

**Local Development Scheme and Development Plan Document  
Production 2009 - 2012** **Item 8**

|                             |   |
|-----------------------------|---|
| <b>Portfolio Area:</b>      | Cllr Harley Cabinet Member for Enterprise and Culture |
| <b>Report Presented by:</b> | Eleanor Dash Planning Policy Manager                  |

|                                |   |
|--------------------------------|---|
| <b>Background Papers:</b>      | <ul style="list-style-type: none"> <li>• 2004 Planning and Compulsory Purchase Act</li> <li>• Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008</li> <li>• PPS12: Local Spatial Planning</li> <li>• BDC Local Development Scheme 2<sup>nd</sup> revision April 2007</li> </ul> |
| <b>Corporate Implications:</b> | Please refer to table at end of report.   |
| <b>Options:</b>                | <ol style="list-style-type: none"> <li>1. To approve the Local Development Scheme for submission to the Secretary of State</li> <li>2. To approve the Local Development Scheme for submission to the Secretary of State subject to changes.</li> <li>3. To not approve the Local Development Scheme.</li> </ol>   |
| <b>Risks:</b>                  | All local planning authorities should keep an up to date Local Development Scheme. Slippage from the proposed timetable could affect the amount of Housing and Planning Delivery Grant which is awarded to the District.  |

**Executive Summary**

In order to update the timetable for the production of Development Plan Documents and to take into account changes in planning regulations in 2008, a revised Local Development Scheme has been produced and is included with this report. This report seeks approval for the document to be submitted to the Secretary of State, via the Government Office for the East of England, for formal approval.

**Decision**

To agree to the Local Development Scheme and the proposed timetable for the production of Development Plan Documents contained within it.

## **1. Background**

1.1 The Planning and Compulsory Purchase Act (2004) included a requirement for all local planning authorities to produce a Local Development Scheme. This is a project management document which shows which Development Plan Documents the Council is going to produce and the timetable for their production.

1.2 The current Local Development Scheme was produced in April 2007 and was a revision of the original Local Development Scheme which was produced in 2005. The 2007 Local Development Scheme is now out of date and the timetable for the production of Development Plan Documents needs to be updated. In addition changes to the Regulations were made by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 including removing the requirement to include the timetable for the production of Supplementary Planning Documents.

## **2. The revised Local Development Scheme document**

2.1 The full draft document is included as attached.

2.2 A draft of the Local Development Scheme was sent to Go-East for consideration. Their main comments were;

- You may wish to provide more detail on the process involved in the production of each DPD

*(further stages of member approval and consideration of representations were added)*

- It would be useful to clarify at which stage in the Regulations the different milestones refer.

*(Regulation stage added to major milestones)*

- Concerned about the gap between the first and second consultation stages of the Development Management Document.

*(Explained that this gap was to allow the Council to receive and consider the binding Inspectors report on the Core Strategy and any impacts for the Development Management Document. This was considered a sensible approach)*

- Could a Gantt chart be provided with the final version?

*(A Gantt chart of development plan document production will be included with the final formatted version)*

2.3 Changes have been made to the document to reflect these comments and it is proposed that the Local Development Scheme contained with this report is the final version to be approved.

### **3. Monitoring and Review**

3.1 Progress made on the production of Development Plan Documents will be measured in the Annual Monitoring Report at the end of every year and changes to the timetable made where necessary. A new Local Development Scheme will need to be produced at least every three years, or as regulations change.

#### **Recommendation:**

- 1. To approve the Local Development Scheme as included with this report, for submission to the Secretary of State.**

| <b>Corporate Implications</b>             |  |  |          |   |
|---|--|--|----------|---|
| <b>Financial:</b>                         | Slippage from the timetable proposed in the Local Development Scheme could affect the amount of Housing and Planning Delivery Grant that is received by the Council. |  |          |   |
| <b>Legal:</b>                             | LDF Planning Policy Guidance and Regulations   |  |          |   |
| <b>Equalities &amp; Diversity:</b>        | n/a  |  |          |   |
| <b>Customer Impact:</b>                   | This document will give the public an up to date timetable of development plan document production to use  |  |          |   |
| <b>Environment &amp; Climate Change:</b>  | n/a  |  |          |   |
| <b>Consultation/Community Engagement:</b> | Local Committees   |  | Partners | ✓ |
|   | Public   |  | Staff    | ✓ |
| <b>Key Decision:</b>                      | No   |  |          |   |
| <b>Public/Private Report:</b>             | Public   |  |          |   |
|   |  |  |          |   |
| <b>Officer Contact:</b>                   | Emma Boaler  |  |          |   |
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## **1. Introduction**

1.1 This is the Braintree District Council Local Development Scheme 2009 – 2012. It is the third Local Development Scheme which has been produced by the Council. The first was approved in September 2005 and the second document, a revision of the first, was approved in April 2007. Due to the changes made in the Regulations, and to update the timetable for Development Plan Document Production, it is necessary to produce this latest version.

1.2 The Planning and Compulsory Purchase Act (2004) introduced major changes to the way in which plan making system operates in this country by introducing Regional Spatial Strategies prepared by regional planning bodies and Local Development Frameworks produced by local planning authorities.

1.3 Local Development Frameworks are made up of a suite of documents which are called Local Development Documents. These are;

### **1.4 The Statement of Community Involvement**

This document sets out the standards and approach to involving the community and stakeholders in the production of the local development framework.

### **1.5 Development Plan Documents**

These are the principal planning documents which form the statutory development plan for the area. They are subject to an independent examination by the Planning Inspectorate to test the soundness of the document and to ensure that the necessary legal requirements relating to the production of the document have been followed.

### **1.6 Supplementary Planning Documents**

These are documents which form part of the overall planning framework for the area but have less weight than Development Plan Documents. However they may contain policies that expand or supplement policies in a Development Plan Document. Supplementary Planning Documents are not subject to independent examination but must still involve extensive community and stakeholder consultation. Following the 2008 Planning Act, it is no longer a requirement to include the programme for Supplementary Planning Guidance Production within the Local Development Scheme.

1.7 In addition there are two further documents which make up the Local Development Framework:-

- The Local Development Scheme, which will be discussed in more detail in the following chapter
- The Annual Monitoring Report, which sets out the principal characteristics of the District and assesses progress in preparing Local Development Documents and monitors progress in housing, employment and other development.

1.8 Under the new Local Development Framework System therefore, the Statutory Development Plan for the District is made up of the following documents;

- The Regional Spatial Strategy, The East of England Plan, published by Secretary of State for Communities and Local Government.
- The Minerals Development Document, produced by Essex County Council.
- The Waste Development Document, produced by Essex County Council.
- Development Plan Documents, produced by Braintree District Council.

1.9 More details on the Local Development Framework in Braintree and the approved Local Development Scheme can be found on the Council's website [www.braintree.gov.uk](http://www.braintree.gov.uk) following the links to the planning and planning policy pages.

1.10 More details on the Regional Spatial Strategy can be found on the Go-East website at [www.go-east.gov.uk](http://www.go-east.gov.uk) and follow the links to the regional planning pages.

1.11 More details on the waste and minerals development documents can be found on the Essex County Council website [www.essex.gov.uk](http://www.essex.gov.uk) following the links from planning to minerals and waste policy.

## **2. Contents of the Local Development Scheme**

2.1 The Local Development Scheme has been prepared under the requirements of the Town and Country Planning (Local Development) Regulations 2004 (as amended).

2.2 PPS12: *Creating strong, safe and prosperous communities through Local Spatial Planning* sets out the government's policy on Local Development Frameworks. It states that a Local Development Scheme should:

- Provide a brief description of all the Development Plan Documents and Supplementary Planning Documents to be prepared and the content and geographic area to which they will relate. It should include the Statement of Communities Involvement.
- Explain how the different Development Plan Documents and Supplementary Planning Documents relate to each other, and especially how they relate to the core strategy.
- Set out which Supplementary Planning Guidance or Supplementary Planning Documents support saved policies.
- Set out the timetable for producing Development Plan Documents – giving the timings for the achievement of the following milestones:
  - consulting statutory bodies on the scope of the Sustainability Appraisal
  - publication of the Development Plan Document
  - submission of the Development Plan Document
  - adoption of the Development Plan Document
- Set out the timetable for producing Supplementary Planning Documents – giving the timings for the publication of the draft Supplementary Planning Document and the adoption of the Supplementary Planning Document.

2.3 The 2008 Regulations made some changes to the Local Development Framework System including removing the requirement for Supplementary Planning Documents to be listed in the Local Development Scheme.

2.4 The Braintree Local Development Scheme is therefore a project management document which informs the public and stakeholders of the planning documents which the Council will produce and the timescale for their production. This includes;

- A timetable for the production and adoption for all Development Plan Documents within the Local Development Scheme time period (3years).
- Identifying background studies and documents which will form the evidence base for the Local Development Framework documents.
- A list of current adopted Supplementary Planning Documents, Material Planning Guidance and Development Briefs
- Identifying resources and risks in order to deliver the timetable
- Set out arrangements for monitoring and review

### **3. Planning Context in Braintree District and Relationship to existing Planning Policy Documents**

3.1 Although the 2004 Planning and Compulsory Purchase Act introduced a requirement to produce new types of plan, the existing plans will continue to be relevant until they are replaced. This will ensure that a planning policy framework will continue to be in place throughout the process.

3.2 The regional planning policy is provided by the Regional Spatial Strategy East of England Plan published by Secretary of State for Communities and Local Government in May 2008. This document forms the basis for overall long term strategy in the region. It also includes District level targets for new housing numbers and new job provision, as well as County minerals extraction and waste processing targets. The Secretary of State published final policies on gypsy and travellers and travelling showpersons accommodation in the East of England in July 2009, resulting from the single issue review of the Regional Strategy, initiated by the Regional Assembly. These set out requirements for local authorities to make provision for gypsy and travellers and travelling showpersons through their Development Plan Documents. The Regional Spatial Strategy is currently under review to extend the plan period from 2021 to 2031.

3.3 The Braintree District Local Plan Review was adopted in July 2005 and under transition arrangements between Local Plans and Local Development Frameworks it was automatically saved for 3 years. In July 2008 the Secretary of State for Communities and Local Government decided that the majority of the Braintree District Local Plan Review policies would remain in force with the exception of the following 11 policies which have either already been implemented, or have been superseded by more recent Government policy guidance;

RLP23 Provision for Gypsies and Travelling Showpersons  
RLP43 Atlas Works Site, Earls Colne  
RLP57 Freeport Special Policy Area  
RLP66 Flood Risk in Developed and Urban Areas  
RLP66 Flood Risk in Undeveloped Areas  
RLP68 Functional Floodplains  
RLP130 Indoor Sport and Leisure Site, Braintree Retail Park  
RLP131 Swimming Pool, Millennium Way, Braintree  
RLP132 Community Swimming Pool, Ramsey School, Halstead  
RLP156 Community Uses Site, Colchester Road, Halstead  
RLP165 Monitoring

3.4 The remaining saved policies will gradually be replaced as they are superseded by policies in Development Plan Documents. Each submission Development Plan Document will include, in an Appendix, a list of Local Plan policies which have been superseded by policies within that document and are therefore no longer saved. An up to date list of superseded Local Plan policies will be maintained on the Braintree District Council website until such time as the saved Local Plan policies have been replaced. In the mean time

however, it is necessary to continue applying the saved policies, provided that they remain in accordance with regional policies and national guidance.

## **4. Documents to be Prepared between 2009 – 2012**

4.1 The Council has already completed work on the first of the Local Development Framework Documents, A Statement of Community Involvement which was adopted in July 2006. However due to the changes in the Regulations this has been updated and the revisions were approved in September 2009.

4.2 The Council has also completed a number of Supplementary Planning Documents, as part of the Local Development Framework. Details of these documents are set out in Appendix 1. The Council has also previously approved a number of additional non-statutory planning policy and guidance documents, which are material considerations in the determination of planning applications.

4.3 The Local Development Scheme identifies the project plan for the production of Development Plan Documents over the next 3years. The proposed Development Plan Documents are a Core Strategy, Development Management Policies Document and Site Specific Allocations Document. The timetable of production given for each document is one which the Council considers realistic given the current resources. The timings between the submission of the document and the receipt of the Inspector's Binding report are those which are stated in the current Planning Inspectorate guidance.

### **4.4 The Core Strategy Development Plan Document**

This is the most important document in the Local Development Framework. It sets out the overall vision and strategy for planning and growth in the District up to 2026. Many of the other Local Development Framework Documents will be directly linked to the Core Strategy because, for example, they provide the means for delivering the strategy or provide more detail on the Core Planning Policies. As such, it is important that this document is produced first. The production of this document will include strategic growth allocations, which will require an amendment to the adopted Local Plan Review Proposals Map to indicate these proposed growth locations on an ordnance survey mapbase. It will be submitted to the Secretary of State for examination at the same time as the Core Strategy.

### **4.5 The Development Management Policies Development Plan Document**

This document will add to the Core Strategy policies to set out a suite of policies to be used in Development Management These policies will ensure that all development that takes place within the District contributes to the vision and objectives laid out in the Core Strategy. Once adopted these policies will replace most of the policies within the existing Local Plan Review. The production of this document will require amendments to the Proposals Map to indicate geographically where site specific policies will apply. It will be submitted to the Secretary of State for examination at the same time as the Development Management Policies Development Plan Document.

#### 4.6 The Site Specific Allocations Development Plan Document

This document is directly linked to the Core Strategy and will set out the designations and site specific proposals for new development in addition to the growth locations in order to meet the vision and objectives laid out in the Core Strategy. Allocations will be related to housing, employment, community facilities, recreation and open space and infrastructure.

The production of this document will require amendments to the Proposals Map which will indicate geographically the areas and or sites proposed for new development or redevelopment and the areas or sites where specific policies will apply.

#### 4.7 Proposals Map

As stated above, the Proposal Map will need to be updated on the submission of each proposed Development Plan Document, to reflect the spatial element of that document. The map will therefore be updated in stages, with the final map being completed on the adoption of the Site Specific Allocations DPD.

## **5. Development Plan Document Production Timetable**

Please note the early parts of the Core Strategy consultation were carried out under the 2004 regulations.

### **5.1 Core Strategy Development Plan Document**

|   |  |
|---|--|
| Role and Content  | Sets out the spatial vision, spatial objectives and strategy for the development of the District.  |
| Status  | Development Plan Document  |
| Chain of Conformity   | Must be consistent with national planning policy and the RSS East of England Plan  |
| Geographic Coverage   | Whole of Braintree District  |
| <b>Timetable and Milestones</b>   |  |
| Issues and Options Consultation including early stakeholder engagement (Reg 25)           | April – May 2007   |
| Consideration of representations, gathering of further evidence and amendment of document | June 2007 – August 2008  |
| Member Approval of Consultation Document  | September 2008   |
| Public Participation (Reg 26)   | October – December 2008  |
| Consideration of Representations and amendment of document                                | January 2009 – January 2010  |
| Member Approval of Consultation Document  | February 2010  |
| Pre Submission Consultation (Reg 27)  | March – May 2010   |
| Member Consideration of Representations to Pre Submission Consultation Document           | June 2010  |
| Submission to Secretary of State  | July 2010  |
| Pre Hearing Meeting   | September 2010   |
| Hearing (Reg 34)  | November 2010  |
| Receipt of Inspectors Report  | April 2011   |
| Date of Adoption (Reg 36)   | June 2011  |
| <b>Arrangements for Production</b>  |  |
| Lead Department   | Braintree District Council Development Services  |
| Management Arrangements   | To be managed by Departmental Management Team and a panel of Council Members.  |
| Resources   | To be prepared by the Planning Policy Team involving other services as appropriate. To be funded from existing base budgets and housing and planning delivery grant  |
| Involvement of Stakeholders and the Community   | As set out in the statement of community involvement   |
| Post Production Monitoring and Review Mechanisms  | Document to be monitored on an annual basis and will be subject to review if monitoring highlights a need or as required, following the review of the regional plan. |

## 5.2 Development Management Development Plan Document

|   |  |
|---|--|
| Role and Content  | Sets out the framework for development control policies in the District  |
| Status  | Development Plan Document  |
| Chain of Conformity   | Must be consistent with national planning guidance the RSS East of England Plan and the Core Strategy  |
| Geographic Coverage   | Whole of Braintree District  |
| <b>Timetables and Milestones</b>  |  |
| Early Stakeholder Engagement (Reg 25)   | August – September 2008  |
| Member Approval of Consultation Document  | July 2010  |
| Public Participation (Reg 25)   | September – October 2010   |
| Consideration of Representations and amendment of document                          | December 2010 – June 2011  |
| Member Approval of Consultation Document  | July 2011  |
| Pre Submission Consultation (Reg 27)  | September – October 2011   |
| Member Consideration of Representations to the Pre Submission Consultation Document | November 2011  |
| Submission to Secretary of State (Reg 30)   | December 2011  |
| Pre Hearing Meeting   | February 2012  |
| Hearing   | April 2012   |
| Receipt of Inspectors Report  | July 2012  |
| Date of Adoption  | September 2012   |
| <b>Arrangements for Production</b>  |  |
| Lead Department   | Braintree District Council Development Services  |
| Management Arrangements   | To be managed by Departmental Management Team and panel of Council Members.  |
| Resources   | To be prepared by Planning Policy Team involving other services as appropriate. To be funded from existing base budgets and Housing and Planning delivery grant      |
| Involvement of Stakeholders and Community   | As set out in the Statement of Community Involvement   |
| Post Production Monitoring and Review Mechanism                                     | Document to be monitored on an annual basis and will be subject to review if monitoring highlights a need or as required, following the review of the regional plan. |

### **5.3 Site Specific Allocations Development Plan Document**

|   |  |  |
|---|--|--|
| Role and Content  | Sets out the detailed allocations of land for housing, employment, retail and other major land uses  |  |
| Status  | Development Plan Document  |  |
| Chain of Conformity   | Must be consistent with national planning policy and the RSS East of England Plan and Core Strategy  |  |
| Geographic Coverage   | Whole of Braintree District  |  |
| <b>Timetables and Milestones</b>  |  |  |
| Early Stakeholder Engagement (Reg 25)   | August – September 2010  |  |
| Member Approval of Consultation Document  | December 2010  |  |
| Public Participation (Reg 25)   | January - February 2011  |  |
| Consideration of Representations and amendment of document                          | March – June 2011  |  |
| Member Approval of Consultation Document  | July 2011  |  |
| Pre Submission Consultation (Reg 27)  | September – October 2011   |  |
| Member Consideration of Representations to the Pre Submission Consultation Document | November 2011  |  |
| Submission to Secretary of State (Reg 30)   | December 2011  |  |
| Pre Examination Hearing   | February 2012  |  |
| Hearing   | April 2012   |  |
| Receipt of Inspectors Report  | July 2012  |  |
| Date of Adoption  | September 2012   |  |
| <b>Arrangements for Production</b>  |  |  |
| Lead Department   | Braintree District Council Development Services  |  |
| Management Arrangements   | To be managed by Departmental Management Team and panel of Council Members   |  |
| Resources   | To be prepared by Planning Policy Team involving other services as appropriate. To be funded from existing base budgets and Housing and Planning delivery grant.             |  |
| Involvement of Stakeholders and Community   | As set out in the Statement of Community Involvement   |  |
| Post Production Monitoring and Review Mechanisms                                    | Document to be monitored on an annual basis and will need to be subject to review if monitoring highlights a need or as required, following the review of the regional plan. |  |

## **6. Evidence Base**

6.1 The Local Development Documents will establish the Council's planning policies. In preparing these documents and to ensure that the proposals and policies contained within them are soundly based a number of specialist studies and other research projects have been, or will be undertaken.

6.2 The table below illustrates the reports and studies that will be used to provide a robust and credible evidence base for the Local Development Framework. This list will be added to, if additional work is required.

| Study Title                                       | Purpose and Scope   | Timescale and Review  |
|---|---|---|
| Braintree District Futures 2025                   | To present 3 visions for the future of the District to 2025 which will help to achieve a better balance between employment and population growth in the future  | Completed in 2006   |
| Mid Essex Economic Futures                        | Appraisal of the local economy and an assessment for the future outlook prepared jointly for Braintree, Chelmsford, Maldon and Brentwood.   | Completed in March 2006   |
| Employment Land Review                            | It comprises a survey of existing and potential land and premises for office, industrial and warehouse uses and analyses supply, demand and land requirements from 2006 to 2026.  | Completed in November 2007  |
| North Essex Authority Retail Study                | Produced for Braintree, Colchester, Maldon and Tending Councils it assesses the health of town centres and scope for further development  | Completed in 2006<br>The Braintree specific element of this study is currently being updated and will be completed in early 2010. |
| Braintree Town Centre Preliminary Analysis Report | The purpose of this report is to undertake an objective preliminary assessment of the scope of Braintree town centre to accommodate new development over the Local Development Framework plan period for town centre uses, in particular comparison retail floor space. | Completed in April 2009   |

|   |  |   |
|---|--|---|
| Urban Capacity Study  | This document assess the potential for providing new housing within the existing settlement boundaries of 11 of the Districts settlements, including the 3 main towns.   | Completed October 2007.   |
| Strategic Housing Land Availability Assessment (SHLAA)  | This document builds on the work completed in the Urban Capacity Study but includes an assessment of a sites viability and likely timescale for the site to be developed.  | Due for completion in January 2010  |
| Strategic Housing Market Assessment (SHMA) and Housing Needs Study                              | Was commissioned jointly by Braintree, Colchester and Chelmsford Councils. Includes an assessment of the local housing market and recommends a level of affordable housing, along with tenure splits and the situation in the private rental market. | Completed in February 2008. The SHMA was reviewed and updated in April 2009 |
| Affordable Housing Viability Study  | Is to assess whether the proposed affordable housing policy in the Core Strategy is viable and achievable in terms of dwelling threshold and percentage of affordable housing that is required.  | Due for completion in January 2010  |
| Essex Wide Gypsy and Traveller Accommodation Needs Assessment                                   | An Essex wide study commissioned by the Essex Planning Officers Association to help Essex Councils determine the appropriate number of gypsy and traveller pitches to be provided  | Completed in February 2006  |
| Preparing Regional Spatial Strategy Reviews on Gypsy and Travellers by Regional Planning Bodies | This was commissioned by the East of England Regional Assembly to review work carried out in each county and to advise on pitch requirements   | Completed in March 2007   |
| Review of Essex Gypsy and Traveller Pitch Requirement Figures                                   | This study was to review the above 2 documents to determine why the results varied so much and produce a more robust formula that could be applied to Essex  | Completed in July 2007  |
| Landscape Character Assessment  | Prepared jointly with Brentwood, Chelmsford, Maldon, Uttlesford and Braintree Councils. The report identifies landscape  | Completed in September 2006   |

|  |  |  |
|--|--|--|
|  | character types and their ability to accommodate development   |  |
| Braintree Settlement Fringe Study                              | Builds on the work of the Landscape Character Assessment to provide further detail of the landscape surrounding 8 settlements of the District, including the 3 main towns.   | Completed in November 2007   |
| Braintree Green Spaces Strategy                                | Builds on the results of the 2006 Open Space Audit to set standards for the quality, quantity and accessibility of open space together with specific needs, surpluses or deficiencies.   | Completed in September 2008  |
| Habitat Regulations Assessment                                 | The report is to identify any effects the proposed development in this District will have on European Sites of Importance for nature conservation and to suggest ways to mitigate this impact.                                   | Due to be completed in February 2010   |
| Water Cycle Study  | Includes the water system around Haverhill and Clare within the St Edmundsbury District. The study identifies any water related issues which may present significant obstacles to the success of development.                    | Completed in November 2008. A stage 2 study may be required  |
| Mid Essex Strategic Flood Risk Assessment                      | The document identifies in more detail areas of existing or proposed development which are at risk from flooding.  | Completed in October 2007  |
| Highways Study of Traffic Impact of Potential Growth Locations | Braintree District Council together with Essex County Council and the Highways Authority commissioned this study to look at the impact of increased vehicle trips on junctions in the vicinity of the proposed growth locations. | Phase 1 completed in July 2008. Phase 2 which also includes the traffic impacts of sites identified in the SHLAA should be completed in February 2010. |
| Rural Services Survey  | The survey updates previous work done in 2005 to assess the provision of services within rural parishes.   | Completed in January 2008  |
| Strategic Environmental Assessment and                         | Makes an environmental and sustainability appraisal of each  | Ongoing process. To be   |

|                          |  |  |
|--------------------------|--|--|
| Sustainability Appraisal | document to report on likely impacts of the proposed policies and plans. | undertaken as part of the production of Development Plan Documents |
|--------------------------|--|--|

6.3 In addition an Equality Impact Assessment is to be undertaken as part of the production of each Development Plan Document to ensure that all policies and documents are free from discrimination and promote equality of opportunity.

6.4 The Local Development Framework must also have regard to a number of other strategies and policies produced both by the Council and by partners. These include;

- The Braintree District Community Strategy: A Strategy for People and Places in the Braintree District to 2026
- Braintree District Draft Climate Change Strategy and Action Plan
- Braintree District Economic Development Strategy and Action Plan
- Essex Biodiversity Action
- Essex Local Transport Plan
- Essex Minerals Local Plan 1996 (to be replaced by the Essex Minerals Development Document)
- Essex and Southend on Sea Waste Local Plan 2001 (to be replaced by Essex Waste Development Document)

## **7. Monitoring and Review**

### **Monitoring**

7.1 The local development scheme and the development plan documents that it includes will be monitored on an annual basis by the Annual Monitoring Report. This is published and submitted to Go-East each year in December for a reporting period of 1<sup>st</sup> April – 31<sup>st</sup> March.

7.2 Each year the report will set out;

- How the Council is performing against the timescales set out within the previous year's Local Development Scheme.
- Provide information on the extent to which policies within the Local Development Documents are being achieved and on housing and employment completions and land availability.
- Provides a housing trajectory and shows the Council's 5year supply of housing land.
- Provide a progress report on preparation of evidence base and other background documents.
- Advice as to whether any documents need reviewing in advance of the programmed review date.
- Any required update to the Local Development Scheme as appropriate.

7.3 The Council has a service level agreement with Essex County Council to provide key monitoring data on housing and employment progress.

7.4 The Local Development Framework programme will be managed through the Development Services Department management team reporting to the Cabinet Member for Enterprise and Culture and the Local Development Framework Panel. This will include considering progress on the preparation of Local Development Documents and identifying action to be taken if there are variations from the project programme.

### **Review**

7.5 Following the initial adoption of each Local Development Document as set out in the Local Development Scheme, it is anticipated that any subsequent reviews will be in the form of a rolling programme. Reviews may also be necessary as a result of changes in national guidance or regional strategy, as an outcome of the monitoring in the Annual Monitoring Report, or pressures for development or regeneration.

## **8. Resources and Risk**

### Resources

8.1 The Local Development Framework process will be led by the planning policy team, part of Development Services at Braintree District Council.

8.2 The timetable contained within this document is based on using the full resources of the Planning Policy team at the Council which consists of a team manager who will be responsible for the overall project, 4 planning policy officers, a technical officer and administrative support.

8.3 Additional resources, particularly to provide specialist input on various technical matters will be sought from time to time as required from other teams within the Council including Housing Policy and Economic Development, and other organisations including Essex County Council and the Highways Agency. In addition, external consultants may be commissioned to develop elements of the evidence base or supplementary planning documents.

### Risk

8.4 There are several factors which may impact on the achievement of this timetable. The table below considers and deals with the main risks.

| Issue  | Level of Risk | Impact and Mitigation  |
|--|---------------|--|
| Delays to the production of background studies                     | Low           | Would delay the preparation of development plan documents. Most evidence base studies are now in place. The resources for any further studies should be in place to ensure they are commissioned at an early stage.  |
| Changes to national or regional guidance in relation to Braintree  | High          | Could delay the preparation of development plan documents or require an early review of those documents already produced. Review the timetable for the preparation and review of documents within the Annual Monitoring Report and review of the LDS if necessary. |
| Problems/difficulties engaging with stakeholders and the community | Low           | May delay the preparation of development plan documents. Ensure stakeholders and the community are involved at an early stage of the process, as outlined in the Statement of Community Involvement  |

|   |             |   |
|---|-------------|---|
| Inability of the Planning Inspectorate to deliver hearings/ reports to the timetable.         | Low         | Would delay the adoption of development plan documents. Agree early with the Planning Inspectorate that the timetable laid out for each document is acceptable. If slippage occurs this should be identified in the Annual Monitoring Report and amendments made to the timetable.  |
| Insufficient staff resources due to staff turnover or volume of work greater than anticipated | Medium      | Would delay the production of development plan documents. Consider use of consultants if financial resources allow. Revise timetable for the production of documents through the Annual Monitoring Report and review of the LDS if necessary.   |
| Housing and Planning Delivery Grant insufficient or no longer available.                      | Medium/High | Would delay the production of evidence base and development plan documents which need specialist advice from consultants. Increased budget bids may need to be made if the Housing and Planning Delivery Grant is insufficient or no longer available. Revise timetable for the preparation of documents through the annual monitoring report and review of the LDS if necessary. |
| Development Plan Document is found unsound  | Low         | Would delay the adoption of development plan documents as they would need further work and then resubmission.<br>Undertake self soundness test and maintain a close working relationship with the Government Office and key stakeholders  |

## **Appendix 1**

### **Existing Supplementary Planning Documents to be retained**

| <b>Title and Subject</b>   | <b>Produced by</b>         | <b>Date Approved</b> |
|--|----------------------------|----------------------|
| <u>Affordable Housing</u> . The document sets out the process and mechanisms for the delivery of affordable housing in Braintree District.                       | Braintree District Council | May 2006             |
| <u>External Artificial Lighting</u> . It provides advice and guidance on what factors the Council will take into account when determining planning applications. | Braintree District Council | September 2009       |
| <u>Open Space</u> . The document sets out the processes and mechanisms for the delivery of open space in Braintree District                                      | Braintree District Council | November 2009        |

### **Essex County Council Guidance endorsed by Braintree District Council to be retained**

| <b>Title and Subject</b>   | <b>Produced By</b>  | <b>Date Endorsed by Braintree District Council</b> |
|--|---|--|
| <u>Urban Place Supplement</u> . To build on the Essex Design Guide to provide guidance on producing high quality, attractive developments which are sustainable and reflect the local area.<br>(Braintree District Council did not adopt sections 5.8, 6.2, 7.0, 7.1, 7.2 and 7.3 of the document) | Essex County Council in partnership with Essex Planning Officers Association, East of England Development Agency, Environment Agency and Inspire East | June 2007  |
| <u>Parking Standards – Design and Good Practice Guidance</u><br>Provides car and cycle parking standards together with design guidance on accommodating parking within various types of residential and commercial development.  | Essex County Council working in partnership with Essex Planning Officers Association.   | November 2009                                      |