



Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>CABINET - 6 DECEMBER 2021</b>
Report Number	<b>AGENDA ITEM 10</b>
Subject	<b>LOCAL PLAN AND COMMUNITY INFRASTRUCTURE LEVY – UPDATE</b>
Wards affected	All
Accountable member	Councillor Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning Email: <a href="mailto:rachel.coxcoon@cotswold.gov.uk">rachel.coxcoon@cotswold.gov.uk</a>
Accountable officers	James Brain, Forward Planning Manager Email: <a href="mailto:james.brain@cotswold.gov.uk">james.brain@cotswold.gov.uk</a> Jasper Lamoon, Senior Infrastructure Delivery Officer Email: <a href="mailto:jasper.lamoon@cotswold.gov.uk">jasper.lamoon@cotswold.gov.uk</a> Sophia Price, Heritage and Design Manager Email: <a href="mailto:sophia.price@cotswold.gov.uk">sophia.price@cotswold.gov.uk</a>
Summary/Purpose	<ul style="list-style-type: none"> <li>• Consider the publication of an early stage Local Plan consultation document and updated Conservation Area Appraisals for public consultation;</li> <li>• Note latest monitoring data on planning contributions on Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL);</li> <li>• Consider the internal Council processes for the allocation and spend of the Council's CIL funds; and</li> <li>• Consider updated terms of reference for two Programme Boards.</li> </ul>
Annexes	<p>ANNEX A - Cotswold District Local Plan Regulation 18 consultation document</p> <p>ANNEX B - Cirencester Conservation Areas: Appraisals and Management Proposals</p> <p>ANNEX C - A Report on CIL Governance Procedure</p> <p>ANNEX D - Infrastructure Funding Statement 2020/21</p>



	<p>ANNEX E - Local Plan Programme Board: Updated Terms of References</p> <p>ANNEX F - Cirencester Town Centre Master Plan Programme Board: Updated Terms of Reference</p>
Recommendation(s)	<p><i>That Cabinet:</i></p> <ul style="list-style-type: none"> <li><i>a) Approves Annexes (A) and (B) for a public consultation in accordance with the Council's Statement of Community Involvement;</i></li> <li><i>b) Grants delegated authority to the Cabinet Member for Climate Change and Forward Planning to agree any minor amendments, including refining consultation questions, and typographical changes to Annexes (A) and (B) ahead of the public consultation;</i></li> <li><i>c) Approves CIL governance framework (Annex C);</i></li> <li><i>d) Notes the publication of the data in the CIL and S106 reports of the Infrastructure Funding Statement (Annex D);</i></li> <li><i>e) Approve the publication of the Infrastructure List (contained in part one of the Infrastructure Funding Statement - Annex D);</i></li> <li><i>f) Approves updated Terms of References for the Local Plan and Cirencester Town Centre Masterplan Programme Boards (Annexes E and F); and</i></li> <li><i>g) Approves drawdown of £108,000 from the Council Priorities Fund reserve to initiate and / or remunerate programmes of work identified in paragraph 7.4.</i></li> </ul>
Corporate priorities	<ul style="list-style-type: none"> <li>● Making the Local Plan green to its core;</li> <li>● Responding to the challenges presented by the climate crisis;</li> <li>● Providing good quality social rented homes; and</li> <li>● Rebuilding trust and confidence in the council by promoting a culture of openness and transparency.</li> </ul>
Key Decision	NO
Exempt	NO
Consultees/ Consultation	<p>Internal consultation with the following departments and lead officers:</p> <p>Head of Climate Action; Sustainable Transport Lead; Development Management (planning applications) Manager/Team; Heritage and Design Manager; Strategic Housing Manager; Building Control; Economic</p>



	Development Lead; Finance; Local Plan Programme Board; and Local Management Team.
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## I. BACKGROUND

- I.1 The Council has committed to update partially the adopted Cotswold District Local Plan (2011 - 2031) to make it green to the core. In practice this means responding to the Council's Climate and Ecological Emergency declarations. The partial update also presents opportunities to respond to other corporate objectives such as health and wellbeing, the delivery of genuinely affordable housing, etc.
- I.2 The Council's decision confirms that it is taking a staged approach to greening the Local Plan to its core. This pragmatic approach focuses on taking decisive action on specific parts of the Local Plan so that the impacts can be felt more immediately in the planning application process; the Council's (and others who have taken the same) approach is advocated in a recent Royal Town Planning Institute and Town and Country Planning Association guidance on addressing the Climate Crisis<sup>1</sup>. A full Local Plan update will be undertaken at a later date and will address the need to identify locations to accommodate needs arising in the 2030/40s.
- I.3 In November 2020 Cabinet approved an update to the Council's Statement of Community Involvement. This document explains how and when different groups, organisations and communities can get involved with the planning process. It provides a framework for consultation and community engagement.
- I.4 In May 2021 Cabinet approved the Council's Local Development Scheme for the period 2021 to 2024<sup>2</sup>. This document sets out the project milestones and provides a timetable for the delivery of the Local Plan - partial update. The first milestone is to publish an issues and options consultation document by the end of 2021.

## 2. AN ISSUES AND OPTIONS CONSULTATION

- 2.1 The Town and Country Planning (Local Planning) (England) Regulations 2012<sup>3</sup> (as amended) set out the rules that the Council must follow when updating its adopted Local Plan. There are two formal consultation stages that must be carried out before the Council can submit its Local Plan to the government for public examination:
- Regulation 18 - This stage sets the scope of any updates, it presents issues affecting policies and invites engagement on possible options; and

<sup>1</sup> [https://www.rtpi.org.uk/media/9379/tcpa-rtpi-climate-guide\\_oct-2021\\_final.pdf](https://www.rtpi.org.uk/media/9379/tcpa-rtpi-climate-guide_oct-2021_final.pdf)

<sup>2</sup> Statement of Community Involvement and Local Development Scheme <https://www.cotswold.gov.uk/planning-and-building/planning-policy/local-plan-update-and-supporting-information/>

<sup>3</sup> <https://www.legislation.gov.uk/uksi/2012/767/introduction/made?wrap=true>



- Regulation 19 - The Council presents its draft Local Plan and invites comments on revised and new policies and development sites.

- 2.2 The Council has now reached the Regulation 18 stage in the plan making process.
- 2.3 The consultation document is presented at Annex A. The introduction explains the “subject of the local plan”<sup>4</sup> update and introduces 18 topics that put forward the issues affecting the adopted Local Plan and proposes options for how to tackle them through the Local Plan update.
- 2.4 Each topic contains a series of questions, which are designed to elicit a response to aid the formulation of policy during 2022. The climate and ecological emergencies have directly influenced options contained in the consultation document to the extent that if carried forward to the Regulation 19 (draft Local Plan) stage they would deviate from the norm / established policy. For example, the landscape topic asks, *“Should the Local Plan actively promote renewable energy development in the District?”*
- 2.5 The document is ordered in to five parts:
- 1) The introduction explains the ‘partial update’ nature of the project and the plan making process;
  - 2) List of the 18 Topics;
  - 3) How to participate;
  - 4) Topic papers. This is the core aspect of the consultation and it summarises supporting technical / evidence papers, which will be available at the consultation.; and
  - 5) Glossary of technical terms and abbreviations.
- 2.6 The consultation document presented at Annex A is a raw text document. Subject to Cabinet approval the document will be designed to make it visually engaging. The Council’s new consultation platform, which has been procured as the result of the Council’s successful bid to the Government’s PropTech Engagement Fund, will enhance the Council’s ability to host and trial a new interactive digital consultation.
- 2.7 The consultation document will be supported by recently updated evidence studies:
- Integrated Impact Appraisal (due December 2021);
  - Habitats Regulation Assessment (due December 2021);
  - Renewable Energy Strategy - initial findings study (due December 2021);
  - Cirencester Town Centre Master Plan Feasibility Study: Forecast Change in Uses to 2051 (November 2021);
  - Housing Land Supply Report (October 2021);
  - Strategic and Economic Housing Land Availability Assessment (October, 2021);

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<sup>4</sup> Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended) - Regulation 18  
<https://www.legislation.gov.uk/uksi/2012/767/introduction/made?wrap=true>



- Cotswold District Local Plan Review (2020);
- Gloucestershire Economic Needs Assessment (2020);  
and
- Gloucestershire Housing Needs Assessment (2019).

### **3. CIRENCESTER CONSERVATION AREA APPRAISALS & MANAGEMENT PROPOSALS**

- 3.1** In order to support the master planning process for Cirencester Town Centre and to ensure that the historic environment is fully considered, the 2008 Conservation Area Appraisals and Management Proposals (“the Appraisals”) have been reviewed (Annex B). An earlier version of the Appraisals was subject to consultation with key organisations such as Cirencester Town Council and Historic England. Approval is now sought to undertake a public consultation.

### **4. COMMUNITY INFRASTRUCTURE LEVY (CIL) - GOVERNANCE**

- 4.1** The Council has levied a charge, the Community Infrastructure Levy (CIL), on residential and retail development since June 2019<sup>5</sup>.
- 4.2** The Council needs to set up governance arrangements to spend the money collected from CIL including an appropriate mechanism to prioritise infrastructure projects that will be funded. The report contained at Annex C sets out a proposal for governance arrangements on how the Council will spend CIL funds.
- 4.3** CIL is intended to deliver infrastructure projects listed in adopted Local Plan policies SAI, SA2 and SA3. These items of infrastructure have been identified as essential and critical to the delivery of the adopted Local Plan development strategy.
- 4.4** CIL will generate around a quarter of the funds needed to deliver the essential and critical infrastructure that is identified in the adopted Local Plan. The rest will have to come from other funding sources. It is therefore important that CIL does not fund (parts of) projects that could be funded through other sources. Moreover, CIL should be used as leverage to open up other funding where possible.
- 4.5** The Council will continue to use provisions contained within Section 106 of the Town and Country Planning Act 1990 (as amended) to secure specific items of infrastructure where it is in accordance with National Planning Policy Framework (2021) paragraph 57<sup>6</sup> and National

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<sup>5</sup> Further information on the Council’s CIL can be found here: <https://www.cotswold.gov.uk/planning-and-building/community-infrastructure-levy/>

<sup>6</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)



Planning Practice Guidance<sup>7</sup>. For example, this could include securing contributions to support the expansion of a primary school to mitigate the impact of new family homes being built nearby. This would be in addition to any CIL levied on new development.

- 4.6** The report includes a recommendation to set aside 10% of the strategic CIL fund, i.e. the fund set aside to deliver Local Plan related infrastructure, to invite bids that would support the Council's Climate and Ecological Emergencies Actions Plans and other Corporate objectives. The report also includes an Expression of Interest form and a scoring matrix, which will be used to invite and score bids respectively.

## **5. INFRASTRUCTURE FUNDING STATEMENT**

- 5.1** In the CIL legislation changes of September 2019 the government introduced a requirement for Councils to produce a yearly 'Infrastructure Funding Statement' (IFS). The first statement, covering the financial year 2019/20 was published in December 2020. Annex D provides the second report covering the 2020/21 financial year.
- 5.2** The aim of the IFS is to increase transparency by providing a statement of accounts of all financial and non-financial developer contributions relating to S106 Agreements and CIL collected and spent by a Local Authority per calendar year. The report has therefore been kept succinct and factual.
- 5.3** The IFS is split into three sections: The Infrastructure List, the CIL Report and the S106 Report. The CIL and S106 Reports contain factual data about the collection and spending of funding for infrastructure in the District as set out in the CIL regulations. This data does not require cabinet approval, although Cabinet should be aware of its publication.
- 5.4** The Infrastructure List is a statement of infrastructure projects that the Council expects to be wholly or partly funded by CIL. Although this is an evidence based list derived from infrastructure needs identified in the Council's adopted Local Plan, the report seeks approval of its publication.
- 5.5** This IFS contains information on infrastructure funding collected and spent by the Council. Information on the neighbourhood proportion (the element of funding given to Town and Parish Councils), as well as any associated expenditure, is also reported within the IFS. Cotswold District Council's IFS should be read in conjunction with Gloucestershire County Council's IFS to get a full picture of infrastructure funding that is collected and spent in the District.

### The CIL Report

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<sup>7</sup> NPPG Paragraph: 002 Reference ID: 23b-002-20190901 <https://www.gov.uk/guidance/planning-obligations>



- 5.6** CIL is a non-negotiable rate on new development which is indexed each year. The rate for 2022 is set at £83.52/sqm for residential developments and £62.64/sqm for retail developments.
- 5.7** CIL applies only to permissions approved after 1 June 2019 in the District. The CIL charge is paid by instalments spread over time to assist the viability of developments. It therefore takes time before enough CIL funds are collected for investment in infrastructure projects.
- 5.8** The Community Infrastructure Levy Regulations 2010 (as amended) set out which figures need to be reported on in the IFS. The full IFS with all figures is at Appendix D.
- 5.9** The CIL monies collected in 2020/21 (£231,262.26) have come from small developments (under 10 dwellings) which would not have been subject to a S106 agreement. Hence, none of these funds would have been collected without having CIL in place. One of the key reasons for the introduction of the CIL regime was to ensure that all developments under a certain size threshold contributed to the mitigation of their impact on infrastructure, rather than only those that were subject to S106.
- 5.10** Notwithstanding this, the majority of CIL funds are expected to come from larger developments. No large developments have been approved since the introduction of CIL in the District although a large application in Moreton-in-Marsh is approved subject to agreement of a S106 agreement.
- 5.11** 15% of collected CIL funds go to the Town/Parish Council in which the development takes place (25% if the application area is covered by a neighbourhood plan). This is called the neighbourhood portion. These funds are automatically transferred to the Town/Parish Council biannually (1 October and 1 April) as defined in the regulations. A total of £7,970.87 was transferred to the town/parish councils in 2020/21. As this is done biannually, the neighbourhood portion of a large amount of the funds collected in 2020/21 will have been transferred on 1 April 2021, which will be reported on in next years' IFS.
- 5.12** The Council granted a total of £2,250,567.61 in CIL reliefs (see Table 6 contained in Appendix D). These reliefs are defined in the legislation and the Council does not have any discretion in this matter.

#### The S106 Report

- 5.13** The Community Infrastructure Levy Regulations 2010 (as amended) specify which figures need to be reported. The full IFS with all figures is at Appendix D.
- 5.14** The Council secured £127,478.30, 127 affordable homes and 4 self-build plots in S106 agreements signed in 2020/21.



**5.15** In 2020/21, the Council collected a total of £744,993 from S106 agreements and spent £1,055,401.97 of the S106 funds it held.

**5.16** A total of £1,025,500 of S106 funds was allocated to two affordable housing projects in Avening and Moreton-in-Marsh. This leaves a total of £601,931.97 of non-allocated S106 funds being held by the Council.

## **6. GOVERNANCE OF PROGRAMME BOARDS - DECEMBER 2021 UPDATE**

**6.1** The overall purpose of the Programme Boards is to oversee the review of the Council's Local Plan and the Cirencester Town Centre Masterplan projects.

**6.2** A change to Cabinet membership earlier in 2021 has provided the opportunity to review the membership of the Programme Boards. Annexes E and F present updated membership.

## **7. FINANCIAL IMPLICATIONS**

### Local Plan

**7.1** The financial implications associated with preparing a partial update to the adopted Local Plan were set out at the Council meeting held on 3 June 2020. To recap, the costs can be attributed to several discrete parts, principally updating the evidence base; policy writing; undertaking consultations (formal regulations and informal); preparation of the publication / submission plan; examination; adoption and legal challenge.

**7.2** Expected costs for the Local Plan update are considered as part of the Council's future budget setting process and details were provided at a Cabinet meeting on 2 November 2020.

**7.3** An update on the project to update partially the adopted Local Plan is provided in Table 1.

***Table 1: Local Plan project expenditure at 1 November 2021***

<b>Project / Study</b>	<b>Committed funding</b>	<b>Project started</b>	<b>Spend to date</b>
Integrated Impact Appraisal (Sustainability Appraisal)	£35,000	Yes	£0
Habitats Regulation Assessment	£10,000	Yes	£0
Special Area of Conservation (SAC) Mitigation Strategy (Swindon)	£1,000	Yes	£0





Carbon Audit / Climate Change Risk Assessment	£35,000	No	£0
Play Pitch Strategy	£15,000	Yes	£0
Cirencester Town Centre Masterplan	£95,000	Yes	£16,365
Gloucestershire-wide Economic Needs Assessment	£3,012	Completed	£3,012
Gloucestershire-wide Gypsy and Traveller Accommodation Assessment and Site identification Assessment	£10,000	Yes	£2,825
Strategic Flood Risk Assessment (Levels 1 & 2)	£30,000	Yes	£0
Preparation of a Sustainable Transport Strategy	£75,000	Yes	£0
Contribution to Stratford to Honeybourne railway reinstatement strategic outline business case	£5,000	Yes	£3,759
Public Consultation / Engagement	£25,000	Yes	£0
<b>TOTAL SPEND UP TO 1 NOV 2021</b>			<b>£25,961</b>

**7.4** Approval is sought to commission and initiate the following studies to support the next stage of the partial update to the adopted Local Plan (drafting policy):

- Local Plan and CIL Viability Assessment update (£20,000);
- Infrastructure Delivery Plan update (£25,000);
- Gloucestershire Community Rail Partnership contribution to rail studies and engagement (£4,000);
- River Severn Special Area of Conservation Visitor Survey and Mitigation Strategy (£5,000);
- Water Cycle Study update (£12,000);
- Cotswold District Design Code (£40,000); and
- Environment Agency service level agreement (£2,000).

**7.5** The Environment Agency now charges local planning authorities to engage with it outside of the formal regulation process, for example providing professional feedback on emerging evidence, policies and site allocations.

**7.6** In September 2021 the Council submitted a bid to the Government's PropTech fund to access funding to enhance the Council's digital engagement tools. The Council was successfully awarded £53,193 in October 2021. The fund will be used to procure a new public engagement platform for town planning and corporate projects; this will be a one year trial. A fixed term (12 months) part time resource (Digital Engagement Lead) will be responsible for implementing the new system.



### Infrastructure Funding Statement

- 7.7** There are no direct financial implications arising from the Infrastructure List and the CIL report. Proposals regarding the governance arrangements for the spending of CIL monies will be finalised in 2021.
- 7.8** Most legal agreements with financial obligations include a payback clause. If collected S106 monies have not been spent within a defined time period, they must be returned. An index is applied to such returns. Although the spending period varies between agreements, it is typically five years from the date of receipt by the Council. The IFS identifies the S106 funds that are currently held by the Council that could potentially lead to payback requests from developers.

## **8. LEGAL IMPLICATIONS**

- 8.1** The Council currently has an up to date Local Plan. Pausing the Local Plan update at this stage (e.g. not proceeding to a Regulation 18 consultation) has no specific legal implications. However, in the longer term a delay would affect the Council's ability to maintain a robust supply of land for housing beyond August 2023 (the 5th anniversary of the adopted Local Plan), which may invite appeals and result in more protracted negotiations on S106 agreements.
- 8.2** Failure to publish an Infrastructure Funding Statement in December 2021 would put the Council in breach of the Community Infrastructure Levy Regulations 2010 (as amended).
- 8.3** Save from the above there are no legal implications arising directly from this report.

## **9. RISK ASSESSMENT**

- 9.1** The adopted Local Development Scheme<sup>8</sup> includes a risk assessment which contains commentary on measures that have been or can be taken to mitigate identified risks of partially updating the adopted Local Plan. The capacity and ability of external organisations (especially the Environment Agency) to respond to requests for information is a continuing risk to the timely delivery of the updated Local Plan.

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<sup>8</sup> Cotswold Local Development Scheme (2021-2024) <https://www.cotswold.gov.uk/media/fmtasbbs/local-development-scheme-may-2021.pdf>



- 9.2** The IFS is published yearly and it increases transparency on how the Council deals with infrastructure funding. The risks outlined here therefore do not result from the IFS itself. However, there are possible consequences if S106 Agreements are not properly monitored. These risks are of a financial and reputational nature. The financial risks consist of S106 monies not being collected and collected funds having to be returned as they go over the spending deadline. The reputational damage lies in the possible public perception that the Council is not fully cognisant of the legal agreements it is signing and is failing to collect the monies required to deliver infrastructure in the district.

## **10. EQUALITIES IMPACT**

- 10.1** The Integrated Impact Assessment will include an Equalities Impact Assessment.
- 10.2** A new digital consultation system has been procured, which will help the Council to reach a wide range of local communities.
- 10.3** The Regulation 18 consultation documents will comply with relevant accessibility regulations<sup>9</sup>. The consultation document provides a summary of the planning issues and possible options, which is supported by evidence papers for those who are interested in the technical details of the issues and options.

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

- 11.1** The Council has declared climate and ecological emergencies. The Council has also prepared an action plan to show how it will support the District to become carbon neutral. The Council has also committed to make the Local Plan green to its core. An update to the Local Plan will directly support local communities and businesses to mitigate and adapt to climate change.
- 11.2** An update to the Local Plan could affect the Infrastructure List in the future. However, there are no direct climate change implications arising from the Infrastructure Funding Statement.

## **12. ALTERNATIVE OPTIONS**

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<sup>9</sup> <https://www.gov.uk/guidance/publishing-accessible-documents>



**12.1** As a legal requirement there is no option other than to publish an Infrastructure Funding Statement with an Infrastructure List.

**12.2** Cabinet could choose not to proceed to the next stage of the Local Plan making process (a Regulation 18 consultation). However, this approach would directly affect the Council's ability to deliver an updated Local Plan and would be inconsistent with the Council's Corporate Plan, as well as its climate and ecological emergency declarations.

### **13. BACKGROUND PAPERS**

**13.1** None

(END)



## **ANNEX E: LOCAL PLAN PROGRAMME BOARD - UPDATED TERMS OF REFERENCE (DECEMBER 2021)**

The overall purpose of the Local Plan Programme Board (“the Board”) is to oversee the review of the Council’s Local Plan and any associated policy documents, and address any emerging programming or resource issues. The Board will champion spatial planning’s key role in future corporate planning and assist with the wider ambition of making the Local Plan green to its core.

### **Terms of reference:**

#### **1. Strategic management**

- A. Agree a project plan that will lead to the partial update of the Cotswold District Local Plan;
- B. Receive updates on, and monitor progress against, the project plan, key tasks and critical paths;
- C. Agree remedial actions to be taken in the event of any slippage against the project plan;
- D. Agree a communications strategy (who, what, when, where and how) and undertake defined roles in relation to that strategy;
- E. Act as a sounding board for any specific issues requiring member input prior to the submission of formal reports to Cabinet;
- F. Oversee and report to Cabinet on progress made;
- G. Make recommendations to Cabinet in relation to work programming and staff resources;
- H. Champion the use of modern technology to aid plan-making and community engagement;
- I. Oversee responses to government consultations on the planning system; and
- J. Receive updates on the progress of Neighbourhood Development Plans and highlight matters of strategic merit.

#### **2. Financial management**

Consider and oversee (and if necessary, recommend to Cabinet) the allocation of financial resources to support the development of the Local Plan; any associated policy documents; and evidence in line with the project management plan.

#### **3. Accountability**

The Board is accountable to Cabinet where it will be represented by the Portfolio Holder for Planning Policy, Climate Change and Energy.

#### **4. Performance management**

The Board will be responsible for monitoring and reviewing performance against the Council’s relevant efficiency measures and timetable. This will also include an oversight of risks.



## **5. Membership**

The Board will consist of:

- Cllr Rachel Coxcoon, Planning Policy, Climate Change and Energy Portfolio Holder and Chair, Liberal Democrats Group
- Cllr Juliet Layton, Chair of Planning and Licensing Committee, Liberal Democrats Group
- Cllr Tony Berry, Conservative Group
- Cllr Julia Judd, Conservative Group
- Cllr Andrew Mclean, Green Party
- Cllr Niki Ind, Independent
- Strategic Director, Group Manager or Business Manager
- Climate Emergency Manager
- Forward Planning Manager and Officers
- Community Partnership Officer

## **6. Arrangements for meetings:**

- A. Board meetings will aim to meet once a quarter (or as projects demand);
- B. The Board is not a decision making body;
- C. Administrative support (Minutes) will be provided by Committee Services; and
- D. Project support will be provided by Forward Planning's Project Manager.



## **ANNEX F: CIRENCESTER TOWN CENTRE MASTER PLAN PROGRAMME BOARD - UPDATED TERMS OF REFERENCE (DECEMBER 2021)**

The overall purpose of the Cirencester Town Centre Programme Board (“the Board”) is to oversee the delivery of a new Masterplan for Cirencester Town Centre, a requirement of the Council’s adopted Local Plan and the Corporate Plan.

### Terms of reference:

#### **1. Strategic management**

- A. To give effect to the agreed Memorandum of Understanding between Cotswold District Council and Cirencester Town Council to work collaboratively in the preparation of the Cirencester Town Centre Masterplan;
- B. Agree a project plan that will lead to the delivery of new Masterplan for Cirencester Town Centre and indirectly the delivery of the Cirencester Neighbourhood Development Plan;
- C. Receive updates on, and monitor progress against, the project plan, key tasks and critical paths;
- D. Agree remedial actions to be taken in the event of any slippage against the project plan;
- E. Agree a communications strategy (who, what, when, where and how) and undertake defined roles in relation to that strategy;
- F. Act as a sounding board for any specific issues requiring member input prior to the submission of formal reports to Cotswold District Council’s Cabinet;
- G. Provide oversight and make recommendations to Cotswold District Council’s Cabinet in relation to work programming and staffing resources;
- H. Champion the use of modern technology to aid plan-making and community engagement;
- I. Oversee responses to government consultations on the planning system; and
- J. Receive updates on the progress of Cirencester Town Council’s Neighbourhood Development Plan.

#### **2. Financial management**

Consider and oversee (and if necessary, recommend to Cotswold District Council’s Cabinet) the allocation of financial resources to support the development of the Masterplan; any associated policy documents (for example, Cirencester Town Council’s Neighbourhood Development Plan); and evidence in line with the project management plan.



**3. Accountability**

The Board is accountable to Cotswold District Council's Cabinet where it will be represented by the Leader of Cotswold District Council.

**4. Performance management**

The Board will be responsible for monitoring and reviewing performance against the council's relevant efficiency measures and timetable. This will also include an oversight of risks.

**5. Membership**

The Board will consist of:

- Cllr Joe Harris, Leader of Cotswold District Council and Chair, Liberal Democrats Group
- Cllr Rachel Coxcoon, Liberal Democrats Group
- Cllr Juliet Layton, Liberal Democrats Group
- Cllr Tony Berry, Conservative Group
- Cllr Julia Judd, Conservative Group
- Cllr Rebecca Halifax, Cirencester Town Council
- Cirencester Town Council CEO
- Cirencester Town Council Neighbourhood Plan Steering Group Chairperson
- Publica Strategic Director, Group Manager or Business Manager (*Project Sponsor*)
- Cotswold Economic Development Lead
- Cotswold Forward Planning Manager and officers (*Delivery and Project Managers*)
- Cotswold Community Partnership Officer

**6. Arrangements for meetings:**

- A) Board meetings will aim to meet once a quarter (or as the project demands);
- B) The Board is not a decision making body;
- C) Administrative support (Minutes) will be provided by Cotswold District Council's Committee Services; and
- D) Project support will be provided by Forward Planning's Project Manager.