

Contents

1.	Introduction	2
2.	Planning Context	3
	• National Planning	
	• Guidance County Planning	
	• Policy Adopted Planning Policy	
3.	Local Plan and Local Development Framework	5
4.	Supplementary Planning Documents	9
5.	Neighbourhood Planning	11
6.	Evidence Base	12
7.	Monitoring and Review	15
8.	Resources and Risk	15
9.	Timetable of Documents for Production	17

1. Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Local Development Scheme (LDS). This sets out the rolling programme for preparation of planning documents that together will form Braintree District's Local Plan. It identifies the key stages in the preparation of the Council's Local Development Documents.
- 1.2 It also sets out what resources will be required in order to ensure that the work will be completed in accordance with the timetable and identifies the risks that could result in delay.
- 1.3 This is the tenth version of the Local Development Scheme that has been prepared by Braintree District Council. The first was published in September 2005 and the last review was published in January 2017. Progress on the Local Development Scheme has been monitored and the extent to which the milestones identified have been achieved is set out in the Council's Annual Monitoring Reports.
- 1.4 The Braintree Local Development Scheme is therefore a project management document, which informs the public and stakeholders of the planning documents that the Council will produce and the timescale for their production. It includes;
 - A timetable for the production and adoption for all Development Plan Documents within the Local Development Scheme time period (3 years).
 - Identifying background studies and documents, which form the evidence base for the Local Plan.
 - A list of current adopted Supplementary Planning Documents, Material Planning Guidance and Development Briefs.
 - Arrangements for monitoring and review.

2. Planning Context

National Planning Guidance

- 2.1 The Planning Practice Guidance sets out in paragraph 158 that each local planning authority should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. Local planning authorities should ensure that their assessment of and strategies for housing, employment and other uses are integrated, and that they take full account of relevant market and economic signals.

County Planning Policy

- 2.2 Essex County Council is the authority responsible for production of the Waste and Minerals Local Plans, which form part of the Development Plan. At present the adopted plan for Essex is;
- The Essex Minerals Local Plan (2014)
 - The Essex and Southend on Sea Waste Local Plan (adopted 11th July 2017)
- 2.3 More details on the waste and minerals development document can be found on the Essex County Council website www.essex.gov.uk following the links from planning to minerals and waste policy.

Adopted Local Planning Policy

- 2.4 Current adopted planning policy in Braintree is made up of the Core Strategy, adopted in September 2011 and the Braintree District Local Plan Review, which was adopted in July 2005.
- 2.5 The Braintree District Local Plan Review was adopted in July 2005. In July 2008 the Secretary of State for Communities and Local Government decided that the majority of the Braintree District Local Plan Review policies would remain in force with the exception of the following 11 policies, which have either already been implemented, or have been superseded by more recent Government policy guidance;
- RLP23 Provision for Gypsies and Travelling Showpersons
 - RLP43 Atlas Works Site, Earls Colne
 - RLP57 Freeport Special Policy Area
 - RLP66 Flood Risk in Developed and Urban Areas
 - RLP66 Flood Risk in Undeveloped Areas
 - RLP68 Functional Floodplains
 - RLP130 Indoor Sport and Leisure Site, Braintree Retail Park
 - RLP131 Swimming Pool, Millennium Way, Braintree
 - RLP132 Community Swimming Pool, Ramsey School, Halstead
 - RLP156 Community Uses Site, Colchester Road, Halstead
 - RLP165 Monitoring

- 2.6 When the Core Strategy was adopted in 2011, it superseded the following additional policies in the Braintree Local Plan Review 2005;
- RLP1 Housing Provision
 - RLP5 Affordable Housing in New Developments
 - RLP60 Braintree Branch Line Improvement
 - RLP61 New Road Schemes
 - RLP78 Countryside
 - RLP79 Special Landscape Areas
 - RLP88 Agricultural land
 - RLP110 Retail and Town Centre Development
 - RLP111 Retail Development
 - RLP137 Open Space Standards
 - RLP139 Allotments
 - RLP163 Infrastructure and Community Facilities
- 2.7 It was the intention that the remaining policies in the Local Plan Review 2005 would be used, until they were superseded by the adoption of new policies in the Site Allocations and Development Management Plan Document. However, the transitional arrangements following the publication of the NPPF in March 2012 and set out in Annex 1: Implementation of that document state;
- “For 12 months from the day of publication, decision-takers may continue to give full weight to relevant policies adopted since 2004 even if there is a limited degree of conflict with this Framework. In other cases and following this 12-month period, due weight should be given to relevant policies in existing plans according to their degree of consistency with this framework (the closer the policies in the plan are to the policies in the Framework, the greater the weight that may be given)”.*
- 2.8 This means that after 28th March 2013, policies in the Core Strategy and remaining policies in the Local Plan Review will have different weight depending on their compatibility with the NPPF and the presumption in favour of sustainable development.
- 2.9 The NPPF also allows for weight to be given to relevant policies in emerging plans according to:
- “The stage of preparation of the emerging plan (the more advanced the preparation, the greater the weight that may be given);***
- The extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and***
- The degree of consistency of the relevant policies in the emerging plan to the policies in this (sic) Framework (the closer the policies in the emerging plan to the policies in this Framework, the greater the weight that may be given).”***
- 2.10 The Council progressed a Site Allocations and Development Management Plan in 2014 and 2015, this was not submitted for examination and has now been superseded by the Draft Local Plan (2016).

3. Local Plan

- 3.1 The Planning and Compulsory Purchase Act 2004 required the preparation of new planning documents to replace the previous planning system. This new suite of documents was part of the Local Development Framework (LDF). However, following the change of government in 2010, a new set of Town and County Planning (Local Planning) (England) Regulations came into force in April 2012 (And amended in November 2012) and these revert to the former terminology of a 'Local Plan'.
- 3.2 The Local Plan will set out how the Council plans for, and makes decisions about, the future of towns, villages and countryside and will set out a strategy for the future development of the District, which is based on a clear and locally distinct vision. This vision will be developed with the involvement of the local community and there should be commitment by all relevant agencies to its delivery.
- 3.3 The Local Plan consists of a number of documents, including Development Plan Documents (DPDs) such as the Local Plan, Supplementary Planning Documents (SPDs), a Local Development Scheme (LDS), the Authorities Monitoring Report (AMR) and a Statement of Community Involvement (SCI). Further details about each document and their progress in Braintree District are given as follows:-

3.4 The Statement of Community Involvement (SCI)

- 3.5 **Purpose:** This document sets out the standards and approach to involving the community and stakeholders in the production of the Local Plan.
- 3.6 **Status:** The Council adopted its SCI in July 2006 following agreement by an independent planning inspector, with a supplement agreed in 2009. A revised draft SCI was published in January 2013, to reflect new national guidance and changes in the way that information is accessed, particularly in relation to electronic media. The revised SCI was approved by Full Council on the 23rd September 2013.

3.7 The Core Strategy Development Plan Document

- 3.8 **Purpose:** The key document in the Local Development Framework, which sets out the key strategic vision and objectives for the District and contains strategic sites, which are essential to the delivery of the plan.
- 3.9 **Status:** The Council adopted its Core Strategy in September 2011, following examination of soundness by an independent planning inspector.

3.10 The Site Allocations and Development Management Plan

- 3.11 **Purpose:** A development plan document, which is in conformity with the Core Strategy. This allocates sites for new housing, employment, retail and other land uses and sets out non-strategic planning policies, by which planning applications are judged, to ensure that they will meet the vision set out in the Core Strategy.

- 3.12 **Status:** The Site Allocations and Development Management Plan was withdrawn on the 30th June 2014. At a Full Council meeting on the 15th September 2014 the Council agreed that the document would be considered as a material consideration in the determination of planning applications. It has now been superseded by the draft Local Plan.

3.13 Local Plan

- 3.14 **Purpose:** Sets out strategic and non-strategic allocations for land use, and policies for the determination of planning applications.
- 3.15 **Status:** Currently un-adopted, the council has completed the public consultation in August 2016. The Document includes the development management policies, site allocations and strategic policies that the council would like to take forward.

3.16 Strategic Growth Development Plan Document(s)

- 3.17 **Purpose:** For Braintree District these will take the form of area plans for the development of Garden Communities. Each Garden Community; if progressed through the Local Plan Process, will require a Plan. This will be a joint or separate documents depending on the administrative boundaries of the Garden Community.
- 3.18 **Status:** Early stages of the document preparation are underway and the documents will be subject to public consultation in Autumn/Winter 2017.

3.19 The Authority Monitoring Report (AMR)

- 3.20 **Purpose:** To set out the principal characteristics of the District and assess progress in preparing Local Development Documents and monitor progress in housing, employment and other development.
- 3.21 **Status:** The AMR is normally published in December of each year and assesses the year from the 1st of April to the 31st of March. The latest report is available on the council website.

3.22 Local Development Scheme (LDS)

- 3.23 **Purpose:** A project management document to inform stakeholders of the timetable for production of documents.
- 3.24 **Status:** This draft LDS will replace the 2017 - 2019 document LDS.

3.25 Supplementary Planning Documents (SPDs)

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

3.27 Community Infrastructure Levy (CIL) Charging Schedule

- 3.28 **Purpose:** To set out the standard levy which the local authority will be applying to some developments and to define the infrastructure projects, which it is intended to fund.

- 3.29 **Status:** Braintree District Council will be considering the Community Infrastructure Levy in mid 2018 once updated government guidance is published.

3.30 Local Plan – Timetable for Production

Role and Content	Sets out the detailed allocations of land for housing, employment, retail and other major land uses. Sets out strategic and non-strategic development management policies.
Status	Development Plan Document
Chain of Conformity	Must be consistent with National Policy as set out in the National Planning Policy Framework.
Geographic Coverage	Whole of Braintree District

Timetables and Milestones	
Evidence Base Update; Update of strategic level evidence base	September 2014 – Summer 2017
Issues and Scoping Consultation	Jan to March 2015
Member Approval of Consultation Document	June 2016
Public Participation of preferred options	Summer 2016
Consideration of Representations and amendment of document	Winter 2016 / Spring 2017
Council Approval of Pre Submission Document and Submission Draft Consultation	5 th June 2017
Submission to Secretary of State	Autumn 2017
Hearing	Shared Strategic Plan (Part One) - Winter 2017 Braintree District Specific Local Plan (Part Two) – Spring 2018
Receipt of Inspectors Report	Shared Strategic Plan (Part One) - Spring 2018 Braintree District Specific Local Plan (Part Two) – Summer 2018
Date of Adoption	Autumn 2018
Arrangements for Production	
Lead Department	Braintree District Council Sustainable Development
Management Arrangements	To be managed by Departmental Management Team and Sub Committee of Council Members
Resources	To be prepared by Planning Policy Team involving other services as appropriate. To be funded from base budgets.
Involvement of Stakeholders and Community	As set out in the Statement of Community Involvement
Post Production Monitoring and Review Mechanisms	Document to be monitored on an annual basis and will need to be subject to review, if monitoring highlights a need, or as required.

3.31 Strategic Growth Development Plan Documents – Timetable for Production

Role and Content	The Strategic Growth Development Plan Document will set out planning policies, masterplans and maps to show how they will be developed. Planning applications in the area will need to conform to the DPD.
Status	Development Plan Document
Chain of Conformity	Must be consistent with National Policy as set out in the National Planning Policy Framework. The document will also be consistent with the Local Plan.
Geographic Coverage	To be confirmed through further studies; maybe prepared with neighbouring authorities.

Timetables and Milestones	
Member Approval of Issues and Options DPD	Autumn/Winter 2017
Consultation Issues and Options DPD	Winter 2017/2018
Member Approval of Preferred Options DPD	Spring 2018
Consultation Preferred Options Draft DPD	Spring/Summer 2018
Member Approval of Submission Draft DPD	Autumn 2018
Public Consultation of Submission Draft DPD	Autumn 2018 - Winter 2018
Submission to the Secretary of State	Winter 2018
Examination	Winter 2018/2019
Inspectors Report	Spring 2019
Document Adoption	Spring/Summer 2019
Arrangements for Production	
Lead Department	Braintree District Council Sustainable Development
Management Arrangements	To be managed by Departmental Management Team and Sub Committee of Council Members
Resources	To be prepared by Planning Policy Team involving other services as appropriate. To be funded from project budget.
Involvement of Stakeholders and Community	As set out in the Statement of Community Involvement
Post Production Monitoring and Review Mechanisms	Document to be monitored on an annual basis and will need to be subject to review, if monitoring highlights a need, or as required.

4. Supplementary Documents

- 4.1 Supplementary Planning Documents (SPD's) and other guidance documents can provide further detail on particular policies or local issues. SPD's can take a number of forms, but can normally be broken down into 2 categories;
- Area based including masterplans and development briefs, which deal with specific parcels of land; and
 - Topic based which provide additional information on local issues, or policies, such as design guides.
- 4.2 Although supplementary documents are not subject to examination, they are produced in consultation with the community and other interested parties and are still subject to regulations regarding their consultations. Supplementary documents are not required to be listed within the Local Development Scheme, but it is considered appropriate to inform the public of the Council's proposals to produce new documents.
- 4.3 The Council also has a number of approved planning guidance documents and development briefs. These are documents, which have been either produced or consulted upon by another authority, or whilst the public and stakeholders have been involved in their production have not undergone the same strict levels of consultation as is required for an SPD.
- 4.4 A list of the current adopted SPD's, guidance and development briefs are included in the table below;

Title and Subject	Produced by	Status	Date Approved
Affordable Housing. The document sets out the process and mechanisms for the delivery of affordable housing in Braintree District.	Braintree District Council	SPD	May 2006
External Artificial Lighting. It provides advice and guidance on what factors the Council will take into account when determining planning applications.	Braintree District Council	SPD	Sep-09
Open Space. The document sets out the processes and mechanisms for the delivery of open space in Braintree District	Braintree District Council	SPD	Updated in 2014
NW Braintree Masterplan. The masterplan to guide development for the strategic growth location off Panfield Lane in NW Braintree	Mersea Homes and Hills Residential & Braintree District Council	SPD	Dec-12
Masterplan Land west of the A131, Great Notley To guide commercial development on the strategic employment site	Braintree District Council and Countryside Properties	Guidance	December 2012 subject to amendments.
Premdor/Rockways site Masterplan. The masterplan to guide development on the regeneration site at Sible Hedingham	Braintree District Council and Bloor Homes	Guidance	Dec-12

Title and Subject	Produced by	Status	Date Approved
Urban Place Supplement. To build on the Essex Design Guide to provide guidance on producing high quality, attractive developments which are sustainable and reflect the local area. (Braintree District Council did not adopt sections 5.8, 6.2, 7.0, 7.1, 7.2 and 7.3 of the document)	Essex County Council in partnership with Essex Planning Officers Association, East of England Development Agency, Environment Agency and Inspire East	Guidance	Jun-07
Parking Standards – Design and Good Practice Guidance Provides car and cycle parking standards together with design guidance on accommodating parking within various types of residential and commercial development.	Essex County Council working in partnership with Essex Planning Officers Association.	Guidance	Nov-09
Essex Design Guide 2005 Provides guidance on design and layout principles including specific information relating to structure and layout of new developments, garden sizes, building design and form, parking design and road layouts.	Essex County Council working in partnership with Essex Planning Officers Association	Guidance	Nov-10
Land East of the High Street, Halstead Guide to development and regeneration on a site in Halstead	Built Environment Branch of Essex County Council commissioned by Braintree District Council	Development Brief	Jan-05
Riskstones Neighbourhood Centre, Witham	Braintree District Council	Development Brief	Sep-10
Silver End Shops Site Guide to development and regeneration on a site in Silver End village.	Stephen Claydon and Michael Munt approved by Braintree District Council	Development Brief	Jun-06

- 4.5 The Council intends to review and update the 3 topic based SPD's (Affordable Housing, Open Space and External Lighting) following the adoption of the new Local Plan. The level of review will vary from document to document and it may be that interim reviews are proposed to update specific parts of the documents during the production of the Local Plan.

4.6 Timetable for Affordable Housing SPD production

Affordable Housing Supplementary Document	
Preparation of draft document	Spring / Summer 2018
Public Consultation	Autumn 2018
Adoption	Winter 2018 / 2019

4.7 Timetable for Open Spaces Strategy SPD Production

Open Spaces Strategy Supplementary Document	
Preparation of draft document	Spring / Summer 2018
Public Consultation	Autumn 2018
Adoption	Winter 2018 / 2019

4.8 Timetable for External Lighting production

External Lighting Supplementary Document	
Preparation of draft document	Summer 2018
Public Consultation	Autumn 2018
Adoption	Early 2019

5. Neighbourhood Planning

- 5.1 The Localism Act 2011 introduced neighbourhood developments plans which help communities with or without Parish or Town Councils to establish general planning policies for the development and use of land in a neighbourhood. Once completed these plans will form part of the statutory development for the area and will be used in the determination of planning applications.
- 5.2 The first stage of developing a neighbourhood plan is to designate a neighbourhood area. The District has agreed 7 Neighbourhood Areas. Other parish councils are considering developing a neighbourhood plan.
- 5.3 Once a neighbourhood area has been agreed preparation of a neighbourhood plan can be carried out by a parish or town council or in the case of unparished areas a neighbourhood forum.

Area	Stage
Bradwell with Pattiswick	Preparation of draft plan
Coggeshall	Preparation of draft plan
Cressing	Preparation of draft plan
Feering	Preparation of draft plan
Hatfield Peverel	Currently subject to examination
Kelvedon	Preparation of draft plan
Gt Saling & Bardfield Saling	Preparation of draft plan
Gt Yeldham	Preparation of draft plan

6. Evidence Base

- 6.1 The Local Development Documents will establish the Council's planning policies. In preparing these documents and to ensure that the proposals and policies contained within them are soundly based, a number of specialist studies and other research projects have been, or will be undertaken.
- 6.2 The following table illustrates the reports and studies that will be used to provide a robust and credible evidence base for the Local Development Framework. This list will be added to, if additional work is required.

Name	Description	Date
General		
Authority Monitoring Report	The monitoring report aims to assess progress in meeting policy targets and milestones, and to present information on housing trajectories demonstrating the delivery of the provision of new homes.	The document is reviewed and published annually.
Objectively Assessed Housing Need Study (Braintree District, Chelmsford City, Colchester Borough and Tendring District) July 2015	Commissioned by Braintree, Chelmsford, Colchester and Tendring. Determines the Housing Market Area and OAN.	Completed July 2015
Objectively Assessed Housing Need Study - Update November 2016 (Braintree District, Chelmsford City, Colchester Borough and Tendring District)	Commissioned by Braintree, Chelmsford, Colchester and Tendring. Determines the Housing Market Area and OAN.	Completed November 2016
Economic		
Braintree District Retail Study Update 2012	An update to the previous retail study to enable robust and up to date evidence to support the retail boundaries, allocations and policies in the new Local Plan.	2015
Economic Development Prospectus 2013-2026	The Prospectus sets out how the council intends to create the conditions for economic growth and deliver a prosperous Braintree District from 2013 to 2026.	
Employment Land Needs Assessment 2015	The assessment considers projected Employment Land Needs	August 2015
Rural Services Survey	The survey updates previous work done in 2005 to assess the provision of services within rural parishes.	Completed in 2011.
Retail Study	Sets out retail floor space requirements for comparison and convenience goods, and recommends boundaries for town centres, and primary and secondary frontages.	Updated 2015
Environmental		

Name	Description	Date
Braintree Green Spaces Strategy	Builds on the results of the 2006 Open Space Audit to set standards for the quality, quantity and accessibility of open space together with specific needs, surpluses or deficiencies.	Completed in September 2008.
Conservation Area Reviews & Management Plans	A programme of conservation area appraisals has been undertaken. The process provides further detail about the character of the areas as an update to the original conservation area designations.	Dependant on the area from 2009 – 2014.
Dedham Vale - Proposed Search Area for AONB Review	The map shows the current Dedham Vale AONB and the maximum potential extension proposed	Ongoing
Habitats Regulation Assessment and if necessary an Appropriate Assessment - In Progress	The report is to identify any effects the proposed development in this District will have on European Sites of Importance for nature conservation and to suggest ways to mitigate this impact.	Reports completed by 2017
Heritage Assets Impact Assessment	Heritage Assets Impact Assessment for Potential Growth Locations within Braintree District	May 2016
Historic Environment Characterisation Project	Report characterising the historic environment of the district.	2010
Open Spaces Sport Recreation Strategy (Playing Pitch Strategy)	The open space strategy will set out the Councils strategy with regards to open space including the strategy for the Sports, Leisure and Recreation.	Completed Jan 2017
Protected Lanes Study	Commissioned by Braintree District Council to assess the protected lanes within the district	Completed 2013
Protected Lanes Study (Cressing Parish)	Commissioned by Braintree District Council to assess the protected lanes within the Parish	Completed Feb 2017
Strategic Environmental Assessment and Sustainability Appraisal	Makes an environmental and sustainability appraisal of each document to report on likely impacts of the proposed policies and plans.	Reported 2017
Strategic Flood Risk Assessment	An assessment of the flood risk within the district.in progress to be completed late 2016.	Completed Jan 2017
Water Cycle Study Update	Stage 1 also includes the water system around Haverhill and Clare within the St Edmundsbury District. The study looks at the provision of water and waste water infrastructure to serve proposed LDF growth and highlights any constraints and possible solutions.	Completed March 2017.
Residential		
Affordable Housing Viability Study	Assesses whether the proposed affordable housing policies are viable and achievable in terms of dwelling threshold and percentage of affordable housing that is required by development.	Completed in 2009. Review completed 2015.
Demographic projections 2013-2037 Phase 7 Main Report May 2015	Considers the Demographic projections for 2013-2037	May-15
Demographic projections 2013-2037 Phase 7 Macro Areas accompanying Profiles		
Essex Design Guide (The)	Provides guidance on design and layout principles including specific information relating to structure and layout of new developments, garden sizes, building design and form, parking design and road layouts.	Nov-10

Name	Description	Date
Essex Wide Gypsy and Traveller Accommodation Needs Assessment	An Essex wide study commissioned by the Essex Planning Officers Association to provide information on the appropriate number of gypsy and traveller pitches to be provided	Review of the current assessment (2014) in progress
Braintree Gypsy and Traveller Accommodation Assessment (May 2017) Need Summary Report	An Essex wide study commissioned by the Essex Planning Officers Association to provide information on the appropriate number of gypsy and traveller pitches to be provided	Completed 2017
Strategic Housing Land Availability Assessment (SHLAA) 2016	This document builds on the work completed in the Urban Capacity Study and Call for Sites information but includes an assessment of a sites viability and likely timescale for the site to be developed.	Ongoing process. To be undertaken as part of the production of Development Plan Documents
Strategic Housing Market Assessment (SHMA) and Housing Needs Study	Was commissioned jointly by Braintree, Colchester and Chelmsford Councils. Includes an assessment of the local housing market and recommends a level of affordable housing, along with tenure splits and the situation in the private rental market.	Report completed in 2014.
Strategic Housing Market Assessment (SHMA) and Housing Needs Study update 2015 (and Executive Summary)	As above	Update and Executive Summary completed 2015
Transport and Infrastructure		
Community Halls Consultation Report March 2016	Report on the consultation undertaken for Braintree District Council with community halls in Braintree, Halstead and Witham	March 2016
Development Boundaries Review Methodology	Proposes a methodology and a series of criteria that will be used in reviewing the development boundaries for the settlements in the District for the emerging Local Plan	Jun-15
Garden Communities - Charter	Evidence base documents that scope the development of the Garden Communities	June 2016
Garden Communities - Baseline Compendium		
Garden Communities - Opportunities and Constraints		
Garden Communities - Options and Evaluation		
North Essex Garden Communities Employment and Demographic Studies		Completed April 2017
Evaluation of Alternatives: Monks Wood, Braintree		May 2017
Evaluation of Alternatives: Colchester Metro Town		April 2017
North Essex Local Plans Viability Assessment (Section 1) Main Report		April 2017
North Essex Local Plans Viability Assessment (Section 1) Appendices		April 2017

Name	Description	Date
West of Braintree Concept Framework Final Report		May 2017
Braintree Local Plan - Garden Communities Update Draft (Highways /Transport Planning)		June 2017
Braintree Local Plan – Garden Communities Update (Highways/Transport Planning).		June 2017
North Essex Garden Communities. Movement and Access Study		23 May 2017
Options Assessment Braintree Local Plan Transport Planning (2nd February 2016)	Identifies key issues with the highways and transportation network, in order to determine capacity and any improvement required to transport networks.	Completed Feb 2016
Preferred Option Assessment Report (Highways/Transport Planning)(March 2017)	Identifies key issues with the highways and transportation network, in order to determine capacity and any improvement required to transport networks.	Completed March 2017
Preferred Option Assessment Appendices A-F (Highways/Transport Planning) (March 2017)	Identifies key issues with the highways and transportation network, in order to determine capacity and any improvement required to transport networks.	Completed March 2017
Preferred Option Assessment Appendices G - L (Highways/Transport Planning) (March 2017)	Identifies key issues with the highways and transportation network, in order to determine capacity and any improvement required to transport networks.	Completed March 2017
Preferred Option Assessment A120 & A12 Studies Update Braintree Local Plan (May 2017)	Assesses impacts of Highways Improvement Options in terms of its impacts on Braintree District.	Completed May 2017
Braintree Infrastructure Delivery Plan Report	A study of key infrastructure capacity, constraints and future improvements.	June 2017
Parking Standards	The document sets out the required parking standards for the District.	2009
Braintree Economic Viability Study	This document will seek to demonstrate that the Local Plan is viable.	June 2017
Braintree District Local Plan Spatial Strategy	Set out the spatial strategy and its rationale	In progress
Landscape Character Assessments Braintree, Brentwood, Chelmsford, Maldon and Uttlesford Preface & Executive Summary	District Wide Landscape Character Analysis in context with neighbouring Districts and comprising Sections 1 – 8 with Appendices	Sept 2006

Name	Description	Date
Braintree District Settlement Fringes – Evaluation of Landscape Analysis Study (June 2015) of:	Evaluation and figures for the following settlement fringes Braintree & Environs, Witham, Halstead, Coggeshall, Earles Colne, Hatfield Peverel, Kelvedon, Sible Hedingham, Silver end.	Completed 2015
Landscape Character Assessments, September 2006: Review of aspects relating to Braintree District		2015
Braintree District Settlement Fringes (Sept 2015) User Guide for Landscape Character Assessment and Landscape Capacity Analyses	User Guide	Sept 2015
Housing Background Paper		In progress/to be updated as necessary

- 6.3 An Equality Impact Assessment has been completed as part of the production of the Local Plan Document to ensure that all policies and documents are free from discrimination and promote equality of opportunity.
- 6.4 The Local Plan must also have regard to a number of other strategies and policies produced both by the Council and by partners. These include;
- Braintree District Climate Change Strategy and Action Plan 2014-2018
 - Braintree District Economic Development Prospectus 2013-2026, (September 2013)
 - Braintree District Council Tree Strategy 2016
 - Essex Biodiversity Action Plan 2011
 - Essex Local Transport Plan 2011
 - Essex Minerals Local Plan 2014
 - Essex and Southend on Sea Waste Local Plan 2001 (To be replaced by Essex Waste Local Plan)
- 6.5 A Duty to Cooperate Statement outlining the actions taken to meet this statutory duty is being undertaken and will be submitted with the Local Plan.

7. Monitoring and Review

Monitoring

- 7.1 The LDS and the development plan documents that it includes will be monitored on an annual basis, in the Monitoring Report with a reporting period of 1st April – 31st March.
- 7.2 Each year the report will set out;
- How the Council is performing against the timescales set out within the previous year's Local Development Scheme.

- Provide information on housing and employment completions and land availability.
- Provides a housing trajectory and shows the Council's 5 year supply of housing land.
- Any required update to the Local Development Scheme as appropriate.

7.3 The Local Plan programme will be managed through the Sustainable Development Service reporting to the Cabinet Member for Planning and Housing and the Local Plan Sub-Committee. This will include considering progress on the preparation of Local Development Documents and identifying action to be taken if there are variations from the project programme.

Review

7.4 Following the initial adoption of each Local Plan as set out in the Local Development Scheme, it is anticipated that any subsequent reviews will be in the form of a rolling programme. Reviews may also be necessary as a result of changes in national guidance, as an outcome of the monitoring in the Monitoring Report, or pressures for development or regeneration.

8. Resources and Risk

Resources

- 8.1 The Local Plan process will be led by the Planning Policy team, part of the Sustainable Development Service at Braintree District Council.
- 8.2 The timetable contained within this document is based on using the full resources of the Planning Policy team at the Council, which consists of a team manager who will be responsible for the overall project, planning policy officers, technical and administration staff.
- 8.3 Additional resources, particularly to provide specialist input on various technical matters will be sought from time to time as required from other teams within the Council including Housing Policy and Economic Development, and other organisations including Essex County Council and the Highways Agency. In addition, external consultants may be commissioned to develop elements of the evidence base, or supplementary planning documents.

Risk

8.4 There are several factors which may impact on the achievement of this timetable. The table below considers and deals with the main risks.

Issue	Level of Risk	Impact and Mitigation
Delays to the production of background studies	Medium	Would delay the preparation of development plan documents. The resources for any further studies should be in place to ensure they are commissioned at an early stage
Changes to national guidance in relation to Braintree	Medium	Could delay the preparation of development plan documents or require an early review of those documents already produced. Review the time table for the preparation and review of documents within the Annual Monitoring Report and review of the LDS if necessary.

Supporting Neighbourhood Planning	Medium	Staff time and other resources being diverted to support neighbourhood planning. Resource and timetable planning with neighbourhood plan groups needed.
Problems or difficulties engaging with stakeholders and the community	Low	May delay the preparation of development plan documents. Ensure stakeholders and the community are involved at an early stage of the process, as outlined in the Statement of Community Involvement. Lack of agreement with other Local Authorities regarding the duty to co-operates. Need to maintain a close working relationship with neighbouring authorities.
Inability of the Planning Inspectorate to deliver hearings/ reports to the timetable.	Medium	Would delay the adoption of development plan documents. Agree early with the Planning Inspectorate that the timetable laid out for each document is acceptable. If slippage occurs this should be identified in the Monitoring Report and amendments made to the timetable.
Insufficient staff resources due to staff turnover or volume of work greater than anticipated	Medium	Would delay the production of development plan documents. Consider use of consultants if financial resources allow. Revise timetable for the production of documents through the Monitoring Report and review of the LDS if necessary.
Government New Homes Bonus, neighbourhood planning funds insufficient or no longer available.	Medium	Would delay the production of evidence base and development plan documents which need specialist advice from consultants. Increased budget bids may need to be made if Government New Homes Bonus or neighbourhood planning funds are insufficient or no longer available. Revise timetable for the preparation of documents through the annual monitoring report and review of the LDS if necessary.
Local Plan is found unsound	Low	Would delay the adoption of development plan documents as they would need further work and then resubmission. Undertake self-soundness test and maintain a close working relationship with key stakeholders.

