

Cotswold District Council Local Development Scheme 2021 to 2024

May 2021

Contents

1. Introduction.....2

2. Cotswold District Local Plan (2011 to 2031) – Partial Update2

3. Community Infrastructure Levy (CIL).....2

4. Supplementary Planning Documents2

5. Neighbourhood Planning3

6. Statement of Community Involvement (SCI).....3

7. LDF Monitoring Report.....3

8. Risk Assessment4

Appendix 1 – Document Profiles5

1. Introduction

- 1.1 This is the Cotswold District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period May 2021 – April 2024.

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

- 2.1 The extant Cotswold District Local Plan 2011 to 2031 was formally adopted on 3 August 2018. The plan carries full weight in the determination of planning applications, providing an overall framework for growth in the period up to 2031.
- 2.2 National policy requires local plans to be kept up to date and a review of the Local Plan has to be carried out within 5 years of adoption. Cotswold District Council carried out a review of the local plan in 2020 and it concluded that partial update is required to take account of new corporate objectives and other material considerations such as the National Planning Policy Framework¹.
- 2.3 The following dates are expected to apply:
- Informal engagement (Regulation 18²) – Quarter 4 of 2021
 - Publication of pre-submission draft Local Plan (Reg 19) – Quarter 4 of 2022
 - Submission of pre-submission draft Local Plan (Reg 22) – Quarter 1 of 2023
 - Examination – Quarter 2 of 2023
 - Adoption – Quarter 3 of 2023

3. Community Infrastructure Levy (CIL)

- 3.1 The community infrastructure levy (CIL) is a charge that can be applied to new developments in order to help pay for supporting infrastructure. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.
- 3.2 The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 3.3 The Council adopted its CIL charging schedule in June 2019.
- 3.4 The effect of partial updating the Council's adopted local plan may require the council to consider updating its CIL charging schedule as a result of new and or updated policies and viability evidence. Should an update be required this will be added to the Local Development Scheme by way of a supplementary update.
- 3.5 The government's national planning practice policy guidance sets out how a charging schedule should be prepared. It explains a charging schedule is prepared and adopted as follows:
- a) the charging authority prepares its evidence base in order to prepare its draft levy rates, and collaborates with neighbouring/overlapping authorities (and other stakeholders);
 - b) the charging authority prepares and publishes a draft charging schedule for consultation;
 - c) representations are sought on the published draft;
 - d) the charging authority must take into account any representations made to it before submitting a draft charging schedule for examination;
 - e) an independent person (the "examiner") examines the charging schedule in public;
 - f) the examiner's recommendations are published
 - g) the charging authority has regard to the examiner's recommendations and reasons for them;
 - h) the charging authority approves the charging schedule.
- 3.6 The 2019 Regulations removed the requirement to consult on a preliminary draft charging schedule. However, charging authorities can consult more than once where they consider it to be appropriate.

4. Supplementary Planning Documents

- 4.1 Supplementary Planning Documents do not form part of the statutory development plan but are important material considerations in the determination of planning applications. Their main purpose is to elaborate on specific local plan policies and explain in more detail how those policies will operate.
- 4.2 Over the next three years the following Supplementary Planning Document will be prepared.
- Cirencester Town Centre Masterplan; and
 - Developer Contributions
- 4.3 A requirement to deliver a Cirencester Town Centre Masterplan Supplementary Planning Document is set out in the adopted Local Plan 2031. The purpose of the proposed document will be to provide detail to the Cirencester town centre strategy contained within the local plan (which itself will be updated through the partial update of the local plan) to assist land owners and developers to bring sites forward in a comprehensive and co-ordinated manner.

¹ COUNCIL 3 June 2020 – Agenda Item 10 <https://meetings.cotswold.gov.uk/CeListDocuments.aspx?Committeed=1154&MeetingId=1310&DF=03%2f06%2f2020&Ver=2>

² The Town and Country Planning (Local Planning) (England) Regulations 2012

- 4.5 The Developer Contributions SPD is intended to provide additional clarity on the use of Section 106 and CIL. The project will also need to align with the proposed Gloucestershire Local Developer Guide, which is expected to be a joint project with all Gloucestershire local planning authorities.
- 4.6 Further information on the anticipated purpose, scope and timing of these documents is set out at Appendix 1.

5. Neighbourhood Planning

- 5.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.
- 5.2 There are currently five adopted Neighbourhood Plans in Cotswold District:
- Lechlade on Thames (adopted October 2016)
 - Northleach with Eastington (adopted March 2016)
 - Tetbury and Tetbury Upton (adopted December 2017)
- 5.3 There are 15 other Neighbourhood Plans currently in progress (some of which are awaiting referendum as a result of Covid19 restrictions):
- Ampney Cruis Neighbourhood Plan
 - Andoversford Neighbourhood Plan
 - Blockley Neighbourhood Plan
 - Chedworth Neighbourhood Plan
 - Chipping Campden Neighbourhood Plan
 - Cirencester Neighbourhood Plan
 - Down Ampney Neighbourhood Plan
 - Ebrington Neighbourhood Plan
 - Fairford Neighbourhood Plan
 - Kemble and Ewen Neighbourhood Plan
 - Moreton-in-Marsh Neighbourhood Plan
 - Somerford Keynes Neighbourhood Plan
 - South Cerney Neighbourhood Plan
 - Stow-on-the-Wold and Swells Neighbourhood Plan
 - Upper Rissington Neighbourhood Plan
- 5.4 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's website³.

6. Statement of Community Involvement (SCI)

- 6.1 A Statement of Community Involvement (SCI) explains how local communities and other stakeholders will be engaged in the preparation of the Local Plan and other related documents. It also provides information about how local communities and other stakeholders will be engaged in relation to the determination of planning applications.
- 6.2 Local planning authorities are required to review their Statements of Community Involvement every five years. The Council's current SCI was adopted in November 2020⁴ and will therefore need to be refreshed no later than October 2025 or sooner if required.

7. LDF Monitoring Report

- 7.1 In accordance with national planning regulations the Council is required to produce a monitoring report addressing various matters including plan progress and implementation, neighbourhood planning, CIL (where applicable) and the duty to co-operate.
- 7.2 The Council prepares various monitoring reports, these include:
- a) Authority Monitoring Report;
 - b) Housing Land Supply Report (this calculates the Council's 5 year land supply);
 - c) Residential Land Monitoring Statistics;
 - d) Economic Land Monitoring Statistics;
 - e) Brownfield Land Register;
 - f) Infrastructure Funding Statement.
- 7.3 Where possible, the Council updates and publishes the above reports on an annual basis. All documents are saved on Council's Local Plan evidence webpage⁵ apart from the Infrastructure Funding Statement which can be found on the Council's CIL webpage⁶.

³ <https://www.cotswold.gov.uk/planning-and-building/planning-policy/neighbourhood-planning/>

⁴ <https://www.cotswold.gov.uk/media/8d88d41e4a43c5c/9101-statement-of-community-involvement.pdf>

⁵ <https://www.cotswold.gov.uk/media/bztce2k3/cotswold-district-annual-monitoring-report-may-2020.pdf>

⁶ <https://www.cotswold.gov.uk/planning-and-building/community-infrastructure-levy/infrastructure-spending-and-funding/>

8. Risk Assessment

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

Potential Risk	Impact / Contingency
Staff Resources	<p>It is envisaged that the staffing requirements for the preparation of the Local Plan partial update will be met primarily from the Forward Planning Team with input, as required, from other teams within the Council. Subject to availability, Development Management staff and the Climate Action Manager will be required to assist with updating specific policies in the extant Local Plan.</p> <p>Short term contracts will be considered where appropriate, together with secondments with neighbouring authorities. Every effort will be made to rationalise workloads wherever possible and to make use of staff in other sections where their skills are appropriate to the task, notably development control, housing strategy and sustainable communities. Specific studies will be undertaken by external specialist consultants where necessary.</p>
Availability of PINS for Examination	The timetable for the preparation and adoption of Local Plans depends on the capacity of the Planning Inspectorate to undertake Examinations at the appropriate time. Every effort will be made to seek early confirmation that the proposed timings are acceptable.
Changing national policy, guidance and evidence	The review has highlighted key issues on which to focus evidence gathering. However, changes to national planning policy and guidance and updated evidence can generate new issues or produce additional, unforeseen requirements and these could potentially impact on deadlines or even affect the premise of the entire project. The Government's proposals contained within the Planning for the Future White Paper is a prime example. The Council will keep abreast of latest national guidance and best practice; revise the Local Plan timetable if necessary; and ensure adequate budgetary provision for consultancy support if required.
Failure of the Local Plan to meet tests of soundness and legal compliance	Officers will attend relevant training or seminars on best practice, as well as maintaining a dialogue with the Planning Inspectorate and neighbouring authorities. Consultants appointed to undertake specific studies will be required to ensure their work meets the tests of soundness. All evidence will be robust and officers will make use of the soundness and legal self-assessment toolkit. The Local Plan process will follow the regulations and outlined procedures.
Funding for evidence	Inadequate funding to support evidence gathering could be significantly delay the delivery of the local plan partial update project. The risk has been mitigated by the establishment of the Programme Board and reporting structures to ensure requirements are identified early and worked into the budget plan.
Cooperation of other external bodies	The new planning system involves complex arrangements for cooperation, consultation, engagement and evidence gathering. Failure on the part of the other bodies to respond in time or to provide adequate responses which require subsequent clarification could cause significant delay to work programmes. Officers will maintain an ongoing dialogue with partners to ensure the duty to cooperate is met. Any particular delays will be reviewed in the timetable. For joint working on evidence, clear working arrangements with other bodies will be required with strong programme management.
New data becoming available	Evidence will need to be as up to date as reasonably as possible. This could impact on progress if the timing of data is unfortunate. Evidence will need to be amended accordingly, taking a proportionate approach. Only major shifts in official government projections should justify changes to the strategy, though some tweaks to policy direction may be necessary.
Large numbers of representations received	Representations that are not submitted through the on-line system (e.g. by email or letter) have to be manually entered, which is a time consuming task. It may be necessary to bring in other staff, or temporary assistance. This will require sufficient workstations with internet access to facilitate the exercise.
Neighbourhood Plans and other corporate projects	There are currently fifteen neighbourhood plans that are in the process of being drafted, this compares to 4 plans currently being drafted in West Oxfordshire. The prevalence of neighbourhood plans has incrementally increased in recent years and is likely that some of those already adopted will seek a partial update to accord with the updated local plan. The Council has a legal duty to support the delivery of Neighbourhood Plans and this will increasingly impact resources. Early and continued engagement with Town and Parish Council's will be vital especially in terms of establishing anticipated project timetables. The Council is also preparing a guide to make clearer the level of support Town and Parish Councils can expect from the Council. It may be necessary to bring in other staff, or temporary assistance, at certain times. A good example would be securing support to deliver a Habitats Appropriate Assessment.
Pandemic (Covid 19)	This project plan has been prepared during a global pandemic and it is not certain how long enforced lockdowns will last or if future lockdowns will be required during the term of this LDS. The Forward Planning team are working remotely and Council's infrastructure has supported a seamless transition to remote working. There will be times, due in part to the creative nature of the work, where officers do need to meet in person. Future enforced lockdowns may affect the ability of the team to debate complex issues and progress solutions, which are often more difficult to convey remotely.

Appendix 1 – Document Profiles

Cotswold District Local Plan 2011 to 2031 (Partial Update)	
Status	Development Plan Document (DPD)
Overview	The Local Plan sets out the overall framework for future development growth in Cotswold District to 2031. A partial update will update components of the adopted local plan to take account of the Council's corporate plan, emergency declarations and other material considerations (for example the National Planning Policy Framework).
Geographical coverage	District-wide
Timetable	<p>Informal engagement (Regulation 18) – Q4 2021</p> <p>Publication of pre-submission draft Local Plan (Reg 19) – Q4 2022</p> <p>Submission of pre-submission draft Local Plan (Reg 22) – Q1 2023</p> <p>Examination – Q2 2023</p> <p>Adoption – Q3 2023</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Cirencester Town Centre Masterplan	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2031 providing additional detail on the Cirencester Town and Cirencester Central Area policies. The SPD will update and review the exiting SPD. It will seek to develop Cirencester Town Centre in a holistic manner, balancing the need to manage traffic, and improve the appearance of the public realm with other competing, environmental, social and economic objectives.
Geographical coverage	Cirencester Central Area (town centre area)
Timetable	<p>Feasibility Assessments – 2021/22</p> <p>Informal consultation – Q2 2022</p> <p>Further consultation – Q1 2023</p> <p>Adoption – Q3 2023</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF), National Planning Practice Guidance (NPPG) and the Cotswold District Local Plan (2011 to 2031)
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Developer Contributions	
Status	Supplementary Planning Document (SPD)
Overview	Intended to provide further guidance on the Council's approach towards the use of and inter-relationship between planning obligations, planning conditions and the Community Infrastructure Levy (CIL).
Geographical coverage	District-Wide
Timetable	<p>Informal consultation – Q4 2022</p> <p>Further consultation – Q1 2023</p> <p>Adoption – Q2 2023</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the Cotswold District Local Plan (2011 to 2031)
Management arrangements	Document production to be led by the Council's Forward Planning (planning policy) team under the direction of the Forward Planning Manager.
Resource requirements	Internal resources comprise the Council's Forward Planning Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).