

25 September 2025 at 7pm

Council Chamber, Civic Centre, Chelmsford

Membership

Councillor C Adutwim (Chair)

and Councillors

H. Ayres, P. Clark, P. Davey, I. Fuller, J. Jeapes, S. Manley, B. Massey, M. O'Brien, A. Sosin, A. Thorpe-Apps, R. Whitehead, and S. Young

Local people are welcome to attend this meeting remotely, where your elected Councillors take decisions affecting YOU and your City.

There is also an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance and details are on the agenda page. If you would like to find out more, please email committees@chelmsford.gov.uk or telephone (01245) 606480

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CHELMSFORD POLICY BOARD

25 September 2025

AGENDA

1. Apologies for Absence

2. Declarations of Interest

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. Minutes

Minutes of meeting on 4 September 2025

4. Public Questions

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 20 minutes is allotted to public questions/statements, which must be about matters for which the Board is responsible. The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Any member of the public who wishes to submit a question or statement to this meeting should email it to committees@chelmsford.gov.uk 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting.

5. Publication of revisions to the Chelmsford Local Development Scheme (LDS)

6. Work Programme

7. Urgent Business

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency.

MINUTES
of the
CHELMSFORD POLICY BOARD
held on 4 September 2025 at 7pm

Present:

Councillor C. Adutwim (Chair)

Councillors, H. Ayres, P. Clark, P. Davey, I. Fuller, S. Manley, A. Sosin, A. Thorpe-Apps, R. Whitehead and S. Young

1. Apologies for Absence

Apologies for absence were received from Cllrs Jeapes and Massey.

2. Declarations of Interest

Members were reminded that they must disclose any interests they knew they had in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they became aware of the interest. If the interest was a Disclosable Pecuniary Interest they were also obliged to notify the Monitoring Officer within 28 days of the meeting. Any declarations are recorded in the relevant minute below.

3. Minutes

The minutes of the meeting on 26th June 2025 were confirmed as a correct record.

4. Public Questions

None were received.

5. Review of the Council's Statement of Community Involvement

The Board considered a report seeking approval to consult on the Council's updated Statement of Community Involvement (SCI). The SCI sets out the Council's strategy for involving communities, organisations and statutory bodies in planning matters. This was to cover; planning policy, including local plans, supplementary planning documents, neighbourhood planning and masterplans, as well as development management, including pre-application consultation, planning applications and appeals.

It was noted that the current SCI had been adopted in 2020 and was to be reviewed every five years. The draft version had not changed significantly but had been updated for clarity. Although there was no statutory requirement to consult on an SCI, it had been the Council's practice to do so. If approved, consultation would begin the following week and run for four weeks, including direct letters to consultees, website updates and publicity through 'City Life' and social media. The outcome of the consultation would be reported to the Policy Board and then Cabinet for final approval.

A question was asked in relation to the digital advancement in the current day, with AI and other digital initiatives, whether the SCI should include reference to these newer consultation methods such as interactive mapping, virtual town halls and real-time feedback tools, and suggested it should also address how consultation success was measured. Officers explained that the SCI was a protocol document setting out how the Council meets statutory requirements. More detailed consultation strategies were prepared for each consultation in partnership with the communications team, including use of digital exhibitions and social media. Feedback on the number and composition of responses was always reported. It was also noted that investment in new engagement technologies would be considered in the context of resources and Local Government Reorganisation.

RESOLVED that:

- the draft Statement of Community Involvement be approved for public consultation.
- any subsequent changes to the draft Statement of Community Involvement and the finalising of consultation material be delegated to the Director of Sustainable Communities, in consultation with the Cabinet Member for a Greener Chelmsford.

(7.00pm to 7.14pm)

6. Urgent Business

There were no items of urgent business.

The meeting closed at 7.15pm

Chair



Chelmsford Policy Board

25 September 2025

Publication of revisions to the Chelmsford Local Development Scheme (LDS)

Report by:

Director of Sustainable Communities

Officer Contacts:

Jeremy Potter, Spatial Planning Services Manager – jeremy.potter@chelmsford.gov.uk
01245 606821

Laura Percy, Senior Planning Officer – laura.percy@chelmsford.gov.uk
01245 606486

Purpose

The purpose of this report is to consider the revised Local Development Scheme (LDS) and recommend it to Cabinet for approval and publication. The LDS sets out the programme of work for the preparation of statutory and non-statutory development plan documents for the period of 2025-2028. The LDS is set out at Appendix 1.

Recommendations

That the Board recommends to Cabinet the approval and publication of the LDS set out in Appendix 1.

1. Introduction

- 1.1. Local Authorities are required to prepare and keep up-to-date a Local Development Scheme (LDS). This is the Council's timetable for preparing and revising local development documents relating to the development and use of land in its area (in this case the review of the Local Plan which was adopted in 2020). It also includes details of other supporting documents including the Council's Community Infrastructure Levy Charging Schedule and Supplementary Planning Documents.
- 1.2. The LDS helps the Council to establish plan-making priorities and set a clear timetable for the preparation of development plan documents. For the public and stakeholders,

the LDS provides information on the proposed programme of work to be undertaken by the local authority and highlights key milestones where public engagement and consultation will be sought.

2. Need for a Revised LDS

2.1. Following the conclusion of the Regulation 19 Local Plan consultation in March 2025, several significant events have taken place:

- The adopted Local Plan became more than five years old on 27 May 2025 and as such the housing need figure in the Plan is out-of-date
- National Planning Policy requires the use of the new standard method to be used to calculate local housing need which results in a 79% increase from that in the adopted Local Plan
- Two strategic planning applications have been withdrawn requiring the reassessment and re-profiling of the Council's housing land supply (August 2025). This reassessment shows that for decision making on current planning applications the Council does not have 5 years of housing land supply
- The Government announced the cancellation of the A12 Development Consent Order (DCO) widening scheme.

Local Plan more than five years old, and lack of Five-Year Housing Land Supply (5YHLS)

- 2.2. The National Planning Policy Framework (NPPF) requires Local Plans to identify specific deliverable sites for five years against their housing requirement following the intended date of adoption. It also requires local planning authorities to identify and update annually a rolling supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement, or against their local housing need calculated using the Government's Standard Method, where the strategic policies are more than five years old. The supply of specific deliverable sites should also include a buffer of at least 5% to ensure choice and competition in the market for land. In prescribed circumstances (as set out in paragraph 78 of the [NPPF](#)) this buffer increases to 20%.
- 2.3. Due to changes in the calculation of the housing requirement and planning status of some existing strategic sites in the adopted Local Plan, the Council's 5YHLS has been re-assessed and re-published in August 2025. This shows that the Council is not currently able to demonstrate a five year housing land supply for decision-making.
- 2.4. As a result of the uncertainty on housing land supply, there is significant risk submitting the review of the Local Plan as originally published for the Regulation 19 consultation in March 2025, as it could result in the Plan being considered unsound, due to the lack of a five year housing land supply upon adoption.

Cancellation of A12 DCO widening scheme

- 2.5. The A12 Development Consent Order for the widening of the A12 from Chelmsford to the A120 included significant improvements to Junction 19 (Boreham Interchange). This was cancelled by Government on 8 July 2025. As part of the announcement, the Minister of State for Transport stated that smaller scale interventions on the A12 could still be considered where they unlock growth. Various discussions are on-going with National Highways and Homes England including ministerial meetings regarding the need for funding and delivery of the full Junction 19 improvements. An interim scheme for

Junction 19 is being proposed by the Developer Consortium promoting Chelmsford Garden Community to ensure that the development in NE Chelmsford can be delivered.

Proposed way forward

- 2.6. To better protect the Council's position, it is proposed that additional sites for development are included within the current review of the Local Plan with a target to maintain at least a five year deliverable housing land supply and thereby increasing the likelihood of a successful review of the Local Plan. To do this a further focused Regulation 19 consultation on additional sites needs to take place. The current LDS does not include this in the timetable.
- 2.7. This updated LDS therefore proposes to include an additional focused Regulation 19 consultation later this year, with the overall timetable being updated to reflect this.
- 2.8. At this meeting the Board are being asked to recommend to Cabinet the approval of the revised LDS. The decision to include additional sites within the current review of the Local Plan and carry out an additional Regulation 19 consultation will be considered by the Board at its meeting on 6th November 2025.

3. Local Development Scheme (LDS) 2025 – 2028

- 3.1 This LDS, attached at Appendix 1, 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. Chelmsford City Council's first LDS was adopted in 2006 and has since been subject to regular reviews as we have made progress with preparing development plan documents. The current LDS dates from 2023 and requires an update to reflect the change in timetable due to an additional focused Regulation 19 consultation being required for the reasons set out in section 1 above. Once approved, this LDS will replace all previous versions.
- 3.2 The Council has a single Local Plan covering the whole Council area. This was adopted in May 2020 and covers the period up to 2036. A full review of the adopted Local Plan is underway with the first Regulation 18 public consultation (Issues and Options) taking place in 2022, a second Regulation 18 public consultation (Preferred Options) taking place in 2024, and a Regulation 19 public consultation (Pre-Submission Local Plan) took place in early 2025. This is in accordance with the adopted Local Plan's commitment to commence a review of the Plan in Policy S13 in 2022.
- 3.3 This latest LDS covers the period 2025-2028 and sets out the scope of the review and updated timeframe for the remainder of the review process. This includes an additional focused Regulation 19 consultation and revised dates for the submission of the plan for examination and indicative date for plan adoption. These updated dates reflect the need to include an additional focused Regulation 19 consultation. The projected timetable for the remaining stages of the plan review is set out in Section 4 of the LDS.
- 3.4 The LDS also sets out other planning documents that will be required to assist in the preparation of the review of the Local Plan. These are set out in Section 5 of the LDS and include:
 - A review of the Community Infrastructure Levy (CIL) charging schedule (to align with Government's proposed new 'Infrastructure Levy' system)
 - Statement of Community Involvement (SCI)

- Supplementary Planning Documents (SPDs)
- Evidence base documents
- Integrated Impact Assessment (IIA)
- Policies Map
- Masterplans.

- 3.5 Section 6 sets out potential risks which may impact the timetable, alongside contingencies to deal with those.
- 3.6 Sections 7 and 8 cover the monitoring of the LDS and the project management and resources for undertaking the review of the Local Plan. This includes the governance arrangements for formal decision making relating to the review of the Local Plan.
- 3.7 In accordance with Section 15 (9A) (b) of the Planning and Compulsory Act 2004 Act, a copy of any amendments made to the LDS since its last publication in 2023 is set out in Appendix 1 of the LDS.

4. Conclusion

- 4.1 The Council is required to publish an up-to-date Local Development Scheme by the Planning and Compulsory Purchase Act 2004. The Local Development Scheme (LDS) at Appendix 1 sets out the programme of work for the preparation of statutory and non-statutory development plan documents covering the period of 2025-2028. The LDS is a 'living' document which does not preclude further changes within this period if that is deemed necessary.
- 4.2 The decision to include additional sites within the current review of the Local Plan and carryout an additional Regulation 19 consultation will be considered by the Board at its meeting on 6th November 2025.
- 4.3 It is recommended that the revised LDS as set out in Appendix 1 be referred to Cabinet for approval and publication.

List of Appendices:

Appendix 1 – Local Development Scheme 2025-2028

Background Papers:

- Local Development Scheme Ninth Review (2023-2028)
- Planning and Compulsory Purchase Act 2004
- Localism Act 2011
- [Five-Year Housing Land Supply Position Statement – August 2025](#)
- [Adopted Chelmsford Local Plan – May 2020](#)
- [A12 DCO cancellation announcement – 8 July 2025](#)

Corporate Implications:

Legal/Constitutional: The Council are required to publish an up-to-date LDS in accordance with the Planning and Compulsory Purchase Act 2004.

Financial: There are no cost implications arising directly from this report. The Local Plan is being prepared using the existing agreed budget.

Potential impact on climate change and the environment: There is no direct impact on climate change and the environment arising directly from this report, although the review of the adopted Local Plan will seek to ensure new development within the administration area will contribute towards meeting the Council's Climate Change agenda.

Contribution toward achieving a net zero carbon position by 2030: There are no direct implications arising from this report, although the review of the adopted Local Plan will seek to ensure new development within the administration area will contribute towards achieving a net zero carbon position by 2030.

Personnel: There are no personnel issues arising directly from this report.

Risk Management: Risks and contingencies relating to the LDS are set out in section 6 of Appendix 1.

Equality and Diversity: The Public Sector Equality Duty applies to the council when it makes decisions. An Equalities and Diversity Impact Assessment forms part of the Integrated Impact Assessment for the review of the Local Plan and concludes that it will not have a disproportionate adverse impact on any people with a particular characteristic and in general will have positive or neutral impacts across a wide range of people and will be compatible with the duties of the Equality Act 2010.

Health and Safety: There are no Health & Safety issues arising directly from this report.

Digital: There are no IT issues arising directly from this report.

Other: The Review of the Local Plan will seek to contribute to priorities in the Council's Our Chelmsford, Our Plan 2020: A Fairer and Inclusive Chelmsford, A Safer and Greener Place, Healthy, Enjoyable and Active Lives and A Better Connected Chelmsford.

Consultees:

CCC – Legal Services
CCC – Communications

Relevant Policies and Strategies:

The report takes account of the following policies and strategies of the City Council:

Adopted Local Plan 2013-2036
Our Chelmsford, Our Plan (2024)
Statement of Community Involvement (2020)
Statement of Community Involvement – Consultation Draft (September 2025 update)

Our Chelmsford, Our Plan

The above report relates to the following priorities in the Corporate Plan:

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, ensuring that people and communities are safe.

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.

Chelmsford Local Plan

Local Development Scheme 2025-2028

September 2025



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1 Introduction

Purpose

- 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 2025-2028.
- 1.2. This LDS is a management tool for setting and managing the plan-making process. However, the LDS is not subject to Independent Examination or formal public consultation. Chelmsford City Council's first LDS was adopted in 2006 and has since been subject to nine previous reviews. This LDS forms the tenth review and replaces all previous versions and will be published on the City Council's website.

What has been achieved to date?

- 1.3. Since the publication of the first LDS, the City Council has continuously made good progress in the preparation of its Local Plans. The Council had a complete suite of adopted Development Plan Documents within its Local Development Framework which covered the period up to 2021.
- 1.4. These have subsequently all been superseded by the new single Local Plan which was adopted in May 2020 and covers the period up to 2036.

2 The adopted Statutory Development Plan

Adopted Development Plan Documents

- 2.1 The statutory development plan for Chelmsford City Council's administrative area comprises of the following documents:

Document	Adoption Date	Period document covers
Chelmsford City Council's Local Plan	27 May 2020	2013 – 2036
Essex Minerals Local Plan	July 2014	2012 – 2029
Essex and Southend-on-Sea Waste Local Plan	July 2017	2017 – 2032

Document	Adoption Date	Period document covers
South East (Inshore) Marine Plan	June 2021	2021-2041
Little Baddow Neighbourhood Plan	Adopted ('made') August 2023	https://www.littlebaddowplan.org.uk/
South Woodham Ferrers Neighbourhood Plan	Adopted ('made') December 2021	http://www.southwoodhamferrerstc.gov.uk/Neighbourhood_Plan_26846.aspx
Writtle Neighbourhood Plan	Adopted ('made') December 2021	https://writtle-pc.gov.uk/neighbourhood-plan/
Sandon Neighbourhood Plan	Adopted ('made') November 2023	https://sandon-essex-parishcouncil.gov.uk/neighbourhood-development-plan/
Danbury Neighbourhood Plan	Adopted ('made') December 2024	https://www.danburyneighbourhoodplan.com/
Broomfield Neighbourhood Plan	Adopted ('made') March 2025	https://www.broomfieldnp.org.uk/HOME_37952.aspx

- 2.2 When reviewing the Chelmsford Local Plan regard will need to be given to the strategies and policies contained within the Minerals and Waste Local Plans, the South East (Inshore) Marine Plan and the adopted Neighbourhood Plans.

Development Plan Documents in progress

Neighbourhood Development Plans

- 2.3 Work is continuing on a number of Neighbourhood Plans within the Chelmsford City Council Administrative area. Upon each of these being 'made', they become part of the statutory development plan for the area which they cover.
- 2.4 The status of Neighbourhood Plans in the Chelmsford area is set out below and further details for each one can be found on their websites.

Neighbourhood Development Plan	Key dates/ Status	Website
Boreham	Designated 11 January 2017 Designation amended 31 May 2024	http://www.borehamparishcouncil.co.uk/organisation/neighbourhood-plan/
East Hanningfield	Designated 24 September 2019	https://e-voice.org.uk/easthanningfieldparishcouncil/village-design/

3 Chelmsford Local Plan Review

- 3.1 Three rounds of formal public consultation have taken place as part of the Review of the Local Plan:
- Regulation 18 – Issues and Options (11 August to 20 October 2022)
 - Regulation 18 – Preferred Options Local Plan (8 May to 19 June 2024)
 - Regulation 19 – Pre-Submission Local Plan (4 February to 18 March 2025)
- 3.2 Each consultation included an accompanying Integrated Impact Assessment (IIA) and a comprehensive programme of consultation. Each consultation was promoted through a range of activities including email/letter notifications to all contacts registered on the Council's Planning Policy Consultation Portal (amounting to nearly 6,300 individual contacts at the last consultation), on the Council's website, press releases, adverts in local publications and social media. Consultation activities included placing consultation documents on deposit at the Council's Customer Service Centre, organised stakeholder presentations, Duty to Co-operate meetings, unstaffed and staffed physical exhibitions. An animated Local Plan video was also published.
- 3.3 The review of the Local Plan continues to cover the whole of the Chelmsford administrative area and include strategic priorities and a long-term vision for Chelmsford. It will contain a Spatial Strategy which identifies locations for delivering housing and other strategic development needs such as employment, leisure, green, blue and wild infrastructure, and community development. It also will also include strategic policies, site allocation policies, development management policies and Policies Map for determining all forms of planning applications.
- 3.4 The reviewed Local Plan will have a Plan period covering the period 2022-2041 and once adopted will replace the existing Local Plan which covers the period 2013 – 2036.

4 Timetable for review of the Local Plan

- 4.1 The Council has a statutory duty to review the Local Plan at least every five years under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. The NPPF (2025) sets out in paragraph 34 that policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary. It also states that reviews should be completed no later than five years from the adoption date of a plan (which would be 28 May 2025) and should take into account changing circumstances affecting the area, or any relevant changes in national policy. Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; and they are likely to require earlier review if local housing need is expected to change significantly in the near future.
- 4.2 Annex 1 of the NPPF (2025) sets out its implementation in terms of decision-taking and plan-making. The Review of the Local Plan will undertaken in line with the transitional arrangements set out in paragraphs 234 to 237, meaning it will be examined under the 2023 NPPF.
- 4.3 The Local Plan commits to a full or partial review of the Plan in Policy S13 to commence in 2022. The timetable for a full review of the Local Plan is set out below and will be updated with further detailed timescales as the review progresses and relevant milestones are met or require amending. The table is set out in quarters for each year as follows:

Quarter 1 = January/February/March

Quarter 2 = April/May/June

Quarter 3 = July/August/September

Quarter 4 = October/November/December

Stage	Estimated timescale
Preferred Options Local Plan Consultation (Regulation 18)	Quarters 1 and 2 2024 - complete
Review comments and revise Local Plan	Quarters 2-4 2024 - complete
Pre-Submission Local Plan Consultation (Regulation 19)	Quarter 1 2025 - complete
New Local Development Scheme Approved	Quarter 4 2025
Additional Sites Local Plan Consultation (Regulation 19)	Quarter 4 2025/Quarter 1 2026

Stage	Estimated timescale
Submission of Local Plan and Regulation 19 representations to Secretary of State (Regulation 20, 22 and 35)	Quarter 2 2026 (before 12 June 2026)
Independent Examination (Regulation 20)	Quarter 4 2026
Inspector's Report and Adoption of Local Plan (Regulation 20 and 35)	Quarter 4 2026/Quarter 1 2027

5. Other Planning Documents

- 5.1 To assist in its preparation and to inform the scope of the Local Plan review the following documents are also relevant and will be updated/reviewed as set out below:

Community Infrastructure Levy (CIL)

- 5.2 The CIL is a planning charge on new developments used by local authorities to fund and deliver infrastructure needed to support new development. CIL is charged on a £ per square metre basis on the gross internal area of new development.
- 5.3 Chelmsford was the first local authority in Essex to bring a CIL into force on the 1 June 2014. This followed two rounds of public consultation and an independent examination that took place in October 2013. The Council will monitor any Government proposals for amending or replacing CIL.

Statement of Community Involvement (SCI)

- 5.4 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. 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.
- 5.5 The City Council adopted its first Statement of Community Involvement (SCI) in February 2006. There have been several reviews since with the most recent review being approved in September 2020. A further review is underway with an updated SCI expected to be adopted in November 2025.

- 5.6 The most recently approved version of the SCI can be found on the following web page: <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-local-plan/involving-communities-and-organisations/>

Supplementary Planning Documents (SPDs)

- 5.7 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 and/or infrastructure.
- 5.8 The table below lists the SPDs that are currently adopted:

Document title	Scope of document	Adopted
Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document	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).	May 2020
Making Places Supplementary Planning Document	Seeks to promote and secure high-quality sustainable new development. It is aimed at all forms of development, from large strategic developments, public spaces and places, to small extensions to individual homes. It sets out detailed guidance on the standards included in Chelmsford's Local Plan for future planning proposals. It also shows how development can go beyond planning policy requirements to create the most sustainable and environmentally friendly development.	January 2021
Planning Obligations Supplementary Planning Document	Sets out how CCC will seek planning obligations when considering planning applications. It identifies topic areas where planning obligations and possible contributions would be applicable, whether financial or otherwise. This can include providing things like affordable housing, open space, environmental improvements or community facilities, and/or paying financial contributions towards them.	January 2021

Document title	Scope of document	Adopted
	Along with the Community Infrastructure Levy Charging Schedule, the SPD gives clear guidelines to developers, landowners and stakeholders. It sets out the likely scope and scale of planning obligations applicable to different sorts of development.	
Solar Farm Development Supplementary Planning Document	Provides guidance on preparing, submitting and assessing planning proposals for solar farms and guidance on where solar farms may be most suitable. It considers and applies advice from a number of sources, including the requirements of National Planning Policy and Guidance, local planning policies and other relevant strategies.	November 2021
Chelmsford Town Centre Public Realm Strategy	Forms a framework for funding bids, investment and programming of works and the basis for negotiation of planning applications in the City Centre. It sets out priorities and guidance for the design-led improvement of public spaces and seeks to coordinate the design of streets and spaces. It provides the basis for best practice standards for client and contractor organisations with influence over public spaces and helps to promote community cohesion and encourage the successful use of spaces.	January 2011
Broomfield Village Design Statement	Provides local design guidance for development in the area.	2011
Danbury Planning Framework	Provides local design guidance for development in the area.	2011
Great Baddow Village Design Statement	Provides local design guidance for development in the area.	2011
Little Baddow Village Design Statement	Provides local design guidance for development in the area.	2012
Sandon Village Design Statement	Provides local design guidance for development in the area.	2011
Stock Village Design Statement	Provides local design guidance for development in the area.	2011

- 5.13 To support the review of the Local Plan, some SPDs will be required to be updated, or additional SPDs may be required. The latest status of new/updated SPDs is available on our website at: [Supplementary Planning Documents and planning advice notes \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/Supplementary-Planning-Documents-and-planning-advice-notes)

Evidence Base

- 5.14 The Local Plan has been 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 or by 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: [Evidence base for the local plan \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/evidence-base-for-the-local-plan)
- 5.15 Various evidence base documents have been reviewed, updated, or additional evidence base documents produced, to assist in the review of the Local Plan. You can view information relating to new Evidence Base documents to support the Review of the Local Plan on the Council's website at: www.chelmsford.gov.uk/lp-review. The evidence base is important to ensure the Local Plan policies and allocations are justified and support the Local Plan being found sound at Examination. All new and updated evidence base documents will be added to the Council's website as they are produced.
- 5.16 As part of the legal Duty to Co-operate¹, the City Council is committed to continue to work collaboratively with other local authorities and stakeholders on strategic matters of cross-boundary and sub-regional significance.
- 5.17 Some evidence base documents will identify needs required for the Plan period e.g. numbers of homes and jobs, while others will test and inform proposals within the Plan e.g. transport modelling and viability testing. While not intended to be a comprehensive list, evidence base documents covering the following general topic areas will be prepared to support the review of the Local Plan:
- Consultation and Duty to Co-operate
 - Population and homes
 - Economy and Regeneration
 - Green/Blue/Wild Infrastructure
 - Natural, Historic and Built Environment
 - Transport and Movement
 - Viability
 - Monitoring and Equality

Integrated Impact Assessment (IIA)

- 5.18 The Integrated Impact Assessment (IIA) will inform the review of the Local Plan and any other Development Plan Documents (DPD). IIA's are published for consultation alongside the publication of each stage of the review of the Local Plan or DPD and form a key consideration of determining soundness at Examination.

¹ Section 110 of the Localism Act (2011)

- 5.19 All policies and proposals contained within the review of the Local Plan are subject to an Integrated Impact Assessment (IIA) which investigates the impacts of different proposals within the Local Plan against environmental, equality, health and economic objectives. This involves scoping reports and assessments throughout the preparation of the review of the Local Plan to ensure an iterative approach. These documents form part of the evidence base.

Policies Map

- 5.20 The policies map covers the whole of the Chelmsford area and its purposes is to illustrate sites allocated for development or protection within the Local Plan. The current Local Plan maps and map legend can be downloaded at: [Adopted Local Plan \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/planning-and-building-control/masterplans-for-new-developments-in-chelmsford/) These will be revised as part of the review of the Local Plan and updated maps will be published on adoption of the new Local Plan.

Masterplans

- 5.21 Masterplans are high-level documents, which set out what we expect from a new development. They mainly relate to strategic growth sites, which are allocated in the Local Plan. The Local Plan sets out the overall number and locations for homes, jobs and businesses along with the infrastructure needed to support growth.
- 5.22 Masterplans help create excellent places to live, work and enjoy, and which are suitable for the individual site. They help us to make sure developments deliver what the area needs, while giving developers some flexibility.
- 5.23 Full details of the Masterplan procedure and progress on existing Masterplans can be found at: <https://www.chelmsford.gov.uk/planning-and-building-control/masterplans-for-new-developments-in-chelmsford/>. To support the review of the Local Plan, some masterplans may be required to be updated, and additional masterplans will be required.

6 Risks and Contingencies

Risks	Level	Contingency
Significant changes to the planning system - publication of new Government legislation/guidance	Medium to High	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 review of the Local Plan.
Uncertain funding for A12 DCO Scheme	Medium to High	An interim scheme funded by Chelmsford Garden Community developers to mitigate their own development. Government funding being sought towards remaining works but no certainty. Continue to engage with National Highways to find an acceptable solution.
Lack of Five-Year Housing Land Supply	Medium to High	Continue to monitor the situation. Additional consultation on new/expanded sites included in this LDS. Option for the Local Plan Inspector to request more sites to be allocated through Main Modifications if required.
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.
Failure to comply with Duty to Co-operate	Medium	Follow the Council's adopted Duty to co-operate strategy and ensure early engagement at officer and Member level.
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 Spatial Planning Services team	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 review of the Local Plan. No contingency as Planning Inspectorate is the sole body able to undertake this process.
Legal Challenges to the Local Plan	Medium	Seek appropriate legal advice through the preparation of the review of the Local Plan and keep abreast of best practice.

Risks	Level	Contingency
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

- 7.1 The City Council is required to prepare an Authority Monitoring Report (AMR) which assesses the extent to which the Plan's objectives and policies are being achieved as set out in the Local Plan Monitoring Framework. This can be found in Section 10 of the adopted Local Plan which can be downloaded at:
<https://www.chelmsford.gov.uk/resources/assets/inline/full/0/4676389.pdf>
- 7.2 The AMR also monitors the implementation of the LDS by reviewing the production of Local Plan document progress compared with the targets and milestones set out in the LDS. It assesses where the City Council:
- has met the LDS targets and milestones, is falling behind schedule, or will not meet targets with reasons for this and;
 - needs to update the LDS particularly in light of the above. Where it is necessary to update the LDS, it also sets out the steps and the timetable needed for the revision of that scheme.
- 7.3 Chelmsford's AMR's are published annually and are available on the City Council's website at: [Monitoring development \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/monitoring-development)

8 Project Management and Resources

- 8.1 The preparation of the review of the Local Plan will be led and co-ordinated by staff within the Spatial Planning Services 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. There may also be a need for input from specialist consultants and some joint evidence base working with other authorities.
- 8.2 The review of the Local Plan will be prepared on a project basis with a team of officers led by the Spatial Planning Services Manager. Consultation arrangements, as defined in the adopted Statement of Community Involvement, will be co-ordinated by the Spatial Planning Team in consultation with the Council's Communications Team.

- 8.3 The City Council's budget currently covers the costs of current work on the review of the Local Plan and the Council expects to meet projected costs for additional work and future years from its Local Plan reserve. 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.
- 8.4 Evidence base documents to inform the review of the Local Plan will be signed off by Officers under delegated powers. The existing governance for formal decision making relating to the review of the Local Plan will be through the following Boards/Committees:
- Chelmsford Policy Board
 - Cabinet
 - Full Council
- 8.5 Role of Chelmsford Policy Board in relation to the Local Plan review process:
- To consider draft public consultation documents/materials and to make recommendations to the Cabinet and Council, as appropriate
 - To consider consultation feedback reports, as appropriate
 - To recommend to the Cabinet approval and adoption of the final versions of Masterplans, Supplementary Planning Documents and other non-statutory planning policy documents.
- 8.6 The above provisions do not prevent Cabinet or Council adopting new or revised policies that have not been reviewed by the Chelmsford Policy Board.
- 8.7 Role of Chelmsford Cabinet in relation to the Local Plan review process:
- To formally agree recommendations of the Chelmsford Policy Board at key stages of preparation.
- 8.8 Role of Chelmsford Full Council in relation to the Local Plan review process:
- To formally agree the submission of the review of the Local Plan for Examination
 - To formally agree the adoption of review of the Local Plan.
- 8.9 Technical consultations with specified technical stakeholders can be agreed by Director of Sustainable Communities or Spatial Planning Services Manager in consultation with Cabinet Member for Growing Chelmsford.

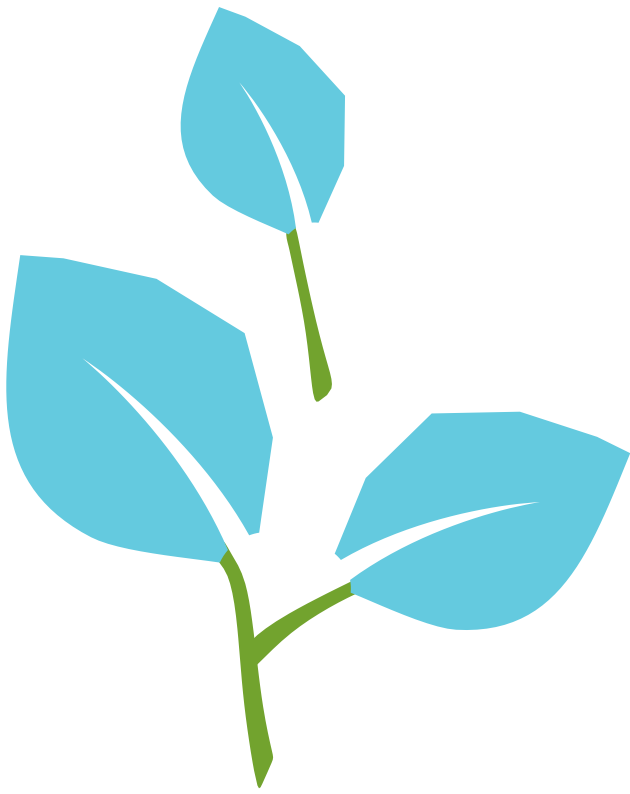
Appendix 1 – Appendments made to 2023 LDS

In accordance with Section 15 (9A) (b) of the Planning and Compulsory Act 2004 Act a copy of any amendments made to the LDS since its last publication in 2023 is set out below:

2023 LDS Section/Sub-section title	2025 LDS Section/Sub-section title	Amendments made
1. Introduction	1. Introduction	
Purpose	Purpose	Text updated to reflect this will be the tenth review of the LDS and that this will replace all previous versions.
2. The Adopted Statutory Development Plan	2. The adopted Statutory Development Plan	
Adopted Development Plan Documents	Adopted Development Plan Documents	Table updated to include adopted ('made') Neighbourhood Plans which form part of the statutory development plan for Chelmsford City Council's administrative area.
Development Plan Documents in progress - Neighborhood Development Plans	Development Plan Documents in progress - Neighborhood Development Plans	Table updated to remove adopted ('made') Neighbourhood Plans which have been moved into the 'Adopted Development Plan Documents table above.
3. Chelmsford Local Plan	3. Chelmsford Local Plan Review	
Chelmsford Local Plan Review	Chelmsford Local Plan Review	Text updated to reflect the consultations which have taken place to date on the Review of the Local Plan.

2023 LDS Section/Sub-section title	2025 LDS Section/Sub-section title	Amendments made
4. Timetable for review of the Local Plan	4. Timetable for review of the Local Plan	Text updated to reflect 2025 NPPF references and the fact the Review of the Local Plan is a transitional Plan to will be examined under the 2023 NPPF. Timetable updated to reflect completed stages and additional Regulation 19 Consultation proposed, with consequential timetable updates.
5. Other Planning Documents	5. Other Planning Documents	
Community Infrastructure Levy (CIL)	Community Infrastructure Levy (CIL)	Updated to reflect changes in the Governments approach to CIL to state that the Council will monitor any Government proposals for amending or replacing CIL.
Statement of Community Involvement (SCI)	Statement of Community Involvement (SCI)	Text updated to reflect new SCI is underway, with new weblink to where it will be once adopted.
Integrated Impact Assessment (IIA)	Integrated Impact Assessment (IIA)	Text updated to reflect the IIA's objectives used to assess the Plans proposals.
Evidence Base	Evidence Base	Text updated to include weblink to additional Review of the Local Plan Evidence Base.
6. Risks and Contingencies	6. Risks and Contingencies	Additional risk and contingencies identified relating to the Loss of funding for the A12 DCO and potential lack of a Five-Year Housing Land Supply. Updated to reflect the fact the Council has an adopted Duty to co-operate Strategy.

2023 LDS Section/Sub-section title	2025 LDS Section/Sub-section title	Amendments made
8. Project Management and Resources	8. Project Management and Resources	Text updated to reflect that the consultation arrangements will be co-ordinated by the Spatial Planning Team in consultation with the Council's Communications Team.
Appendix 1 – Appendments made to 2021 LDS	Appendix 1 – Appendments made to 2023 LDS	Updated to reflect changes made to the 2023 LDS in this latest 2025 version.



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

Please call 01245 606330

Spatial Planning Services
Directorate for Sustainable Communities
Chelmsford City Council
Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE

Telephone 01245 606330
planning.policy@chelmsford.gov.uk
www.chelmsford.gov.uk

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CHELMSFORD POLICY BOARD WORK PROGRAMME

6 November 2025
- Agreement of Additional Sites Local Plan Consultation and Integrated Impact Assessment (IIA) (Regulation 19) - Strategic Housing and Economic Land Availability Assessment (SHELAA) Update - Consideration of Revised Masterplan Procedure
15 January 2026
- Planning Obligations SPD – Consultation Feedback - Norwich to Tilbury Powerline – Development Consent Order, Local Impact Report (LIR)
19 March 2026
- Consultation Feedback on Additional Sites Local Plan Consultation and Integrated Impact Assessment (IIA) (Regulation 19) - Strategic Housing and Economic Land Availability Assessment (SHELAA) Update
May 2026 (<i>Date to be Confirmed</i>)
- Review of Local Plan - Agreement to submit the Local Plan (Regulation 22) and Integrated Impact Assessment (IIA) for Independent Examination (recommendation to Full Council)
<i>Standing or other items not currently programmed</i>
- Recommendation and referral to Full Council to adopt the review of Local Plan (Regulation 26) - Recommendation to adopt the revised Planning Obligation SPD (Regulation 14) - Agreement to consult on new and updated Supplementary Planning Documents