



Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>CABINET MEMBER FOR HOUSING AND PLANNING DECISION MEETING, THURSDAY 11 DECEMBER</b>
Subject	<b>CHIPPING CAMPDEN NEIGHBOURHOOD PLAN EXAMINATION (REG 17)</b>
Wards affected	Campden & Vale
Accountable member	Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning Email: <a href="mailto:juliet.layton@cotswold.gov.uk">juliet.layton@cotswold.gov.uk</a>
Accountable officer	Mark Harrison, Senior Local and Neighbourhood Planning Policy Officer Email: <a href="mailto:mark.harrison@cotswold.gov.uk">mark.harrison@cotswold.gov.uk</a>
Report author	Mark Harrison, Senior Local and Neighbourhood Planning Policy Officer Email: <a href="mailto:mark.harrison@cotswold.gov.uk">mark.harrison@cotswold.gov.uk</a>
Summary/Purpose	<b>To approve the procurement of Examination of the Chipping Camden Neighbourhood Plan</b>
Annexes	<b>Annex A</b> – Regulation 15 Draft CCNP <b>Annex B</b> – Basic Conditions Statement <b>Annex C</b> – Consultation Report <b>Annex D</b> – SEA and HRA Screening <b>Annex E</b> – Design Guide <b>Annex F</b> - Policies Map <b>Annex G</b> – Note to Examiner on Policies Map <b>Annex H</b> – Reg. 16 Consultation Representations (redacted) <b>Annex I</b> – Invitation to Quote (incl. Specification, Requirements, Price/ Quality Assessment) <b>Annex J</b> – Terms and Conditions for appointment
Recommendation(s)	That the Cabinet Member for Housing and Planning resolves that: 1. CDC will procure through a bid process an independent



	<p>examiner, suitably qualified and experienced, to undertake examination of the Chipping Camden Neighbourhood Plan. The appointment must be consented by the qualifying body (Chipping Camden Town Council).</p>
Corporate priorities	<p><b>All of the corporate priorities are captured by the submitted Neighbourhood Plan:</b></p> <ul style="list-style-type: none"> <li>• Delivering Good Services</li> <li>• Responding to the Climate Emergency</li> <li>• Delivering Housing</li> <li>• Supporting Communities</li> <li>• Supporting the Economy</li> </ul>
Key Decision	<p><del>YES</del> / <b>NO</b></p> <p>(A Key Decision is an executive decision that is likely to:</p> <ol style="list-style-type: none"> <li>1. Require a budget expenditure of £150,000 or more or generate savings of £150,000 or more; or</li> <li>2. Have a significant impact on communities living or working in an area comprising two or more District Wards.</li> </ol> <p>See Democratic Services Handbook for further guidance on key decisions.)</p> <p><b>Whilst a Neighbourhood Plan <i>could</i> have a significant impact in regards part 2, the submitted Chipping Camden Neighbourhood Plan is not deemed to have a <i>significant</i> impact to the planning framework.</b></p>
Exempt	<p><del>YES</del> / <b>NO</b></p> <p>(see Democratic Services Handbook for guidance on exempt (i.e. private) papers)</p>
Consultees/ Consultation	<p>Ciaran O’Kane (Senior Business Partner in Procurement) has advised on the procurement process.</p>



## **EXECUTIVE SUMMARY**

- 1.1** The Council must appoint an appropriate person to examine the Chipping Camden Neighbourhood Plan in accordance with Paragraph 7 of Schedule 4B of the Town and Country Planning Act 1990.

## **2. BACKGROUND**

- 2.1** CDC approved a Regulation 16 consultation on the Chipping Camden Neighbourhood Plan, which was undertaken and ended on 15<sup>th</sup> August 2025.
- 2.2** The responses have been received, collated and redacted (see Annex H). These along with the submission documents of the Neighbourhood Plan (Annexes A-E), plus Annex F (Policies Map) and Annex G (Note to Examiner), should be passed to an independent examiner to make recommendations.
- 2.3** Please note, omission of a Policy Map was noticed by the Officer, and as such one has now been prepared (Annex F). As this was not part of the Regulation 16 consultation, only the Examiner can recommend to include it with the Plan, for clarity or to meet basic/ legal conditions. This is explained further in Annex G.

## **3. MAIN POINTS**

### **Process**

- 3.1** Once a draft neighbourhood plan has gone through its Reg 16 consultation, CDC should source an Examiner. The Examiner will consider the submitted documents and any comments made during the consultation period on the submitted plan.
- 3.2** The Independent Examiner will examine whether the plan meets the 'Basic Conditions' and other relevant legal requirements (e.g. consultation).
- 3.3** The Independent Examiner may recommend that the plan proceed to the referendum stage (i.e. that it meets all the legal requirements) or may suggest that modifications are needed to the plan before it can proceed to the referendum.
- 3.4** Following receipt of the recommendations, the next step will be for another Cabinet Member Decision Meeting to decide on the following:
- Reg 18: Publication of the Examination Report and CDC Decision Statement;



- Arrange a Referendum for Chipping Camden parish to vote on adopting the Neighbourhood Plan;
- Making (or adoption) of the Plan if a majority (>50%) support its adoption (this decision could be deferred to a later meeting).

### **Procurement**

- 3.5** An Invitation to Quote document has been prepared (Annex I) with details of the bidding process and how bids will be assessed and decided by the Officer. As the price will be below £30,000, under CDC's procurement process, only two quotes are required.
- 3.6** These will be sought from Intelligent Plans and Examinations Ltd, who have completed examination of six previous plans for CDC, and the Officer will also use the NPIERS service (operated by RICS) which is an Examiner finder service.
- 3.7** However, the Officer may have to complete NPIERS application form, rather than share the ITQ document. Any examiners offering their services through NPIERS will still be assessed on the same basis as any consultants, except NPIERS examiners have a set daily rate (see para 6.1 below). An NPIERS examiner will still have to agree to CDC's T&Cs.
- 3.8** In deciding on an Examiner, Paragraph 7 of Schedule 4B of the Town and Country Planning Act 1990 applies, particularly that the person appointed:
- a) Is independent of the qualifying body and the authority;
  - b) Does not have an interest in any land that may be affected; and
  - c) Has appropriate qualifications and experience.
- 3.9** As the qualifying body, Chipping Camden Town Council must consent to the appointment. As such, the Officer can share all bids and/ or make recommendations with the Town Council.

## **4. ALTERNATIVE OPTIONS**

- 4.1** The Council could take a different approach to the bid process, e.g. only inviting bids from planning consultancies, or only using the NPIERS Examiner finder service. A hybrid approach is deemed fairest and likely to receive the most bids to give choice.

## **5. CONCLUSIONS**



It is recommended that the Cabinet Member for Housing and Planning resolves that CDC will procure through a bid process an independent examiner, suitably qualified and experienced, to undertake examination of the Chipping Camden Neighbourhood Plan. The appointment must be consented by the qualifying body (Chipping Camden Town Council).

## **6. FINANCIAL IMPLICATIONS**

- 6.1** As an example, NPIERS charge £750 + VAT and expenses per day. The examination is expected to take between 5-10 days. The total amount could reach up to £10,000. Cost will be a factor when deciding on the bids.
- 6.2** The Council already have financial obligations towards the procedural elements of Neighbourhood Planning following Reg. 15. Some or all of this can be reclaimed from the Government (MHCLG).
- 6.3** Officer support towards Neighbourhood Planning is already budgeted for.

## **7. LEGAL IMPLICATIONS**

- 7.1** An agreement/ T&Cs with CDC will need to be signed by the successful bidder.
- 7.2** Once adopted the Neighbourhood Plan must be considered as part of relevant planning applications, and planning is a statutory function for Cotswold District Council.

## **8. RISK ASSESSMENT**

- 8.1** Payment is usually made after the completion of the examination, which should ensure services meet the required quality before payment is made.
- 8.2** CDC could fund this examination, and other elements of the Plan process, only for the Plan to be withdrawn or not adopted, meaning some or all of the funds would not be able to be claimed back from the Government.
- 8.3** This stage involves comments from the public being passed from CDC to the Examiner and necessary redaction will be required at risk of GDPR breach.

## **9. EQUALITIES IMPACT**

- 9.1** Under equality legislation, the Council has a legal duty to pay 'due regard' to the need to eliminate discrimination and promote equality in relation to:



- Race
- Disability
- Gender, including gender reassignment
- Age
- Sexual Orientation
- Pregnancy and maternity
- Religion or belief

**9.2** The Examiner should ensure the Plan meets this legal duty, and make recommendations if it appears to discriminate.

**9.3** The bid process should operate with complete equality.

## **10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**10.1** The Plan contains policies on Nature Recovery Areas and Local Green Spaces (some of which are proposed for their rich wildlife) (see Annex A).

**10.2** The Examiner should ensure the Plan does not contradict the sustainable balance of development in line with national policy and guidance, including climate change/adaptation.

## **11. BACKGROUND PAPERS**

None