



castlepoint

benfleet | canvey | hadleigh | thundersley

## **Local Development Scheme**

**Local Development Scheme**

**July 2017**

# Contents

<b>1. Introduction</b>	<b>2</b>
<b>2. The current Castle Point Development Plan</b>	<b>3</b>
<b>3. The proposed Castle Point Local Planning Framework</b>	<b>4</b>
<b>4. Resources</b>	<b>8</b>
<b>5. Implementation</b>	<b>10</b>
<b>6. Programme Delivery Risks</b>	<b>12</b>
<b>7. Monitoring and Review</b>	<b>13</b>
Appendix 1	14
Appendix 2	15

# **1. Introduction**

This Local Development Scheme (LDS) sets out the programme for preparing planning policy documents in Castle Point. This version replaces all earlier versions of the LDS, including that issued in March 2016.

Castle Point Borough Council seeks to prepare a local planning framework based on a series of statutory and non-statutory planning documents as development plan documents and supplementary planning documents, covering strategic and local matters. The LDS sets out the Council's programme for achieving this.

In order to ensure that the planning policy documents that are prepared by Castle Point Borough Council are robust, and do not come under criticism at examination or appeal, the Council will be seeking to ensure that its evidence base is complete and that all work has been carried out in accordance with the relevant legislation and guidance.

This includes ensuring that consultation is effective, and also ensuring that opportunities to work with our neighbouring Councils, Essex County Council and other service providers have been fully considered and integrated into the documents where appropriate, consistent with the "duty to co-operate".

The programme set out in this LDS provides opportunities for this engagement to take place.

## 2. The current Castle Point Development Plan

Those parts of the Castle Point Adopted Local Plan November 1998 including the Proposals Map (as saved by the Secretary of State in 2007), represent the development plan for Castle Point.

The Council has also adopted the following Supplementary Planning Documents to guide development:

- Essex Design Guide Urban Place Supplement 2008
- Essex Vehicle Parking Standards 2010
- Developer Contributions Guidance 2008
- Canvey Town Centre Masterplan 2012
- Residential Design Guidance 2013

Essex County Council (ECC) is the Minerals and Waste Planning Authority for the whole of Essex (excluding the unitary authorities of Southend and Thurrock). It is responsible for determining planning applications for mineral extraction and associated development and waste proposals.

ECC is also required to produce a Minerals Local Plan and Waste Local Plan which together form part of the Minerals and Waste Development Framework. Set out below are the relevant adopted Minerals and Waste Plans which also form part of the development plan for the Borough:

- Essex Minerals Local Plan 2014
- Essex and Southend Waste Local Plan 2001
- Essex emerging Replacement Waste Local Plan 2017

### **3. The proposed Castle Point Local Planning Framework**

The local planning framework for Castle Point will comprise of a joint strategic planning framework for South Essex insofar as it relates to Castle Point, prepared in co-operation with neighbouring authorities and Essex County Council, and a series of supplementary planning documents.

#### **The joint strategic planning framework for South Essex**

All relevant planning authorities in South Essex, including Essex County Council have signed a Memorandum of Understanding to facilitate joint work on strategic planning matters. It is intended that this work will lead to the preparation of a joint strategic planning framework for South Essex. This will guide strategic development and infrastructure necessary in the area.

The Council intends to take forward the framework as it relates to Castle Point as a statutory strategic development plan document for the Borough.

#### **Supplementary Planning Documents**

Detailed guidance on policy matters is normally set out in supplementary planning documents (SPDs) provided that there is a clear link to policies in an approved development plan document. The requirement for additional guidance on a topic determines the need for such documents to be prepared.

It is expected that the following supplementary planning documents will be prepared over the next two years:

- Affordable and Mix of Housing Guidance (Policy H7 of the Adopted Plan)
- Green Belt Dwellings and Extensions Guidance (Policies GB 4 and 5, and Appendix 2)

#### **Statement of Community Involvement**

The Council is required by Section 18 of the Planning and Compulsory Purchase Act 2004, as amended, to prepare a Statement of Community Involvement (SCI), setting out how it intends to engage with residents, businesses and all other stakeholders during the process of preparing planning policy documents, and also when considering planning applications and enforcement actions.

The Council adopted a SCI in 2014, as a result of experience with work on the Core Strategy, and also due to the introduction of the “Duty to Co-operate” through the Localism Act. A review is required in 2019.

## **Annual Monitoring Report**

The Council is required to prepare an Annual Monitoring Report (AMR) each year to specify the progress with each development plan document or supplementary planning documents it intends to produce as set out in its LDS.

It should also provide information regarding the numbers of dwellings agreed commenced and completed.

The Council also uses its AMR to provide a progress report on evidence being collected or published as well as a commentary on activities, arrangements or mechanisms under the “Duty to Co-operate”.

## **Evidence Base**

The Council has collected, analysed and published a significant body of evidence, either individually or with other local planning authorities or partners, regarding planning matters over the course of many years.

The evidence ranges from Strategic Housing Market Assessments, Strategic Housing Land Availability Assessments and Strategic Flood Risk Assessments, to a review of non-designated historic assets.

The complete library of evidence base material can be found at the Council’s web-site using the following link:

<https://www.castlepoint.gov.uk/evidence-base>

## **Statutory and Non-Statutory Assessments**

- Strategic Environmental Assessment and Sustainability Appraisal

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, all development plan documents that are subject to examination by an independent inspector must be subject to the Sustainability Appraisal process. The Sustainability Appraisal process comprises:

- Scoping the likely sustainability issues that affect the local area, and are likely to be impacted on by the plan;
- Assessing the relative sustainability of different policy options, proposals and allocations (reasonable alternatives);
- Assessing the sustainability of the proposed submission document and setting out how sustainability impacts can be adequately mitigated; and
- Setting out a framework for the future monitoring of the sustainability impacts of the plan.

This process should be fully integrated into the preparation of the plan, informing the consideration of options and decision making in terms of the preferred policy options, proposals and allocations to be included in the proposed submission document. The detailed programme indicates how the Sustainability Appraisal process has been integrated into the programme for the preparation of the Local Plan.

SPDs are not required by the regulations to be the subject of a Sustainability Appraisal, where the document to which they provide detail has been the subject of one. However, where an SPD affects the use of land, it is likely that it will still require a Strategic Environmental Assessment.

A Strategic Environmental Assessment is a requirement of European legislation that has been transposed into UK Law. A similar process is required to that of a Sustainability Appraisal; however the focus of a Strategic Environmental Assessment is solely on the environmental impacts.

Again, the requirements of Strategic Environmental Assessment should be integrated into the programme of document preparation in order that decision makers are properly informed of the likely environmental impacts of the policy document that they are considering.

The preparation of Sustainability Appraisal and Strategic Environmental Assessment will be conducted with regular engagement with the Environment Agency, Natural England, Essex County Council, the RSPB, the Essex Wildlife Trust and others to ensure that all necessary issues have been identified and addressed to the satisfaction of these specialist stakeholders.

This work will need to be carried out by external consultants.

- **Habitat Regulations Assessment**

The Habitat Regulations seek to ensure that plans and programmes that may have an adverse impact on European designated sites of nature conservation are assessed and modified at an early stage in order to prevent or reduce the effects that they may have. There are eight European designated sites within 15km of Castle Point that may be affected by development proposals in Castle Point.

The preparation of Habitat Regulations Assessment will be carried out with regular engagement with the above mentioned specialist stakeholders to ensure that they are satisfied with the work undertaken.

This work will need to be carried out by external consultants.

- **Equality Impact Assessment**

The Equality Act 2010 provides a statutory duty on the Council to have “due regard”, as part of any decision making process and before reaching a decision, to eliminate

discrimination, harassment, victimisation and other conduct prohibited by the Act and to advance equality of opportunity between people who share a relevant protected characteristic and those who do not and to foster good relations between people who share a relevant protected characteristic and those who do not. Relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion, sex and sexual orientation.

To this end, development plan documents that affect how people access services will be subject to an Equality Impact Assessment. As with the other assessments mentioned above, early scoping and consideration of issues is important, because this will prevent the plan being developed too far with a significant equality implication included.

Officers have been trained to prepare Equality Impact Assessments in-house. There is a network of officers within the Council that can provide scrutiny of such work in order to ensure that the assessment is robust and picks up all of the necessary issues.

- **Economic Viability Assessment**

The NPPF expects local planning authorities to consider economic viability when preparing local planning policies.

As part of the evidence base, it is expected that a Viability Assessment will be prepared testing the impacts of various policy options such as affordable housing provision and any developer contribution requirements on the viability of development proposals. This will be used to ensure that economic viability has been considered when preparing development plan documents. Separate work on economic viability has been undertaken on the master plans.

This work will need to be carried out by external consultants. Some work is included within the evidence base already.



## 4. Resources

In order to deliver the programme set out in this LDS in an effective and timely manner it is necessary for the right resources to be put in place.

At present the following resources are available:

- Local Plan and Regeneration Adviser (100%)
- Planning Policy & Support Manager (75%)
- Planning Policy Officer (100%)
- Support from Democratic Services
- Support from Legal Services
- Support from Housing Services
- Support from the Regeneration Team

The following additional financial resources will be required to deliver the LDS in the period July 2017 to December 2019.

Task	Document	
	Framework	SPDs
Evidence base work	£50,000	£20,000
Statutory assessment consultancy	£30,000	N/A
“Duty to co-operate” work	£20,000	N/A
Consultation work	£30,000	£30,000
Temporary staff	£20,000	£10,000
Programme Officer	£30,000	N/A
Examination	£90,000	N/A
Sub total	£270,000	£60,000
Total	£330,000	

At this time it is unknown as to whether there will be any additional calls on financial resources. This will depend on the nature of the co-operation with other local planning authorities and any comments that arise through any consultation process. Additional calls on financial resources may arise if the Council requires any of the following:

- a) Additional evidence base work undertaken to address concerns raised under the “duty to co-operate” or by consultees;
- b) Assistance from expert witnesses in the run up to and/or during an examination in public; and/or
- c) The assistance of Counsel in the run up to and/or during an examination in public.

## 5. Implementation

In order to implement the programme set out in this LDS, it is important to recognise those factors that are key to its implementation.

For a local planning framework and SCI to be found sound by an independent inspector, and for supplementary planning documents to withstand independent scrutiny at appeals, the Council needs to ensure that each document is:

- Subject to community engagement;
- Positively prepared;
- Based on a robust evidence base;
- Consistent with national policy;
- Able to deliver the aspirations of key stakeholders;
- Subject to Strategic Environmental Assessment and Sustainability Appraisal, as appropriate;
- Subject to Habitat Regulation Assessment, as appropriate;
- Subject to Equality Impact Assessment, as appropriate;
- Subject to Economic Viability Assessment, as appropriate.

### **Community Engagement**

Every planning policy document will need to be the subject of consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

In practice, before each consultation, a consultation plan will be prepared by the Council detailing how the Council will:

- Promote the consultation;
- Make information available;
- Engage with residents; and
- Manage consultation data.

It is the aim of the Council in all cases to engage as widely as possible with “duty to co-operate” bodies, statutory and non-statutory consultees, local residents and businesses on plans and proposals that may affect them.

Before a local planning framework and SCI are submitted to the Secretary of State for examination, and before adoption of all SPDs, a consultation statement will be published setting out the results of consultation, and how these were used to inform the document.

In order to make the consultation process more effective, the Council employs an electronic consultation system. This system enables consultees to respond online

quickly and easily. It also acts as a depository for all other consultation responses received by email or in writing, enabling ease of reporting and analysis.

## **A Robust Evidence Base**

Any development plan document must be based on adequate, up to date and relevant evidence about the economic, social and environmental characteristics and prospects of the area and takes account of relevant market and economic signals to inform judgements about demand. Having an up to date local planning framework reduces the risk that the presumption contained in the NPPF will apply, to grant permission where the existing Local Plan is absent, silent, indeterminate or out of date.

Not everyone within the local community engages with planning consultations regardless of the amount of effort taken by the Council. As a result, it is also necessary to use empirical evidence to ensure that the needs of everyone represented by the Council are fully considered.

The NPPF explains that, to be sound, policies must be justified. The evidence will play an important role in ensuring that this is the case and that the local planning framework is sound.

The evidence base requirements for each of the documents in the Local Development Scheme are set out in the detailed programmes. Once a piece of evidence is completed, it is published on the Council's website for inspection.

## **Key Stakeholders**

The local planning framework will play an important role in delivering the spatial aspirations of other stakeholders. These stakeholders include organisations such as the Environment Agency which has prepared the Thames Estuary 2100 Plan affecting Castle Point, as well as local service providers such as the County Council and GPs, and also local voluntary groups who may wish to expand their services.

It will be necessary to engage with these organisations throughout the preparation of planning policy documents, and where necessary integrate elements of their plans into the document being prepared. However, given that the plans of these other organisations are prepared at different times and reviewed with varying regularity, it is necessary to ensure that any reference is sufficiently flexible to enable plans to change and adapt to circumstances as they arise.

The Council must be able to demonstrate that this engagement has occurred and has been effective in informing the development of plans. The "duty to co-operate" is a legal duty and failure to comply will result in planning policy documents being found unsound.

## 6. Programme Delivery Risks

The table below sets out a risk log of the potential risks associated with delivering the programme set out in this LDS in an effective and timely manner.

No.	Description of Risk	Potential Impact	Likelihood	Impact	Risk rating	Mitigation	Contingency
1	Resources required, as set out in the LDS are not provided.	Unable to complete the work to the timescales indicated.	L	H	3	No mitigation possible	Timescales extended to accommodate lack of resources.
		Lack of skills in-house to complete some tasks. Creates additional risks related to robust evidence.	L	H	3	Training of officers - would need to be extensive.	No contingency
2	Unable to agree a plan that is supported by the evidence	Programme slippage, delaying the adoption of related documents.	H	H	9	Continuous member involvement through plan preparation. Engagement with key stakeholders to address potential conflicts.	No contingency
3	Capacity of Planning Inspectorate to carry out examination as programmed.	Programme slippage, delaying the adoption of related documents.	L	L	1	Engage with the Planning Inspectorate 6 months before submission due.	No contingency
4	Local Plan found unsound	Resources wasted and adoption of related documents delayed considerably.	H	H	9	Robust consultation. Robust evidence. Evidence based plan.	No contingency
5	Legal challenge – an individual or organisation challenge the examination process.	Resources wasted and adoption of related documents delayed considerably.	M	H	5	Robust consultation. Robust evidence. Evidence based plan.	No contingency
		Legal Costs associated with a legal challenge					

## **7. Monitoring and Review**

The Council will undertake monitoring on an annual basis and the appropriate mechanism to achieve this is through the AMR. The AMR will:

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

All monitoring information and progress reports will be published on the Council's website. Any delays to the Council's work programme will be highlighted in the AMR and reflected in any future LDS.

## **Appendix 1**

# **STRUCTURE OF THE CASTLE POINT LOCAL PLANNING FRAMEWORK**

The Castle Point Local Planning Framework comprises the documents marked as follows\*

### **Joint Strategic Planning Framework for South Essex\***

#### ***Memorandum of Understanding***

#### **CPBC Development Plan Documents**

#### ***Statement of Community Involvement\****

#### ***Local Planning Framework\****

#### **Existing CPBC Supplementary Planning Documents**

- Essex Design Guide Urban Place Supplement\*
- Essex Vehicle Parking Standards\*
- Developer Contributions Guidance\*
- Canvey Town Centre Masterplan\*
- Residential Design Guidance\*

#### **New CPBC Supplementary Planning Documents\***

- Affordable and Mix of Housing Guidance\*
- Green Belt Dwellings and Extensions Guidance\*

## **Appendix 2**

### **Programme for the Local Planning Framework**

The programme set out in this LDS is individual to Castle Point, and reflects the Council's priority to prepare a local planning framework prepared in accordance with the law, regulations and good practice.

The programme has been prepared to ensure that the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 have been fully taken into account. The table below sets out the key stages for the programme:

<b>Stage</b>	<b>Framework</b>	<b>SPDs</b>	<b>SCI</b>
1. Commencement	Reg 18	Good Practice	Good Practice
2. Formal Consultation	Good Practice	Reg 12	Good Practice
3. Pre-submission consultation	Reg 19	N/A	N/A
4. Submission	Reg 22	N/A	N/A
5. Examination	Reg 24	N/A	N/A
6. Inspectors Report	Reg 25	N/A	N/A
7. Adoption	Reg 26	Reg 14	Section 18



## Overall Programme for the Local Planning Framework

	2017												2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Strategic planning framework	1												2	2	2									7												
Local planning framework							1						2	2	2								3	3				4			5		6			7
Affordable and Mix of Housing Guidance																	1						2	2							7					
Green Belt Dwellings and Extensions Guidance																	1						2	2							7					
Statement of Community Involvement																												1			2	2				7

# Programme for the Local Planning Framework

<b>Document Title</b>	<b>Local Planning Framework</b>
<b>Status</b>	Development Plan Document subject to independent examination by the Secretary of State.
<b>Coverage</b>	Borough wide
<b>Lead Officer</b>	Local Plan and Regeneration Adviser
<b>Lead Member</b>	Leader of the Council
<b>Management Arrangements</b>	Minor editorial changes delegated to officers in consultation with Leader Cabinet to consider evidence and policy development Cabinet approval required for consultations Full Council approval required for submission and adoption
<b>Rationale</b>	To provide a spatial strategy, allocations and designations policies, development management policies and a policies map that form a local planning framework for Castle Point to deliver sustainable development. The framework will provide protection to those parts of the environment that are of special status.
<b>Expected Outcomes</b>	<ul style="list-style-type: none"> <li>A local planning framework that is found sound when subject to independent examination;</li> <li>A local planning framework that responds to the development needs of the borough;</li> <li>A local planning framework that protects biodiversity, the landscape and historic assets from inappropriate development;</li> <li>A local planning framework that protects the strategic functions of the Green Belt;</li> <li>A local planning framework that promotes more sustainable patterns and forms of development.</li> </ul>
<b>Approach</b>	<ul style="list-style-type: none"> <li>Technical work undertaken in-house by planning policy officers, except where specialist skills are required;</li> <li>Identification of issues and selection of preferred options based on evidence</li> <li>Consultation an integral part of the process;</li> <li>Sustainability Appraisal an integral part of the process.</li> </ul>
<b>Timescales</b>	Key milestones are as follows:  1. Commencement Jul 2017

	2. Consultation 3. Submission Consultation 4. Submission 5. Examination 6. Inspector's Report 7. Adoption	Jan-Mar 2018 Oct-Nov 2018 April 2019 Jul 2019 Sep 2019 Dec 2019																																										
<b>Evidence Requirements</b>	<p>In addition to undertaking consultation, it is necessary to collect data on a variety of matters to ensure that policies are based on robust evidence. The table below shows the evidence required and/or available.</p> <table> <tr> <th>Evidence Required</th><th>Constraint or Development Need</th><th>Position</th></tr> <tr> <td>Population and household forecasts</td><td>Development Need</td><td>CLG annual data</td></tr> <tr> <td>Housing Need</td><td>Development Need</td><td>SHMA 2016 &amp; 2017</td></tr> <tr> <td>Essex Gypsy and Traveller Accommodation Assessment</td><td>Development Need</td><td>Update to existing Essex Wide Study underway 2017</td></tr> <tr> <td>Retail Need</td><td>Development Need</td><td>Retail Needs Assessment underway 2017</td></tr> <tr> <td>Employment Land</td><td>Development Need</td><td>Economic Development Needs Assessment underway 2017</td></tr> <tr> <td>Community Infrastructure</td><td>Development Needs</td><td>Growth &amp; Infrastructure Framework 2017</td></tr> <tr> <td>Open Space</td><td>Development Needs and Constraint</td><td>Review to be commissioned 2017</td></tr> <tr> <td>Playing Pitch &amp; Built facilities</td><td>Development Needs and Constraint</td><td>Review to be commissioned 2017</td></tr> <tr> <td>Viability Assessment</td><td>Constraint</td><td>Required at draft stage</td></tr> <tr> <td>Housing Land Supply</td><td>Constraint</td><td>CPBC annual data</td></tr> <tr> <td>Transport Impact Assessment</td><td>Development Need and Constraint</td><td>Growth &amp; Infrastructure Framework 2017</td></tr> <tr> <td>Green Belt Functions Assessment</td><td>Constraint</td><td>Up to date</td></tr> <tr> <td>Residential Design Guidance</td><td>Constraint</td><td>Up to date</td></tr> </table>		Evidence Required	Constraint or Development Need	Position	Population and household forecasts	Development Need	CLG annual data	Housing Need	Development Need	SHMA 2016 & 2017	Essex Gypsy and Traveller Accommodation Assessment	Development Need	Update to existing Essex Wide Study underway 2017	Retail Need	Development Need	Retail Needs Assessment underway 2017	Employment Land	Development Need	Economic Development Needs Assessment underway 2017	Community Infrastructure	Development Needs	Growth & Infrastructure Framework 2017	Open Space	Development Needs and Constraint	Review to be commissioned 2017	Playing Pitch & Built facilities	Development Needs and Constraint	Review to be commissioned 2017	Viability Assessment	Constraint	Required at draft stage	Housing Land Supply	Constraint	CPBC annual data	Transport Impact Assessment	Development Need and Constraint	Growth & Infrastructure Framework 2017	Green Belt Functions Assessment	Constraint	Up to date	Residential Design Guidance	Constraint	Up to date
Evidence Required	Constraint or Development Need	Position																																										
Population and household forecasts	Development Need	CLG annual data																																										
Housing Need	Development Need	SHMA 2016 & 2017																																										
Essex Gypsy and Traveller Accommodation Assessment	Development Need	Update to existing Essex Wide Study underway 2017																																										
Retail Need	Development Need	Retail Needs Assessment underway 2017																																										
Employment Land	Development Need	Economic Development Needs Assessment underway 2017																																										
Community Infrastructure	Development Needs	Growth & Infrastructure Framework 2017																																										
Open Space	Development Needs and Constraint	Review to be commissioned 2017																																										
Playing Pitch & Built facilities	Development Needs and Constraint	Review to be commissioned 2017																																										
Viability Assessment	Constraint	Required at draft stage																																										
Housing Land Supply	Constraint	CPBC annual data																																										
Transport Impact Assessment	Development Need and Constraint	Growth & Infrastructure Framework 2017																																										
Green Belt Functions Assessment	Constraint	Up to date																																										
Residential Design Guidance	Constraint	Up to date																																										

	Green Belt Landscape Character Assessment	Constraint	Up to date
	Strategic Flood Risk Assessment	Constraint	Review underway 2017
	Surface Water Management Plan	Constraint	Up to date
	Watercycle Study	Constraint	Up to date
	SSSI/SPA Site Conditions Surveys	Constraint	CPBC annual data
	Local Wildlife Sites	Constraint	LoWS Review Complete 2012
	Conservation Areas	Constraint	Up to date
	Listed Buildings	Constraint	Up to date
	Locally Listed Buildings	Constraint	CPBC annual data
	Deprivation Data	Constraint	Up to date
	Health Data	Constraint	Up to date
	Environmental Baseline	Constraint	Up to date
<b>Assessment Requirements</b>	<p>In order to ensure that the local planning framework is not challenged on the grounds of failing to comply with legislation, it is necessary for the Council to assess the policies it develops in terms of:</p> <ul style="list-style-type: none"> <li>• Equality Impact Assessment</li> <li>• Sustainability / Strategic Environmental Assessment</li> <li>• Habitat Regulation Assessment</li> </ul> <p>Additionally, the NPPF expects consideration to be given the impact of policy proposals on the viability of development.</p>		
<b>Resource Requirements</b>	<p>In order to deliver this programme the following human resources are required:</p> <ul style="list-style-type: none"> <li>• 2 Planning Policy Officers</li> <li>• Support from Democratic Services and Legal Services</li> <li>• 1 Programme Officer (from Jun 2018)</li> </ul> <p>In order to deliver this programme from July 2017 onwards, the following financial resources are required:</p> <ul style="list-style-type: none"> <li>• Evidence base work (retail, economic, flood and sport facilities studies) = £50,000</li> <li>• Statutory assessment work = £30,000</li> </ul>		

	<ul style="list-style-type: none"> <li>• Additional “duty to co-operate” work (project management and programme work) = £20,000</li> <li>• Consultation work = £30,000</li> <li>• Temporary staff (consultation responses) = £20,000</li> <li>• Programme Officer = £30,000</li> <li>• Examination = £90,000</li> </ul> <p>Total = £270,000</p>
<b>Key Stakeholders</b>	<p><u>Statutory consultees</u> as listed in the regulations – consulted at all stages and engaged as appropriate on specific topic matters. The “duty to co-operate” applies to these organisations, and therefore the Council must be able to demonstrate ongoing engagement with regard to strategic matters;</p> <p><u>Non-statutory consultees</u> (such as specific interest groups) – consulted at all stages and engaged as appropriate on specific topic matters;</p> <p><u>Local service and infrastructure providers</u> – consulted at all stages and engaged as appropriate on specific topic matters. The “duty to co-operate” applies to some of these organisations and therefore the Council must be able to demonstrate ongoing engagement with regard to strategic matters;</p> <p><u>Local residents and businesses</u> – consulted at all stages;</p> <p><u>Town Council</u> – consulted at all stages and engaged as appropriate on specific topic matters;</p> <p><u>Developers / Landowners</u> – consulted at all stages and engaged with regard to sites in which they have an interest.</p>
<b>Risks</b>	<ol style="list-style-type: none"> <li>1) Failure to reach agreement on growth and distribution supported by the evidence base will undermine the process and result in the local planning framework being found unsound.</li> <li>2) Failure to engage neighbouring authorities on strategic matters for inclusion in the local planning framework will result in it being found to be procedurally unsound against the “duty to co-operate”.</li> <li>3) Slow progress will see the Council without an up to date local planning framework. The Government has indicated that those councils without a plan may face intervention. The Council may not be successful at defending unwelcome development proposals such as Green Belt sites on appeal. This has implications for the distribution of future development.</li> </ol>

## Programme for the Affordable and Mix of Housing Guidance Supplementary Planning Document

<b>Document Title</b>	<b>Affordable and Mix of Housing Guidance SPD</b>						
<b>Status</b>	Supplementary Planning Document						
<b>Coverage</b>	Borough wide						
<b>Lead Officer</b>	Local Plan & Regeneration Adviser						
<b>Lead Member</b>	Leader of the Council						
<b>Management Arrangements</b>	Minor editorial changes delegated to officers in consultation with Leader Cabinet to consider evidence and policy development Cabinet approval required for consultations and adoption						
<b>Rationale</b>	To help ensure that affordable and the mix of housing required to make new development sustainable is delivered. This will provide clarity to landowners/developers as to the Council's expectations.						
<b>Expected Outcomes</b>	Affordable housing and housing mix guidance that sets out the Council's requirements for new affordable housing and how that may be delivered, as well as requirements for housing mix on appropriate sites.						
<b>Approach</b>	<ul style="list-style-type: none"> <li>• Technical work undertaken in-house by planning policy officers, except where specialist skills are required;</li> <li>• Consultation an integral part of the process; and</li> <li>• Viability considerations an integral part of the process.</li> </ul>						
<b>Timescales</b>	<p>Key milestones are as follows:</p> <table> <tr> <td>1. Commencement</td><td>May 2018</td></tr> <tr> <td>2. Consultation</td><td>Oct-Nov 2018</td></tr> <tr> <td>3. Adoption</td><td>Jul 2019</td></tr> </table>	1. Commencement	May 2018	2. Consultation	Oct-Nov 2018	3. Adoption	Jul 2019
1. Commencement	May 2018						
2. Consultation	Oct-Nov 2018						
3. Adoption	Jul 2019						
<b>Evidence Requirements</b>	Population & Household Forecasts Strategic Housing Market Assessments						
<b>Assessment Requirements</b>	<p>A viability assessment will be required in order to determine the mix of housing and affordable housing levels that can be justified on different development types within different locations in Castle Point.</p> <p>An equality impact assessment will be required also to ensure that the requirements of the Equality Act 2010 are discharged.</p>						

<b>Resource Requirements</b>	<p>In order to deliver this programme the following human resources are required:</p> <ul style="list-style-type: none"> <li>• 2 Planning Policy Officers</li> <li>• Support from Democratic Services and Legal Services</li> </ul> <p>Additional financial resources of £30,000 are required to deliver this document, because of its specific theme;</p> <ul style="list-style-type: none"> <li>• Evidence work = £10,000</li> <li>• Consultation = £15,000</li> <li>• Temporary staff = £5,000</li> </ul>
<b>Key Stakeholders</b>	<p><u>Statutory consultees</u> as listed in the regulations – consulted and engaged as appropriate on the specific topic matter;</p> <p><u>Non-statutory consultees</u> (such as specific interest groups) – consulted to ensure that all relevant issues are considered;</p> <p><u>Local service and infrastructure providers</u> – engaged in order to ensure that all relevant infrastructure needs are captured and costed appropriately;</p> <p><u>Local residents and businesses</u> – consulted on the need for a mix of housing and affordable housing and their priorities;</p> <p><u>Town Council</u> – consulted on the need for a mix of housing and affordable housing and its priorities;</p> <p><u>Developers / Landowners</u> – consulted at all stages.</p>
<b>Risks</b>	<ol style="list-style-type: none"> <li>1) Failure to apply the evidence base when developing the guidance may result in it being unviable and ineffective;</li> <li>2) Failure to put guidance in place prevents the Council from delivering appropriate housing relevant to local needs;</li> <li>3) Slow progress on guidance would potentially result in developments being granted consent without an appropriate mix of housing or affordable housing in place.</li> </ol>

## Programme for Green Belt Dwellings and Extensions Guidance

<b>Document Title</b>	<b>Green Belt Dwellings and Extensions Guidance SPD</b>						
<b>Status</b>	Supplementary Planning Document						
<b>Coverage</b>	Borough wide						
<b>Lead Officer</b>	Local Plan & Regeneration Adviser						
<b>Lead Member</b>	Leader of the Council						
<b>Management Arrangements</b>	<p>Minor editorial changes delegated to officers in consultation with Leader</p> <p>Cabinet to consider evidence and policy development</p> <p>Cabinet approval required for consultations and adoption</p>						
<b>Rationale</b>	To help ensure that new dwellings and extensions in the Green Belt are consistent with national policy and reflect local character and distinctiveness, ensuring that new sustainable development is delivered. This will provide clarity to landowners/developers as to the Council's expectations.						
<b>Expected Outcomes</b>	Green Belt new dwellings and extensions guidance that sets out the Council's requirements for the location, size, design and appearance of development on appropriate sites.						
<b>Approach</b>	<ul style="list-style-type: none"> <li>• Technical work undertaken in-house by planning policy officers, except where specialist skills are required;</li> <li>• Consultation an integral part of the process; and</li> <li>• Consideration of Green Belt functions and openness an integral part of the process.</li> </ul>						
<b>Timescales</b>	<p>Key milestones are as follows:</p> <table> <tr> <td>1. Commencement</td><td>May 2018</td></tr> <tr> <td>2. Consultation</td><td>Oct-Nov 2018</td></tr> <tr> <td>3. Adoption</td><td>Jul 2019</td></tr> </table>	1. Commencement	May 2018	2. Consultation	Oct-Nov 2018	3. Adoption	Jul 2019
1. Commencement	May 2018						
2. Consultation	Oct-Nov 2018						
3. Adoption	Jul 2019						
<b>Evidence Requirements</b>	<p>Green Belt Functions Assessment</p> <p>Green Belt Landscape Character Assessment</p> <p>Residential Design Guidance</p>						
<b>Assessment Requirements</b>	An equality impact assessment will be required also to ensure that the requirements of the Equality Act 2010 are discharged.						
<b>Resource Requirements</b>	In order to deliver this programme the following human resources are required:						



	<ul style="list-style-type: none"> <li>• 2 Planning Policy Officers</li> <li>• Support from Democratic Services and Legal Services</li> </ul> <p>Additional financial resources of £30,000 are required to deliver this document, because of its specific coverage:</p> <ul style="list-style-type: none"> <li>• Evidence work = £10,000</li> <li>• Consultation = £15,000</li> <li>• Temporary staff = £5,000</li> </ul>
<b>Key Stakeholders</b>	<p><u>Statutory consultees</u> as listed in the regulations – consulted and engaged as appropriate on the specific topic matter;</p> <p><u>Non-statutory consultees</u> (such as specific interest groups) – consulted to ensure that all relevant issues are considered;</p> <p><u>Local service and infrastructure providers</u> – engaged in order to ensure that all relevant infrastructure needs are captured and costed appropriately;</p> <p><u>Local residents and businesses</u> – consulted on the need for appropriate design guidance for dwellings and extensions in the Green Belt;</p> <p><u>Town Council</u> – consulted on the need for appropriate design guidance for dwellings and extensions in the Green Belt;</p> <p><u>Developers / Landowners</u> – consulted at all stages.</p>
<b>Risks</b>	<p>Good design is a fundamental element of sustainable development. Poor design can undermine the success of an area. This is a particularly an issue for small scale development in the Green Belt that cumulatively could detract from the openness and functions of the Green Belt.</p>

## Programme for the Statement of Community Involvement

<b>Document Title</b>	<b>Statement of Community Involvement</b>						
<b>Status</b>	Statement of Community Involvement						
<b>Coverage</b>	All consultees						
<b>Lead Officer</b>	Local Plan & Regeneration Adviser						
<b>Lead Member</b>	Leader of the Council						
<b>Management Arrangements</b>	<p>Minor editorial changes delegated to officers in consultation with Leader</p> <p>Cabinet to consider evidence and policy development</p> <p>Cabinet approval required for consultations and adoption</p>						
<b>Rationale</b>	<p>The present Statement of Community Involvement was adopted in 2014. Since this time, the Council has undertaken a number of consultations on planning policy issues and has received valuable feedback on the nature and format of these consultations. Additionally, legislation and good practice guidance has introduced some new requirements around planning policy that need to be reviewed.</p> <p>The Statement of Community Involvement also covers engagement with regard to planning applications and planning enforcement matters. Again, there have been changes to legislation and good practice guidance which require the Statement of Community Involvement to be reviewed.</p>						
<b>Expected Outcomes</b>	<p>A revised Statement of Community Involvement that builds on the Council's experience regarding consultation on planning matters, and also incorporates the requirements of the most recent legislation.</p> <p>At a community level, this work should ensure better access to, and engagement with residents on planning matters.</p>						
<b>Approach</b>	Information on preferences collected alongside consultation for the local planning framework and supplementary planning documents, then used to develop a revised Statement of Community Involvement.						
<b>Timescales</b>	<p>Key milestones are as follows:</p> <table> <tr> <td>1. Commencement</td><td>April 2019</td></tr> <tr> <td>2. Consultation</td><td>Jul-Aug 2019</td></tr> <tr> <td>3. Adoption</td><td>Nov 2019</td></tr> </table>	1. Commencement	April 2019	2. Consultation	Jul-Aug 2019	3. Adoption	Nov 2019
1. Commencement	April 2019						
2. Consultation	Jul-Aug 2019						
3. Adoption	Nov 2019						

<b>Evidence Requirements</b>	<p><b>In-house</b></p> <ul style="list-style-type: none"> <li>• Review of legislative requirements;</li> <li>• Review of historic consultation events;</li> <li>• Questions on consultation approach during planning policy consultations; and</li> <li>• Demographic profile of the borough.</li> </ul>
<b>Assessment Requirements</b>	<p>An equality impact assessment will be required to ensure that the Statement of Community Involvement enables all residents, regardless of their equality characteristics, to take part in consultations on planning matters.</p>
<b>Resource Requirements</b>	<p>In order to deliver this programme the following human resources are required:</p> <ul style="list-style-type: none"> <li>• 1 Planning Policy Officer</li> <li>• Support from Democratic Services and Legal Services</li> </ul> <p>No additional financial resources are required to deliver the programme of work for the Statement of Community Involvement because consultation on this document is programmed to align with other planning policy consultations.</p>
<b>Key Stakeholders</b>	<p><u>Statutory consultees</u> as listed in regulations – consulted at all stages. This will ensure that they are able to respond to consultations and that the Council's decisions are based on all available advice.</p> <p><u>Non-statutory consultees</u> (interest groups) – consulted at all stages. This will ensure that they are able to respond to consultations and that the Council's decisions are based on all available advice.</p> <p><u>Local residents and business people</u> – consulted as part of events to identify strengths and weaknesses in the consultation methods used. This will ensure that appropriate consultation methods are identified to maximise participation and satisfaction with consultation.</p> <p><u>Town Council</u> – consulted at all stages with the aim of identifying an approach in the Statement of Community Involvement that improves engagement.</p> <p><u>Developers / Landowners</u> – consulted at all stages.</p>
<b>Risks</b>	<p>Failure to adopt an appropriately revised Statement of Community Involvement may impact on the level of engagement achieved in preparing planning policy documents in particular. Failure to comply with the requirement for an up-to-date Statement of Community Involvement will also result in those planning policy documents to be tested at examination being found unsound.</p>

