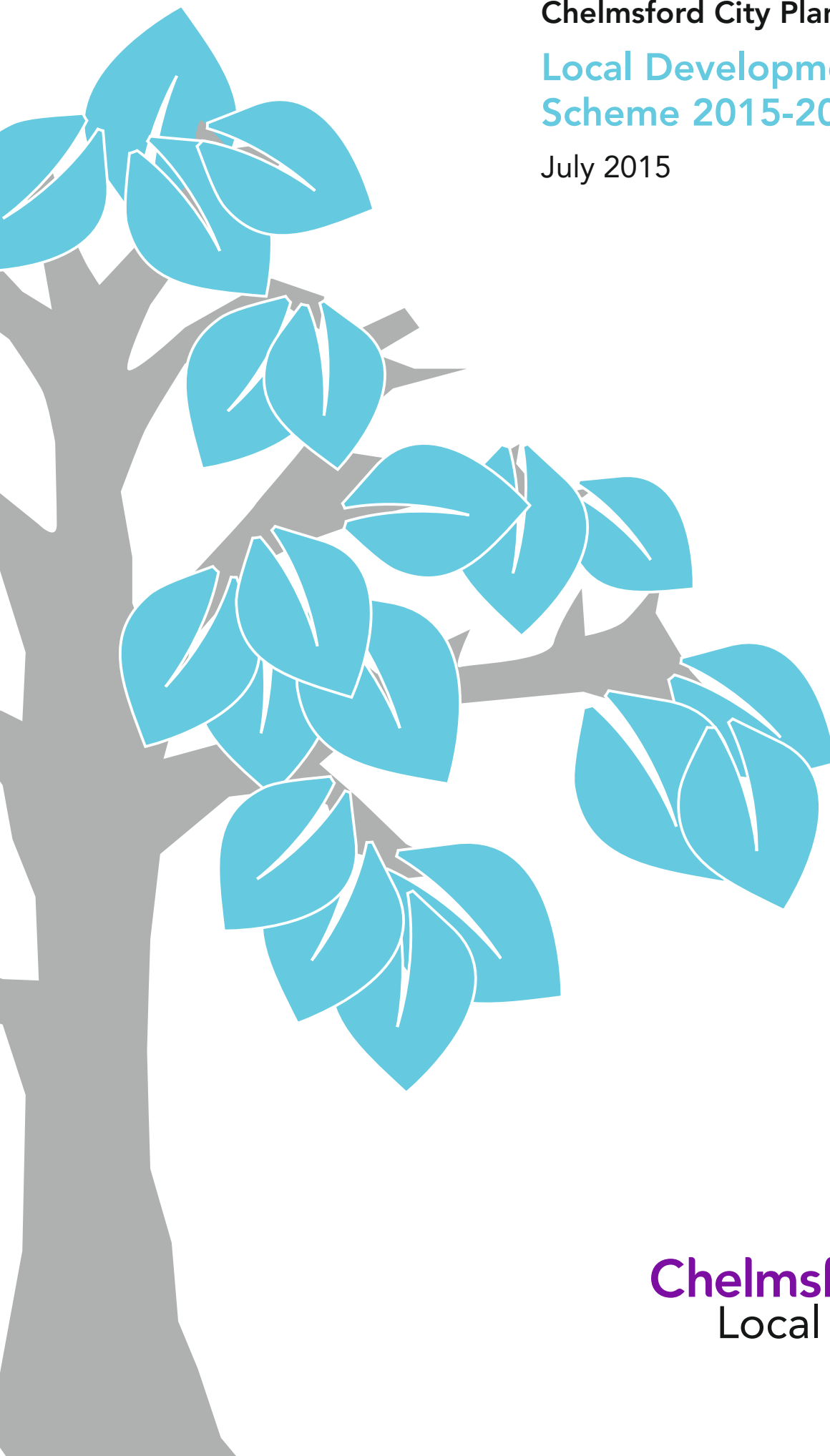
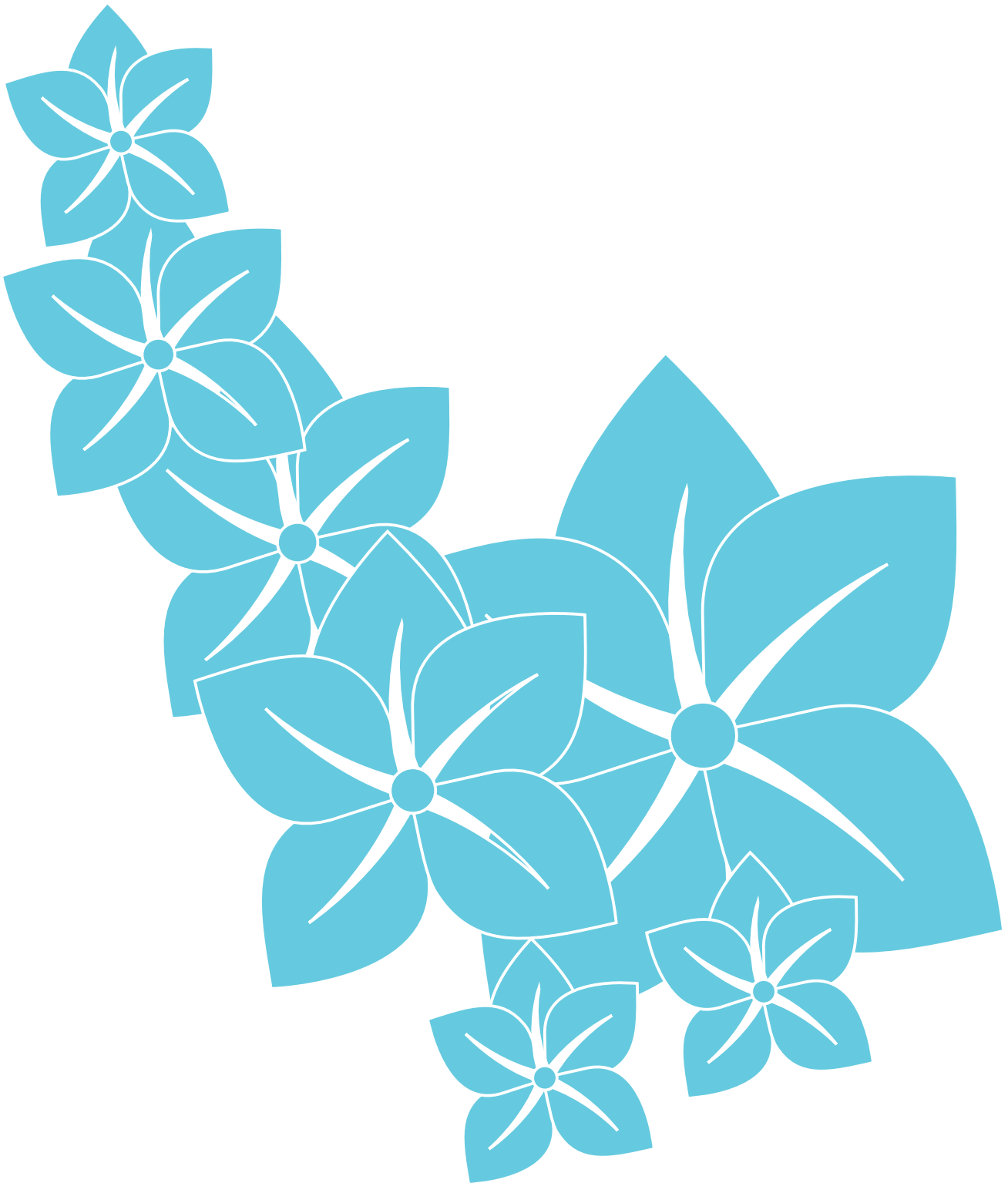


Chelmsford City Plan 2021-2036

**Local Development
Scheme 2015-2018**

July 2015





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Section 1- Introduction

Purpose of the Local Development Scheme

1.1 In accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), this Local Development Scheme (LDS) sets out what Local Plan related documents the City Council intend to prepare and a timetable for their production and consultation in the period 2015-2018.

1.2 This LDS represents a management tool for setting and managing the plan-making process. However, the LDS is not subject to Independent Examination or formal public consultation.

1.3 The first LDS was adopted in 2006 and has since been subject to three previous reviews. This LDS forms the Fourth Review and reflects the change in the City Council's policy direction from a Local Development Framework to a single Local Plan; takes account of changing legislation and sets out a timetable for producing Local Plan documents. This LDS replaces all previous versions and will be published on the City Council's website.

What the Council has already achieved

1.4 Since the publication of the first LDS, the City Council has made good progress in the preparation of its development plan and following the adoption of the Site Allocations DPD, has a complete suite of adopted Development Plan Documents covering the period up to 2021.

Statutory Development Plan Documents (DPDs):

- Core Strategy and Development Control Policies DPD - Adopted February 2008
- Chelmsford Town Centre Area Action Plan - Adopted August 2008
- North Chelmsford Area Action Plan - Adopted July 2011
- Site Allocations Document - Adopted February 2012
- Focused Review - Core Strategy and Development Control Policies - Adopted December 2013

Supplementary Planning Documents/Community Infrastructure Levy:

- A Plan for South Woodham Ferrers SPD - Adopted June 2008
- Making Places SPD (Urban Site Guidance) - Adopted June 2008
- Public Realm Strategy SPD - Adopted January 2011
- Building for Tomorrow SPD - Adopted June 2013
- Planning Obligations SPD - Adopted June 2014
- Village Design Statements - Adopted as SPD
- Community Infrastructure Levy (CIL) Charging Schedule - Approved February 2014



Section 2 - Context

The Planning System

2.1 Under the Planning and Compulsory Purchase Act 2004 the Government introduced the system of Local Development Frameworks (LDFs) which is a portfolio of documents comprising of Development Plan Documents (DPD), Supplementary Planning Documents (SPD) and the Statement of Community Involvement (SCI).

2.2 The City Council has adopted a complete suite of Development Plan Documents covering the whole of the City Council's area for the period up to 2021. This includes a Focused Review of the City Council's Core Strategy and Development Control Policies DPD which was adopted in December 2013.

2.3 The introduction of the Localism Act 2011 and the National Planning Policy Framework (NPPF) has changed to the national planning system and how plans are prepared. Some of the changes include:

- the revocation of Regional Spatial Strategies
- the replacement of previous individual topic-based Guidance and Policy Statements with the National Planning Policy Framework (NPPF) and the web-based Planning Practice Guidance (PPG)
- the introduction of neighbourhood planning
- a duty to co-operate with neighbouring authorities
- the production of new style Local Plans.

2.4 In this new system, single Local Plans have replaced Local Development Frameworks (LDFs) which contained a number of development plan documents. In essence, Local Plans are very similar to LDFs as they are prepared in accordance with national planning policy, set out a vision for future development, allocate land for development and protection and provide policies for the determination of planning applications.



Section 3 - The Adopted Statutory Development Plan

Chelmsford Local Development Framework

3.1 The statutory development plan documents within Chelmsford City Council's Local Development Framework comprise:

- Core Strategy and Development Control Policies DPD - Adopted February 2008
- Chelmsford Town Centre Area Action Plan – Adopted August 2008
- North Chelmsford Area Action Plan - Adopted July 2011
- Site Allocations Document - Adopted February 2012
- Focused Review - Core Strategy and Development Control Policies - Adopted December 2013

Minerals and Waste Local Plans

3.2 Essex County Council (ECC) is the Minerals and Waste Planning Authority for the whole of Essex (excluding the unitary authorities of Southend and Thurrock). ECC is the authority responsible for determining planning applications for mineral extraction and associated development (such as quarries, mineral wharves, railheads and sand and gravel processing plants) and waste proposals (including landfill sites, waste transfer/recycling sites and scrap yards).

3.3 ECC is also required to produce a Minerals Local Plan and Waste Local Plan which together form part of the Minerals and Waste Development Framework. Planning for minerals and waste will continue to be undertaken by Essex County Council who produce a separate LDS for their preparation. Set out below are the relevant adopted Minerals and Waste Plans which also form part of the statutory development Plan for Chelmsford:

- Essex Minerals Local Plan, Essex County Council - Adopted July 2014
- The Essex and Southend Waste Local Plan, Essex County Council - Adopted September 2001

3.4 When preparing the Chelmsford Local Plan, regard will need to be given to the strategies and policies contained within the Minerals and Waste Local Plans.



Section 4 - Chelmsford Local Plan

Background

4.1 The City Council is progressing with the preparation of a single Local Plan covering the whole of the City Council's area. This will replace, when adopted, all the existing development plan documents set out at paragraph 3.1 above.

4.2 The Chelmsford Local Plan (CLP) will determine the amount and distribution of new development (the Spatial Strategy) providing a comprehensive and long-term planning framework for the period up to 2036. The CLP will also contain planning policies for the determination of planning applications. A single Policies Map will define geographically the development proposals and have notations to allow for the application of planning policies. Further detail on the programme of work for the period 2015-2018 is given at Appendix 1.

4.3 The new Local Plan process will enable on-going public consultation and engagement on a wide range of planning issues. This will be undertaken alongside the City Council's Duty to Co-operate with the specific prescribed bodies, such as neighbouring Local Authorities.

4.4 In preparing the CLP, the Council will bring together a wide-ranging evidence base to underpin the Plan. This will include a full assessment of the need for market and affordable housing within the City Council's area in accordance with paragraph 47 of the NPPF.

4.5 The Chelmsford Local Plan will comprise the following elements:

- Vision and Objectives
- Spatial Strategy and Strategic Policies
- Site Specific land use allocations
- Development Management Policies
- Local Plan Policies Map

Neighbourhood Plans

4.6 Neighbourhood Plans are community-led initiatives introduced through the Localism Act 2011. Their purpose is to give communities the power to develop a plan that allows them to deliver sustainable development they want and need in their neighbourhood.

4.7 Neighbourhood Plans must be in general conformity with the strategic policies within the Local Plan for the area. Neighbourhood Plans are subject to Independent Examination and a referendum and when adopted form part of the Statutory Development Plan. To date, no applications have been made to the City Council to designate a Neighbourhood Area.



Part 5 - Other Planning Documents

Supplementary Planning Documents (SPDs)

5.1 The City Council currently has eleven adopted SPDs, including six Village Design Statements. SPDs can be used as a vehicle to aid in the successful delivery of development or infrastructure, they do not need to be listed in a local authority's Local Development Scheme, so can be brought forward as circumstances change. The Council is not anticipating that any additional SPDs will be prepared at this time. However, existing adopted SPDs will need to be reviewed in light of policy changes in the emerging Chelmsford Local Plan and through the review of the CIL Charging Schedule.

Community Infrastructure Levy (CIL)

5.2 The Community Infrastructure Levy (CIL) is a statutory charge on new development and its purpose is to help fund infrastructure needed to support new development across an area. It is a broad based strategic approach to providing infrastructure for an area and will predominantly (although not completely) replace the existing Section 106 process. CIL takes the form of a monetary charge per square metre of chargeable floorspace. The City Council approved its CIL Charging Schedule on 26 February 2014 and started charging CIL from the 1 June 2014. The Council's approved CIL Charging Schedule states that a review will commence in 2016.

5.3 A CIL Charging Schedule is the document which sets out the charges to be levied and is subject to Independent Examination. The timetable for the preparation of the Review of the City Council's CIL Charging Schedule is set out at Appendix 1.

Statement of Community Involvement (SCI)

5.4 The Statement of Community Involvement (SCI) sets out how it will involve the community and stakeholders in plan-making and when considering planning applications.

5.5 The SCI also sets out the levels of consultation that developers will be encouraged to undertake, before submitting an application, particularly those involving major or controversial proposals.

5.6 The City Council adopted its Statement of Community Involvement (SCI) in February 2006. A review was undertaken in 2010 and following changes to the planning system a further review was undertaken in 2012 and a revised SCI adopted in January 2013. A further review is required due to changes in legislation regarding consultation requirements. The timetable for a further update of the SCI is set out at Appendix 1.

Authority Monitoring Report (AMR)

5.7 The City Council is required to prepare an Authority Monitoring Report (AMR) which should contain information on the production of the Council's Development Plan Documents and assess the extent to which the development plan objectives and policies are being achieved.

5.8 Chelmsford's AMR's are published annually and are available on the City Council's website at www.chelmsford.gov.uk/annual-monitoring-report



Evidence Base

5.9 The Chelmsford Local Plan will be informed by a range of information including background studies, research, surveys and feedback documents. Many of the studies that will form the evidence base will be undertaken by the City Council and consultants on behalf of the City Council. Others are likely to be undertaken in partnership with other Local Authorities and Essex County Council to take into account any issues and opportunities affecting neighbouring areas and the wider region.

5.10 As part of the Duty to Co-operate, the City Council is committed to working collaboratively with other local authorities and stakeholders on matters of cross-boundary and sub-regional significance.

Sustainability Appraisal/Strategic Environmental Assessment

5.11 All policies and proposals contained within the Local Plan will be subject to a Sustainability Appraisal and also a Strategic Environment Assessment and Habitat Regulations Assessment where appropriate. This involves scoping reports and assessments throughout the preparation of the Local Plan to ensure an iterative approach.

Section 6 - Risks and Contingencies

6.1 The timetable for the preparation of the Chelmsford Local Plan is challenging, but the City Council is committed to achieving the targets set out in this LDS. To this end, it has assessed the main potential risks in meeting those targets and has identified the contingency measures that may become necessary.

6.2 The identified risks and contingency measures are as follows:

Risks	Level	Contingency
Significant changes to the planning system - publication of new Government legislation/guidance	Medium	Continue to keep fully abreast with any changes/publications of Government legislation. Assess as soon as practicable any revisions that may be necessary to the Local Plan.
Problems/inability to engage with key stakeholders and the community	Low	Continue to engage and maintain relationships with key stakeholders and communities. Raise any problems or issues through appropriate channels.
Handling higher than expected numbers of representations	Medium to High	Engage additional staff resources during and after consultation periods with the use of external specialists if necessary.
Loss of key staff within Planning Policy and Design Teams	Medium	Recruiting temporary contract staff, if necessary, to cover any shortfalls in staffing levels.
Inability for the Planning Inspectorate to deliver hearings and reports on time	Medium	This would affect the Examination and adoption of the Local Plan. No contingency as Planning Inspectorate is the sole body able to undertake this process.
Neighbourhood Plans – staff are required to provide advice and support to neighbouring groups	Medium to High	Early engagement with Parish Councils/communities groups to anticipate workload. Recruit temporary contract staff, if necessary, to divert some of the workload.

6.3 The City Council will monitor all potential risks to the Local Plan process and if necessary amend the timetable for the preparation of the Chelmsford Local Plan through a further review of this LDS.



Section 7 - Monitoring and Review

7.1 The City Council is committed to monitoring how effective its policies and proposals are in meeting the vision of the Local Development Framework and the forthcoming Local Plan. The Council will undertake monitoring on a regular basis and the appropriate mechanism to achieve this is through the City Council's Authority Monitoring Report (AMR):

The AMR will:

- track how the Council is performing against the timescales set out in the LDS, and measure the progress being made in respect of the documents being prepared;
- review the effectiveness of the adopted planning policies;
- monitor the extent to which policies and targets in adopted documents are being achieved against key Government and local indicators;
- provide an up-to-date list of documents, In preparation and adopted, and indicate the timetable for future reviews of those documents.

7.2 It is anticipated that all monitoring information and progress reports will be published on the City Council's website as soon as practical. Any delays or revisions to the City Council's programme of work will be highlighted in annual Authority Monitoring Report and reflected any future review of this LDS.



Section 8 - Project Management and Resources

8.1 The preparation of Local Plan will be led and co-ordinated by staff within the Planning Policy Team supported by members of the Design Team and Development Management Team within the City Council's Directorate for Sustainable Communities. It is expected that contributions will also be made from members of other Directorates and Services within the City Council as required.

8.2 The Local Plan will be prepared on a project basis with a team of officers led by the Planning Policy Manager. Consultation arrangements, as defined in the adopted Statement of Community Involvement, will be co-ordinated by a designated Officer using other resources of the Council as appropriate.

8.3 The City Council's budget adequately covers the costs of current work on the Local Plan and the Council expects to meet projected costs for future years from its Revenue Budget. The City Council will need to meet the costs of the Independent Examination process in collaboration with the Planning Inspectorate to ensure that such costs are met at the appropriate times.

Appendix 1 - Documents Proposed for Preparation

Chelmsford Local Plan	
Subject and Scope	This document sets out the City Council's vision, objectives and Spatial Strategy. This document will contain Strategic Development Policies, Development Management Policies, Site specific land use allocations and a Local Plan Policies Map.
Plan Period:	For the period to 2036
Status	Development Plan Document
Chain of Conformity	<ul style="list-style-type: none"> • National Planning Policy Framework/PPG • Essex Minerals and Waste Local Plans • Relevant City Council's Plans and Strategies
Geographic Coverage	Chelmsford City Council's Administrative Area
Replaces/Supersedes	<ul style="list-style-type: none"> • Core Strategy and Development Control Policies DPD - Adopted February 2008 • Chelmsford Town Centre Area Action Plan - Adopted August 2008 • North Chelmsford Area Action Plan - Adopted July 2011 • Site Allocations Document - Adopted February 2012 • Focused Review - Core Strategy and Development Control Policies - Adopted December 2013
Production/Management Team	Led by Planning Policy Team, CCC
Anticipated Resources	<ul style="list-style-type: none"> • Planning Policy Officers • Other Council Officers • Councillors • External consultants • Web-base communication, email and letter correspondence, newspaper advertisements, pamphlets/mail outs.

Production Timetable	
Preparation of Issues and Options Consultation Document	June 2015 – August 2015
Consideration of Issues and Options Document by Development Policy Committee (DPC)	September 2015
Public and Stakeholder Consultation (Regulation 18)	October-December 2015
Analysis of Representations	January – February 2016
Consultation Feedback to Development Policy Committee	March 2016
Preparation of Preferred Options/Draft Document	January-May 2016
Consideration of Preferred Options/Draft Document by the Council's Development Policy Committee	June 2016
Public and Stakeholder Consultation (Regulation 18)	July-September 2016
Analysis of Representations	October-November 2016
Consultation Feedback to Development Policy Committee	December 2016
Preparation of Pre-Submission Document	October 2016-January 2017
Consideration of Pre-Submission Document by the Council's Development Policy Committee	February 2017
Public and Stakeholder Consultation (Regulation 19)	March – April 2017
Consultation Feedback to Development Policy Committee	May 2017
Consideration of any Minor Modifications (if required)	May – June 2017
Consideration of Submission Document by Development Policy Committee	June 2017
Consideration by Full Council	July 2017
Submission for Independent Examination	August 2017
Preparation of evidence for Independent Examination	July – October 2017
Independent Examination Hearing Sessions	November – December 2017
Receipt of Inspector's Report	March 2018
Consideration by Full Council	May 2018
Adoption	May 2018
Post Production	
Monitoring and Review Mechanism	Authority Monitoring Report

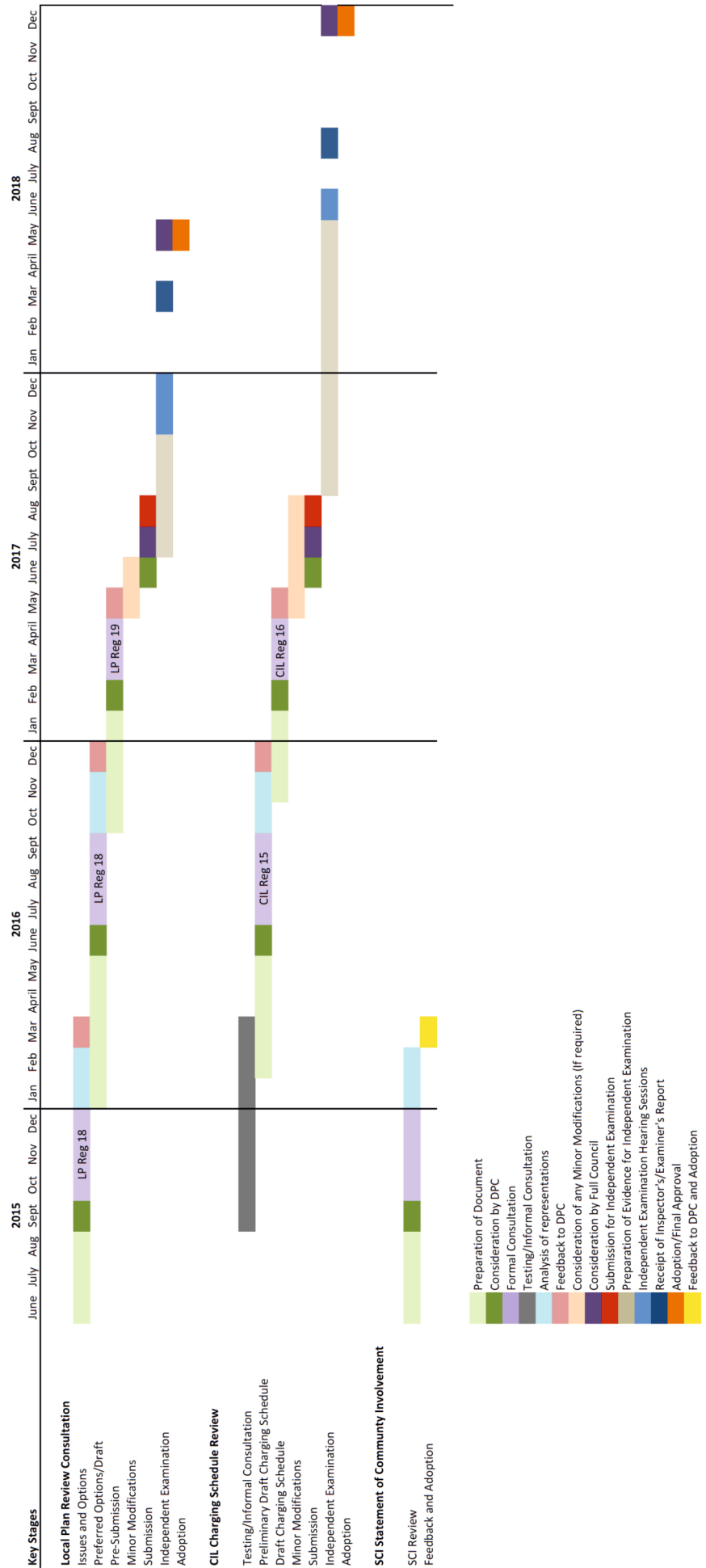
Community Infrastructure Levy (CIL) Charging Schedule Review	
Subject and Scope	This document will set out the charges to be levied on new development in Chelmsford.
Status	Charging Schedule
Chain of Conformity	CIL Statutory Guidance/PPG CIL Regulations
Geographic Coverage	Chelmsford City Council's Administrative Area
Replaces/Supersedes	CIL Charging Schedule – Adopted February 2014
Production/Management Team	Led by Planning Policy Team, CCC
Anticipated Resources	<ul style="list-style-type: none"> • Planning Policy Officers • Other Council Officers • Councillors • External consultants • Web-base communication, email and letter correspondence, newspaper advertisements, pamphlets/mail outs.

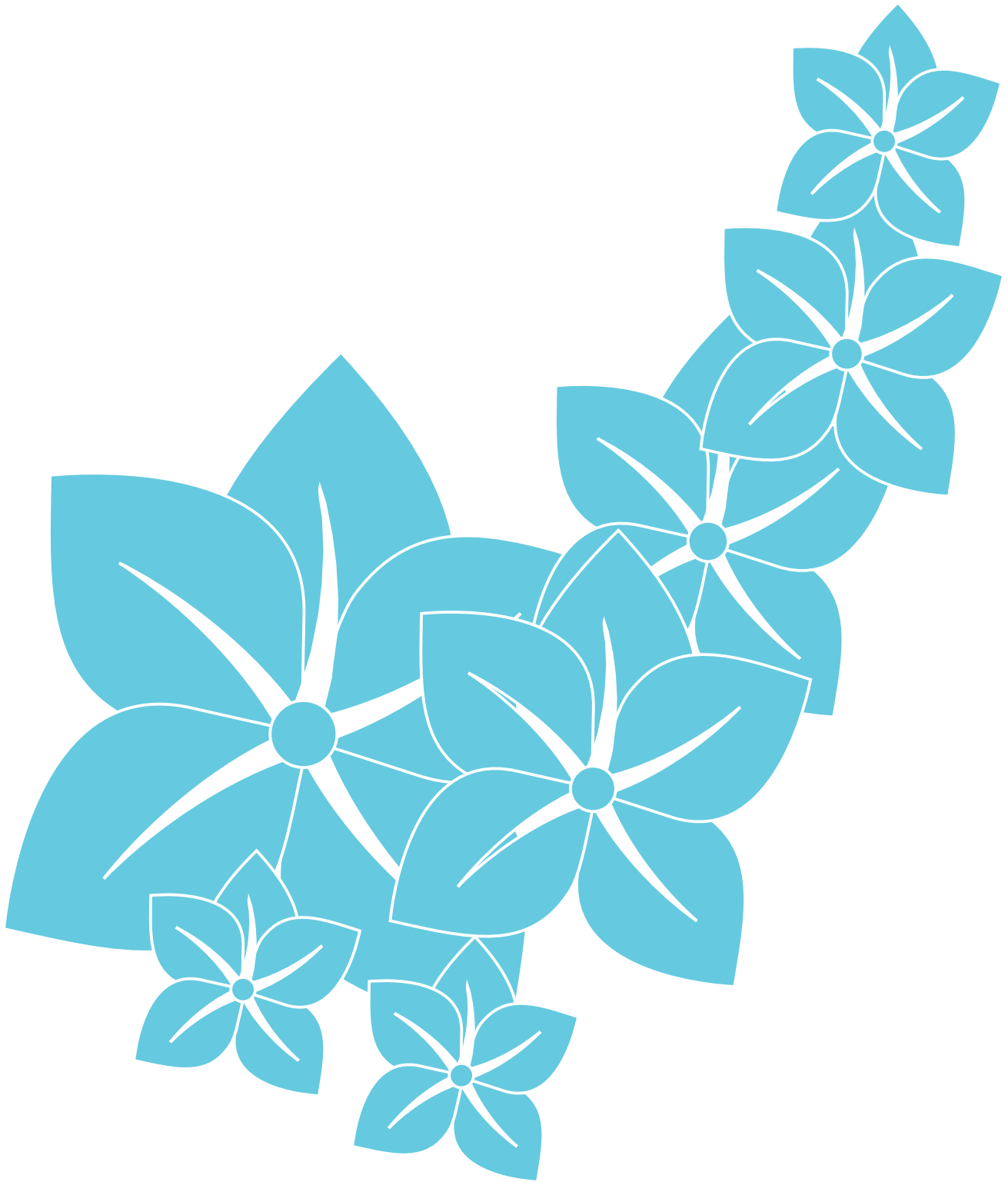
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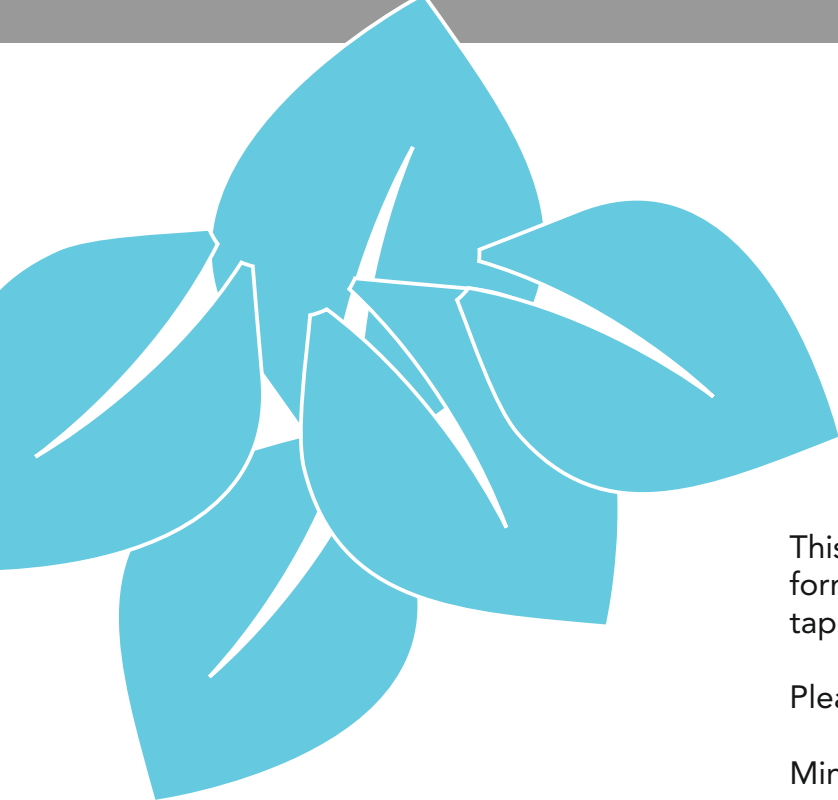
Production Timetable	
Testing/Informal Engagement/Consultation	September 2015-March 2016
Preparation of Preliminary Draft Charging Schedule	February – May 2016
Consideration of Draft Charging Schedule by Development Policy Committee	June 2016
Preliminary Draft Charging Schedule Consultation (CIL Regulation 15)	July – September 2016
Analysis of representations	October – November 2016
Feedback to Development Policy Committee	December 2016
Preparation of Draft Charging Schedule	November 2016 – January 2017
Consideration of Draft Charging Schedule by the Council's Development Policy Committee	February 2017
Draft Charging Schedule Consultation (CIL Regulation 16)	March – April 2017
Consideration of any Minor Modifications (if required)	May – August 2017
Consideration by the Council's Development Policy Committee	June 2017
Consideration by Full Council	July 2017
Submission for Independent Examination (CIL Regulation 19)	August 2017
Preparation of Evidence for Independent Examination	September 2017 – May 2018
Independent Examination Hearing Sessions	June 2018
Receipt of Examiner's Report	August 2018
Consideration by Full Council	December 2018
Adoption	December 2018
Post Production	
Monitoring and Review Mechanism	Authority Monitoring Report

Statement of Community Involvement (SCI) Review	
Subject and Scope	The document that sets out the standards and approach to involving stakeholders and the community in the production of the Local Plan.
Status	Development Plan Document
Chain of Conformity	Required under the Planning and Compulsory Act 2004 (as amended)
Geographic Coverage	Chelmsford City Council's Administrative Area
Production/Management Team	Led by Planning Policy Team, CCC
Anticipated Resources	<ul style="list-style-type: none"> • Planning Policy Officers • Other Council Officers • Stakeholder engagement • Public participation • Web-base communication, email and letter correspondence, newspaper advertisements, pamphlets/mail outs.
Timetable	
Preparation of SCI Draft Review Document	June - August 2015
Consideration of Draft Review Document by Development Policy Committee	September 2015
Public and Stakeholder consultation on SCI Draft Review Document	October-December 2015
Consideration of representations and preparation of final document	January - February 2016
Consultation feedback and Adoption of Final SCI Review	March 2016
Post Production	
Monitoring and Review Mechanism	Authority Monitoring Report

Appendix 2 - Document Preparation Timetable







This publication is available in alternative formats including Braille, large print, audio tape and other languages

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