



COTSWOLD DISTRICT
LOCAL PLAN
LOCAL DEVELOPMENT SCHEME
APRIL 2017– MARCH 2020

Cotswold District Council
June 2017

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Chapter 1 - Introduction

The Local Development Scheme (LDS) is a three year project plan for the period April 2017 to March 2020. It sets out the programme of work to be undertaken by Cotswold District Council to establish a Local Plan for the district. Local planning authorities are required to produce an LDS as set out in the Planning and Compulsory Purchase Act 2004, as amended by Section 111 of the Localism Act 2011.

This Local Development Scheme provides a guide for the preparation of the Local Plan and any additional Development Plan Documents (DPD) or Supplementary Planning Documents (SPD).

Producing a Local Plan is a major project that requires significant resources to prepare it. A project management approach is vitally important to enable production within a given timescale. The District Council views the LDS as a key project management tool in the production of the Local Plan.

The LDS has four main purposes:

1. To inform people of how the Local Plan will be prepared and the likely timescale involved;
2. To establish work priorities and enable work programmes to be formed;
3. To set a timescale for the review of the Plan and other documents or policies;
4. To indicate which policies from the adopted Local Plan are 'saved' beyond the three year period under the interim arrangements (saved policies are those that will continue to be used in determining planning applications).

This Local Development Scheme contains those DPDs for which a timetable is known as at April 2017. It is possible in the future further documents will be added, only when a detailed timetable for the work can be established.

A glossary of acronyms used throughout this document can be found in Appendix A.

Procedural Requirements

The Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011, requires local planning authorities to prepare and maintain a Local Development Scheme. The LDS is a timetable for the production of the District's Local Development Plan, Development Plan Documents and Supplementary Planning Documents.

This LDS has been produced to give residents and other stakeholders information about:

- the local development documents the district council will be preparing;
- the subject matter and geographical area to which the plans relate; and
- the timetable for the preparation, adoption and revision of the plans.

It is important that plans for the future development of the district are produced in a timely and efficient manner, if they are not, development which is crucial to the social, economic and environmental well-being of the district and its residents may be delayed or abandoned, and the co-ordination of development and infrastructure provision may be difficult to achieve.

Background

In 2013 the Council agreed to change from a Local Development Framework to the preparation of a single Local Plan for the Cotswold District. The Local Plan will build upon and progress the work that had previously been undertaken on the Core Strategy, and include the following elements:

- Spatial strategy for the future growth within the District for the twenty year period 2011-2031
- Strategic development policies
- Site allocations
- Development management policies
- Proposals map

Once adopted the Local Plan will replace the 'saved' policies of the Local Plan adopted 2006 and will become the development plan document for the District. After adoption the Plan will be monitored, updated and reviewed as necessary.

The Local Plan is complemented by the following documents:

- **Statement of Community Involvement** demonstrating how the Council engages with the community and other stakeholders.
- **Annual Monitoring Report** for the implementation and performance of policies and proposals in the Local Plan to inform whether a review is necessary.
- **Sustainability Appraisal** to ensure the Plan meets social, economic and environmental objectives.
- **Evidence** to ensure the Plan is sound and robust.

Following changes in Legislation in 2011 and 2012 (through the Localism Act 2011 and new Town and Country (Local Plan) (England) Regulations 2012), there is no longer a requirement for local planning authorities to specify the timetables for producing other planning documents such as Supplementary Planning Documents, the Community Infrastructure Levy (CIL) and the Statement of Community Involvement (SCI) in the LDS. However, the Council is aware that this is useful information that should be publicly available. Consequently, a list of those the Council is proposing to prepare and review will be included in the LDS as appropriate.

Chapter 2 - Adopted Local Plan (2006)

The Cotswold District Local Plan was adopted in April 2006. It supersedes the former Local Plan adopted in 1999.

Saved Policies

The policies contained within the 2006 Local Plan were automatically saved for a period of three years from adoption. The Secretary of State agreed that the majority of the Local Plan's policies should be saved beyond that period and these policies still form part of the Development Plan until such time as they are replaced by policies contained in the new Local Plan. A full list of the saved policies can be found in Appendix B.

The Secretary of State directed that only 14 policies should not be saved:

Policy 1	Natural Resources
Policy 3	Higher Quality Agricultural Land
Policy 4	Environmental Impact
Policy 6	The Water Environment
Policy 7	Cotswold AONB
Policy 12	Sites of Archaeological Interest
Policy 13	Development Affecting a Listed Building or its Setting
Policy 29	Agricultural or Forestry Workers' Dwellings
Policy 37	Travel Plans
Policy 40	Roadside Facilities Outside Settlements
policy 41	Telecommunications
Policy CIR12	Smith's Field
Policy CHI.1	Former Builder's Yard, Sheep Street
Policy GB.1	Cheltenham and Gloucester Green Belt

Chapter 3 - Emerging Local Plan

The Council is preparing a new Local Plan for the period 2011-2031. The table below sets out a summary of the role and coverage of the Local Plan.

Document title	Cotswold District Local Plan
Role and Content	Strategy for the future growth within the District over the twenty year period 2011-2031, setting out the spatial vision, strategic planning policies, development management policies, site specific allocations and proposals map.
Status	Development Plan Document
Scope / Coverage	District wide
Priority	High
Chain of Conformity	National Planning Policy Framework Cotswold District Council Corporate Strategy and Corporate Plan 2016-2019 Gloucestershire Waste Core Strategy 2012-27 ¹ Gloucestershire's Local Transport Plan 2015-2031 (LTP3) ² Gloucestershire Emerging Mineral's Plan 2018-2032 ³ Other strategies and plans of the District Council and other statutory bodies
Resource	Sustainable Communities Programme Board – incorporating key Members and Officers to sanction participation exercises, discussion forum, workshops etc. A non-decision making board which can make recommendations to Cabinet. Planning policy team – directed by the Forward Planning Manager the team will prepare the Local Plan supported by colleagues from other directorates of the District Council. Where necessary, use of consultancy support to develop, review and update evidence, particularly for specialist studies on relevant topics. The political management arrangements will involve regular deliberations with the Portfolio Holder and meetings with the Programme Board before ultimately seeking Council's approval of the submission documents.
Involvement of stakeholders and the community	Cooperation with neighbouring planning authorities, Duty to Cooperate partners and relevant stakeholders, including infrastructure providers. The approach is set out in the Statement of Community Involvement. Before consulting formally on the proposed submission document, the Council will undertake a continuous process of engagement with partners, stakeholders and the community to help establish realistic, workable and viable options.

¹ Gloucestershire County Council is the minerals and waste planning authority for the whole of Gloucestershire, including Cotswold District. Gloucestershire County Council is responsible for preparing a Waste Core Strategy setting out the relevant planning policy, site allocations and development control policies to deal with waste planning in Gloucestershire.

² Gloucestershire County Council is the transport planning authority for the whole of Gloucestershire, including Cotswold District. Gloucestershire County Council is responsible for preparing a transport plan setting out relevant policies.

³ Gloucestershire County Council is the minerals planning authority for the whole of Gloucestershire, including Cotswold District. Gloucestershire County Council is responsible for preparing a mineral plan setting out relevant policies and site allocations.

Chapter 4 – Evidence Base to Underpin the Local Plan

Local Plans are prepared using a range of evidence prepared by the Council and by consultants on behalf of the Council. The purpose of establishing an evidence base is to ensure that all future planning policies and decisions are justified and based on robust and up to date information. The importance of local planning authorities having an up to date, relevant and robust evidence base is emphasised in the NPPF. This is further informed through the Government's recently published national planning practice guidance.

The Council and its partners manage, develop and analyse comprehensive survey material and evidence, covering a wide range of social, economic and environmental matters that affect the District and its community. The information and data are used to identify opportunities, constraints and issues in the District.

The maintenance, updating and enhancement of the evidence base is essential to the preparation of a Local Plan and the Authority's Monitoring Report. A number of key technical studies have been completed, while others have been commissioned to inform the preparation of the Local Plan and are currently in progress. All the documents are available to view at the Council Offices, Trinity Road, Cirencester, and as far as possible on the Council's [Evidence Pages](http://www.cotswold.gov.uk/residents/planning-building/planning-policy/emerging-local-plan/evidence-base-and-monitoring/). <http://www.cotswold.gov.uk/residents/planning-building/planning-policy/emerging-local-plan/evidence-base-and-monitoring/>. As new studies are completed, the website will be updated.

As well as the evidence produced or commissioned directly for the Local Plan, regard will also be had as appropriate to other evidence including:

Economy & Infrastructure

- Market Town Health Checks (Various market town partnerships)
- Cirencester Traffic and Movement (Hyder Consulting) June 2007
- The Cotswold Perception and Awareness Research (Arkenford) 2012
- Assessment of Economic Value of the Cotswold AONB (Cumulus Consultants Ltd in association with GHK Consulting LTD for CCB) 2013

Healthy Communities

- Gloucestershire Health and Wellbeing Strategy 2012-2032

Natural and Historic Environment

- Gloucestershire Historic Landscape Characterisation project (GCC) 1997-2002
- Cotswold AONB Landscape Character Assessment (Cotswold Conservation Board) 2004
- Gloucestershire Landscape Character Assessments for the Severn Vale, Upper Thames Valley, Vale or Moreton; Vale of Evesham Fringe (LDS on behalf of Gloucestershire County Council) 2006
- Buildings at Risk Register (CDC) 2005
- Conservation principles, policies and guidance (English Heritage) 2008
- Cotswold Water Park Biodiversity Action Plan (CWP Trust on behalf of CWP Nature Conservation Forum and the CWP Joint Committee) 2007
- Cotswold Water Park – Integrated Landscape Character Assessment (LDA Design on behalf of Wiltshire Council supported by CWP Joint Committee) 2009
- Cotswold Water Park Strategic Review & Implementation Plan (master plan) (Scott Wilson on behalf of the CWP Joint Committee endorsed by CDC) July 2008, updated December 2010
- Cotswold AONB Management Plan (CCB) 2013
- Cotswold AONB Local distinctiveness and landscape change (CCB) 2013
- National Character Area Profiles 106 – Severn and Avon Vales (Natural England) 2013
- National Character Area Profiles 107 – Cotswold (Natural England) 2013
- National Character Area Profiles 108 – Upper Thames Clay Vales (Natural England) 2014
- Landscape strategy and guidelines (for each of the 19 landscape character types) (CCB) ongoing review
- Cotswolds Conservation Board - Position Statement - Tranquillity And Dark Skies
<http://www.cotswoldsaonb.org.uk/userfiles/file/consultations/tranquillity-and-dark-skies-nov-09-revised-oct-2010.pdf>
- Campaign to Protect Rural England - Tranquillity Map: England
<http://www.cpre.org.uk/resources/countryside/tranquil-places/item/1839->

- Campaign to Protect Rural England - Shedding Light
- A survey of local authority approaches in England (2014)
<http://www.cpre.org.uk/resources/countryside/dark-skies/item/3608-shedding-light>
- Cotswolds Conservation Board - Position Statement: Development in the setting of the Cotswolds AONB <http://www.cotswoldsaonb.org.uk/userfiles/position-statements/setting-revision-2013.pdf>
- European Landscape Convention
<http://www.naturalengland.org.uk/ourwork/landscape/protection/europeanconvention/>
- Gloucestershire Historic Environment Records (GCC) ongoing database
- Heritage Gateway (English Heritage) ongoing database
- Heritage at Risk Register (English Heritage) ongoing review
- Archaeology Review (GCC Heritage Team) Jan 2014
- Strategic framework for GI in Gloucestershire (Gloucestershire Local Nature Partnership) (draft 2014 – in progress)
- Gloucestershire Biodiversity Action Plan (2000)
- (Gloucester Biodiversity Partnership) Gloucestershire Biodiversity Delivery Plan (2010)
<http://gloucestershirebiodiversity.net/index.php> - includes mapping and technical details for Strategic Nature Areas.
- Cotswold Water Park appeal decision for Lakes 103 and 104 - 05/02098/OUT
- Detailed notification review process (Natural England)

Strategy

- Cotswold District Local Plan 2001-2011
- Cotswold Community Strategy (CDC) 2008
- Corporate Strategy and Corporate Plan (CDC) 2012-15
- Update to the Corporate Strategy and Corporate Plan (CDC)

Chapter 5 – Local Plan Timetable

Key Milestone	Timescale
Community involvement in development of issues and options Issues & Options Settlement Hierarchy Second Issues & Options Preferred Development Strategy	Complete Nov 2007 Complete Nov 2008 Complete Dec 2010 – Mar 2011 Complete May 2013
Community involvement in development of issues and options Local Plan: Preferred Development Strategy	Complete May 2013
Draft Local Plan: Development Strategy and Site Allocations and accompanying Sustainability Appraisal (SA) consultation (Reg. 18)	Cabinet December 2014 Public consultation January – February 2015
Draft Local Plan: Development Management Policies consultation (Reg.18)	Cabinet October 2015 Public consultation November 2015
Submission Draft Whole Local Plan and final SA (Reg. 19 & 20) consultation	June 2016
Submission Draft Whole Local Plan and final SA (Reg. 19 & 20) as amended by Focussed Changes consultation	December 2016
Submission of Local Plan, plus Addendum and SA to the Secretary of State (Reg. 22 & 23)	23 rd June 2017
Examination of Local Plan and SA (Reg. 24)	2017 – date to be confirmed by Planning Inspectorate
Hearing period and preparation of Inspectors Report	To be confirmed by Planning Inspectorate
Inspector's Report – fact check	To be confirmed by Planning Inspectorate
Inspector's Report – final (Reg. 25)	To be confirmed by Planning Inspectorate
Adoption of Local Plan and Policies Map (Reg. 26)	Dependent on Examination process
Monitoring and Review	On-going post adoption

As the Local Plan progresses greater clarity will become available on the timetable of some of the tasks involved. However, some areas will remain difficult to plan, such as consideration of representations received, until the level of response is known, delays and requirements for

additional evidence. These elements are beyond the Council's control and can impact on the timetable, as well as responding to new guidance and instructions. The LDS will be updated annually to reflect the most up to date information at the time. The Council will also continue to maintain a timetable on its website.

Chapter 6 – Risk Assessment

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 will be required to assist with detailed policies for the 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.</p> <p>Specific studies will be undertaken by external specialist consultants where necessary.</p>
Availability of PINS for Examination	<p>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.</p>
Changing national policy, guidance and evidence	<p>Engagement undertaken in accordance with regulations highlighted key issues on which to focus evidence gathering. However, changes to national planning policy and guidance can generate new issues or produce additional, unforeseen requirements and these could potentially impact on deadlines.</p> <p>The Council will ensure officers maintain a close liaison with the latest national guidance and best practice; revise the Local Plan timetable if necessary; and ensure adequate budgetary provision for consultancy support if required.</p>
Failure of the Local Plan to meet tests of soundness and legal compliance	<p>Officers will attend relevant training or seminars on best practice, as well as maintaining a dialogue with the Planning Inspectorate and neighbouring authorities.</p> <p>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.</p>
Funding for evidence	<p>Should the Council's Cabinet not approve requests for funding for individual pieces of work the development of the Local Plan could be significantly delayed.</p>

	<p>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.</p>
<p>Cooperation of other external bodies</p>	<p>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.</p> <p>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.</p>
<p>New data becoming available</p>	<p>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.</p> <p>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.</p>
<p>Large numbers of representations received to consultation periods.</p>	<p>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.</p> <p>It may be necessary to bring in other staff, or temporary assistance. This will require sufficient workstations with internet access to facilitate the exercise.</p>

CHAPTER 7 - Community Infrastructure Levy (CIL)

The Council will produce a Community Infrastructure Levy which will detail a schedule of charges to be paid by developers to contribute towards the implementation of infrastructure required to deliver the Local Plan proposals. The Community Infrastructure Levy will set a charge per square metre of new floor space which will be levied on new development across the District, where applicable. As with the Local Plan there is a requirement for consultation and independent examination of the Community Infrastructure Levy.

The Levy is inherently linked to the preparation of the Local Plan and will be supported by a robust evidence base, in particular a Viability Assessment to determine what can be charged; as well as an Infrastructure Funding Gap Assessment to identify the funding gap for the delivery of necessary infrastructure. As such it is anticipated that the preparation of the Community Infrastructure Levy will run alongside the Local Plan.

Project Plan and Consultations

There are two consultation stages prescribed by regulations for CIL.

1. The 1st stage is to consult on a **Preliminary Draft Charging Schedule; and**
2. The 2nd stage takes account of amendments to the Charging Schedule resulting from the first stage of consultation and updated evidence. This **Draft Charging Schedule**, will then be submitted for public examination in a similar way to the Local Plan.

The timetable for the preparation of Community Infrastructure Levy is set out below:

	Key Milestone	Timescale
1	Complete essential evidence <ul style="list-style-type: none"> • Infrastructure Delivery Plan • Whole Plan Viability study 	Completed
2	Prepare Preliminary Draft Charging Schedule	Completed
3	Cabinet decision	Completed
4	Public consultation on Preferred Draft Charging Schedule	Completed
5	Amend charging schedule in light of public consultation response	Completed
6	Cabinet decision on Draft Charging Schedule	Completed
7	Publish Draft Charging Schedule for public consultation	Completed
8	Submit Draft Charging Schedule for Examination	TBC (no earlier than 16th June)
9	Examination Hearings	To be confirmed by Planning Inspectorate
10	Inspector's report	To be confirmed by Planning Inspectorate
11	Adoption and implementation	Dependent on examination process

The timetable for the preparation of the Community Infrastructure Levy will be refined further as the document is progressed.

APPENDIX A – List of Acronyms

AMR	Annual Monitoring Report Authorities are required to produce AMRs to assess the implementation of the Local Development Scheme and the extent to which policies are being achieved.	NPPF	National Planning Policy Framework Sets out the Government’s planning policies for England and how they are expected to be applied. Provides guidance for local planning authorities and decision-makers, both in drawing up plans and making decision about planning applications.
AONB	Area of Outstanding Natural Beauty A special area of protected landscape, with the primary purpose to protect and enhance the natural beauty of the area now and for the future.	PPTS	Planning Policy for Traveller Sites To be read in conjunction with NPPF.
CCB	Cotswold Conservation Board The organisation to conserve and enhance the Cotswolds AONB.	RLA	Residential Land Availability The Council’s annual housing monitoring report, showing dwellings completions and the number with outstanding planning permission.
CDC	Cotswold District Council	SA	Sustainability Appraisal Provides the evidence to inform, and the framework to test and develop options, to deliver a more sustainable strategy.
CIL	Community Infrastructure Levy A planning charge to help deliver infrastructure to support development.	SCI	Statement of Community Involvement Sets out how the local planning authority will engagement and consult with stakeholders and communities for plan making and development management processes.
CWP	Cotswold Water Park A wetland area of 150 lakes created through gravel extraction.	SHLAA	Strategic Housing Land Availability Assessment Technical assessment of sites for their potential for housing.
DPD	Development Plan Document Spatial planning document subject to independent examination.	SPD	Supplementary Planning Document Expand or add detail to policies laid out in development plan documents. These may take the form of design guides, area development briefs, a master plan or issues based documents.
GCC	Gloucestershire County Council		
IDP	Infrastructure Delivery Plan Identifies the hard, social and green infrastructure needed to support and underpin the growth outlined in the Local Plan.		
LDS	Local Development Scheme The project plan for planning policy work being undertaken by the local planning authority.		

APPENDIX B – List of Saved Policies

The policies below, and the related proposals map and insets, which related to the Cotswold District Local Plan 2001-2011 (adopted April 2006), will continue to be saved after April 2009. All other policies in the Local Plan that are not listed below will lapse after that date.

Policy No.	Name of Policy to be retained	SPG (see paras 3.3, 3.4)
2	Renewable Energy	
5	Pollution and Safety Hazards	
8	Special Landscape Areas	
9	Biodiversity, Geology and Geomorphology	
10	Trees, Woodlands and Hedgerows	
11	The Historic Landscape	
14	Conversion of Historic Agricultural Buildings	
15	Conservation Areas	1
16	Minimising the Impact of Lorries	6
17	Protection of Established Uses	
18	Development within the Development Boundaries of Cirencester and the Principal Settlements	
19	Development Outside Development Boundaries	
20	Housing Sites on Previously Developed Land	
21	Affordable Housing	
22	Replacement dwellings in Rural Areas	
23	Sites for Gypsy Travellers	
24	Employment Uses	
25	Vitality and Viability of Settlements	
26	Tourism	
27	Diversification of Farms and Agricultural Estates	
28	Conversion of Rural Buildings	
30	Removal of Occupancy Conditions on Dwellings Outside Settlements	
31	Equestrian Related Development	
32	Community Facilities	
33	Playing Fields, Sports Facilities and Allotments	
34	Landscaped Open Spaces and Play Areas in Residential Development	
35	Golf Courses	
36	Sustainable Transport Network	2
38	Accessibility to and within New Development	
39	Parking Provision	
42	Cotswold District Design Code	3
43	Provision for the Community	
44	Public Art	
45	Landscaping in New Development	
46	Privacy and Gardens in Residential Development	
47	Community Safety and Crime Prevention	
48	Advertisements and Signs	
49	Planning Obligations and Conditions	
CIR.1	Traffic and Environment in Cirencester Town Centre	
CIR.2	Livestock Market and Leisure Centre	
CIR.3	Sheep Street 'Island'	
CIR.4	Memorial Hospital	
CIR.5	Land adjacent to Brewery Car park	
CIR.6	Land fronting Dyer Street and The Waterloo	
CIR.7	The Waterloo Car Park	

CIR.8	Cricklade Street/ West Way	
CIR.9	Kingsmeadow Lorry Park	
CIR.10	Kingshill	
CIR.11	Land east of Wilkinson Road	
CIR.13	Kingshill North	
CIR.14	Siddington Park Farm	
CIR.15	City Bank and the former Railway Line	
CIR.16	Cemetery	
BOU.1	British Legion site	
BOU.2	Land east of Coach and Horses	
MOR.1	Cotswold Business Village	
TET.1	Former Matbro site	
TET.2	Hampton Street allotments	
TET.3	Extension to Tetbury Industrial Estate	
CHI.2	Cutt's Garage	
CHI.3	Wold's End Car Park	5
LEC.1	Riverside	
LEC.2	Old Station	
LEC.3	Car Park	
LEC.4	Cemetery extension	
UT.1	Cotswold Water Park	4
UT.2	Settlement Protection Boundaries	
UT.3	The Thames & Severn Canal	
UT.4	The River Thames	
KE.1	Kemble Airfield	