



# LOCAL PLAN | LOCAL DEVELOPMENT SCHEME

2021 - 2023

May 2021

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# 1. Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Local Development Scheme (LDS). This sets out the rolling programme for preparation of planning documents that together will form Braintree District's Development Plan. It identifies the key stages in the preparation of the Council's Local Development Plan Documents.
- 1.2 It also sets out what resources will be required in order to ensure that the work will be completed in accordance with the timetable and identifies the risks that could result in delay.
- 1.3 The first LDS was published in September 2005 and the last review was published in December 2020. Progress on the Local Development Scheme has been monitored and the extent to which the milestones identified have been achieved is set out in the Council's Annual Monitoring Reports.
- 1.4 The Braintree Local Development Scheme is therefore a project management document, which informs the public and stakeholders of the planning documents that the Council will produce and the timescale for their production. It includes;
  - A timetable for the production and adoption for all Development Plan Documents within the Local Development Scheme time period (3 years).
  - Identifying background studies and documents, which form the evidence base for the Local Plan.
  - A list of current adopted Supplementary Planning Documents, Material Planning Guidance and Development Briefs.
  - Arrangements for monitoring and review.

## 2. Planning Context

### National Planning Guidance

- 2.1 The National Planning Policy Framework (February 2019) *‘sets out the Government’s planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced.’* Regarding plan-making, paragraph 15 of the framework describes how *‘the planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings’.*

### County Planning Policy

- 2.2 Essex County Council is the authority responsible for production of the Waste and Minerals Local Plans, which form part of the Development Plan. At present the adopted plan for Essex is;
- The Essex Minerals Local Plan (2014) (currently under review)
  - Essex and Southend-on-Sea Waste Local Plan (2017)
- 2.3 More details on the waste and minerals development document 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.

### Adopted Local Planning Policy

- 2.4 The Development Plan for Braintree District is made up of the Local Plan 2013-2033 (Section 1), Core Strategy, adopted in September 2011 and the Braintree District Local Plan Review, which was adopted in July 2005.
- 2.5 The Braintree District Local Plan Review was adopted in July 2005. 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 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

2.6 When the Core Strategy was adopted in 2011, it superseded the following additional policies in the Braintree Local Plan Review 2005;

- RLP1 Housing Provision
- RLP5 Affordable Housing in New Developments
- RLP60 Braintree Branch Line Improvement
- RLP61 New Road Schemes
- RLP78 Countryside
- RLP79 Special Landscape Areas
- RLP88 Agricultural land
- RLP110 Retail and Town Centre Development
- RLP111 Retail Development
- RLP137 Open Space Standards
- RLP139 Allotments
- RLP163 Infrastructure and Community Facilities

2.7 The Section 1 of the 2013 – 2033 Local Plan, adopted in February 2021, supersedes the following 2011 Core Strategy Policies;

- CS1 – Housing Provision and Delivery
- CS4 – Provision of Employment
- CS9 – Built and Historic Environment
- CS11 – Infrastructure Services and Facilities

2.8 The National Planning Practise guidance plan-making section at Paragraph 042, Reference ID: 61-042-20180913 states:

*‘Due weight should be given to relevant policies in existing plans according to their consistency with the National Planning Policy Framework. It will be up to the decision-maker to decide the weight to give to the policies.’*

2.9 This means that remaining policies in the Core Strategy and 2005 Local Plan Review will have different weight depending on their compatibility with the NPPF and the presumption in favour of sustainable development.

2.10 The NPPF paragraph 48 describes how *‘Local planning authorities may give weight to relevant policies in emerging plans according to:*

- a. The stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);*
- b. the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and*
- c. the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).’*

- 2.11 The Council progressed a Site Allocations and Development Management Plan in 2013/2014 however, this was not submitted for examination and has now been superseded by the Draft Local Plan. Both sections of the Draft Local Plan have been submitted to the Secretary of State. Section 1 of the Plan has now been adopted and Section 2 of the plan is will be examined in the summer of 2021.

## 3. Local Plan

- 3.1 The Planning and Compulsory Purchase Act 2004 required the preparation of new planning documents to replace the previous planning system. This new suite of documents was part of the Local Development Framework (LDF). However, following the change of government in 2010, a new set of Town and County Planning (Local Planning) (England) Regulations came into force in April 2012 (And amended in November 2012) and these revert to the former terminology of a 'Local Plan'.
- 3.2 The Local Plan will set out how the Council plans for, and makes decisions about, the future of towns, villages and countryside and will set out a strategy for the future development of the District, which is based on a clear and locally distinct vision. This vision will be developed with the involvement of the local community and there should be commitment by all relevant agencies to its delivery.
- 3.3 The Local Plan consists of a number of documents, including Development Plan Documents (DPDs) such as the Local Plan, Supplementary Planning Documents (SPDs), a Local Development Scheme (LDS), the Authorities Monitoring Report (AMR) and a Statement of Community Involvement (SCI). Further details about each document and their progress in Braintree District are given as follows:-

### 3.4 The Statement of Community Involvement (SCI)

- 3.5 **Purpose:** This document sets out the standards and approach to involving the community and stakeholders in the production of the Local Plan.
- 3.6 **Status:** A temporary amended SCI is in place in order to respond to restrictions due to the coronavirus pandemic. Once the temporary version expires, the SCI will revert to its previous form.

### 3.7 Local Plan

- 3.8 **Purpose:** Sets out strategic and non-strategic allocations for land use, and policies for the determination of planning applications.
- 3.9 **Status:** Section 1 of the Draft Local Plan was adopted in February 2021. Section 2 of the Draft Local Plan has a provisional examination date of July 2021. The Section 2 Examination Webpage will be kept up to date with further information: <https://www.braintree.gov.uk/planning-building-control/section-2-examination-local-plan?documentId=259&categoryId=20010>

### 3.10 The Core Strategy Development Plan Document

- 3.11 **Purpose:** A key document in the Local Development Framework, which sets out the key strategic vision and objectives for the District and contains strategic sites, which are essential to the delivery of the plan.
- 3.12 **Status:** The Council adopted its Core Strategy in September 2011, following examination of soundness by an independent planning inspector. Four policies have been superseded by the

adoption of the Section 1 Local Plan (see paragraph 2.7). The remaining policies will remain in place until Section 2 is adopted.

### 3.13 The Site Allocations and Development Management Plan

- 3.14 **Purpose:** A development plan document, which is in conformity with the Core Strategy. This allocates sites for new housing, employment, retail and other land uses and sets out non-strategic planning policies, by which planning applications are judged, to ensure that they will meet the vision set out in the Core Strategy.
- 3.15 **Status:** The Site Allocations and Development Management Plan was withdrawn on the 30th June 2014. At a Full Council meeting on the 15th September 2014 the Council agreed that the document would be considered as a material consideration in the determination of planning applications. It has now been superseded by the adopted Section 1 and emerging Section 2 Local Plan.

### 3.16 The Authority Monitoring Report (AMR)

- 3.17 **Purpose:** To set out the principal characteristics of the District and assess progress in preparing Local Development Documents and monitor progress in housing, employment and other development.
- 3.18 **Status:** The AMR is published in December of each year and assesses the year from the 1<sup>st</sup> of April to the 31<sup>st</sup> of March. The latest report is available on the council's website.

### 3.19 Local Development Scheme (LDS)

- 3.20 **Purpose:** A project management document to inform stakeholders of the timetable for production of documents.
- 3.21 **Status:** This LDS will replace the December 2020 document.

### 3.22 Supplementary Planning Documents (SPDs)

- 3.23 These are supplementary to the Local Development Documents. Further detail is set out in Section 4.

### 3.24 Community Infrastructure Levy (CIL) Charging Schedule

- 3.25 **Purpose:** To set out the standard levy which the local authority will be applying to some developments and to define the infrastructure projects, which it is intended to fund.
- 3.26 **Status:** Braintree District Council will consider implementation of the Community Infrastructure Levy if it considers it the best approach to gather developer contributions from new development.



### 3.27 Local Plan – Timetable for Production

Role and Content	Sets out the detailed allocations of land for housing, employment, retail and other major land uses. Sets out strategic and non-strategic development management policies.
Status	Development Plan Document
Chain of Conformity	Must be consistent with National Policy as set out in the National Planning Policy Framework.
Geographic Coverage	Whole of Braintree District

Timetables and Milestones	
Evidence Base Update; Update of strategic level evidence base	September 2014 – Summer 2016
Issues and Scoping Consultation	Jan to March 2015
Member Approval of Consultation Document	June 2016
Public Participation of preferred options	Summer 2016
Consideration of Representations and amendment of document	Winter 2016 / spring 2017
Council Approval of Pre Submission Document and Submission Draft Consultation	Summer 2017
Submission to Secretary of State	October 2017
Hearing	Shared Strategic Plan (Section 1) – 2019 - 2020 Braintree District Specific Local Plan (Section 2) – Summer 2021
Receipt of Inspectors Report	Shared Strategic Plan (Section 1) – Winter 2020/21 Braintree District Specific Local Plan (Section 2) – anticipated Autumn 2021
Date of Adoption	Section 1 – adopted February 2021 Section 2 – anticipated Autumn / Winter 2021
Arrangements for Production	
Lead Department	Braintree District Council Sustainable Development
Management Arrangements	To be managed by Departmental Management Team and Sub Committee of Council Members
Resources	To be prepared by Planning Policy Team involving other services as appropriate. To be funded from base budgets.
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.

## 4. Supplementary Documents

- 4.1 Supplementary Planning Documents (SPD's) and other guidance documents can provide further detail on particular policies or local issues. SPD's can take a number of forms, but can normally be broken down into 2 categories;
- Area based including masterplans and development briefs, which deal with specific parcels of land; and
  - Topic based which provide additional information on local issues, or policies, such as design guides.
- 4.2 Although supplementary documents are not subject to examination, they are produced in consultation with the community and other interested parties and are still subject to regulations regarding their consultations. Supplementary documents are not required to be listed within the Local Development Scheme, but it is considered appropriate to inform the public of the Council's proposals to produce new documents.
- 4.3 The Council also has a number of approved planning guidance documents and development briefs. These are documents, which have been either produced or consulted upon by another authority, or whilst the public and stakeholders have been involved in their production have not undergone the same strict levels of consultation as is required for an SPD.
- 4.4 A list of the current adopted SPD's, guidance and development briefs are included in the table below;

Title and Subject	Produced by	Status	Date Approved
<b>Essex Coast Recreational Disturbance Avoidance &amp; Mitigation Strategy (RAMS) SPD.</b> It sets out the mitigation that is necessary to protect the wildlife of the Essex coast from the increased visitor pressure associated with new residential development, and how this mitigation will be funded.	Essex County Council, Braintree District Council and other Local Authorities	SPD	May 2020
<b>Affordable Housing.</b> The document sets out the process and mechanisms for the delivery of affordable housing in Braintree District.	Braintree District Council	SPD	May 2006
<b>External Artificial Lighting.</b> It provides advice and guidance on what factors the Council will take into account when determining planning applications.	Braintree District Council	SPD	September 2009
<b>Open Space.</b> The document sets out the processes and mechanisms for the delivery of open space in Braintree District	Braintree District Council	SPD	Updated in 2014
<b>NW Braintree Masterplan.</b> The masterplan to guide development for the strategic growth location off Panfield Lane in NW Braintree	Mersea Homes and Hills Residential & Braintree District Council	SPD	August 2013

<b>Title and Subject</b>	<b>Produced by</b>	<b>Status</b>	<b>Date Approved</b>
<b>Parking Standards – Design and Good Practice Guidance Provides car and cycle parking standards together with design guidance on accommodating parking within various types of residential and commercial development.</b>	Essex County Council working in partnership with Essex Planning Officers Association.	Guidance	Nov-09
<b>Urban Place Supplement. To build on the Essex Design Guide to provide guidance on producing high quality, attractive developments which are sustainable and reflect the local area. (Braintree District Council did not adopt sections 5.8, 6.2, 7.0, 7.1, 7.2 and 7.3 of the document)</b>	Essex County Council in partnership with Essex Planning Officers Association, East of England Development Agency, Environment Agency and Inspire East	Guidance	Jun-07
<b>Essex Design Guide 2005 Provides guidance on design and layout principles including specific information relating to structure and layout of new developments, garden sizes, building design and form, parking design and road layouts.</b>	Essex County Council working in partnership with Essex Planning Officers Association	Guidance	2005
<b>Land East of the High Street, Halstead Guide to development and regeneration on a site in Halstead</b>	Built Environment Branch of Essex County Council commissioned by Braintree District Council	Development Brief	Jan-05
<b>Riskstones Neighbourhood Centre, Witham</b>	Braintree District Council	Development Brief	Sep-10
<b>Silver End Shops Site Guide to development and regeneration on a site in Silver End village.</b>	Stephen Claydon and Michael Munt approved by Braintree District Council	Development Brief	Jun-06

- 4.5 The Council intends to review and update the 3 topic based SPD's (Affordable Housing, Open Space and External Lighting) following the adoption of the new Local Plan. The level of review will vary from document to document.
- 4.6 The Council is also considering a number of additional Supplementary Planning Documents to provide extra guidance in key areas. Following the adoption of the Local Plan, a programme and timetable for the production of supporting documents will be set out in more detail.

## 5. Neighbourhood Planning

- 5.1 The Localism Act 2011 introduced neighbourhood developments plans which help communities with or without Parish or Town Councils to establish general planning policies for the development and use of land in a neighbourhood. Once 'made', these plans will form part of the statutory development plan for the area and will be used in the determination of planning applications.
- 5.2 The first stage of developing a neighbourhood plan is to designate a neighbourhood area. The District has agreed 13 Neighbourhood Areas. Other parish councils are considering developing a neighbourhood plan.
- 5.3 Once a neighbourhood area has been agreed preparation of a neighbourhood plan can be carried out by a parish or town council or in the case of unparished areas a neighbourhood forum.

Area	Stage
Bradwell & Pattiswick	'Made' – 22 <sup>nd</sup> July 2019
Coggeshall	Referendum on 6 <sup>th</sup> May 2021
Cressing	'Made' 17 <sup>th</sup> February 2020
Earls Colne	Preparation of draft plan
Feering	Working towards Regulation 15 consultation
Hatfield Peverel	'Made' – 16 <sup>th</sup> December 2019
Kelvedon	Working towards Regulation 15 consultation
Great Bardfield	Preparation of draft plan
Gt Saling & Bardfield Saling	Examiners report received – progressing towards referendum
Great Yeldham	Preparation of draft plan
Stisted	Preparation of draft plan
Steeple Bumpstead	Preparation of draft plan
Toppesfield	Preparation of draft plan

## 6. Evidence Base

- 6.1 The Development Plan 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 following table 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.

Name	Description	Date
<b>General</b>		
<b>Authority Monitoring Report</b>	The monitoring report aims to assess progress in meeting policy targets and milestones, and to present information on housing trajectories demonstrating the delivery of the provision of new homes.	The document pertains to the period 1st of April through to the 31st of March each year.
<b>Economic</b>		
<b>Braintree District Retail Study Update 2015 (reviewed 2018)</b>	An update to the previous retail study to enable robust and up to date evidence to support the retail boundaries, allocations and policies in the new Local Plan. An update is being produced.	Update 2015 and reviewed 2018
<b>Braintree Plan For Growth 2017 - 2022</b>	The Prospectus sets out how the council intends to create the conditions for economic growth and deliver a prosperous Braintree District from 2017 to 2022	
<b>Employment Land Needs Assessment 2015</b>	The assessment considers projected Employment Land Needs	August 2015
<b>Rural Services Survey</b>	The survey updates previous work done in 2005 to assess the provision of services within rural parishes.	Completed in 2011.
<b>Environmental</b>		
<b>Braintree Green Spaces Strategy</b>	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.
<b>Conservation Area Appraisals &amp; Management Plans</b>	A programme of conservation area appraisals has been undertaken. The process provides further detail about the character of the areas as an update to the original conservation area designations.	2009 onwards
<b>Dedham Vale - Proposed Search Area for AONB Review</b>	The map shows the current Dedham Vale AONB and the maximum potential extension proposed	Ongoing
<b>Habitats Regulation Assessment and if necessary an Appropriate Assessment - In Progress</b>	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.	Being completed alongside the Local Plan process.
<b>Heritage Assets Impact Assessment</b>	Heritage Assets Impact Assessment for Potential Growth Locations within Braintree District	May 2016. Update in progress.
<b>Historic Environment Characterisation Project</b>	Report characterising the historic environment of the district.	2010

Name	Description	Date
<b>Mid Essex Strategic Flood Risk Assessment</b>	The document identifies in more detail areas of existing or proposed development which are at risk from flooding.	Completed in October 2007; review completed in 2017
<b>Open spaces Sport Recreation Strategy (Playing Pitch Strategy)</b>	The open space strategy will set out the Councils strategy with regards to open space including the strategy for the Sports, Leisure and Recreation.	Drafts published / in progress
<b>Protected Lanes Study</b>	Commissioned by Braintree District Council to assess the protected lanes within the district	2013
<b>Strategic Environmental Assessment and Sustainability Appraisal</b>	Makes an environmental and sustainability appraisal of each document to report on likely impacts of the proposed policies and plans.	Completed during the Local Plan process and any future DPDs
<b>Strategic Flood Risk Assessment</b>	An assessment of the flood risk within the district; in progress to be completed late 2016.	Level 1 update November 2016, Level 2 January 2017
<b>Water Cycle Study Update</b>	Stage 1 also includes the water system around Haverhill and Clare within the St Edmundsbury District. The study looks at the provision of water and waste water infrastructure to serve proposed LDF growth and highlights any constraints and possible solutions.	March 2017
<b>Residential</b>		
<b>Affordable Housing Viability Study</b>	Assesses whether the proposed affordable housing policies are viable and achievable in terms of dwelling threshold and percentage of affordable housing that is required by development.	Completed in 2009. Review completed 2015.
<b>Brownfield land Register</b>	The Brownfield Land Register provides a list of brownfield site which are suitable for housing-led development.	Annually
<b>Demographic projections 2013-2037 Phase 7 Main Report May 2015</b>	Considers the Demographic projections for 2013-2037	May 2015
<b>Demographic projections 2013-2037 Phase 7 Macro Areas accompanying Profiles</b>		
<b>Essex Design Guide, 2005</b>	Provides guidance on design and layout principles including specific information relating to structure and layout of new developments, garden sizes, building design and form, parking design and road layouts.	2005
<b>Essex Wide Gypsy and Traveller Accommodation Needs Assessment</b>	An Essex wide study commissioned by the Essex Planning Officers Association to provide information on the appropriate number of gypsy and traveller pitches to be provided	The current assessment (2014) will be reviewed to be completed in 2016.
<b>Gypsy and Traveller and Travelling Showpersons Accommodation Assessment</b>	An Essex wide study commissioned by the Essex Planning Officers Association to provide information on the appropriate number of gypsy and traveller pitches to be provided.	Completed. A further study on is in progress on transit pitches.
<b>Objectively Assessed Housing Need Study</b>	Commissioned by Braintree, Chelmsford, Colchester and Tendring. Determines the Housing Market Area and OAN.	Completed July 2015. Further update 2016 completed.
<b>Strategic Housing Land Availability Assessment (SHLAA) 2016</b>	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.	Ongoing process. To be undertaken as part of the production of Development Plan Documents

Name	Description	Date
<b>Strategic Housing Market Assessment (SHMA) and Housing Needs Study</b>	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 2015. Update completed December 2015
<b>Housing Delivery Test</b>	The Housing Delivery Test is an annual measurement of housing delivery in the area of relevant plan-making authorities (non-metropolitan districts, metropolitan boroughs, London boroughs and development corporations with plan-making and decision making powers). National Planning Policy Framework Paragraphs 73 & 75 set out the policy consequences of not meeting the Housing Delivery Test	Annual
<b>Standard Methodology</b>	The standard method uses a formula to identify the minimum number of homes expected to be planned for, in a way which addresses projected household growth and historic under-supply.	Updated every 2 years to take into account official population and household projections
<b>Self-build and Custom Housebuilding Register</b>	The Council keep a register of people who are interested in building self-build or custom build homes within the Braintree District.	Ongoing
<b>Transport and Infrastructure</b>		
<b>Community Halls Consultation Report March 2016</b>	Report on the consultation undertaken for Braintree District Council with community halls in Braintree, Halstead and Witham	March 2016
<b>Cycling Strategy</b>	Strategy for cycling in Essex	Essex - Completed November 2017; Braintree Draft 2018
<b>Development Boundaries Review Methodology</b>	Proposes a methodology and a series of criteria that will be used in reviewing the development boundaries for the settlements in the District for the emerging Local Plan	June 2015
<b>Garden Communities - Charter</b>	Evidence base documents that scope the development of the Garden Communities	2016 - 2018
<b>Garden Communities - Baseline Compendium</b>		
<b>Garden Communities - Opportunities and Constraints</b>		
<b>Garden Community Issues and Options DPD</b>		
<b>Garden Communities - Options and Evaluation</b>		
<b>Highways and Transport Assessment</b>	Identifies key issues with the highways and transportation network, in order to determine capacity and any improvement required to transport networks.	Further reports completed 2017
<b>Infrastructure Plan</b>	A study of key infrastructure capacity, constraints and future improvements.	Completed October 2017. Update in progress.
<b>Local Transport Plan - Essex County Council</b>	Published by Essex County Council	2011
<b>Parking Standards</b>	The document sets out the required parking standards for the District.	2009
<b>Viability Assessments</b>	This document will seek to demonstrate that the Local Plan is viable.	Completed 2017

- 6.3 In addition an Equality Impact Assessment was undertaken as part of the production of the Local Plan to ensure that all policies and documents are free from discrimination and promote equality of opportunity.
- 6.4 A full list of up-to-date evidence base documents can be found via the Planning Policy webpage link: <https://www.braintree.gov.uk/planning-building-control/emerging-local-plan/8?documentId=257&categoryId=20010>
- 6.5 The Local Plan must also have regard to a number of other strategies and policies produced both by the Council and by partners. These include;
- Braintree District Climate Change Strategy and Action Plan 2014-2018 (A draft Climate Emergency Action Plan is currently being progressed)
  - Braintree Plan For Growth 2017 - 2022
  - Essex Biodiversity Action Plan 2011
  - Essex Local Transport Plan 2011
  - Essex Minerals Local Plan 2014
  - Essex and Southend-on-Sea Waste Local Plan 2017



## 7. Monitoring and Review

### Monitoring

- 7.1 The LDS and the development plan documents that it includes will be monitored on an annual basis, in the Monitoring Report with a reporting period of 1st April – 31st 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 housing and employment completions and land availability.
  - Provides a housing trajectory and shows the Council's 5 year supply of housing land.
  - Any required update to the Local Development Scheme as appropriate.
- 7.3 The Local Plan programme will be managed through the Sustainable Development Service reporting to the Cabinet Member for Planning and Housing and the Local Plan Sub-Committee. 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

- 7.4 Following the initial adoption of each Local Plan 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, as an outcome of the monitoring in the Monitoring Report, or pressures for development or regeneration.

## 8. Resources and Risk

### Resources

- 8.1 The Local Plan process will be led by the Planning Policy team, part of the Sustainable Development Service 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, planning policy officers, technical and administration staff. The Council will also be working with other partners including neighbouring authorities on specific DPDs.
- 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	Medium	Would delay the preparation of development plan documents. The resources for any further studies should be in place to ensure they are commissioned at an early stage
Changes to national guidance in relation to Braintree. The new NPPF was published February 2019. The Government is currently consulting on changes to planning policy and guidance	Medium	Could delay the preparation of development plan documents or require an early review of those documents already produced. Review the time table for the preparation and review of documents within the Annual Monitoring Report and review of the LDS if necessary.
Supporting Neighbourhood Planning	Medium	Staff time and other resources being diverted to support neighbourhood planning. Resource and timetable planning with neighbourhood plan groups needed.
Problems or 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. Lack of agreement with other Local Authorities regarding the duty to co-operate. Need to maintain a close working relationship with neighbouring authorities.

Inability of the Planning Inspectorate to deliver hearings/ reports to the timetable.	Medium	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 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 Monitoring Report and review of the LDS if necessary.
Government New Homes Bonus, neighbourhood planning funds insufficient or no longer available.	Medium	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 Government New Homes Bonus or neighbourhood planning funds are insufficient or no longer available. Revise timetable for the preparation of documents through the annual monitoring report and review of the LDS if necessary.
Local Plan is found unsound	Low	Would delay the adoption of development plan documents as they would need further work and then resubmission. Undertake self-soundness test and maintain a close working relationship with key stakeholders.
Impact of national and local restrictions due to ongoing pandemic	Medium	The team are set up to work from home, and the majority of activities can be successfully carried out from home. Stakeholder engagement will be carried out online wherever possible, with new and innovative ways of engaging people developed wherever possible.