

To: The Chairman and Members of the Local Development Framework Sub-Committee

(Councillors M Watson, Dirveiks, Hayfield, Hobley, Humphreys, Osborne, O Phillips, Ridley, Simpson and Symonds)

For the information of the other Members of the Council

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LOCAL DEVELOPMENT FRAMEWORK SUB-COMMITTEE

9 SEPTEMBER 2025

The Local Development Framework Sub-Committee will meet on Tuesday, 9 September 2025 at 6.30pm in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire.

The day after the meeting a recording will be available to be viewed on the Council's YouTube channel at [NorthWarks - YouTube](#).

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence/ Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

- 4 **Minutes of the meeting of the Local Development Framework Sub-Committee held on 1 July 2025** - copy herewith, to be approved as a correct record and signed by the Chairman.

ITEMS FOR DISCUSSION AND DECISION

(WHITE PAPERS)

- 5 **Plan making Update-** Report of the Chief Executive.

Summary

This report brings information for members on the latest situation with plan making in the Borough.

The Contact Officer for this report is Dorothy Barratt (719250).

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE LOCAL DEVELOPMENT FRAMEWORK SUB-COMMITTEE

1 July 2025

Present: Councillor M Watson in the Chair

Councillors Hayfield, Humphreys, H Phillips, O Phillips, Ridley, Simpson and Symonds.

Apologies for absence were received from Councillors Dirvies (Substitute Councillor H Phillips) and Hobley.

1 Disclosable Pecuniary and Non-Pecuniary Interests.

There were none declared at the meeting.

2 Minutes of the meeting of the Local Development Framework Sub-Committee held on 26 February 2025.

The minutes of the meeting of the Local Development Framework Sub-Committee held on 26 February 2025, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 Statement of Community Involvement

The Chief Executive Informed Members of minor amendments to the Statement of Community Involvement (SCI) and sought approval to adopt the SCI in accordance with the Planning and Compulsory Act 2004.

Resolved:

- a That the proposed changes to the Statement of Community Involvement be approved; and**
- b That the Statement of Community Involvement be adopted.**

4 Coventry and Warwickshire Memorandum of Understanding 2025

The Chief Executive Informed Members and sought endorsement of the Coventry and Warwickshire Memorandum of Understanding.

Resolved:

- a That the Coventry and Warwickshire Employment Memorandum of Understanding is not endorsed until there is clarity over how the 45ha residual employment need will be addressed; and**
- b That the comments and concerns from Members are forwarded to the City Council.**

5 Draft Employment Development Plan Document

The Chief Executive sought the Sub-Committee's approval for the Draft Employment Development Plan Document, to be known as the Draft Employment Plan, for consultation subject to the finalisation of the Sustainability Appraisal and Habitats Regulations Assessment.

Resolved:

That the Draft Employment DPD be brought back to Members for further discussion.

6 Review of North Warwickshire Local Plan 2021

The Chief Executive reviewed the current adopted Local Plan 2021 and recommended the policies which should be the focus for the Issues and Options, Regulation 18 stage.

Resolved:

- a That the policies recommended be the focus of an Issues and Options Regulation 18 paper but to also include LP10 and to consider new policy areas; and**
- b That at the next meeting an Issues and Options document for consultation be considered.**

Councillor Watson
Chairman

Agenda Item No 5

Local Development Framework Sub-Committee

9 September 2025

Report of the Chief Executive

Plan making Update

1 Summary

- 1.1 This report brings information for Members on the latest situation with plan making in the Borough.

Recommendation to the Sub-committee:

- a That the report be supported; and**
- b An updated Local Development Scheme be brought back to the next Sub-Committee to reflect the proposed changes.**

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Latest Situation

- 3.1 This report brings members up to date on the latest situation with plan making in the Borough. As Members will recall at the last meeting of the Sub-Committee in July an Employment Development Plan Document was presented to the meeting. Members requested additional work to be carried out on the plan and sought clarity on the link between the Local Plan Review and the Employment DPD.

- 3.2 Since the Sub-Committee the following has taken place:

- 1 Work has continued with the preparation of evidence (Draft Landscape Sensitivity Report received, Draft Stage 1 Green Belt Study received).
- 2 A summer work placement has been employed to assist with some of the tasks outlined below and, in particular, the HELAA work (item 7 below).
- 3 A successful bid was made to the LGA Pathways to Planning Programme for both the salary and education bursaries. The post of Graduate Planning Assistant was agreed but unfortunately, no candidates wanted to join North Warwickshire.

- 4 MHCLG officers met with officers seeking reassurance on the timeline for the production of the two Plans. Their advice was to reconsider preparing two plans and focus solely on one plan in order to ensure that the December 2026 deadline of submitting the plan is met for the plan to be prepared in the current plan making system. A follow-up meeting was held with the Planning Advisory Service who are looking into what assistance or guidance they may be able to provide to the team. Unfortunately, this did not identify any direct financial or officer support.
 - 5 Housing appeals have been lodged with the expectation of further appeals.
 - 6 A member of the team has been successful in securing alternative employment in the Council therefore discussions are taking place on the resources required for the team.
 - 7 The drafting of the Local Plan Issues and Options Paper continues. It is intended to have a draft of this document that can be discussed with Members by mid-October.
 - 8 Assessment of all sites received through the 'Call for Sites' process has also begun through an in-house Housing and Employment Land Assessment (HELAA) using the long-standing CW Methodology. This is the standard methodology used for some time and agreed by this Council in 2022. This work will facilitate the preparation of the Local Plan.
- 3.3 In the near future it is expected that new plan-making advice and guidance will be published.
- 4 **Further Work**
- 4.1 It is recommended that the advice from MHCLG is taken on board and that the work of the employment plan is subsumed into the review of the Local Plan. An updated Local Development Scheme will be brought back to the next Local Development Framework Sub-Committee to include the proposed changes and reflect this recommendation.
 - 4.2 All of the work already carried out for the Employment Plan can be used in the Local Plan review.
 - 4.3 The Council continues to commission work on the evidence for the Local Plan some of which will extend work already commissioned. Some of the evidence work cannot be carried out until potential site allocations are more clearly defined such as the Strategic Transport Assessment (STA). The above HELAA work will assist in this regard as not all sites submitted through the call for sites will pass the assessment for being considered as a potential site that could be allocated for development within the Local Plan. In addition, a Heritage Environment Assessment (HEA) and Archaeological Assessment will need to be undertaken once there is clarity on potential site allocations.

5 Timeline

- 5.1 As can be seen in the timeline below the aim is to bring a draft of the Local Plan Review to members in January 2026 which will be informed by the results of the first stage of consultation (the Regulation 18 consultation).

Table 1: Detailed Timeline for the Production of the Local Plan Review

Mid-October	Member meeting to discuss Draft Regulation 18 Issues and Options
Late-October / November	LDF meeting to consider the Draft Regulation 18 Issues and Options for consultation
November / December	Consultation on the Issues and Options for 6 weeks
November / December	Discussion of potential allocations with Members
January 2026	Comments from the Draft Regulation 18 Issues and Options Local Plan Review to LDF sub-committee
February / March	Prepare Draft Regulation 19
March / April	LDF to consider Draft Regulation 19 Local Plan
February to summer	Start preparation of STA (Strategic Transport Assessment) with WCC (they need the preferred sites to be able to progress the report) Finalise the Sustainability Appraisal/Strategic Environmental Assessment
Spring	Agree Draft Local Plan for consultation
Spring / summer	Consultation on Regulation 19 Draft Local Plan
	Consideration of any responses Prepare submission version of the Draft Local Plan

6 Budget

- 6.1 For plan making there is currently £155,350.83 available to spend for initial work which is being used for the work commissioned to date. A further contribution to the Local Plan budget is usually needed during the preparation of a new Plan and therefore further details on this will be reported to Members in due course, including as part of the budget reports and this will include the costs of legal representation.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 The latest budget situation is outline in section 6 above.

7.2 Legal, Data Protection and Human Rights Implications

- 7.2.1 The process for making and reviewing a Development Plan or Local Plan is set out in a range of Acts, Regulations and Guidance. The plan making process is going to change but it is intended to use the transitional arrangements to submit a revised Local Plan before the deadline of December 2026.

7.3 Environment, Sustainability and Health Implications

7.3.1 A Sustainability Appraisal will be required to accompany the Local Plan.

7.4 Human Resources Implications

7.4.1 The team is changing having been very stable for many years. Interim arrangements are being explored and if possible, a verbal update will be provided to the Sub-Committee.

7.5 Risk Management Implications

7.5.1 There are risks in producing a local plan. The main ones are changes in the team and evidence not being readily available. Interim arrangements for staffing are being explored and the team will work closely with the various consultants to mitigate as much as possibility of late evidence.

7.6 Links to Council's Priorities

7.6.1 The delivery plan making is a key priority for the Borough Council.

The Contact Officer for this report is Dorothy Barratt (719250).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date