Village	George Moore Community Centre	918.54	1234	0.74
Campden & Vale	Mickleton	King George`s Hall, Mickleton, GL55 6SA	1004.87	1721	0.58
Campden & Vale	Chipping Campden	Town Hall, High Street, GL55 6AT	1049.21	1999	0.52
Campden & Vale	Aston Subedge, Saintbury, Weston	Weston-sub-Edge Village Hall, GL55 6QH	761.54	463	1.65
Campden & Vale	Willersery	Willersey Village Hall, Main Street, WR12 7PJ	719.54	845	0.85

District ward	Areas currently at polling station	Polling stations	Total cost	Average electorate (incl PVs	Cost per elector
Electorate given is the average of electorate at 2023 District election, 2024 Parliamentary election and 2025 County election					
Stations with fewer than 150 electors are highlighted in grey					
Chedworth & Churn Valley	Chedworth, Yanworth	Chedworth Village Hall, GL54 4NQ	779.87	690	1.13
Chedworth & Churn Valley	Bagendon	Cirencester Golf Club, GL7 7BH	589.21	291	2.03
Chedworth & Churn Valley	Colesbourne	Colesbourne Estate Office, GL53 9NP	810.87	114	7.13
Chedworth & Churn Valley	Compton Abdale	Compton Abdale Village Hall, GL54 4DR	641.66	104	6.19
Chedworth & Churn Valley	North Cerney	North Cerney Village Hall, GL7 7BZ	734.21	433	1.69
Chedworth & Churn Valley	Rendcombe	Rendcomb Village Hall, GL7 7HB	647.54	173	3.75
Chedworth & Churn Valley	Baunton	St Mary Magdalene Church, Baunton	727.54	331	2.20
Chesterton	Chesterton	St Lawrence Church Hall, GL7 1SS	958.54	1753	0.55
			0.00		
Coln Valley	Bibury	Bibury Village Hall, GL7 5NR	733.54	469	1.57
Coln Valley	Coln St Dennis, Winson	Coln Valley Village Hall, Coln Rogers, GL54 3LA	635.87	221	2.87
Coln Valley	Eastleach	Eastleach Village Hall, GL7 3NQ	677.54	235	2.89
Coln Valley	Hatherop	Hatherop Working Men`s Club, Hatherop	644.21	135	4.77
Coln Valley	Coln St Aldwyn, Quenington	Quenington Village Hall, GL7 5BS	718.87	651	1.10
Coln Valley	Southrop	Southrop Village Hall, GL7 3PD	652.54	216	3.02
Ermin	Brimpsfield & Caudle Green	Brimpsfield Village Hall, GL4 8LD	667.54	219	3.04
Ermin	Coberley part 1	Coberley Primary School, GL53 9QZ	633.46	171	3.70
Ermin	Cowley	Cowley Adventure, Cowley, Cheltenham, GL53 9N	823.87	106	7.77
Ermin	Daglingworth	Daglingworth Village Hall, GL7 7AF	655.87	216	3.04
Ermin	Duntisbourne Abbots, Duntisbourne	Duntisbourne Abbots Village Hall, GL7 7JN	647.54	244	2.65
Ermin	Edgeworth	Edgeworth Reading Room, GL6 7JE	653.87	86	7.60
Ermin	Elkstone	Elkstone Village Hall, GL53 9PB	1114.21	182	6.13
Ermin	Sapperton part 2	Frampton Mansell Village Hall, GL6 8JB	647.54	217	2.98

District ward	Areas currently at polling station	Polling stations	Total cost	Average electorate (incl PVs	Cost per elector
Electorate given is the average of electorate at 2023 District election, 2024 Parliamentary election and 2025 County election					
Stations with fewer than 150 electors are highlighted in grey					
Ermin	Cobereley part 2	National Star College, Ullenwood, Cheltenham, G	847.54	100	8.45
Ermin	Sapperton part 1	Sapperton Village Hall, GL7 6LE	700.87	132	5.32
Ermin	Birdlip	St Mary's Church, Birdlip, GL4 8JH	816.54	215	3.79
Ermin	Syde, Winstone	Winstone Village Hall, GL7 7JZ	800.21	208	3.85
Fairford North	Fairford	Fairford Community Centre, High Street, Fairford,	1008.75	1947	0.52
Fosseridge	Bledington	Bledington Village Hall, OX7 6XQ	741.54	379	1.96
Fosseridge	Broadwell	Broadwell Village Hall, GL56 0TL	654.54	337	1.94
Fosseridge	Condicote	Condicote Village Hall, GL54 1ES	727.21	112	6.47
Fosseridge	Evenlod	Evenlode Village Hall, GL56 0NJ	770.54	120	6.40
Fosseridge	Icomb	Icomb Village Hall, GL54 1JE	570.54	86	6.61
Fosseridge	Donnington, Longborough, Sezinc	Longborough Village Hall, GL56 0QE	738.54	488	1.51
Fosseridge	Adlestrop, Oddington	Oddington Village Hall, GL56 0XF	716.54	393	1.82
Fosseridge	Westcote	Westcote Village Hall, Church Westcote, OX7 6SF	705.87	171	4.14
Four Acres	Four Acres	St Lawrence Church Hall, Countess Lillas Road, GL	937.54	1491	0.63
Grumbolds Ash with Avening	Beverston	Beverston Village Hall, GL8 8TT	820.54	104	7.92
Grumbolds Ash with Avening	Cherington	Cherington Parish Hall, GL8 8SW	620.54	96	6.49
Grumbolds Ash with Avening	Didmarton	Didmarton Village Hall, GL9 1DT	734.54	329	2.23
Grumbolds Ash with Avening	Kingscote, Ozleworth	Kingscote Village Hall, GL8 8XY	717.87	235	3.05
Grumbolds Ash with Avening	Boxwell-with-Leighterton, Weston	Leighterton Primary School, Leighterton, GL8 8UH	640.46	335	1.91
Grumbolds Ash with Avening	Avening	Memorial Hall, Avening, GL8 8NF	745.87	821	0.91
Kemble	Coates	Coates Village Hall, Bathurst Row, Coates, GL7 6N	984.54	355	2.77

District ward	Areas currently at polling station	Polling stations	Total cost	Average electorate (incl PVs	Cost per elector
Electorate given is the average of electorate at 2023 District election, 2024 Parliamentary election and 2025 County election					
Stations with fewer than 150 electors are highlighted in grey					
Kemble	Kemble	Kemble Village Hall, School Road, Kemble, GL7 6	812.87	936	0.87
Kemble	Rodmarton	Rodmarton Village Hall, GL7 6PE	734.54	298	2.46
Kemble	Poole Keynes, Somerford Keynes	Somerford Keynes Village Hall, GL7 6DS	665.54	642	1.04
Lechlade, Kempsford & Fairfo	Fairford	Fairford Community Centre, High Street, Fairford,	966.75	1238	0.78
Lechlade, Kempsford & Fairfo	Kempsford	Kempsford Village Hall, GL7 4EY	951.87	853	1.12
Lechlade, Kempsford & Fairfo	Lechlade	The Pavilion, Lechlade, GL7 3AY	865.54	1264	0.68
Lechlade, Kempsford & Fairfo	Lechlade	The Pavilion, Lechlade, GL7 3AY	922.71	1276	0.72
Moreton East	Moreton East	Redesdale Hall, High Street, GL56 0AX	1280.54	2352	0.54
Moreton East	Todenham	Todenham Village Hall, GL56 9PA	788.87	217	3.63
Moreton West	Moreton West	Redesdale Hall, High Street, GL56 0AX	1026.54	1599	0.64
Moreton West	Batsford, Bourton-on-the-Hill	The Old School, Main Street, Bourton on the Hill,	676.04	333	2.03
New Mills	New Mills	Community Hall, Watermoor C of E Primary Scho	929.46	1805	0.51
Northleach	Aldsworth	Aldsworth Village Hall, GL54 3QU	844.21	185	4.56
Northleach	Farmington, Sherborne	Sherborne Social Club, GL54 3DH	704.54	312	2.26
Northleach	Northleach	Westwoods Centre, Bassett Road, Northleach, GL	867.87	1456	0.60
Northleach	Barrington, Windrush	Windrush Village Hall, OX18 4TS	889.54	258	3.44
Sandywell	Andoversford, Whittington	Andoversford Village Hall, GL54 4LE	981.37	683	1.44
Sandywell	Hazelton, Hampnett	Hazleton Village Hall, GL54 4EB	653.04	197	3.31

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Stations with fewer than 150 electors are highlighted in grey					
Sandywell	Norgrove, Turkdean	Notgrove Village Hall, GL54 3BS	646.04	108	5.96
Sandywell	Sevenhampton	Rhodes Memorial Hall, Brockhampton, GL54 5XH	834.54	262	3.19
Sandywell	Shipton	Shipton Reading Room, Shipton Oliffe, GL54 4JQ	747.87	301	2.48
Sandywell	Dowdeswell, Withington	Withington Village Hall, GL54 4BE	716.21	499	1.44
Siddington & Cerney Rural	Preston	Preston Village Hall, GL7 5PR	755.54	302	2.50
Siddington & Cerney Rural	Siddington	Siddington Village Hall, GL7 6HD	1012.54	1143	0.89
Siddington & Cerney Rural	South Cerney Rural	South Cerney Village Hall, School Lane, South Ce	964.21	865	1.11
South Cerney Village	South Cerney Village	South Cerney Village Hall, School Lane, South Ce	1034.21	2114	0.49
St Michael's	St Michael's	Bingham Hall, King Street, Cirencester, GL7 1JT	1093.54	1841	0.59
Stow	Lower Swell	Lower Swell Village Hall, GL54 1LN	667.87	312	2.14
Stow	Maugersbury, Stow	Stow Social Club, Landgate Mews, GL54 1DE	1304.87	1415	0.92
Stratton	Stratton	Stratton Village Hall, Thessaly Road, GL7 2NG	1190.29	1864	0.64
Tetbury East & Rural	Shipton Moyne	Shipton Moyne Village Hall, GL8 8PN	662.54	222	2.98
Tetbury East & Rural	Tetbury East	Tetbury Goods Shed Arts Centre, Old Station Yard	892.54	1700	0.52
Tetbury East & Rural	Ashley, Long Newnton	Holy Trinity Church, Long Newnton, GL8 8RR	856.54	154	5.56
Tetbury Town	Tetbury Town	The Dolphins Hall, New Church Street, Tetbury, G	1152.11	1973	0.58
Tetbury with Upton	Tetbury West, Tetbury Upton	The Dolphins Hall, New Church Street, Tetbury, G	947.37	1704	0.56

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The Ampneys & Hampton	Ampney Crucis, Ampney St Mary, A	Ampney Crucis Village Hall, GL7 5RY	705.54	640	1.10
The Ampneys & Hampton	Barnsley	Barnsley Village Hall, GL7 5EF	920.54	98	9.36
The Ampneys & Hampton	Down Ampney	Down Ampney Village Hall, GL7 5QR	718.59	472	1.52
The Ampneys & Hampton	Driffield	Harnhill Centre For Christian Healing, Harnhill Ma	938.87	113	8.31
The Ampneys & Hampton	Poultton	Poultton Village Hall, GL7 5HS	703.54	336	2.09
The Ampneys & Hampton	Meysey Hampton	St Mary`s Church, Meysey Hampton, GL7 5JS	852.54	460	1.85
The Beeches	The Beeches	Cirencester Opportunity Group, Beeches Road, G	1466.21	2180	0.67
The Rissingtons	Great Rissington	Great Rissington Club, Great Rissington, GL54 2LF	746.21	291	2.56
The Rissingtons	Little Rissington, Wyck Rissington	Little Rissington Village Hall, GL54 2ND	694.54	272	2.55
The Rissingtons	Upper Rissington	Upper Rissington Village Hall, Wellington Road, C	1256.54	1424	0.88
Watermoor	Watermoor	Watermoor Church Hall, Watermoor Road, Cirenc	961.54	1013	0.95
Watermoor	Watermoor	Watermoor Church Hall, Watermoor Road, Cirenc	908.54	1036	0.88

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Stations to be reviewed and consulted on are shaded grey					
Abbey	Abbey 1	Cirencester Rugby Club, Whiteway,	904.21	879	1.03
Abbey	Abbey 2	Cirencester Rugby Club, Whiteway	911.21	946	0.96
Blockley	Ebrington	Ebrington Village Hall, GL55 6NA	735.21	524	1.40
Blockley	Blockley, Blockley ward	Jubilee Hall, Park Road, Blockley, GL56 9BY	1011.54	964	1.05
Blockley	Blockley, Aston Magna	Mission Hall, Draycott, GL56 9LF	681.54	398	1.71
Blockley	Blockley, Paxford	Paxford Village Hall, GL55 6XG	810.87	258	3.14
Bourton Vale	Cold Aston	Cold Aston Village Hall, GL54 3BN	694.21	203	3.41
Bourton Vale	Bourton South East, Clap	George Moore Community Centre	752.21	894	0.84
Bourton Vale	Guiting Power	Guiting Power Village Hall, GL54 5TX	664.54	246	2.70
Bourton Vale	Naunton	Naunton Village Hall, Naunton, GL54 3AA	777.54	350	2.22
Bourotn Vale	Cutsdean, Temple Guitin	Temple Guiting Village Hall, GL54 5TX	951.21	232	4.11
Bourton Vale	Lower Slaughter, Upper	Upper Slaughter Village Hall, GL54 2JG	606.21	287	2.12
Bourton Village	Bourton Village	George Moore Community Centre	932.54	1042	0.89
Bourton Village	Bourton Village	George Moore Community Centre	918.54	1234	0.74
Campden & Vale	Mickleton	King George`s Hall, Mickleton, GL55 6SA	1004.87	1721	0.58
Campden & Vale	Chipping Campden	Town Hall, High Street, GL55 6AT	1049.21	1999	0.52

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Campden & Vale	Aston Subedge, Saintbu	Weston-sub-Edge Village Hall, GL55 6QH	761.54	463	1.65
Campden & Vale	Willersery	Willersey Village Hall, Main Street, WR12 7PJ	719.54	845	0.85
Chedworth & Churn Valley	Chedworth, Yanworth	Chedworth Village Hall, GL54 4NQ	779.87	690	1.13
Chedworth & Churn Valley	Bagendon	Cirencester Golf Club, GL7 7BH	589.21	291	2.03
Chedworth & Churn Valley	Colesbourne	Colesbourne Estate Office, GL53 9NP			
Chedworth & Churn Valley	Compton Abdale	Compton Abdale Village Hall, GL54 4DR	641.66	104	6.19
Chedworth & Churn Valley	North Cerney	North Cerney Village Hall, GL7 7BZ	734.21	433	1.69
Chedworth & Churn Valley	Rendcomb	Rendcomb Village Hall, GL7 7HB	647.54	287	2.26
Chedworth & Churn Valley	Baunton	St Mary Magdalene Church, Baunton	727.54	331	2.20
Chesterton	Chesterton	St Lawrence Church Hall, GL7 1SS	958.54	1753	0.55
			0.00		
Coln Valley	Bibury	Bibury Village Hall, GL7 5NR	733.54	469	1.57
Coln Valley	Coln St Dennis, Winson	Coln Valley Village Hall, Coln Rogers, GL54 3LA	635.87	221	2.87
Coln Valley	Eastleach	Eastleach Village Hall, GL7 3NQ	677.54	235	2.89
Coln Valley	Hatherop	Hatherop Working Men`s Club, Hatherop			
Coln Valley	Coln St Aldwyn, Quening	Quenington Village Hall, GL7 5BS	718.87	786	0.91
Coln Valley	Southrop	Southrop Village Hall, GL7 3PD	652.54	216	3.02
Ermin	Brimpsfield & Caudle Gr	Brimpsfield Village Hall, GL4 8LD	667.54	219	3.04
Ermin	Coberley part 1	Coberley Primary School, GL53 9QZ			

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Ermin	Cowley	Cowley Adventure, Cowley, Cheltenham, GL53 9NJ			
Ermin	Daglingworth	Daglingworth Village Hall, GL7 7AF	655.87	216	3.04
Ermin	Duntisbourne Abbots, D	Duntisbourne Abbots Village Hall, GL7 7JN	647.54	330	1.96
Ermin	Edgeworth	Edgeworth Reading Room, GL6 7JE			
Ermin	Elkstone	Elkstone Village Hall, GL53 9PB	1114.21	288	3.87
Ermin	Sapperton part 2	Frampton Mansell Village Hall, GL6 8JB	647.54	217	2.98
Ermin	Cobereley part 2	National Star College, Ullenwood, Cheltenham,	847.54	271	3.12
Ermin	Sapperton part 1	Sapperton Village Hall, GL7 6LE	700.87	132	5.32
Ermin	Birdlip	St Mary`s Church, Birdlip, GL4 8JH	816.54	215	3.79
Ermin	Syde, Winstone	Winstone Village Hall, GL7 7JZ	800.21	208	3.85
Fairford North	Fairford	Fairford Community Centre, High Street, Fairford	1008.75	1947	0.52
Fosseridge	Bledington	Bledington Village Hall, OX7 6XQ	741.54	379	1.96
Fosseridge	Broadwell	Broadwell Village Hall, GL56 0TL	654.54	457	1.43
Fosseridge	Condicote	Condicote Village Hall, GL54 1ES			
Fosseridge	Evenlod	Evenlode Village Hall, GL56 0NJ			
Fosseridge	Icomb	Icomb Village Hall, GL54 1JE			
Fosseridge	Donnington, Longborough	Longborough Village Hall, GL56 0QE	738.54	600	1.23
Fosseridge	Adlestrop, Oddington	Oddington Village Hall, GL56 0XF	716.54	393	1.82
Fosseridge	Westcote	Westcote Village Hall, Church Westcote, OX7 6S	705.87	257	2.75

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Four Acres	Four Acres	St Lawrence Church Hall, Countess Lillas Road, C	937.54	1491	0.63
Grumbolds Ash with Avening	Beverston	Beverston Village Hall, GL8 8TT			
Grumbolds Ash with Avening	Cherington	Cherington Parish Hall, GL8 8SW			
Grumbolds Ash with Avening	Didmarton	Didmarton Village Hall, GL9 1DT	734.54	329	2.23
Grumbolds Ash with Avening	Kingscote, Ozleworth	Kingscote Village Hall, GL8 8XY	717.87	339	2.12
Grumbolds Ash with Avening	Boxwell-with-Leigherton	Leigherton Primary School, Leigherton, GL8 8U	640.46	335	1.91
Grumbolds Ash with Avening	Avening	Memorial Hall, Avening, GL8 8NF	745.87	917	0.81
Kemble	Coates	Coates Village Hall, Bathurst Row, Coates, GL7 6	984.54	355	2.77
Kemble	Kemble	Kemble Village Hall, School Road, Kemble, GL7	812.87	936	0.87
Kemble	Rodmarton	Rodmarton Village Hall, GL7 6PE	734.54	298	2.46
Kemble	Poole Keynes, Somerford	Somerford Keynes Village Hall, GL7 6DS	665.54	642	1.04
Lechlade, Kempsford & Fairford	Fairford	Fairford Community Centre, High Street, Fairford	966.75	1238	0.78
Lechlade, Kempsford & Fairford	Kempsford	Kempsford Village Hall, GL7 4EY	951.87	853	1.12
Lechlade, Kempsford & Fairford	Lechlade	The Pavilion, Lechlade, GL7 3AY	865.54	1264	0.68
Lechlade, Kempsford & Fairford	Lechlade	The Pavilion, Lechlade, GL7 3AY	922.71	1276	0.72
Moreton East	Moreton East	Redesdale Hall, High Street, GL56 0AX	1280.54	2352	0.54
Moreton East	Todenham	Todenham Village Hall, GL56 9PA	788.87	217	3.63

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Stations to be reviewed and consulted on are shaded grey					
Moreton West	Moreton West	Redesdale Hall, High Street, GL56 0AX	1026.54	1599	0.64
Moreton West	Batsford, Bourton-on-the-Hill	The Old School, Main Street, Bourton on the Hill	676.04	333	2.03
New Mills	New Mills	Community Hall, Watermoor C of E Primary School	929.46	1805	0.51
Northleach	Aldsworth	Aldsworth Village Hall, GL54 3QU	844.21	185	4.56
Northleach	Farmington, Sherborne	Sherborne Social Club, GL54 3DH	704.54	312	2.26
Northleach	Northleach	Westwoods Centre, Bassett Road, Northleach, G	867.87	1456	0.60
Northleach	Barrington, Windrush	Windrush Village Hall, OX18 4TS	889.54	258	3.44
Sandywell	Andoversford, Whittington	Andoversford Village Hall, GL54 4LE	981.37	683	1.44
Sandywell	Hazelton, Hampnett	Hazleton Village Hall, GL54 4EB	653.04	305	2.14
Sandywell	Norgrove, Turkdean	Notgrove Village Hall, GL54 3BS			
Sandywell	Sevenhampton	Rhodes Memorial Hall, Brockhampton, GL54 5X	834.54	262	3.19
Sandywell	Shipton	Shipton Reading Room, Shipton Oliffe, GL54 4J	747.87	301	2.48
Sandywell	Dowdeswell, Withington	Withington Village Hall, GL54 4BE	716.21	499	1.44
Siddington & Cerney Rural	Preston	Preston Village Hall, GL7 5PR	755.54	302	2.50
Siddington & Cerney Rural	Siddington	Siddington Village Hall, GL7 6HD	1012.54	1143	0.89
Siddington & Cerney Rural	South Cerney Rural	South Cerney Village Hall, School Lane, South C	964.21	865	1.11

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Electorate given is the average of electorate at 2023 District election, 2024 Parliamentary election and 2025 County election					
Stations to be reviewed and consulted on are shaded grey					
South Cerney Village	South Cerney Village	South Cerney Village Hall, School Lane, South C	1034.21	2114	0.49
St Michael's	St Michael's	Bingham Hall, King Street, Cirencester, GL7 1JT	1093.54	1841	0.59
Stow	Lower Swell	Lower Swell Village Hall, GL54 1LN	667.87	312	2.14
Stow	Maugersbury, Stow	Stow Social Club, Landgate Mews, GL54 1DE	1304.87	1415	0.92
Stratton	Stratton	Stratton Village Hall, Thessaly Road, GL7 2NG	1190.29	1864	0.64
Tetbury East & Rural	Shipton Moyne	Shipton Moyne Village Hall, GL8 8PN	662.54	222	2.98
Tetbury East & Rural	Tetbury East	Tetbury Goods Shed Arts Centre, Old Station Ya	892.54	1700	0.52
Tetbury East & Rural	Ashley, Long Newnton	Holy Trinity Church, Long Newnton, GL8 8RR	856.54	154	5.56
Tetbury Town	Tetbury Town	The Dolphins Hall, New Church Street, Tetbury,	1152.11	1973	0.58
Tetbury with Upton	Tetbury West, Tetbury U	The Dolphins Hall, New Church Street, Tetbury,	947.37	1704	0.56
The Ampneys & Hampton	Ampney Crucis, Ampney	Ampney Crucis Village Hall, GL7 5RY	705.54	851	0.83
The Ampneys & Hampton	Barnsley	Barnsley Village Hall, GL7 5EF			
The Ampneys & Hampton	Down Ampney	Down Ampney Village Hall, GL7 5QR	718.59	472	1.52
The Ampneys & Hampton	Driffild	Harnhill Centre For Christian Healing, Harnhill Manor, GL7 5PX			
The Ampneys & Hampton	Poulton	Poulton Village Hall, GL7 5HS	703.54	336	2.09

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Stations to be reviewed and consulted on are shaded grey					
The Ampneys & Hampton	Meysey Hampton	St Mary`s Church, Meysey Hampton, GL7 5JS	852.54	460	1.85
The Beeches	The Beeches	Cirencester Opportunity Group, Beeches Road,	1466.21	2180	0.67
The Rissingtons	Great Rissington	Great Rissington Club, Great Rissington, GL54 2	746.21	291	2.56
The Rissingtons	Little Rissington, Wyck R	Little Rissington Village Hall, GL54 2ND	694.54	272	2.55
The Rissingtons	Upper Rissington	Upper Rissington Village Hall, Wellington Road,	1256.54	1424	0.88
Watermoor	Watermoor	Watermoor Church Hall, Watermoor Road, Cire	961.54	1013	0.95
Watermoor	Watermoor	Watermoor Church Hall, Watermoor Road, Cire	908.54	1036	0.88

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COTSWOLD
District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL– 23 SEPTEMBER 2026
Subject	TREASURY MANAGEMENT OUTTURN REPORT 2025/26
Wards affected	N/A
Accountable member	Cllr Patrick Coleman, Cabinet Member for Finance Email: patrick.coleman@cotswold.gov.uk
Accountable officer	David Stanley, Deputy Chief Executive and S151 Officer Email: David.stanley@cotswold.gov.uk
Report authors	Sian Hannam, Business Partner – Treasury Management Email: sian.hannam@publicagroup.uk Michelle Burge, Chief Accountant Email: michelle.burge@cotswold.gov.uk
Summary/Purpose	To receive and discuss details of the Council's Treasury management performance for the period 01 April to 31 March 2026.
Annexes	Annex A – Economic Background
Recommendation(s)	That Council resolves to: 1. Note the Council's Treasury Management performance for the period 1 April 2025 to 31 March 2026. 2. Approve the Treasury Management Outturn Report 2025/26
Corporate priorities	The Council's Treasury Management Strategy underpins all of the Council Priorities and is relevant to the Council principle of "Value for money – using the council's resources wisely and investing in the district's future."
Key Decision	NO
Exempt	NO
Consultees/	Arlingclose Limited – Council's treasury advisors



COTSWOLD
District Council

Consultation	
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1. EXECUTIVE SUMMARY

- 1.1** This report covers the Treasury Management activity and performance of Cotswold District Council for the period 01 April 2025 to 31 March 2026.
- 1.2** During the year, the Council operated within the treasury limits and prudential indicators as set out in the Treasury Management Strategy approved by Council on the 24 February 2025, with the exception of the 'Interest Rate Risk' (see 7.3 for more detail). Investment income for 2025/26 generated a net surplus of £1.505 million, £0.367 million above the original budget of £1.138 million, largely due to sustained higher interest rates throughout the year and higher level of surplus cash balances available to invest than budgeted.
- 1.3** The Council's strategy has been to diversify investments into Pooled Funds in order to reduce risk and increase returns. Pooled Funds have maintained strong returns of dividends and returned over 4.94% (£0.516m) against the £12.5m invested in this area (further details provided in section 6). This compares to returns achieved of 3.77% for cash invested in money market funds and call accounts and 3.96% where cash is invested with the Government.
- 1.4** The capital values of the Pooled Funds, REIT and Cash Plus investment increased by £286,290 from £11.477m to £11.763 during 2025/26.
- 1.5** The Council holds a £0.500m loan administered by Abundance Investments Limited for the purpose of Community Municipal Investments. The Council's first Community Municipal Investment (CMI), named 'Cotswold Climate Investment' (CCI) which targeted a £0.500m fundraise closed on the 16 August 2022, fully funded by over 450 investors. The balance outstanding at 31s March 2026 is £0.161m.
- 1.6** In July 2022, Cotswold District Council entered into an agreement with Cottsway Housing Association, to provide an unsecured development loan of up to £3.753m in increments upon drawdown requests. The balance outstanding as at the 31st March 2026 is £1.930m. The loan has been converted to a secured loan over 50 years commencing 1st June 2026 at a rate of 4%.
- 1.7** Council continues to have no requirement to borrow or hold any further external debt as at 31 March 2026.
- 1.8** The treasury management position as at 31 March 2026 is set out in table 1 below together with the year-on-year movements.



1.9 Table 1: Treasury Management Summary

	31/03/2025	2025/26	31/03/2026	31/03/2026
	Actual	Movement	Balance	Rate
	£m	£m	£m	%
Short-term borrowing	0.260	(0.099)	0.161	2.20
Short-term borrowing	0.260	(0.099)	0.161	2.20
Long-term investments	11.477	0.286	11.763	6.99
Short-term investments	2.669	4.861	7.530	3.77
Cash and cash equivalents	8.247	0.929	9.176	3.77
Total investments	22.393	6.076	28.469	5.22
Net Investments	22.133	6.175	28.308	

*Increase/decrease on Long Term Investments is capital gain/loss

2. BACKGROUND

- 2.1** The purpose of the treasury management operation is to ensure that cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in counterparties or instruments commensurate with the Council's low risk approach, pursuing optimum performance while ensuring that security of the investment is considered ahead of investment return. The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure.
- 2.2** The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure the Council can meet its capital spending obligations. The management of longer-term cash may involve the arrangement of long and/or short-term loans (external borrowing) or may use longer term cash flow surpluses in lieu of external borrowing (internal borrowing).
- 2.3** The Council continued to engage the services of Arlingclose for independent treasury advice during the year 2025/26. Arlingclose provide specialist treasury support to 25% of UK local authorities. They provide a range of treasury management services including technical advice on investment management and long-term capital



financing. They advise on investment trends, developments, and opportunities consistent with the Council's Treasury Management Strategy.

- 2.4** The Council's treasury management advisors have provided commentary on the economic background that prevailed during 2025/26. This commentary is provided within **Annex A**.
- 2.5** In February 2011, the Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA Code). The CIPFA Code requires the Council to approve reports on treasury management activities at the end of the first half of the financial year and at the end of the financial year.
- 2.6** The Council's Treasury Management Strategy for 2025/26 was approved at the Council meeting on the 24 February 2025. The Council has invested substantial sums of money and is therefore exposed to financial risks including changes in capital value of funds, the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are central to the Council's treasury management strategy.

3. BORROWING

- 3.1** Local authorities can borrow from the Public Works Loan Board (PWLB) provided they can confirm they are not to purchase 'investment assets primarily for yield' in the current or next two financial years, with confirmation of the purpose of capital expenditure from the S151 Officer. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to re-finance existing loans or externalise internal borrowing.
- 3.2** Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, re-financing debt and treasury management.
- 3.3** Competitive market alternatives are available for authorities with or without access to the PWLB. However, the financial strength of the individual Council and borrowing purpose will be scrutinised by commercial lenders.
- 3.4** The Council is not planning to purchase any investment assets primarily for yield and so is able to fully access the PWLB.
- 3.5** The Council's first Community Municipal Investment (CMI), named 'Cotswold Climate Investment' (CCI) which targeted a £0.500m fundraise closed on the 16 August 2022,



fully funded by over 450 investors. As at the 31 March 2026 the Council therefore held a £0.161m loan administered through Abundance Investments Limited for the purpose of Community Municipal Investments at a rate of 2.2%.

- 3.6** The Council has no further borrowing considerations. There are no plans to borrow in the future to fund the Capital Programme. Any borrowing undertaken will be subject to approval by either Cabinet or Council as appropriate.
- 3.7** In order to determine whether the Council needs to borrow, the underlying need to borrow needs to be compared against the Council's internal borrowing capacity. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR) which is total capital expenditure to be funded by borrowing less any revenue provision made for the Minimum Revenue Provision.
- 3.8** Whilst there may be an underlying need to borrow, the Council may not actually undertake external borrowing and may instead use its internal cash balances to fund the borrowing requirement which is known as "internal borrowing."
- 3.9** For Cotswold District Council, there is a small underlying need to borrow of £0.472m, and significant internal borrowing capacity as set out in Table 2 below:

Table 2: Balance Sheet Summary

	31/03/2025 Actual £m	2025/26 Movement £m	31/03/2026 Actual £m
General Fund CFR	0.360	0.112	0.472
Less: External borrowing	(0.260)	0.099	(0.161)
Less: Usable reserves	(24.987)	(5.977)	(30.964)
Add Working capital	2.754	(0.570)	2.184
Available for investment or internal borrowing*	22.133	6.336	28.469

*A positive figure represents resources available for investment or internal borrowing. A negative figure would indicate a need to externally borrow

- 3.10** If interest rates were to rise by 1%, then investment income would average 5.32%, whilst borrowing costs (based on 20-year PWLB Loan) would be 6.08%. For every £1m



borrowed there would be additional cost of £7,600 per annum. The impact on a 1% interest rate rise on investment income is shown at 7.3.

4. INVESTMENT PERFORMANCE

- 4.1** The Council invested funds representing income received in advance of expenditure plus balances and reserves held. During 2025/26, the Council's investment balance ranged between £20.176m and £51.601m due to timing differences between income and expenditure. The investment position is shown in table 3 below:

Table 3: Treasury Investment Position

	31/03/2025 Actual £m	2025/26 Movement £m	31/03/2026 Balance £m	31/03/2026 Rate %
Bank of England DMADF	2.587	3.787	6.374	3.70
Banks	0	1.001	1.001	3.93
Money Market Funds/Call Accounts	8.247	0.929	9.176	3.77
Real Estate Investment Trust (REIT)	0.698	(0.043)	0.655	3.00
Cash Plus Fund	1.213	0.05	1.263	4.16
Pooled Funds (1)	9.648	0.352	10.00	6.99
Net Investments	22.393	6.076	28.469	5.22

(1) See breakdown at Table 4 and 5 below.

(2) Amounts above include accrued interest.

- 4.2** Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk



of incurring losses from defaults and the risk of receiving unsuitably low investment income.

- 4.3** High levels of cash were maintained throughout 2025/26, in part due to Capital Programme underspend, these balances were diversified over several counterparties and Money Market Funds to manage credit and liquidity risk.
- 4.4** The investment income budget for 2025/26 is £1.138m, as approved in February 2025, investment income of £1.505m was achieved. A sustained higher than expected Base Rate has fed through to higher short-term deposit and MMF interest rates. These slowly decreased, after three base rate cuts in May 25, August 25 and December 25 from 4.5% at the start of the year to 3.75% by December.
- 4.5** The year-end investment position analysed between investment types and the year-on-year change in show in table 4 below.

Table 4: Investment Position (Treasury Investments)

	31/03/2025 Actual £m	2025/26 Movement £m	31/03/2026 Balance £m	31/03/2026 Rate %
Banks & building societies (unsecured)	0.054	1.094	1.148	3.93
Government (incl. local authorities)	2.587	3.787	6.374	3.70
Money Market Funds	8.193	0.836	9.029	3.77
Other Pooled Funds				
- <i>Federated Cash plus fund</i>	1.213	0.05	1.263	4.16
- <i>CCLA Property Fund</i>	2.221	0.001	2.222	4.66
- <i>CCLA Better World Multi Asset Income Fund</i>	0.938	(0.053)	0.885	-2.67
- <i>Schroders Equity Income Fund</i>	0.872	0.132	1.004	16.39
- <i>M&G UK Strategic Bond Fund</i>	1.864	0.26	2.124	19.74
- <i>Investec Multi asset income fund</i>	1.814	0.021	1.835	6.00
- <i>Columbia Threadneedle Equity Income Fund</i>	1.939	(0.009)	1.93	4.13
Fundamentum - Real Estate Investment Trust	0.698	(0.043)	0.655	-2.90
Total investments	22.393	6.076	28.469	5.22



5. EXTERNALLY MANAGED POOLED FUNDS

- 5.1** A key aspect of the Council's current investment strategy is to invest into pooled funds in order to increase investment returns. These funds do introduce higher levels of risk as the capital value is not protected and the value of the funds can go up and down. The funds can be drawn down at relatively short notice, but consideration would need to be given as to whether drawing them down would crystallise a capital loss. The funds themselves are invested in different investment classes and therefore risk within the pooled fund is diversified.
- 5.2** Of the Council's investments, £10.5m are held in externally managed strategic pooled cash, bond, equity, multi-asset and property funds with a further £1m held in a Cash Plus fund and £1m held in a Housing Real Estate Investment Trust (REIT) where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated a total return of £0.516m (4.94%) during 25/26 and the capital values on these funds increased by £286K in the year to 31 March 2026 due to continued external economic factors as outlined in **Annex A** including sustained political instability, global economic uncertainty and market confidence capital values did not increase as much as expected. Members are reminded that Pooled Funds are held for the longer-term and the capital value will fluctuate over each financial year.
- 5.3** The increase in value is treated as an unrealised capital gain i.e., the gain is not recognised, as any gain or loss will only be recognised at the point funds are sold. The Council did not make any further contributions to these funds during 2025/26 with the amount invested remaining at £12.5m.
- 5.4** Following consultations in April 2023 and December 2024, MHCLG confirmed in February 2025 its intention to extend the statutory override relating to the accounting treatment of fair value gains and losses on pooled investment funds. The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2025 subsequently extended the override until 31 March 2029 for investments in pooled funds held before 1 April 2024. The override does not apply to investments acquired on or after 1 April 2024, for which fair value gains and losses are recognised in accordance with normal accounting requirements.
- 5.5** As a result of improved investment returns during the financial year, Cabinet approved the transfer of £0.300m of surplus investment income a earmarked reserves ("Treasury



Management Risk"). This reserve will provide financial resilience against future treasury risks, including higher borrowing costs if borrowing is required, lower investment returns resulting from falling interest rates, and any realised losses on pooled investment funds from March 2030 or on disposal.

The change in the Council's funds' capital values and income earned over the 12-month period is shown in Table 5.

Table 5: Pooled Funds, Cash Plus and REIT

Fund Manager	Investment	1st April Fund Value	31st March Fund Value	Dividends in 2025/26	2025/26 Gain/(Loss)	Gain/ (Loss) to Initial Principal	% Return Capital & Dividend 2025/26
	£	£	£		£	£	%
CCLA Property	2,500,000	2,195,084	2,194,911	102,475	(174)	(305,089)	4.66
Schroders	1,000,000	862,383	926,992	76,733	64,609	(73,008)	16.39
M&G UK Income	2,000,000	1,847,558	2,107,282	104,892	259,723	107,282	19.74
Investec (91) Income	2,000,000	1,807,700	1,828,400	87,730	20,700	(171,600)	6.00
Threadneedle Bond	2,000,000	1,928,956	1,923,069	85,535	(5,887)	(76,931)	4.13
CCLA Cautious MA	1,000,000	932,668	879,536	28,226	(53,132)	(120,464)	(2.67)
Federated Cash + Fundamentum	1,000,000	1,212,773	1,263,222	n/A	50,449	263,222	4.16
REIT	1,000,000	690,000	640,000	30,000	(50,000)	(360,000)	(2.90)
Total current funds	12,500,000	11,477,121	11,763,412	515,591	286,290	(736,588)	6.99

5.6 Pooled funds capital value made a small gain of 2.49% in the financial year. During the 2025/26 financial year, financial markets were characterised by generally positive risk asset performance for much of the period, but with significant volatility, particularly at the beginning and end of the year. The period was effectively bookended by market disruption associated with US trade and foreign policy, initially following the announcement of US 'Liberation Day' tariffs in April 2025 and then, towards the year end, by the escalation of the US and Israel conflict with Iran in March 2026. Between these two episodes, market sentiment improved as inflation generally eased and



expectations for further interest rate cuts increased, supporting both bond and equity markets.

- 5.7** For much of the year, the backdrop for government bonds became more constructive than had been the case in recent years. In the UK in particular, falling inflation and growing expectations of further Bank of England rate cuts supported sentiment, although yields remained volatile as investors also had to contend with fiscal concerns and an uncertain economic outlook. As a result, income returns remained attractive, while capital values were more variable. By the final quarter, however, the rise in oil and other commodity prices caused by the conflict with Iran raised concerns that inflation could move higher again and that further monetary easing could be delayed or even reversed, leading to renewed pressure on bond markets.
- 5.8** UK commercial property experienced a more stable backdrop than in the most difficult period following the sharp rise in yields in 2022 and 2023. Lower interest rate expectations and a firmer tone in markets for much of the year helped support valuations, although capital values were broadly flat overall. Income remained the main driver of returns, with rental income providing a relatively resilient contribution. However, as with other asset classes, the environment became more uncertain towards the end of the period.
- 5.9** As highlighted above, the nature of these funds is that values can fluctuate from one year to another. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives are monitored and discussed with Arlingclose on a regular basis. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three to five-year period total returns will exceed cash interest rates.

6. INVESTMENT RETURNS

- 6.1** The outturn for investment income received in 2025/26 was £1.505m which equates to a 4.04% return (24/25, 4.67%) on an average investment portfolio of £35.060m against a budgeted £1.138m an average investment portfolio of £26.641m. Net loans and investments made a surplus of £0.295m, for the 2025/26 financial year. See table 6 for details. Interest receivable from the Council's loan to Cottsway Housing



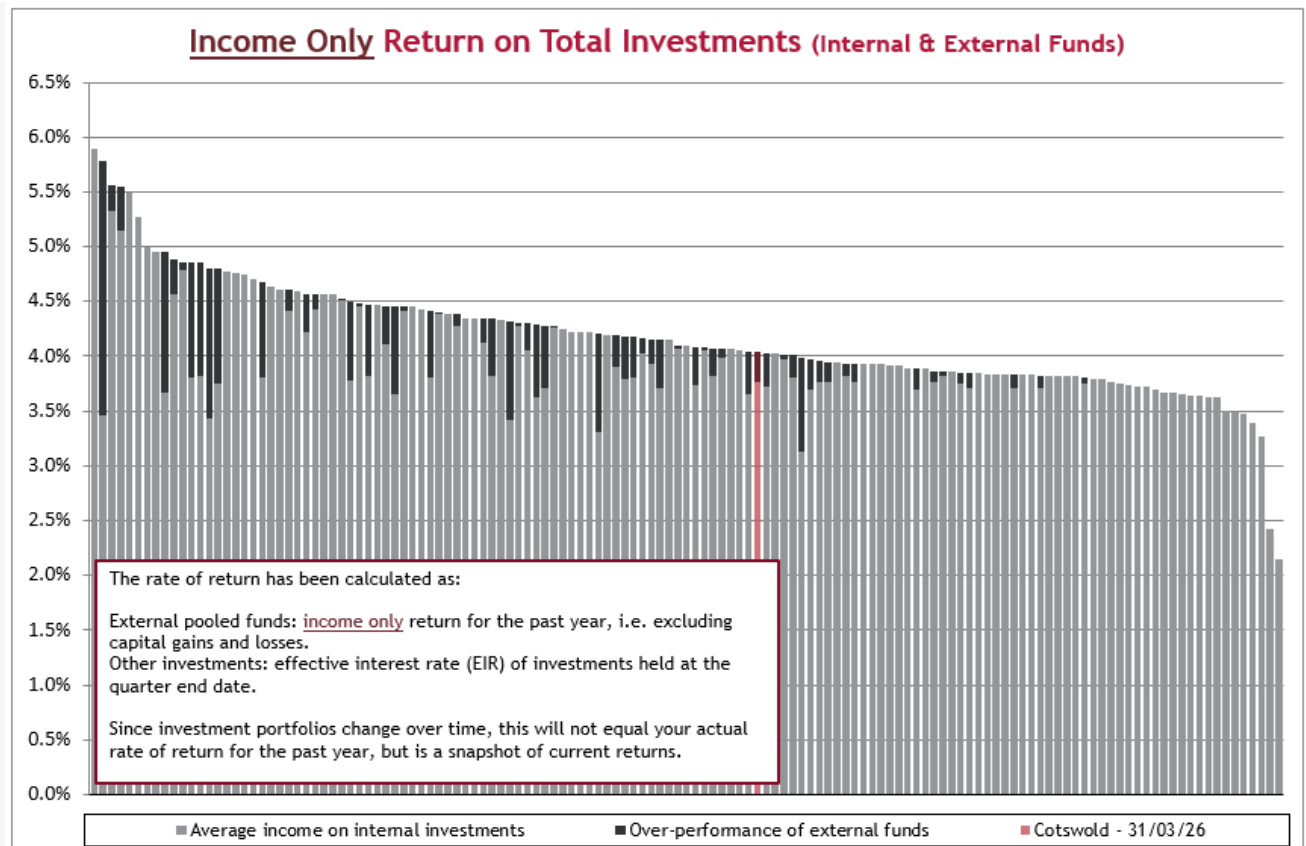
Association is now due during 2026/27 as the loan has been converted to a 50 year secured loan commencing 1 June 2026.

Table 6: Investment income and interest payable versus budget

Investment and Loan Income/Interest Payable	2025/26 Budget	2025/26 Actual	Variance Surplus/ (Deficit)
£m	£m	£m	
Community Municipal Borrowing (Interest payable)	0.000	(0.005)	(0.005)
Interest receivable (loans)	0.070	0.003	(0.067)
Net loan Interest	0.070	(0.002)	(0.072)
Pooled Funds	0.486	0.486	0.000
Housing REIT	0.030	0.030	0.000
Short term	0.223	0.607	0.384
Call/MMF's	0.399	0.382	(0.017)
Investment Interest	1.138	1.505	0.367
NET Income	1.208	1.503	0.295

- 6.2** Table 7 below shows that as at 31 March 2026, Cotswold District Council (red bar) achieved the 76th highest average rate on investments from the 135 local authorities that Arlingclose support.

Table 7 Cotswold' District Council total investment returns v Arlingclose clients (135)
as at 31 March 2026. (overleaf)



7. COMPLIANCE REPORT

- 7.1** The Chief Finance Officer reports that all treasury management activities undertaken during 2025/26 complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy, with the exception of Interest Rate Risk, see 7.3 below for more detail.

Security

- 7.2** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.



Table 9: Portfolio average credit rating

	31.3.25 Actual	2025/26 Target	Complied
Portfolio average credit	AA-	A-	ü

Interest Rate Exposure

- 7.3** This indicator is set to control the Council's exposure to interest rate risk. Bank Rate fell by 0.75% from 4.5% on 1st April 2025 to 3.75% by 31st March 2026.

Interest rate risk indicator	2025/26 Target	31.3.26 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	(£0.18m)	(-£0.362m)	N
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0.18m	£0.362m	N

This indicator was not complied with due to higher-than-expected average cash balances and higher than expected interest rates.

Principal Sums Invested for Periods Longer than 364 days:

- 7.4** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

Table 10: Limit on principal invested > 364 days.

	2025/26	2025/26	2026/27
Actual principal invested beyond year end	£12.5m	£12.5m	£12.5m
Limit on principal invested beyond year end	£13m	£13m	£13m
Complied	ü	ü	ü



8. FINANCIAL IMPLICATIONS

- 8.1** The Council maintained an average investment portfolio of £36.045m during 2025/26. The funds earned an average rate of return of 4.04%, this compares to 4.67% in 2024/25.
- 8.2** The Council budgeted for £1.138m in treasury investment income for 2025/26. Actual performance was a surplus of £0.367m, with investment income received of £1.505m.

9. LEGAL IMPLICATIONS

- 9.1** None

10. RISK ASSESSMENT

- 10.1** Treasury risk is managed by the application of the Council's Treasury Management Strategy. This report discusses the impact of economic risk on the value and returns associated with the Council's investment portfolio together with the risk of low interest rates on the Council's revenue budget.

11. EQUALITIES IMPACT

- 11.1** None.

12. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 12.1** None.

13. BACKGROUND PAPERS

- 13.1** None.

(END)

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ANNEX A

ECONOMIC BACKGROUND

- 1.1.** The financial year was largely dominated by two periods of significant uncertainty and volatility. The first being the US trade tariff 'Liberation Day' in April 2025 and the second was the US/Israel war with Iran at the end of February 2026.
- 1.2.** After the initial fallout from US trade tariffs, the following months saw some improvements as equity markets made gains and bond yields eased modestly. However, in the UK this trend in bond yields reversed somewhat as an uncertain economic outlook together with concerns around the government's fiscal position and autumn Budget saw 'term premia' rise as investors demanded a higher return for holding gilts.
- 1.3.** The Budget itself was more muted than had been expected. Despite a weak economic outlook, this helped UK markets perform better with gilt yields trending downwards, inflation easing, and expectations for cuts in Bank of England (BoE) Bank Rate increasing.
- 1.4.** The end of February 2026 saw the start of the war between US/Israel and Iran. The conflict caused oil and other commodity prices to rise sharply as the shipping lanes in the region became effectively closed, restricting global oil supply. At the end of the period, the economic outlook remained highly uncertain in terms of its impact on inflation as well as countries' fiscal and monetary policy conditions around the globe.
- 1.5.** Prior to the start of the war, headline UK consumer price inflation (CPI) inflation had generally been trending downwards, albeit the 3% in February 2026 was unchanged from January. Core CPI also stayed put at 3.1%. Inflation was expected to fall further over the coming months to the BoE's 2% target, but the war changed this. Inflation is now expected to rise again, but how quickly and by how much depends on the duration of the war and how long commodity prices are elevated.
- 1.6.** The Office for National Statistics (ONS) reported the UK economy expanded by 0.1% in Q4 2025. This followed previous modest gains of 0.2% in Q2 and by 0.1% in Q3. Of the subsequent monthly figures, the ONS estimated that GDP showed no growth in January 2026. As this is from before the war started the impact on growth will not be seen formally in the data for a couple more months.
- 1.7.** After cutting Bank Rate to 3.75% in December 2025, the BoE's Monetary Policy Committee (MPC) voted 5-4 to hold rates in February 2026 and then unanimously to



do so again in March. Until the war started, financial markets were expecting Bank Rate to be cut to 3.5% at the March meeting. However, the conflict in the Middle East quickly changed this. The MPC noted the risks to both inflation and growth and indicated they could move rates either up or down depending on the conditions. Financial markets quickly responded to this by pricing in rate hikes.

- 1.8.** Following the March MPC meeting, Arlingclose, the authority's treasury adviser, revised its central interest rate view and now predicts Bank Rate will be held at 3.75%. However, the conflict makes the outlook for rates highly uncertain. In the short-term the risks are to the upside with the chance of higher Bank Rate should the MPC decide it wishes to quickly quash potential second-round effects from higher inflation. Further out, if Bank Rate is hiked quickly, the pace and magnitude of subsequent cuts could take it far lower than was previously anticipated as policymakers add significant stimulus to a much weaker economic growth outlook.
- 1.9.** The US Federal Reserve had been cutting rates over the period, reducing Fed Funds Rate target range by 0.25% at its December meeting to 3.50%-3.75%. At the three subsequent meetings, the rate was held at the same range. Policymakers noted that while inflation was elevated, economic activity had been expanding but the war with Iran made the path of monetary policy highly uncertain. Despite this, the Fed still suggested that further rate cuts were likely in 2026 and 2027.
- 1.10.** The European Central Bank (ECB) has kept its key interest rates on hold since June 2025, maintaining the deposit rate at 2.0% and main refinancing rate at 2.15%. At its March 2026 meeting, the ECB noted the war in the Middle East had significantly increased uncertainty, creating upside risks for inflation and downside risks for growth, leading it to revise up its forecasts accordingly.
- 1.11.** After declining sharply early in the financial year following the announcement of US tariffs, sentiment in financial markets had improved but equity and bond markets remained volatile throughout. However, the latter part of the period was dominated by the US/Israel war with Iran, which saw equity markets fall sharply, and bond yields rise as concerns over the inflationary impact from sharply higher oil and other commodity prices outweighed the flight-to-quality into government bonds often seen in conflicts.
- 1.12.** Equity markets had been registering gains after the declines during the April sell-off, but the war reversed this and markets saw another sharp drawdown. Both the FTSE



100 and 250 fell by around 10% over the month from the start of the conflict to the end of the financial year.

- 1.13.** Financial market volatility is expected to remain, and CDs levels will be monitored for signs of ongoing credit stress. as ever, the institutions and durations on the authority's counterparty list recommended by Arlingclose remain under constant review.

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