



COTSWOLD
DISTRICT COUNCIL

Cotswold District Council

Local Development Scheme (LDS)

2024 to 2027

Annex D

January 2024

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1. Introduction

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

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

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

3.2 Cotswold District Council carried out a review of the local plan in 2020 and it concluded that partial update is required to take account of new corporate objectives and other material considerations such as the National Planning Policy Framework. Key dates are provided in Annex 1.

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

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

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

3.5 The focus of work in 2024 will be to consult on and prepare evidence to aid the drafting of a new vision, objectives, and development strategy and site allocations for the new 2026-2041 plan period. Key dates are provided in Annex 1.

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

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

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

4. Community Infrastructure Levy (CIL)

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

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

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

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

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

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

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

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

5. Supplementary Planning Documents

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

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

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

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

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

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

6. Neighbourhood Planning

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

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

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

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

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

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

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

7. Statement of Community Involvement (SCI)

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

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

8. Local Plan Monitoring Reports

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

8.2 The Council prepares various monitoring reports, these include:

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

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

9. Risk Assessment

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

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

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

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

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

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

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

Appendix I – Document Profiles

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

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

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

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

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

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

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

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

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