



Chelmsford Local Plan Local Development Scheme 2018-2021

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1	Introduction	2
	Purpose of the Local Development Scheme	2
	What the Council has already achieved	2
2	Context	3
	The Planning System	3
3	The Adopted Statutory Development Plan	4
	Chelmsford Local Development Framework 2001-2021	4
	Minerals and Waste Local Plans	4
4	Chelmsford Local Plan	5
	Background	5
	Neighbourhood Plans	5
5	Other Planning Documents	6
	Supplementary Planning Documents (SPDs)	6
	Community Infrastructure Levy (CIL)	6
	Statement of Community Involvement (SCI)	7
	Authority Monitoring Report (AMR)	7
	Evidence Base	7
	Sustainability Appraisal	8
6	Risks and Contingencies	9
7	Monitoring and Review	10
8	Project Management and Resources	11
	Appendix 1	12
	Documents Proposed for Preparation	12
	Appendix 2	14
	Document Preparation Timetable	14

I Introduction

Section I Introduction

Purpose of the Local Development Scheme

I.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 2018-2021

I.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.

I.3 The first LDS was adopted in 2006 and has since been subject to six previous reviews. This LDS forms the Seventh Review 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

I.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 and 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 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.

2.5 A Housing White Paper was published for consultation in February 2017. Some of the proposals are:

- Making sure every community has an up-to-date plan to be reviewed at least once every five years
- A standardised approach for assessing housing requirements
- A voluntary national method to calculate Objectively Assessed Housing Need
- A new definition of Affordable Housing to include Starter Homes
- A new housing delivery test for five year housing land supply
- To consider the future of the Community Infrastructure Levy (CIL).

2.6 The Government published 'Planning for the right homes in the right places: consultation proposals' for public consultation from September-November 2017. This document proposes a number of changes to planning policy and legislation including a standard method for calculating local authorities' housing. Although a consultation document, some of the proposals were indicated in the Housing White Paper and represent a clear direction of travel by the Government. Feedback from this consultation is yet to be published.

3 The Adopted Statutory Development Plan

Section 3 The Adopted Statutory Development Plan

Chelmsford Local Development Framework 2001-2021

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 are the authority responsible for determining planning applications for mineral extraction and associated development (such as quarries, mineral wharves, railheads and sand and gravel procession 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 produces 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 Replacement Waste Local Plan, Essex County Council and Southend-on-Sea Borough Council – Adopted July 2017.

3.4 The Minerals Local Plan covers the period 2014-2019. The Replacement Waste Local Plan covers the period 2017-2032.

3.5 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 new Local Plan 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 Plan will also contain planning policies for the determination of planning applications. 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 2018-2020 is given at Appendix 1 and 2.

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 specific prescribed bodies, such as neighbouring Local Authorities.

4.4 In preparing the new Local Plan, the Council will bring together a wide-ranging evidence base to underpin the Plan. This includes 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 In particular the City Council has been working with Local Authority partners in its housing market areas (Braintree, Colchester and Tendring) on strategic planning matters.

4.6 The new Local Plan will comprise the following elements:

- Strategic Priorities
- Vision and Spatial Principles
- Strategic and Site Allocation Policies
- Other Local Plan Policies
- Development Standards
- Policies Map

Neighbourhood Plans

4.7 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.

4.8 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. Neighbourhood Plan groups have been set up in Boreham, Broomfield, Danbury, Little Baddow, Sandon, South Woodham Ferrers and Writtle. You can view information about emerging Neighbourhood Plans on the Council's website at www.chelmsford.gov.uk/communityplans

5 Other Planning Documents

Section 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. To support the new Local Plan, some SPDs will no longer be relevant, others will be replaced and updated. The table below lists the SPDs that will be retained, their scope and anticipated adoption time:

Document title	Scope	Anticipated adoption
Planning Contributions SPD	Sets out what will be required through Section 106 planning obligations including affordable housing. Identifies topic areas where planning obligations may be applicable and outlines the City Council's general procedural approach to securing planning obligations.	Late 2018 (to follow the same timetable as the Local Plan)
Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS)	Sets out a strategic approach to identifying the scale of recreational disturbance to Special Protection Areas, Special Areas of Conservation and Ramsar sites along the Essex coast and proposes measures to mitigate impacts. It is a joint strategy with eleven local planning authorities across Greater Essex (Basildon District Council, Braintree District Council, Brentwood Borough Council, Castle Point Borough Council, Colchester Borough Council, Chelmsford City Council, Maldon District Council, Rochford District Council, Southend-on-Sea District Council, Tendring District Council and Thurrock Council).	April 2019
Public Realm and Public Art Strategy SPD	Implementation and Infrastructure guide for Chelmsford City Centre with details of specific proposed public realm and public art projects.	Mid 2019 (public consultation expected 2018-early 2019)
Making Places SPD	Information on relevant topics not covered by the Local Plan such as general design guidance, backland developments, tall buildings, small schemes (less than 10 dwellings), open space, householder developments, sustainable design and construction, sustainable travel, storage and collection of recycling and waste	Early 2019 (public consultation expected late 2018)

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 predominantly (although not completely) replaces 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.

Other Planning Documents 5

5.3 A review of the CIL Charging Schedule was scheduled for 2016 to link with the timetable for the production of the new Local Plan - a timetable for CIL review is set out in previous versions of the LDS. However, as part of the Autumn Budget Statement in November 2017, the Government stated its intention to consult on proposed changes to CIL. It is expected this will occur in 2018.

5.4 A Viability Study has been commissioned as part of the preparation of the new Local Plan. Included in the scope of the study was a review of CIL in the context of policies in the emerging new Local Plan and other planning documents, particularly considering the anticipated site allocations.

5.5 The Viability Study demonstrates CIL is viable at the current rate for the proposed policies and site allocations in the new Local Plan. Given this and the further changes expected from the Government, a review of the CIL Charging Schedule is deferred to align with the expiry of the current Plan period - 2021. A formal review and consultation of CIL will commence in 2020. This is set out at Appendix 2.

Statement of Community Involvement (SCI)

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

5.7 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.

5.8 The City Council adopted its first Statement of Community Involvement (SCI) in February 2006. There has been a number of reviews since with the most recent review being undertaken in 2017. For more information on how we involve local communities and organisations in planning decisions see: <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/involving-communities-and-organisations/>

Authority Monitoring Report (AMR)

5.9 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.

5.10 Chelmsford's AMR's are published annually and are available on the City Council's website at <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/monitoring-development/>

Evidence Base

5.11 The new Local Plan is informed by a range of information including background studies, research, surveys and feedback documents. Many of the studies that form the evidence base have been undertaken by the City Council and consultants on behalf of the City Council. Others have been 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. You can view information relating to the Local Plan Evidence Base on the Council's website at: <http://www.chelmsford.gov.uk/new-local-plan/evidence-base>.

5.12 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.

5 Other Planning Documents

Sustainability Appraisal

5.13 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 Assessments where appropriate. This involves scoping reports and assessments throughout the preparation of the Local Plan to ensure an iterative approach. These documents form part of the evidence base.

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 good 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	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/community groups to anticipate workload. Recruit temporary contract staff, if necessary, to divert some of the workload.

7 Monitoring and Review

Section 7 Monitoring and Review

7.1 The Council is committed to monitoring how effective the policies and proposals are in the existing and the new Local Plan once adopted. The Council will undertake monitoring on a regular basis and the appropriate mechanism to achieve this is through the 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 AMRs and reflected in future review of this LDS.

7.3 A full or focused formal review of the Local Plan will commence three years after its adoption. An earlier review of the Local Plan may be required to address the implications of the national standardised approach to calculating local housing need when finalised.

Project Management and Resources 8

Section 8 Project Management and Resources

8.1 The preparation of the new Local Plan will be led and co-ordinated by staff within the Planning and Housing Policy Team supported by members of other teams within the City Council's Directorate for Sustainable Communities. 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 and Housing 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 currently 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 I

Appendix I

Documents Proposed for Preparation

Chelmsford Local Plan	
Title	Scope
Subject and Scope	This document outlines the priorities and long-term vision for Chelmsford and identify locations for delivering housing and other strategic development needs such as employment, retail, leisure, community and transport development. It contains a Spatial Strategy to deliver this vision. This sets out the amount and location of new development, and how places will change and be shaped throughout the Local Plan period and beyond.
Plan Period	Up 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	Planning and Housing Policy Team, CCC
Anticipated Resources	<ul style="list-style-type: none"> • Planning Policy Officers • Other Council Officers • Councillors • External consultants • Website, email and letters, newspaper advertisements, newsletters

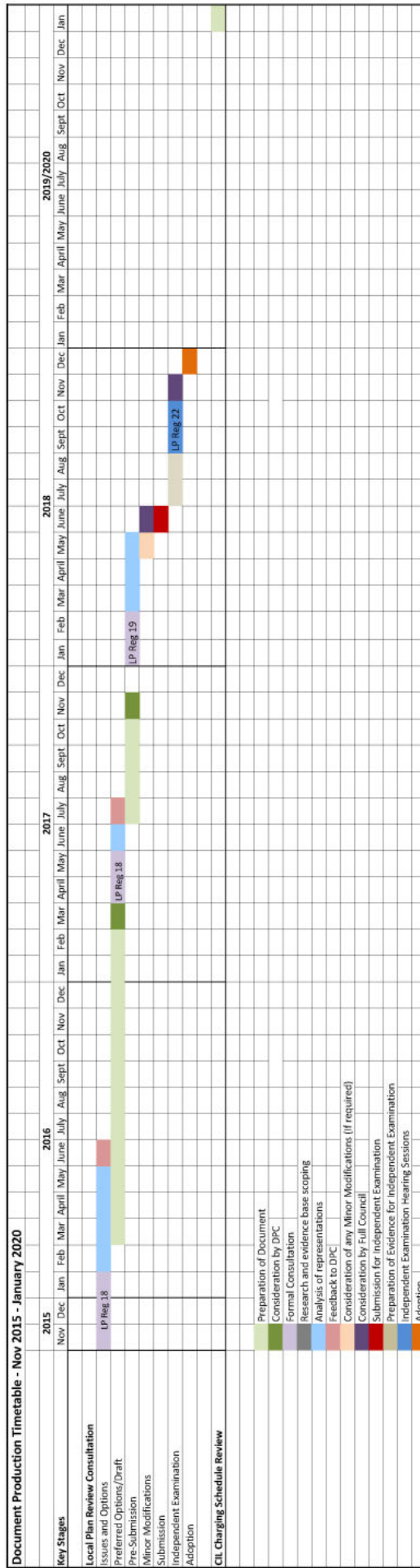
Appendix I

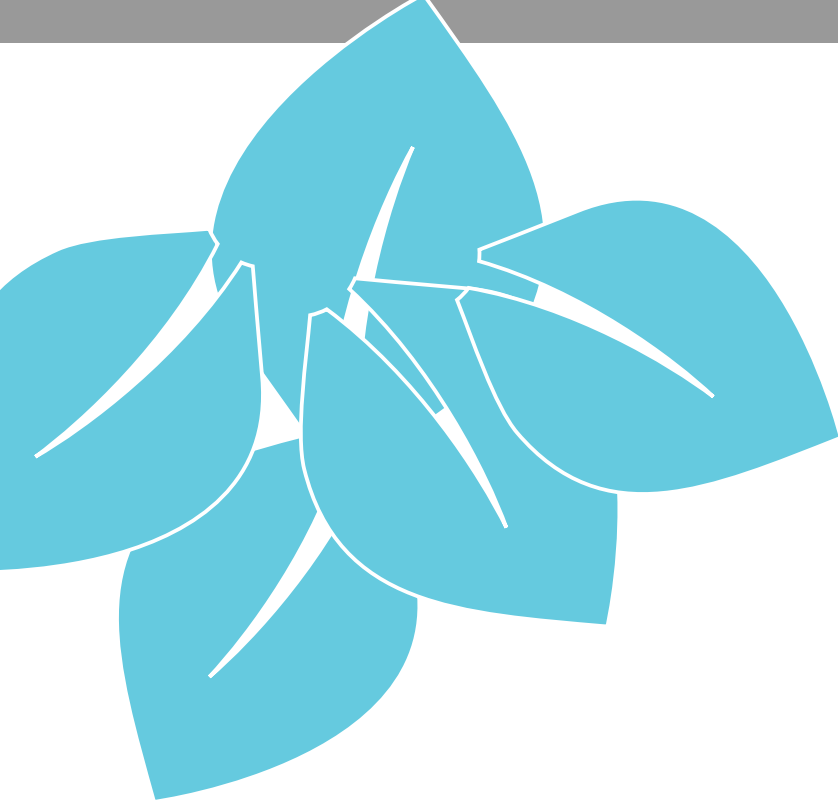
Chelmsford Local Plan Production Timetable	Dates
Issues and Options Public and Stakeholder Consultation (Regulation 18)	Nov 2015 - Jan 2016
Processing and Analysis of Representations	Feb - May 2016
Consultation Feedback to Development Policy Committee (DPC)	June 2016
Preparation of Preferred Options Local Plan	March 2016 - Feb 2017
Consideration of Preferred Options Local Plan by the Council's DPC	March 2017
Public and Stakeholder Consultation (Regulation 18)	March - May 2017
Processing and Analysis of Representations	May - July 2017
Consultation Feedback to DPC	July 2017
Preparation of Pre-Submission Local Plan	July - Nov 2017
Consideration of Pre-Submission Local Plan by DPC	January 2018
Public and Stakeholder Consultation (Regulation 19)	Jan - March 2018
Processing and Analysis of Representations	March - May 2018
Consultation Feedback to Development Policy Committee	May 2018
Consideration of any Minor Modifications (if required)	May - June 2018
Consideration of Submission Document by DPC and Full Council	June 2018
Submission for Independent Examination (Regulation 22)	June 2018
Preparation of evidence for Independent Examination	June - Sept 2018
Independent Examination Hearing Sessions	Sept - Oct 2018
Consideration by Full Council	November 2018
Adoption	December 2018
Commencement of Formal Review	January 2022

Appendix 2

Appendix 2

Document Preparation Timetable





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

Please call 01245 606330

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