



# Local Development Scheme 2016

Stafford Borough Council



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## 1 Introduction

### 1 Introduction

Stafford Borough Council is required to produce a Local Development Scheme which sets out the Council's commitment to the production of various planning policy documents and a timetable for their production.

This Local Development Scheme covers the period 2014 – 2017. It replaces all previous Local Development Schemes.

The Stafford Borough Local Development Scheme will:

- Define the Development Plan for the area
- Set out a schedule and a profile for proposed planning policy documents
- Explain how progress in producing planning policy documents against the Local Development Scheme will be monitored, and how the LDS will be reviewed.

The National Planning Policy Framework (NPPF) was published in March 2012 and came into immediate effect. It replaced all national Planning Policy Statements and Guidance notes with a single national policy statement. The NPPF is now supported by the National Planning Practice Guidance (NPPG). Local Authorities must each produce a Local Plan that is in conformity with the NPPF and the NPPG.

Local Plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. Planning decisions must be taken in accordance with the Development Plan unless material considerations indicate otherwise. For this reason, Local Planning Authorities should have an up to date Local Plan in place.

Under the Localism Act 2011, Neighbourhood Plans can be produced by a Parish Council, or an organisation or body designated as a Neighbourhood Forum to provide detailed guidance on specific issues. These will be subject to independent Examination and a local Referendum. If approved at the Referendum the Neighbourhood Plan becomes part of the Development Plan used for decision making.

## Stafford Borough Development Plan 2

### 2 Stafford Borough Development Plan

The Development Plan for Stafford Borough currently consists of the Plan for Stafford Borough. The Plan for Stafford Borough was adopted by the Council on the 19<sup>th</sup> June 2014. It replaced and superseded all saved policies of the Stafford Borough Local Plan 2001.

The Plan for Stafford Borough sets out the vision, key objectives and spatial strategy for the Borough. It is the over-arching policy document to which any other planning policy documents must comply. It is intended that further Borough-wide planning policy documents will be produced to support the Plan for Stafford Borough. These are detailed in section 3.

As stated above Neighbourhood Plans can be produced by a Parish Council, or an organisation or body designated as a Neighbourhood Forum to provide detailed guidance on specific issues. Gnosall Neighbourhood Plan has been “made” and now constitutes part of the Development Plan. Further information on Neighbourhood Plan progress is contained in section 3.

## 3 Planning Policy Documents

### 3 Planning Policy Documents

#### Plan for Stafford Borough

The Plan for Stafford Borough was adopted on the 19th June 2014. Monitoring the delivery of the Plan will be completed annually, the results of which will be reported in the Authority Monitoring Report.

#### Plan for Stafford Borough: Part 2 (Formerly known as the Site Allocations Development Plan Document)

This document was previously referred to as the Site Allocations Development Plan Document. It has been renamed to a more appropriate title of the Plan for Stafford Borough: Part 2, as the main site allocations (the Strategic Development Locations) have already been adopted through the Plan for Stafford Borough. The Plan for Stafford Borough: Part 2 will seek to identify boundaries for the sustainable settlements, the Recognised Industrial Estates, and the primary and secondary frontages. It may also provide greater detail on some of the environmental policies.

Stage	Key Dates
Commencement	Underway
Proposals Consultation	June/July 2015
Publication	December 2015
Submission	April 2016
Examination	July 2016
Adoption	December 2016

#### Supplementary Planning Documents (SPD)

The Council is intending to adopt four SPDs to provide further guidance on specific matters linked to adopted policies within the Plan for Stafford Borough as set out below. SPDs do not form part of the statutory Development Plan but will be subject to consultation prior to their adoption.

- Design SPD
- Shopfronts SPD
- Re-use of Rural Buildings SPD
- Open Space, Sport and Recreation SPD

## Planning Policy Documents 3

All four SPDs are under production, with provisional dates for consultation set out below.

Stage	Milestone	Key Dates
Design	Draft for Representations	June 2016
	Adoption	December 2016
Shopfronts	Draft for Representations	July 2016
	Adoption	December 2016
Re-use of Rural Buildings	Draft for Representations	July 2016
	Adoption	December 2016
Open Space, Sport and Recreation	Draft for Representations	June 2016
	Adoption	December 2016

### Community Infrastructure Levy (CIL)

The Council is intending to adopt the Community Infrastructure Levy (CIL). CIL is a new levy that local authorities in England and Wales can choose to charge on new developments in their area. The money raised from CIL can be used to support development by funding infrastructure that the Council, local community and neighbourhoods need, such as new or safer road schemes, footpaths and park improvements, or a new health centre.

Stage	Key Dates
Commencement	Underway
Preliminary Draft Charging Schedule	June/July 2015
Draft Charging Schedule	June/July 2016
Submission	September 2016
Examination (subject to Inspector availability)	October 2016
Adoption	December 2016

## 3 Planning Policy Documents

### Statement of Community Involvement (SCI)

The Statement of Community Involvement (SCI) was adopted on 2 February 2016. It sets out how and when people can get involved in the planning process. It explains the different stages of the plan-making process, and the various methods the Council will use to gather views on emerging planning policy. It also sets out how planning applications will be publicised, and how to put forward views. It outlines who is involved in making planning decisions, their roles, and how people can get involved in the process.

### Supporting Evidence

Sound Planning Policy documents rely upon a robust and up to date evidence base. The Council will maintain an up to date evidence base to support policy production. All revised and updated evidence documents will be published on the Council's website.

Whilst a number of current evidence based documents are listed below, it should be noted that the Council might publish others in the course of preparing new planning policy documents to improve the evidence base for the Development Plan. Background and technical studies forming part of the evidence base include:

- Open Space, Sport and Recreation Assessments
- The Housing Monitor: Land for New Homes
- Employment Land Review
- Settlement Assessment of Services and Facilities
- Gypsy and Traveller Accommodation Needs Assessments
- Strategic Housing Land Availability Assessment (SHLAA)
- Strategic Housing Market Areas Assessment (SHMA)
- The Strategic Flood Risk Assessment (SFRA)
- Town Centre Capacity Assessment & Retail Capacity Assessment update
- Historic Landscape and Characterisation Assessment
- Integrated Transport Strategy and associated Transport reports
- Landscape and Countryside Character Assessment

### Sustainability Appraisal and Habitats Regulations Assessment

The production and consultation on planning policy documents is assessed through the Sustainability Appraisal process, incorporating the requirements detailed in the Strategic Environmental Assessment Directive. The requirements for the Habitats Regulations Assessment Directive are dealt with separately.



## Planning Policy Documents 3

### Neighbourhood Plans

Neighbourhood Plans can be produced by a Parish Council, or an organisation or body designated as a Neighbourhood Forum to provide detailed guidance on specific issues. The initial stage in production of a Neighbourhood Plan is the designation of a Neighbourhood Area. In Stafford Borough seven Neighbourhood Areas have been designated, all of which are Parishes. The dates of designation are set out below along with contact details for the Parish Councils.

The individual Parish Council's are responsible for producing the Neighbourhood Plan. Therefore for information regarding production timescales please contact the relevant Parish Council:

Neighbourhood Plan Area	Date of Area Designation	Parish Council Contact Details
Barlaston	4 <sup>th</sup> July 2013	Neil Hemmings - 07855347761 <a href="mailto:neil_hemmings25@yahoo.co.uk">neil_hemmings25@yahoo.co.uk</a>
Colwich	7 <sup>th</sup> February 2013	John Blount - 01785 662160 <a href="mailto:n.plan@colwich.staffslc.gov.uk">n.plan@colwich.staffslc.gov.uk</a>
Eccleshall	4 <sup>th</sup> July 2013	Christine Heelis - 01785 850989 <a href="mailto:eccleshallpc@btinternet.com">eccleshallpc@btinternet.com</a>
Gnosall	4 <sup>th</sup> July 2013	Jayne Cooper - 01785 822685 <a href="mailto:clerk@gnosallparishcouncil.org.uk">clerk@gnosallparishcouncil.org.uk</a>
High Offley	3rd March 2016	Roger Greatrex 01785 284 533 <a href="mailto:Rogergreatrex@btinternet.com">Rogergreatrex@btinternet.com</a>
Hixon	4 <sup>th</sup> July 2013	Catherine Gill - 01889 272679 <a href="mailto:hixon.clerk@googlemail.com">hixon.clerk@googlemail.com</a>
Sandon and Burston	7 <sup>th</sup> February 2013	Brian Boughey -01889 502757 <a href="mailto:brian.boughey@btopenworld.com">brian.boughey@btopenworld.com</a>
Stone Town Council	8th December 2015	Les Twigg - 01785 619740 <a href="mailto:clerk@stonetowncouncil.org.uk">clerk@stonetowncouncil.org.uk</a>
Swynnerton	3 <sup>rd</sup> July 2014	Liz Harrington Jones -01785 663198 <a href="mailto:lzharringtonjones@hotmail.co.uk">lzharringtonjones@hotmail.co.uk</a>

## 4 Council Procedures and Risk Assessment

### 4 Council Procedures and Risk Assessment

#### Council Procedures

Stafford Borough Council has a Cabinet, Community Services Scrutiny Committee and Full Council structure. The Cabinet will agree proposals for all draft policy documents prepared for consultation purposes.

Community Services Scrutiny Committee will review evidence, lead the consultation process, and assess results from the community involvement and consultation stages. The Committee will then make recommendations to Cabinet for key elements of the new Local Plan.

Full Council will approve the submission and adoption of the finalised policy documents, based on recommendations from Cabinet which will take account of the views from the Community Services Scrutiny Committee.

#### Risk Assessment

In preparing the Local Development Scheme it is important to acknowledge that the work programme has been established on the existing maximum resource capacity contained within the Forward Planning Team. This resource capacity is 4.5 Full Time Employees.

The principle 'risk' for the process would be a delay occurring in any preparation stage through to adoption of an individual planning policy document. The main areas of risk, which may lead to a delay in the implementation of the work programme, are as follows:

- Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base
- Political changes, procedural delays or failure to meet Council dates
- Unanticipated delays in external events such as resource capacity of the Planning Inspectorate (PINs) for the Examination process or failure to deliver robust arrangements for this process
- Failure of key partners and other agencies to deliver evidence on time and make responses to key elements of the process
- Non-conformity and failure in the tests of 'soundness' for new planning policy documents
- Programme amendments and procedural slippage due to poor project management or inadequate resources identified to secure delivery
- Changes in Government legislation, regulations & policy
- Unanticipated scale and nature of consultation responses received including new evidence submitted unexpectedly

## Monitoring and Review 5

### 5 Monitoring and Review

#### Monitoring and Review

The Government requires that the Local Development Scheme (LDS) is reviewed when necessary and kept up to date by taking account of progress on the programme and monitoring of the evidence base and adopted policies. However there may be the need to review the LDS more frequently if unforeseen changes occur to the Local Plan programme.

The LDS will be reviewed through the annual Authority Monitoring Report (AMR), which monitors policies from the beginning of April to the end of March. The AMR will be published before 31st December each year.

The AMR will review actual plan progress over the year compared to the targets and milestones set out in the LDS. It will assess:

- whether Stafford Borough Council is meeting, or is on track to meet, the targets and consultation milestones set out in the Local Development Scheme;
- if the Council is falling behind schedule or has failed to meet a target or milestone, the reasons for this;
- the need to update the LDS in light of the above, and if so, the necessary steps and timetable;
- whether any policies need to be replaced to meet sustainable development objectives; and
- what action needs to be taken if policies need to be replaced.