



LOCAL
PLAN | LOCAL
DEVELOPMENT
SCHEME

2019- 2021

January 2019

Contents

1.	Introduction	2
2.	Planning Context	3
	• National Planning Guidance	
	• County Planning Policy	
	• Adopted Local Planning Policy	
3.	Local Plan and Local Development Framework	5
4.	Supplementary Planning Documents	9
5.	Neighbourhood Planning	12
6.	Evidence Base	13
7.	Monitoring and Review	17
8.	Resources and Risk	18
9.	Timetable of Documents for Production	20

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 May 2018. 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 (July 2018) *'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)
 - 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 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 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 It was the intention that the remaining policies in the Local Plan Review 2005 would be used, until they were superseded by the adoption of new policies in the Site Allocations and Development Management Plan Document. 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.’

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

2.9 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).’*

2.10 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 is currently undergoing public examination and Section 2 of the plan is expected to be examined spring / summer 2020.

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:** The last version of the SCI was approved by Full Council on the 23rd September 2013. The Council is currently updating its SCI and is expecting to carry out a public consultation during winter 2018/19.

3.7 The Core Strategy Development Plan Document

- 3.8 **Purpose:** The 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.
- 3.9 **Status:** The Council adopted its Core Strategy in September 2011, following examination of soundness by an independent planning inspector. It will be replaced by the Local Plan when approved.

3.10 The Site Allocations and Development Management Plan

- 3.11 **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.

3.12 **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 Draft Local Plan.

3.13 Local Plan

3.14 **Purpose:** Sets out strategic and non-strategic allocations for land use, and policies for the determination of planning applications.

3.15 **Status:** Section 1 of the Draft Local Plan is currently being examined with further hearing sessions expected to take place in autumn 2019. Section 2 of the Draft Local Plan will be examined once the examination for Section 1 has been concluded.

3.16 Strategic Growth Development Plan Document(s)

3.17 **Purpose:** For Braintree District these will take the form of area plans for the development of Garden Communities. Each Garden Community; if progressed through the Local Plan process, will require a Plan.

3.18 **Status:** The West of Braintree and Colchester Braintree Borders Garden Community Issues and Options Consultations took place during winter 2017/18.

3.19 The Authority Monitoring Report (AMR)

3.20 **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.

3.21 **Status:** The AMR is published in December of each year and assesses the year from the 1st of April to the 31st of March. The latest report is available on the council's website.

3.22 Local Development Scheme (LDS)

3.23 **Purpose:** A project management document to inform stakeholders of the timetable for production of documents.

3.24 **Status:** This LDS will replace the 2018 - 2020 document.

3.25 Supplementary Planning Documents (SPDs)

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

3.27 Community Infrastructure Levy (CIL) Charging Schedule

3.28 **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.

3.29 **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.

3.30 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) – Autumn 2019 Braintree District Specific Local Plan (Section 2) – Spring / Summer 2020
Receipt of Inspectors Report	Shared Strategic Plan (Section 1) – Winter 2019/20 Braintree District Specific Local Plan (Section 2) – Autumn 2020
Date of Adoption	Shared Strategic Plan (Section 1) – Spring 2020 (if adopted independently) Braintree District Specific Local Plan (Section 2) – Winter 2020/21
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.

3.31 Strategic Growth Development Plan Documents – Timetable for Production

Role and Content	The Strategic Growth Development Plan Document will set out planning policies, masterplans and maps to show how they will be developed. Planning applications in the area will need to conform to the DPD.
Status	Development Plan Document

Chain of Conformity	Must be consistent with National Policy as set out in the National Planning Policy Framework. The document will also be consistent with the Local Plan.
Geographic Coverage	To be confirmed through further studies. The geographical coverage of the Garden Communities was also explored through the Issues and Options Consultation took place for Colchester Braintree Borders and West of Braintree Garden Communities which took place late 2017 / early 2018.

Timetables and Milestones	
Document preparation	Summer 2017 – Autumn 2017
Member approval of issues and options DPD	Autumn 2017
Issues and options consultation	Winter 2017/18
Document preparation	Winter 2019/20 – Winter 2020/21
Member approval of draft DPD	Winter 2020/21
Draft DPD consultation	Winter 2020/21
Document preparation	Spring 2021 – Winter 2021/22
Member approval of submission DPD	Winter 2021/22
Submission DPD consultation	Winter 2021/22
Submission to Secretary of State	Spring 2022
Examination	Summer 2022
Inspector's report	Autumn 2022
DPD adoption	Winter 2022/23
Arrangements for Production	
Lead Department	Braintree District Council Planning Policy along with partners from Colchester Borough Council and potentially Uttlesford District Council.
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 project budget.
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
Affordable Housing. The document sets out the process and mechanisms for the delivery of affordable housing in Braintree District.	Braintree District Council	SPD	May 2006
External Artificial Lighting. It provides advice and guidance on what factors the Council will take into account when determining planning applications.	Braintree District Council	SPD	September 2009
Open Space. The document sets out the processes and mechanisms for the delivery of open space in Braintree District	Braintree District Council	SPD	Updated in 2014
NW Braintree Masterplan. 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
Masterplan Land west of the A131, Great Notley To guide commercial development on the strategic employment site	Braintree District Council and Countryside Properties	Guidance	December 2012 subject to amendments.
Premdor/Rockways site Masterplan. The masterplan to guide development on the regeneration site at Sible Hedingham	Braintree District Council and Bloor Homes	Guidance	August 2012

Title and Subject	Produced by	Status	Date Approved
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.	Essex County Council working in partnership with Essex Planning Officers Association.	Guidance	Nov-09
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)	Essex County Council in partnership with Essex Planning Officers Association, East of England Development Agency, Environment Agency and Inspire East	Guidance	Jun-07
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.	Essex County Council working in partnership with Essex Planning Officers Association	Guidance	2005
Land East of the High Street, Halstead Guide to development and regeneration on a site in Halstead	Built Environment Branch of Essex County Council commissioned by Braintree District Council	Development Brief	Jan-05
Riskstones Neighbourhood Centre, Witham	Braintree District Council	Development Brief	Sep-10
Silver End Shops Site Guide to development and regeneration on a site in Silver End village.	Stephen Claydon and Michael Munt approved by Braintree District Council	Development Brief	Jun-06

4.5 The Council intends to review and update the 4 topic based SPD's (Essex Coast RAMS, 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 Timetable for Essex Coast RAMS

The SPD is to be a single document suitable for adoption by all 11 partner authorities.

Essex Coast RAMS Supplementary Document	
Preparation of draft document	Spring – Autumn 2018
Public Consultation	winter 2018/19
Adoption	Spring / Summer 2019

4.7 Timetable for Affordable Housing SPD production

Affordable Housing Supplementary Document	
Preparation of draft document	2019/20
Public Consultation	Spring 2021
Adoption	Summer 2021

4.8 Timetable for Open Spaces Strategy SPD Production

Open Spaces Strategy Supplementary Document	
Preparation of draft document	2019/20
Public Consultation	Spring 2021
Adoption	Summer 2021

4.9 Timetable for External Lighting production

External Lighting Supplementary Document	
Preparation of draft document	2019/20
Public Consultation	Spring 2021
Adoption	Summer 2021

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 10 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	Regulation 16 – 2018 – examination 2019
Coggeshall	Regulation 14 – first quarter 2019
Cressing	Regulation 14 complete – awaiting regulation 15 submission
Feering	Preparation of draft plan
Hatfield Peverel	Ongoing examination
Kelvedon	Regulation 15 – first quarter 2019
Gt Saling & Bardfield Saling	Preparation of draft plan
Great Yeldham	Preparation of draft plan
Stisted	Preparation of draft plan
Steeple Bumpstead	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
General		
Authority Monitoring Report	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.
Economic		
Braintree District Retail Study Update 2015 (reviewed 2018)	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
Braintree Plan For Growth 2017 - 2022	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	
Employment Land Needs Assessment 2015	The assessment considers projected Employment Land Needs	August 2015
Rural Services Survey	The survey updates previous work done in 2005 to assess the provision of services within rural parishes.	Completed in 2011.
Environmental		
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.
Conservation Area Appraisals & Management Plans	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. Four Conservation Areas are currently being reviewed: Great Bardfield, Wethersfield, Kelvedon and Feering. It is expected that the majority of the work will be completed by the end of March 2019.	2009 onwards
Dedham Vale - Proposed Search Area for AONB Review	The map shows the current Dedham Vale AONB and the maximum potential extension proposed	Ongoing
Habitats Regulation Assessment and if necessary an Appropriate Assessment - In Progress	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.
Heritage Assets Impact Assessment	Heritage Assets Impact Assessment for Potential Growth Locations within Braintree District	May 2016

Name	Description	Date
Historic Environment Characterisation Project	Report characterising the historic environment of the district.	2010
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; review completed in 2017
Open spaces Sport Recreation Strategy (Playing Pitch Strategy)	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
Protected Lanes Study	Commissioned by Braintree District Council to assess the protected lanes within the district	2013
Strategic Environmental Assessment and Sustainability Appraisal	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
Strategic Flood Risk Assessment	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
Water Cycle Study Update	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
Residential		
Affordable Housing Viability Study	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.
Brownfield land Register	The Brownfield Land Register provides a list of brownfield site which are suitable for housing-led development.	Annually
Demographic projections 2013-2037 Phase 7 Main Report May 2015	Considers the Demographic projections for 2013-2037	May 2015
Demographic projections 2013-2037 Phase 7 Macro Areas accompanying Profiles		
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.	2005
Essex Wide Gypsy and Traveller Accommodation Needs Assessment	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.
Gypsy and Traveller and Travelling Showpersons Accommodation Assessment	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.
Objectively Assessed Housing Need Study	Commissioned by Braintree, Chelmsford, Colchester and Tendring. Determines the Housing Market Area and OAN.	Completed July 2015. Further update 2016 completed.
Strategic Housing Land Availability Assessment (SHLAA) 2016	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
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 2015. Update completed December 2015
Housing Delivery Test	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
Standard Methodology	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
Self-build and Custom Housebuilding Register	The Council keep a register of people who are interested in building self-build or custom build homes within the Braintree District.	Ongoing
Transport and Infrastructure		
Community Halls Consultation Report March 2016	Report on the consultation undertaken for Braintree District Council with community halls in Braintree, Halstead and Witham	March 2016
Cycling Strategy	Strategy for cycling in Essex	Essex - Completed November 2017; Braintree Draft 2018
Development Boundaries Review Methodology	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
Garden Communities - Charter	Evidence base documents that scope the development of the Garden Communities	2016 - 2018
Garden Communities - Baseline Compendium		
Garden Communities - Opportunities and Constraints		
Garden Community Issues and Options DPD		
Garden Communities - Options and Evaluation		
Highways and Transport Assessment	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
Infrastructure Plan	A study of key infrastructure capacity, constraints and future improvements.	Completed October 2017
Local Transport Plan - Essex County Council	Published by Essex County Council	2011
Parking Standards	The document sets out the required parking standards for the District.	2009
Viability Assessments	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/info/200230/planning_policy
- 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
 - 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 July 2018. 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-operates. 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.

9. Timetable of documents for production

